



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

September 22, 2022

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, September 22, 2022

6:00 p.m. – Charger 360 Program Highlights

6:30 p.m. – Board Dinner

7:00 p.m. – Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Conference Room 430

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The September 22, 2022, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus and at the City of Fennimore 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

1. District Boards Association Update from Executive Director

Layla Merrifield, Executive Director of the District Boards Association, will provide an update on the District Boards Association.

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Board Meeting of August 25, 2022

Minutes of the August 25, 2022, Board meeting are included with the electronic Board packet.

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

Each report is available electronically with all other Board material. Kelly Kelly, Director of Fiscal Services/Controller, will be at the meeting and available for any questions.

D. Contract Revenue

There were nine contracts totaling \$28,943.60 in August 2022 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes two employment recommendations and two retirements 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. Dodgeville Outreach Site Lease

Jason Wood, President, will present a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. The lease agreement is included with the electronic Board meeting information.

Recommendation: *Approve the lease agreement with Dodgeville Chiropractic, S.C. to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI for \$750 monthly from August 1, 2022, through June 30, 2023.*

B. Procurement Bid: Chevrolet Malibu 4 door LD Sedans (2)

Bids were sought for two new Chevrolet Malibu 4-door LS sedans (base models) to be used in the Driver Education program. The public bid opening was held on September 9, 2022, with one vendor responding to the bid request from a total of two plan holders. Kelly Kelly will present a summary of the bid received, which is included in the electronic Board material.

Recommendation: *Award the bid for 2 - new Chevrolet Malibu 4-door LS Sedan vehicles (base models) for the Driver Education program in the amount of \$43,262 to Les Mack, Lancaster, WI.*

C. Procurement Bid: Building 100 Boiler Replacement or Repair

Bids were sought for Building 100's boiler replacement or repair. The virtual bid opening was held on September 7, 2022, with one vendor responding to the bid request from a total of nine plan holders. Dan Imhoff, Executive Director of Facilities, Safety & Security, will present a summary of the bid received, which is included in the electronic Board material.

Recommendation: *Award the bid for Building 100 Boiler Repair in the amount of \$45,335 to 1901, Inc. (formerly H&H Industries), Madison, WI.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Board Monitoring Report - Compliance

Included in the electronic Board material is the Compliance Board Monitoring Report. Karen Campbell, Compliance Officer and Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, will present the report.

B. Platteville Outreach Site Update

Kris Wubben, Student Success Director, and Julie Pluemer, Adult Basic Education Coordinator will present an update on the Platteville Outreach Site's events.

C. Project RISE (ERP) Update

Project RISE team members Sarah Delegge, Project RISE Project Manager, and Heath Ahnen, Director of Information Technology Services will provide an update on the new Enterprise Resource System (ERP) project. A summary is included with the electronic Board material.

D. Staffing Update

Holly Clendenen, Chief Student Services 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. 2022-23 FTE Enrollment Comparison Report

Kelly Kelly will be available for any questions on the report. This information is included in the electronic Board packet.

B. Chairperson's Report

1. Wisconsin Technical College District Boards Association – Nomination for Board Member of the Year

C. College President's Report

- 1. Review Board Governance Policy 3.3: Compensation and Benefits**
- 2. Review Board Governance Policy 3.4: Budgeting/Forecasting**
- 3. Ad Hoc Committee: Executive Board Leadership**
- 4. College Happenings**

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

- 1. Resolution for Adoption of 2022 Tax Levy**
- 2. Fund & Account Transfers (2021-22 Budget Modifications)**
- 3. Review of Purchasing Activity**
- 4. WI Code of Ethics Resolution**
- 5. Foundation Quarterly Report**

6. Real Estate Foundation Quarterly Report
7. Student Access Monitoring Report

B. Time and Place

1. Thursday, October 20, 2022

ADJOURN TO CLOSED SESSION

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

1. **Discussing personnel issues** per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. **Discussing legal issues** per Wis. Stats. 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.}

B. Approval of Closed Session Minutes from July 11, 2022

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The September 22, 2022, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus and in the City of Fennimore 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

1. District Boards Association Update from Executive Director

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

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Southwest Tech
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AGENDA

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- A. Roll Call
- B. Reports/Forums/Public Input
 - 1. District Boards Association Update from DBA Executive Director

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of August 25, 2022
- 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. Dodgeville Outreach Site Lease
- B. Procurement Bid: Chevrolet Malibu 4 door LD Sedans (2)
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BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report - Compliance
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- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Resolution for Adoption of 2022 Tax Levy
 - 2. Fund & Account Transfers (2021-22 Budget Modifications)
 - 3. Review of Purchasing Activity
 - 4. WI Code of Ethics Resolution
 - 5. Foundation Quarterly Report
 - 6. Real Estate Foundation Quarterly Report
 - 7. Student Access Monitoring Report
- B. Time and Place
 - 1. Thursday, October 20, 2022

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Discussing legal issues per Wis. Stats. 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.}

B. Approval of Closed Session Minutes from July 11, 2022

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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

B. Minutes of the Regular Board Meeting of August 22, 2022



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 25, 2022

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:01p.m. on August 25, 2022, 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, Jeanne Jordie, Chris Prange,
Donald Tuescher, Jane Wonderling, Crystal Wallin

Absent: Tracy Fillback

Others present for all, or a portion of the meeting included College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Kim Schmelz, Krista Weber, Kris Wubben, and Caleb White.

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:

BOARD MEETING NOTICE/AGENDA

Thursday, August 25, 2022

6:00 p.m. – Charge Forward Scholars Presentation

6:30 p.m. – Board Dinner

7:00 p.m. – Board Meeting

Southwest Tech Campus

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The August 25, 2022, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus and at the Fennimore City Office in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 11, 2022
- 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. Ad Hoc Committee: Executive Board Leadership
- B. Sale of Property: Brownwood Road and Bronson Boulevard

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Real Estate Foundation Quarterly Report
- C. Board Travel Insurance
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY2122 FTE Year Over Year Comparison Report
 - 2. FY2223 FTE Year Over Year Comparison Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Board Governance Policy 3.1: General Executive Constraint
 - 2. Review Board Governance Policy 3.2: Human Relationships
 - 3. District Boards Association
 - 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURNMENT

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After a review of the Consent Agenda, including the August 25, 2022, agenda; July 11, 2022, Board meeting minutes; financial reports; eight contracts totaling \$13,872.29 in July 2022; employment recommendations for Heather Norsby – Nursing Instructor and Brianna Spehle – Nursing Instructor; promotions/transfers for Katie Garrity – Executive Advisor to the President, Kim Maier – Executive Dean, Karen Campbell – Compliance Officer, Ken Bartz – Interim Public Safety Director/EMS Coordinator/Instructor, and Andy Reynolds – Carpentry Instructor; and the resignations of Natalie Long – Academic Resources Specialist and Tiffany Cote’ – Nursing Instructor, Ms. Wallin moved to approve the Consent Agenda, as presented. Mr. Prange seconded the motion; motion carried.

The Ad Hoc Executive Board Leadership committee has been discussed at previous meetings. Based on feedback, modifications were made to its charter and reviewed at this meeting. After review and further discussion, the Board would like to revisit looking at the charter again at the first Executive Board Leadership meeting, which is scheduled for September 22. Mr. Enright made a motion to table this agenda item. Ms. Wonderling seconded the motion; motion carried.

Dan Imhoff, Executive Director of Facilities, Safety & Security, presented a request for Board approval for selling a portion of public roadway. Details of the request include that the City of Fennimore discovered that the College owns a section of Brownwood Road and Bronson Boulevard, and that the College wishes to sell these portions of public roadways to the City of Fennimore. Board discussion included the importance of obtaining grandfathered setback agreements and measurements in writing. Ms. Wallin made a motion to approve the sale with the requirement to obtain written grandfathered setback agreements and measurements. Mr. Blume seconded the motion. A roll call vote was taken with all members voting in favor to approve the sale of portions of public roadways, Brownwood Road and Bronson Boulevard, to the City of Fennimore with the requirement to obtain written grandfathered setback agreements and measurements.

Kim Schmelz, Director of the SWTC Foundation, highlighted the Foundation activities from the fourth quarter of FY21-22. Highlights included:

- In FY21-22, \$1,525,488.03 in total gifts were received from 963 donors.
- 95% of full-time employees gave a gift to the Foundation in FY21-22.
- The Phonathon raised \$75,728.74 in FY21-22.
- The 2022-23 projected scholarship awards are 891 scholarships for a total of \$495,242.
- Southwest Health, Crossing Rivers Health, Memorial Hospital of Lafayette County, Gundersen Boscobel Area Hospitals and Clinics, Grant Regional Health,

and Richland Hospital and Clinics have all signed an agreement pledging support of \$75,000 each over the next three years to expand the Southwest Tech Associate Degree Nursing (A.D.N) course offerings and allow for continuous enrollment, retention, and completion.

- New officers of the Foundation Board include Vice President Lisa Gotzinger and Treasurer Deb Wehrle; Four new members were welcomed – Helen Mar Adams, Tony Isabell, Scott Pauls and Sarah Saylor; and three members completed their terms – Beth Mikrut-Gilles, Debbie Johnson, and Jerry Brunner.

Caleb White, Vice President for Administrative Services, presented a quarterly Real Estate Foundation report to the Board highlighting the resident life, board members and future investments. Highlights of the Real Estate's Foundation's First Quarter Report for FY2023 included:

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- Summer Leases - 24 students (12 prior year), 100 migrant workers (80 prior year)
- Fall leases – 131 students (109 prior year) with 11 on waitlist
- New board members – David Blume, Ryan Rands & Dan Glass
- Many thanks to Chris Prange for his years of service on the board!
- Board officers reelected – Ben Wood as President, Mindy Johnson as Vice President, and Kevin Raisbeck as Secretary/Treasurer
- Last of 'older' quadplexes scheduled to be demolished in October. Substitute collateral established with newer unit.
- Future investments options being considered – additional housing, storage units for residents & SWTC Dodgeville outreach site.

In addition, Mr. White updated the Board on the status of the Real Estate Foundation's interest in purchasing the former Iowa County Jail in Dodgeville. Conversations are occurring that include development and zoning questions, future partnerships, financing options and tax-exemption status implications. Internally, the academic council is working on a programming plan to determine what programming could potentially use the outreach site.

Karen Campbell, Compliance Officer, and Lori Needham, Executive Assistant, presented an overview of the Board members' Business Travel Accident Insurance and Identity Theft Restoration Insurance. This is part of a blanket policy not requiring any enrollment.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting the two positions, five promotions/transfers and 2 resignations that were approved under the Consent Agenda. In addition, the Carpentry position has been filled and the part-time Child Care Aid vacancy has interviews scheduled. The Multicultural Success Coach position has been reposted.

Caleb White provided an enrollment update noting that FY21-22 FTEs are essentially flat as compared to the previous year. Client Reporting has closed, and the ending FTE

is 1253. This month's FY22-23 FTE Comparison Year over Year Report reflects a very slight increase (up 0.37% from 2021-22 school year to 2022-23 school year). This report will not change significantly until students begin registering for spring classes (in November).

Chairperson Tuescher did not have any items to report under the Chairperson's Report.

The Board reviewed Board Governance Policy 3.1: General Executive Constraint and 3.2: Human Relationships and provided feedback that there are no updates necessary at this time.

Mr. Bolstad provided an update from the District Boards Association indicating that he will be attending the annual planning meeting on August 27, 2022. Planning will focus on the response to reduced attendance.

College happenings and other informational items communicated by Ms. Weber included:

- The preliminary report for the Higher Learning Commission Mid-Cycle Review rating has been shared and will now go to the Higher Learning Commission's board for action.
- Aspen Institute visit is November 8-9, 2022.
- The executive team retreat on August 4, 2022, was at Iowa County Law Enforcement Center in Dodgeville. The focus was on the three-year strategic plan and reorganization of college operations.
- Fall in-service included a faculty and staff engagement exercise focused on trauma during childhood.
- New student orientation attendance was 425 students.
- Dual Credit Excellent Award High Schools have been notified.
- An update to the Retiree Service Stipend was shared.
- A thank you was given to Karen Campbell for her 13 years of dedication to the board during her former position of Executive Services Director.

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 8:26 p.m.

Crystal Wallin, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE PURCHASES GREATER THAN \$2,500 FOR THE PERIOD 8/01/2022 - 8/31/2022			
Vendor	Expenditure Invoice #	Description	Amount
Sikich	Sikich - Aug 2022	Sikich - Aug 2022	309,673.99
IRS	SWTC-140004206	Staff PP 2022-16 08082022 13084	113,984.54
IRS	SWTC-140004212	Staff PP 2022-17 08172022 13488	111,887.42
Insight	1100967480	CORE CAL ALNG LSA DCAL	84,282.37
WRS-PR	WRS Support 08.19.22	WRS Support 08.19.22	66,259.48
WRS-PR	WRS Faculty 08.19.22	WRS Faculty 08.19.22	62,680.10
Campus Works	10206	AMENDMENT #4	29,167.00
WI DOR- PR	SWTC-140004209	Staff PP 2022-16 08082022 13084	19,966.46
WI DOR- PR	SWTC-140004215	Staff PP 2022-17 08172022 13488	19,552.69
Healthequity	08/05/22 HSA	08/05/22 HSA	17,926.43
Healthequity	HSA Deposit 08.19.22	HSA Deposit 08.19.22	17,049.51
Great West	WI Deferred Comp #1	WI Deferred Comp #1	8,954.14
Great West	08/05/22 Great West	08/05/22 Great West	8,596.20
Hillyard	604826729	SCRUB DUAL DISC TRIDENT	8,448.50
Buckingham Mfg	845914	BOOKSTORE	5,996.10
PCARD - Grainger	9390175140	AC UNITS	5,514.22
PCARD - A&J	L PROCHASKA 8.2	INSTALLED CAR BRAKES	3,915.00
Buckingham Mfg	845200	BOOKSTORE	3,897.84
Tri-State Auto	'14 ESCAPE	1FMCU0JX9EUC28216	3,830.00
WTA Properties	SEPT '22 RENT	SEPTEMBER RENT	3,502.00
Lamar	113893777	ADVERTISING	3,380.00
HSR	21051-10	300/400 CONF/DINING	3,330.84
Magellan P	28904	PROMO SUPPLIES	3,273.85
Buckingham Mfg	846127	BOOKSTORE	3,254.15
PCARD-UPS	0000588664332	UPS SHIPPING	3,242.99
Waste Mgmt	1472069-2813-6	GARBAGE SERVICE	3,078.29
OCLC	1000246485	EZ PROZY LICENSE	2,983.79
E9012074	SWTC-00001094	Expense report number SWTC-004495 9012074	2,980.00
Tri-State Auto	'10 EQUINOX	2CNFLNEW9A6345902	2,960.00
US Omni	Vanguard 08.19.22	Vanguard 08.19.22	2,904.49
US Omni	08/05/22 Vanguard	08/05/22 Vanguard	2,858.34
H2I	220377	SWTC FESTO LX	2,838.15
Fink	2055	GATE FOR FENCE	2,795.00
SWTC Foundation	SWTC-140004208	Staff PP 2022-16 08082022 13084	2,775.76
Total Invoices			\$947,739.64

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
Delta Dental WI ASO Pymt	8/31/2022	GNJL004533	7,174.20
Delta Dental WI ASO Pymt	8/3/2022	GNJL004055	7,027.83
Delta Dental WI ASO Pymt	8/10/2022	GNJL003108	6,826.67
Delta Dental WI ASO Pymt	8/24/2022	GNJL004455	6,103.70
Delta Dental WI ASO Pymt	8/17/2022	GNJL004314	4,353.75
1343 FOUN overpayment to the College (21/22)	8/17/2022	GNJL004323	3,288.56
WAGeworks FSA RECEIVABLE INV4078500	8/10/2022	GNJL003107	2,883.55
WAGeworks FSA RECEIVABLE INV4063027	8/5/2022	GNJL004131	2,739.24
Total Bank Withdrawals			\$40,397.50
Payroll			
Payroll Period	Payroll Date		Amount
08/05/2022 Payroll	8/5/2022		366,675.55
08/19/2022 Payroll	8/19/2022		361,061.13
08/05/2022 Additional Payroll	8/5/2022		2,119.30
Total Payroll			\$729,855.98
Total Purchases >= \$2,500			\$1,717,993.12

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 8/31/2022			
Receipts			
Fund			
1 General	3,114,499.00		
2 Special Revenue	-		
3 Capital Projects	1,274.00		
4 Debt Service	-		
5 Enterprise	97,886.00		
6 Internal Service	327,322.00		
7 Financial Aid/Activities	471,633.00		
Total Receipts		4,012,614.00	
Expenses			
Fund			
1 General	1,631,185.00		
2 Special Revenue			
3 Capital Projects	63,359.00		
4 Debt Service	-		
5 Enterprise	87,790.00		
6 Internal Service	351,022.00		
7 Financial Aid/Activities	50,973.00		
Total Expenses		2,184,329.00	
Net cash change - month			1,828,285.00
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	15,638,821.30		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,239,167.96		
Ending Cash/Investment Balance		16,880,929.26	

3. Budget Control

YTD Summary for Funds 1-7							
For 2 Month ended August 2022							
	2022-23	2022-23	2022-23	2021-22	2020-21	2019-20	2018-19
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	24,757,300.00	3,708,897.11	14.98	15.31	18.36	17.20	17.47
General Fund Expenditures	25,265,400.00	3,554,461.96	14.07	12.25	14.93	15.00	16.61
Capital Projects Fund Revenue	4,275,000.00	1,273.50	0.03	2.82	0.01	-	0.30
Capital Projects Fund Expenditures	5,134,000.00	332,535.60	6.48	18.10	2.22	0.92	2.89
Debt Service Fund Revenue	6,538,500.00	-	-	-	-	-	-
Debt Service Fund Expenditures	7,401,644.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,547,000.00	114,108.35	7.38	31.36	39.65	34.37	36.26
Enterprise Fund Expenditure	1,815,700.00	142,950.07	7.87	6.31	15.66	17.95	16.61
Internal Service Fund Revenue	4,455,000.00	659,732.90	14.81	14.91	14.33	13.78	16.15
Internal Service Fund Expenditures	4,455,000.00	701,494.98	15.75	15.00	15.61	15.58	23.20
Trust & Agency Fund Revenue	8,302,800.00	472,438.72	5.69	10.09	3.00	3.24	4.17
Trust & Agency Fund Expenditures	7,702,800.00	270,588.66	3.51	8.64	2.31	2.37	2.32
Grand Total Revenue	49,875,600.00	4,956,450.58	9.94	12.73	12.13	11.71	12.35
Grand Total Expenditures	51,774,544.00	5,002,031.27	9.66	10.51	9.54	9.86	12.00

D. Contract Revenue

There were nine contracts totaling \$28,943.60 in August 2022 being presented for Board approval. The Contract Revenue Report is below.

2022-2023 CONTRACTS 8/1/2022 to 8/31/2022									
<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Highland School District	03-2023-0014-I-11	Drivers Ed Theory Courses	Logan Prochaska	24	\$ 2,880.00	No		X	
Platteville School District	03-2023-0024-I-11	Drivers Ed Theory Courses	Logan Prochaska	104	\$ 12,480.00	No		X	
Riverdale School District	03-2023-0027-I-11	Drivers Ed Theory Courses	Logan Prochaska	21	\$ 2,520.00	No		X	
Giese Co.	03-2023-0047-I-41	Arc Flash (NFPA)	Dennis Cooley	4	\$ 900.00	No		X	
Clayton County Recycling	03-2023-0083-I-41	Motor Controls Training	Dennis Cooley	7	\$ 5,900.00	No		X	
Biddick Inc	03-2023-0084-I-41	Spanish for the Workplace	Dennis Cooley	40	\$ 950.00	No		X	
Avoca and Rural EMS	03-2023-0091-I-42	BLS for Healthcare Provider-CPR Recertification	Ken Bartz	7	\$ 540.00	No		X	
USA Clay Target League	03-2023-0097-T-42	League Director Duties - June	Caleb White		\$ 1,271.96	No		X	
USA Clay Target League	03-2023-0097-T-42	League Director Duties - July	Caleb White		\$ 1,501.64	No		X	
TOTAL of all Contracts				207	\$ 28,943.60				
Exchange of Services				-	\$ -				
For Pay Service				207	\$ 28,943.60				

E. Personnel Items

The Personnel Report includes two employment recommendations and two retirements being presented for approval. The Personnel Report follows.



PERSONNEL REPORT September 9, 2022

EMPLOYMENT: NEW HIRE

Name:	Anna Schmitz
Title:	Child Care Aide
How many applicants & interviewed	3 applicants/ 3 interviews
Start Date:	8/29/2022
Salary/Wages	\$19.23
Classification	Part-Time
Education and/or Experience	Associates - Early Childhood Education from Southwest Tech with 4 years of experience in daycare & teaching children.

EMPLOYMENT: NEW HIRE

Name:	Timothy Hoffman
Title:	Carpenter
How many applicants & interviewed	9 applicants/ 3 interviews
Start Date:	8/30/2022
Salary/Wages	\$25.50
Classification	Full-Time
Education and/or Experience	Associates - Agribusiness Science Technology from Southwest Tech with 22 years of construction/carpentry experience.

PROMOTIONS/TRANSFER

NEW POSITION

None	
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RETIREMENTS / RESIGNATIONS

Jeff Middlien – retirement 5/19/2023	Welding Instructor
Doris Pulvermacher – retirement 5/19/2023	Supply Chain Management Instructor/Process Improvement Coordinator

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Dodgeville Outreach Site Lease

Jason Wood, President, will present a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. The lease agreement is included below.

Recommendation: *Approve the lease agreement with Dodgeville Family Chiropractic and Wellness Center to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI for \$750 monthly from August 1, 2022, through June 30, 2023.*

LEASE

This lease entered into by and between Dodgeville Family Chiropractic, S.C. hereinafter referred to as 'Landlord', and Southwest Wisconsin Technical College, hereinafter referred to as 'Tenant'.

WITNESSETH

The Landlord, for and in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the Tenant, demises and leases unto the Tenant, and the Tenant does hereby hire and rent from the Landlord the premises hereinafter described, for the period, at the rental and upon the terms and conditions hereinafter specifically set forth.

I. DESCRIPTION OF LEASED PREMISES

The leased premises shall constitute 1 conference room approximate 24 ft. by 25 ft. in the Dodgeville Family Chiropractic and Wellness Center at 1206 N. Johns Street to be occupied up to 40 hours/week.

II. TERM OF LEASE

The term of the lease shall commence on the first day of August 1, 2022, and shall expire on June 30, 2023. (See Article VI General Provisions; paragraph E for continued tenancy beyond the expiration of this lease.)

III. RENTAL

The Tenant shall pay to the Landlord as rent for said premises the sum of \$750 monthly. Rent is due and payable on the first day of each month.

IV. OBLIGATION OF LANDLORD

A. Insurance Coverage

Landlord shall keep the rented premise insured against fire and extended risk for its full replacement cost under a policy written by a reputable company authorized to write such insurance in the state of Wisconsin. Landlord and Tenant hereby waive any and all right of recovery against each other for any loss to their respective property to the extent reimbursed by such insurance.

The parties hereto shall be liable for their own acts of negligence and agree to indemnify the other for any losses, damages, cost or expenses, including litigation expenses paid or sustained by reason of the act or negligence of the other, except to the extent such losses, damages, costs, or expenses are reimbursed by insurance.

B. Property repair, mechanical, ventilation, heating, lavatories

Landlord will at its expense maintain and keep in working order all the above listed systems or facilities. Any deficiencies or malfunctions should be reported to Landlord immediately. Tenant is responsible for general cleaning and garbage in their space.

C. Utilities

Landlord shall be responsible for all utilities including water, garbage, heat, and electric. Tenant is responsible for their own internet services.

D. Parking

Tenant shall be permitted to use a reasonable number of parking stalls outside the building for clients. Tenant should use the southern-most parking spots. The south entrance should be used only by landlord and tenants. All clients should enter the eastside entrance.

E. Building Entry

Tenant shall at all times have access to the leased premises. If tenant is the last one in the building, Tenant will be responsible for securing the building before leaving. Tenant will be provided with keys to the main access door and their conference room described in Section I. Copying keys is prohibited and all keys must be returned to Landlord at the cessation of the lease.

F. Additional Areas

Tenant will have access to the breakroom, connected closet space, and public bathrooms on site. In addition, microwave, refrigerator and other kitchen supplies are available for use by the tenant. Tenant should provide its own office supplies and other equipment necessary for its leased space. Any damage or injury related to any of Landlord's equipment on premises resulting from misuse by the Tenant must be repaired or replaced with items of similar quality by the Tenant. Landlord will be granted access to shared connected closet space as needed.

G. Scheduling

Tenant is responsible for providing a schedule of occupancy as they are modified in order for Landlord to manage other occupancy requests in the building and to allow management of items in the reception area.

V. OBLIGATIONS OF THE TENANT

A. Payment of Rents

Tenant shall pay at the time and in the manner heretofore specified the rental amount, and such rental shall be payable at Landlord's office at 1206 N. Johns Street, Dodgeville, Wisconsin or at such other place as the landlord shall designate in writing. If rent is not received by the 5th of the month, the tenant will be assessed a \$50 late fee.

B. Insurance Coverage

Tenant shall provide liability insurance for its own business activities and any for its personal property located on the premises. A copy of such policy should be provided to Landlord prior to occupancy.

C. Use of Premises

Tenant shall not allow said premises to be used for any other purpose than that of educational services, nor shall it permit said premises to be used for any unlawful or immoral purpose, or any purpose that will injure the reputation of the premises, and it will not use or keep on the premises any article which would affect the validity of the standard fire policy of the state of Wisconsin. If tenant chooses to add additional services including classes, they must be approved by landlord and should not be distributed or performed until doing so.

D. Damage to Property

The tenant shall be responsible to restore any damage to items including interior walls, ceilings, paint and glass, to their former conditions with materials of equal quality that have resulted from misuse from the tenant; provided, however, that the damages were not a result from ordinary wear and tear.

E. Signs

Tenant must receive prior written approval of the Landlord, to place or install signs in or on the exterior of the premises. Signs must comply with local ordinances.

F. Advertising and Promotion

Tenant must receive prior approval of any advertising or promotional materials that include mention of the Landlord's business name, Dodgeville Family Chiropractic, S.C. or any form of the Landlord's name or title. All advertising costs will be the responsibility of the Tenant unless both parties agree otherwise in advance to publication. These include yellow page listings, business cards, billboards, newspaper, and radio advertising.

G. Personal Supplies and Equipment

Tenant shall be responsible for providing its own necessary supplies and equipment necessary to do their business beyond the materials listed above in the Landlord obligations. Any shared equipment will be designated here:

H. Surrendering Premises on Termination of Lease

Tenant, upon termination of this lease in any manner, will surrender to the Landlord possession of the leased premises in good condition and repair, ordinary wear and tear and loss through fire or other insurable risk excepted, and will surrender the keys to the landlord.

I. COVID protocol

Tenant shall follow the current guidelines established by the Landlord in common spaces including the reception area and bathrooms.

VI. GENERAL PROVISIONS

A. Damage by Fire or Other Casualty

If the premises or the building of which the premises are a part shall be damaged or destroyed by fire or other casualty to such an extent that Landlord is unable to repair, restore, or rebuild the premises within 10 days of such fire or casualty, this lease shall terminate and be of no effect as of the date of such damage or destruction. Landlord shall return any rent paid by tenant for any period beyond the date of loss to Tenant.

B. Condemnation

In the event of a taking under the power of eminent domain of any part of the building in which the leased premises are located, either Landlord or tenant shall have the right to terminate this lease by written notice to the other within sixty (60) days after the

condemning authority takes possession. All rents and other charges shall be prorated as of the date of such termination.

C. Default of Either Party

If either party should be in default under any provision of this lease, the other party, prior to exercising any option arising upon such default, shall provide the defaulting party a written notice of thirty days of such default and the right to remedy such default, except only a ten-day notice need be given for a default in payment of rent under Article III.

D. Method of Giving Notices

Notices and demands to be given under this lease shall be given personally, or by registered or certified mail, addressed to the Tenant at 1206 N. Johns St, Dodgeville, WI 53533 and the Landlord at 1206 N. Johns St., Dodgeville, WI 53533 or such other place as either party shall from time to time designate in writing. It is recommended to that a 1 month notice be given if tenant chooses not to continue rental the subsequent month.

E. Holding Over

If tenant continues to occupy the leased premises after the last day of the term thereof, and the Landlord elects to accept rent thereafter, except any past due rent, then a tenancy from month to month shall be created until such time that a new lease is accepted.

F. Binding Effect

This lease and the provisions thereof shall be binding upon their respective parties and shall inure to the benefit of said parties, their respective heirs, personal representatives, successors and assigns.

In Witness Whereof, Landlord and Tenant have executed this instrument as of the day and year written below.

Landlord: Dodgeville Family Chiropractic SC

By: Randy Miller D.C. 9/2/22
Name and Title Date
owner

Tenant: Southwest Wisconsin Technical College

By: _____
Name and Title Date

B. Procurement Bid: Chevrolet Malibu 4 door LD Sedans (2)

Bids were sought for two new Chevrolet Malibu 4-door LS sedans (base models) to be used in the Driver Education program. The public bid opening was held on September 9, 2022, with one vendor responding to the bid request from a total of two plan holders. A summary of the bid received is included below.

Recommendation: Award the bid for 2 - new Chevrolet Malibu 4-door LS Sedan vehicles (base models) for the Driver Education program in the amount of \$43,262 to Les Mack, Lancaster, WI.

Bid # 2223-01

2 – New Chevrolet Malibu 4 door LS Sedans
Driver Education Vehicles

The public opening of bids was held on September 9, 2022 @ 2:30 p.m.

The bid specification included the following:

SCOPE: New Driver Education Vehicles			
1. SPECIFICATIONS:			
2 – New Chevrolet Malibu 4 door LS Sedans (less than 300 miles)			
Vendor Bid Response Form Bid# 2223-01	Product #	Qty	Bid Price
New Chevrolet Malibu 4 door LS Sedan base model		2	
Exterior Color: Dark Ash Metallic or Mineral Grey Metallic	G5D or G6M	2	
Interior Color: Medium Ash Gray	H1H	2	
License Plate Bracket: Front		2	
Fleet Free Maintenance is not desired		-2	
Delivery Fee		2	
Installation of 2 brake pedals for Driver Education		2	
Total Bid:			

One vendor responded to the bid request from a total of 2 plan holders. A summary of the bid is included below.

Vendor	Location	Total Bid	Comments
Les Mack	Lancaster	\$ 43,262	

Recommendation: Award the bid for 2 – New Chevrolet Malibu 4 door LS Sedans Driver Education Vehicles in the amount of \$43,262 to Les Mack of Lancaster, WI.

C. Procurement Bid: Building 100 Boiler Replacement or Repair

Bids were sought for Building 100's boiler replacement or repair. The virtual bid opening was held on September 7, 2022, with one vendor responding to the bid request from a total of nine plan holders. A summary of the bid received is included below.

Recommendation: Award the bid for Building 100 Boiler Repair in the amount of \$45,335 to 1901, Inc. (formerly H&H Industries), Madison, WI.

Bid # 2223-02 Building 100 Boiler Replacement or Repair
Opening held virtually on September 7, 2022 @ 2:00 p.m. CST

Invitations to bid on Building 100 Boiler Replacement or Repair. The bid specification included the following:

Replace heat exchanger with factory brand parts

Boiler to work with existing Trane controls

Control wiring

Electrical

Pipe to existing boiler piping

Venting

Start-up/Commissioning

Other Options

****price should include all labor, shipping and delivery***

Replace boiler with new model

Boiler to work with existing Trane controls

Control wiring

Electrical

Pipe to existing boiler piping

Venting

Start-up/Commissioning

Other Options

****price should include all labor, shipping and delivery***

The public opening of bids was held on September 7, 2022. One vendor responded to the bid request from a total of 9 plan holders. A summary of the bid is included below.

Vendor	Location	New Unit	Replace Heat Exchanger	Alternate Bid	Cost	Comments
1901 Inc.	Madison, WI	\$ 78,695	\$ 43,080	\$ 2,255		Alternate Bid is for an Emergency Stop

Recommendation: Award the bid for Building 100 Boiler Repair in the amount of \$45,335 to 1901, Inc. (formerly H&H Industries) of Madison, WI.

Board Monitoring of College Effectiveness

A. Board Monitoring Report - Compliance

Included below is the Compliance Board Monitoring Report. Karen Campbell, Compliance Officer and Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, will present the report.

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Accreditation provides the opportunity for the college to prove how well its processes and procedures are supporting the mission, vision, and purposes. Accreditation is a pathway for continuous improvement where quality standards are confirmed for the education provided to students. Southwest Wisconsin Technical College (Southwest Tech) is accredited by the Higher Learning Commission (HLC) and follows the Standard Pathway 10-year Cycle.

Standard Pathway 10-Year Cycle			
Cycle Year	Institutional Activities	Peer Review	HLC Decision Making
Year 1	Institution prepares Assurance Filing and may contribute documents to Evidence File and begin writing Assurance Argument for Year 4 Comprehensive Evaluation.		
Year 2			
Year 3			
Year 4	Submit Comprehensive Evaluation materials	Conduct Comprehensive Evaluation (with visit)	Action on Comprehensive Evaluation
Year 5	Institution prepares Assurance Filing and may contribute documents to Evidence File and begin writing Assurance Argument for Year 10 Comprehensive Evaluation.		
Year 6			
Year 7			
Year 8			
Year 9	Submit Comprehensive Evaluation materials	Conduct Comprehensive Evaluation (with visit)	Action on Comprehensive Evaluation and Reaffirmation of Accreditation
Year 10			

During the 2021-22 fiscal year, the college submitted its Assurance Filing, including a narrative and evidence demonstrating the institution meets HLC's five Criteria for Accreditation. A team of 5 HLC Peer Reviewers conducted an on-site Comprehensive Evaluation visit on April 25-27, 2022, which was followed by the reviewer's report. The final report has been completed and is set to go to before the Institutional Actions Council (IAC) for final approval/action of the Comprehensive Evaluation review. The expectation by the College is this will be a positive approval/action with no interim reporting required. A reaffirmation of accreditation visit will be scheduled for the 2026-27 academic year, the tenth year in the cycle.

The 2021-22 academic year focused on the assurance argument and readying the college for the Comprehensive Evaluation. Focus areas included finalizing the assurance argument (narrative) describing how the college complies with the 5 criterion and 18 core components, gathering evidence to support this argument, and preparing the College for the on-site visit. A great amount of time and effort throughout the year went into preparing college employees and Board members for the Comprehensive Evaluation visit in April 2022.

Board Monitoring Report

Accreditation & Compliance

September 22, 2022

In the 2022-2023 academic year, Southwest Tech will be in the fifth year of the 10-year cycle of accreditation on HLC's Standard Pathway. The emphasis this year will be on continuing to building the culture of assessment through creating a process for reviewing and updating evidence documentation, developing proposals and presentations for conferences (including the annual HLC Conference), and re-forming a Core Accreditation Team, allowing more faculty and staff to learn about and be more closely involved in the accreditation efforts at the college.

HLC Assessment Academy Update

Southwest Tech is currently in the third year of the four-year Higher Learning Commission Assessment Academy to help develop institutional knowledge and skills related to assessment; promote assessment as a responsibility of all college staff; and support the understanding that assessment is one piece of continuous improvement to improve student learning. A team of 6-7 Southwest Tech faculty and staff make up this academy team. Members of the team will be attending HLC's Midpoint Roundtable in October. This event gives teams an opportunity to review, refocus, and recharge their efforts to improve assessment of student learning, while also receiving continued guidance, participating in professional development presentation, and network with other participating institutions. Goals of the Assessment Academy team are as follows:

1. Strengthen Student Learning institution-wide that is informed by assessment (moving from climate of assessment to culture of learning).
2. Develop an integrated plan for institution-wide student learning and assessment.
3. Develop a sustainability plan that advances growth and institution-wide student learning and assessment.

Items of note:

- Faculty dual credit update: On August 12, 2022, Southwest Tech received notice from HLC regarding the extension for bringing our faculty for dual credit programs into compliance with HLC's faculty qualification requirements. Per this communication, "HLC's Board of Trustees has extended the deadline for this requirement from September 1, 2023, to September 1, 2025." Southwest Tech has been automatically granted this final extension.
- On August 23, 2022, Karen Solomon, Southwest Tech's HLC Liaison, communicated that no applications are needed to gain approval for offering the Associate of Arts and Associate of Science programs. This decision came after submission of HLC's required New Degree Program Screening Form on July 25, 2022.

Providing quality education and training to meet the workforce needs within the college's district is critical to the college mission, vision, purposes, and values. The Higher Learning Commission (HLC) validates the college's quality and processes, and this system creates a framework of checks and balances for continuous improvement efforts. By maintaining accreditation, Southwest Tech is able to receive and distribute federal financial aid to the student population. Accreditation also assists in promoting Southwest Tech's vision as a preferred provider of education and creates a level of confidence from employers in the educational quality provided to students. Thirteen programs offered at Southwest Tech have third-party program accreditations/certifications which require college accreditation as a prerequisite for consideration for program accreditation. These programs include:

Board Monitoring Report

Accreditation & Compliance

September 22, 2022

Program	Professional Accreditation	Cycle of Accreditation	Most Recent Accreditation Date	Outcome of Accreditation Review	Next Accreditation Review Date
Associate Degree Nursing	Accreditation Commission for Education in Nursing (ACEN)	9 years	2017	Reaccredited for 9 years	2025
Medical Laboratory Technician	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	5 years	2017	Reaccredited for 5 years	2023 (granted 1-year extension from 2022)
Medical Assistant	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the curriculum review board of the Association of Medical Assistants Endowment	10 years	2016	Reaccredited for 10 years	2026
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE)	10 years	2017	Reaccredited for 10 years	2027
Midwifery	Midwifery Education Accreditation Council (MEAC)	6 years	2019	Reaccredited for 6 years	2025
Automotive Technician	NATEF Master Automobile Service Technology Accreditation by the National Institute for Automotive Service Excellence (ASE) Education Foundation	5 years	2018	Accredited for 5 years	2024
Certified Firefighter Courses	International Fire Service Accreditation Congress (IFSAC)	5 years	2018	Accreditation renewed for 5 years	2023
Cancer Information Management	National Cancer Registrars Association (NCRA)	3 years	2016	Initial Accreditation 2018	2023
Health Information Technology	Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	10 years	2018	Initial Accreditation 2018	2028-29
Welding	American Welding Society (AWS)	3 years	2022	Reaccredited	2025?

Program	Professional Certification	Cycle of Certification	Most Recent Certification Date	Outcome of Certification Review	Next Certification Review Date
Emergency Medical Training (EMS)	Department of Health and Human Services license This is a certification to be a licensed training and exam provider.	3 years	2020	Licensed for 3 years	2023
Law Enforcement 720 Academy	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2018	No issues	?
200 Hour Jail Academy	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2018	No issues	?

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Board Monitoring Report

Accreditation & Compliance

September 22, 2022

Programmatic accreditations have historically been coordinated, conducted, and monitored individually. Moving forward, Southwest Tech will be developing a systematic approach to programmatic accreditations in alignment with the Higher Learning Commission and, in turn, time and schedule all accreditation efforts and maintenance with the entire college. The goal in this initiative is to reduce duplication of efforts and provide consistency in reporting, quality and content of documentation, and best utilization of data used for reporting. This initiative will provide a streamlined approach to all accreditation efforts and reporting at the college. This initiative will begin development fall 2022 and is anticipated to be fully utilized by fall 2023.

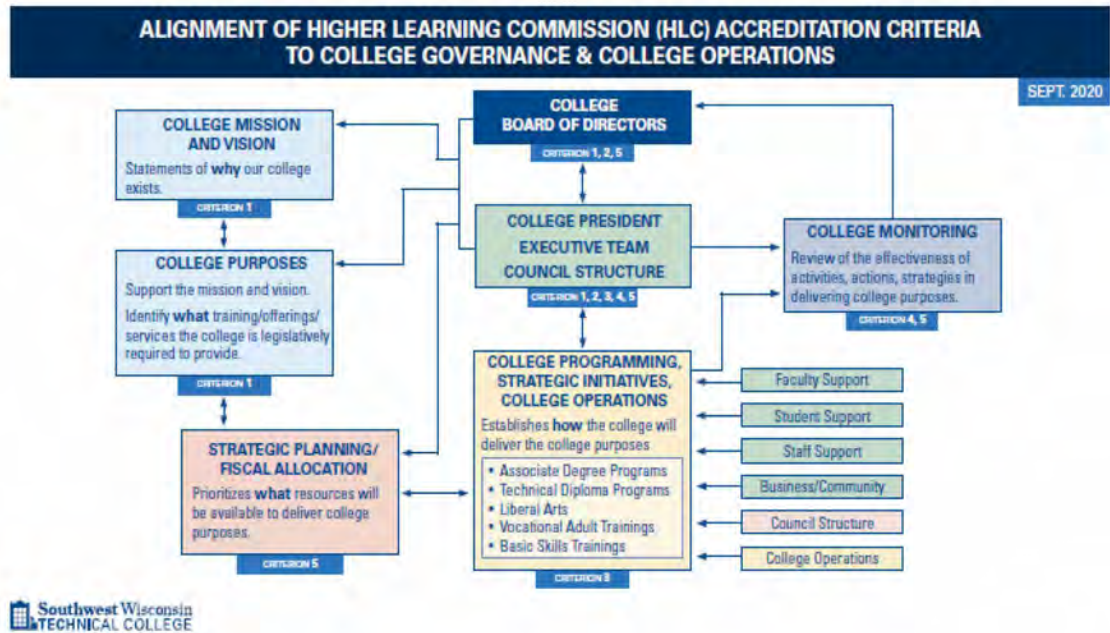
Compliance in higher education is defined as a systematic program that addresses and coordinates all requirements with which an institution is responsible to comply pursuant to law, regulation, or institutional policy. Over the years, the number of requirements has greatly increased. In 2021-22 the College recognized that a Compliance Officer position would be advantageous in meeting compliance with the laws, regulations, and policies required in higher education. Compliance is about building the systematic approach to requirements and about mindset and culture of compliance. Compliance is not about just meeting the letter of the law, it is about complying with the spirit of the law.

The compliance efforts will be aligned with the mission, vision, values, and purposes of the college. Federal compliance efforts are necessary to receive Title IV (Financial Aid) funding and other federal funds. This applies to state funds as well. If not found to be in compliance with and/or having a comprehensive plan to be in compliance, the college could be fined by the federal government. These fines could mar the College public relation efforts and continued funding and accreditation. Bringing compliance in sync with college operations and accreditation efforts will ensure the College can live its mission, vision, and purposes in alignment with the College values.

In 2022-23, work will be centered on building a centralized compliance function and ensuring compliance with all federal and state laws and regulations. Included in the process will be a prioritization of the compliance efforts based on likelihood of occurrence and impact of occurrence as well as creating systems that aid operations. In tandem with building this compliance inventory will be ensuring policies and procedures are in place and education and training is scheduled on a regular basis to meet the letter of the law and comply with the spirit of the law. All college policies and procedures will be developed, modified, or maintained and annually reviewed including the administrative policies, standard operating procedures, employee handbook, student handbook, et al. The Compliance Office will also take the lead in writing the compliance reports.

Alignment with Strategic Directions

The visual below displays how the five criteria for accreditation align with our college governance and operations. For reference, Appendix A is provided as a summary and description of the Criteria for Accreditation including core and sub-components.



Board Monitoring Report

Accreditation & Compliance

September 22, 2022

College accreditation is a validation of the college's quality – a critical characteristic for attracting students, staff, and donors to the college. Implementing actions that continuously improve student learning demonstrates a commitment to quality – a foundation of accreditation. The annual strategic planning/budgeting process prioritizes actions and resources related to the college purposes in support of meeting the most critical needs of students, employers, and communities. The 2022-23 college strategic directions include:

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

The Board of Directors reviews the mission, vision, purposes, values, strategic directions, and College Health Indicators annually during their October retreat. In addition, each monitoring report presented to the Board includes data and progress towards established goals related to improving college performance on College Health Indicators. The Executive Team, taking direction from the Board of Directors, establishes the metric goals for the College Health Indicators during the budget development process which begins annually in November. The strategic directions are aligned with the College Health indicators and associated metrics and help guide the council, workgroup, and project team efforts for the coming year. The development, review, and updating of the College Health Indicators promotes accountability in setting and reviewing annual college-wide performance goals. Through review of the effectiveness and clarity of the College Health Indicators, adjustments are made to best measure the success of the institution and align with actionable goals. The alignment of the College Health Indicators with the College's strategic directions is shown below.

COLLEGE HEALTH INDICATORS

Strategic Direction: Engage Students in High-Quality Experiential Learning	
CHI.1. Equity in Student Learning - Graduation	CHI.2. Enrollment Headcount
CHI.3. Retention Rate	CHI.4. Graduation Rate
CHI.5. Job Placement	CHI.6. Student Satisfaction
CHI.7. Employer Satisfaction	
Strategic Direction: Strengthen a Culture of Caring and Success	
CHI.8. Employee Satisfaction	CHI.9. Employee Retention
Strategic Direction: Enhance the College's Economic Impact	
CHI.10. FTE's	CHI.11. Economic Impact – Job Placement In-District & 5-Year Graduate Wage Growth

Through the college strategic directions of continually improving the quality of student learning, continually improving our support for faculty, staff, and students, and by remaining a vital economic engine, Southwest Tech is meeting the mission of providing a trained workforce for the district.

Programmatic accreditation provides an additional distinction for students and employers. The students are assured the college is meeting the industry standards for their career choice, which enhances students' ability

to secure jobs related to their career field. For industry employers, programmatic accreditation confirms the quality of the education the students receive. This also reassures the employers the education offered by Southwest Tech meets industry standards. This, in turn, builds a dynamic workforce required to help build economic development in southwest Wisconsin. Program accreditation focuses on students and employers in providing students with high-quality experiential learning, enhances the success of the students all while improving the college's economic impact.

Ensuring the College is in compliance with federal laws, regulations, and institutional policies creates an environment that improves quality, safety, and security. An important factor in providing high-quality education amidst a culture of caring and success is making sure students, employees, and the public feel safe on campus. Compliance with Title IX, Clery Act, Violence Against Women Act (VAWA), weapons laws, financial regulations, etc. provides greater access to an environment that promotes quality education and safety.

Competitive Positioning Statement

An annual calendar of college planning for continuous improvement is shown below. The annual calendar outlines the alignment of college operations to the strategic directions to enhance college accreditation, program accreditation, and compliance efforts. The annual calendar demonstrates the process the College follows for monitoring of strategic directions, college health indicators, and other metrics in the board monitoring reports.

Board Monitoring Report
Accreditation & Compliance

September 22, 2022



College Planning Process

Month	Action	Assigned To	Where Shared with Stakeholders	Assessment / Outcome
July	Approval of 3-year and 10-year Facilities Master Plan	Executive Director of Facilities, Safety & Security	<ul style="list-style-type: none"> Board Meeting / Board Packet on College Website Submitted to WI Technical College System 	Approval by WTCs Personnel / Board
	Determine College Priorities Foundation Board Supports	President	<ul style="list-style-type: none"> Joint Board meeting with District Board, Foundation Board, and Real Estate Foundation Board 	Acceptance by District Board
August	Finalize Work Plan for Strategic Directions & Strategic Initiatives	President	<ul style="list-style-type: none"> College-wide In-Service 	
	Present Foundation and Real Estate Foundation Quarterly Reports	Foundation Director/ Chief Financial Officer	<ul style="list-style-type: none"> Board Meeting / Board Packet on College Website 	Acceptance by District Board
	Convene Instructional Vitality Process	College Effectiveness Director / Chair of Assessment Work Group	<ul style="list-style-type: none"> College Intranet (Charger Hub) 	
September	Present Board Monitoring Report – Compliance	Accreditation Liaison Officer	<ul style="list-style-type: none"> Board Meeting / Board Packet on College Website 	Acceptance by District Board
	Present Academic Master Plan	Chief Academic Officer	<ul style="list-style-type: none"> Academic Council/ Executive Team Board Meeting / Board Packet on College Website 	Acceptance by District Board
October	Review ENDS Statements and Establish Goals for College Incl. College Health Indicators	President	<ul style="list-style-type: none"> Board Retreat Advisory Committee Meetings 	Acceptance by District Board
	Present Board Monitoring Report – Student Access	Chief Student Services Officer	<ul style="list-style-type: none"> Board Meeting / Board Packet on College Website 	Acceptance by District Board
November	Budget Planning Process Kicks Off	Chief Financial Officer / Controller	<ul style="list-style-type: none"> Board Meeting / Board Packet on College Website 	
	Present Foundation and Real Estate Foundation Quarterly Reports	Foundation Director / Chief Financial Officer	<ul style="list-style-type: none"> Board Meeting / Board Packet on College Website 	Acceptance by District Board
December	Approve Revised ENDS Statements	Board	<ul style="list-style-type: none"> Board Meeting / Board Packet on College Website 	Acceptance by District Board
	Present Academic Master Plan	Chief Academic Officer	<ul style="list-style-type: none"> Academic Council/ Executive Team Board Meeting / Board Packet on College Website 	Acceptance by District Board
	Hold Meetings Regarding Capital and Operational Budgets	Budget Managers	<ul style="list-style-type: none"> Supervisor / Staff Meetings Department Meetings Leadership Council Meeting 	

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Board Monitoring Report Accreditation & Compliance

September 22, 2022

Month	Action	Assigned To	Where Shared with Stakeholders	Assessment / Outcome
January	Present Board Monitoring Report – Safety & Security	Exec. Dir. of Facilities, Safety & Security / Exec. Dir. of Information Technology Services	• Board Meeting / Board Packet on College Website	Acceptance by District Board
	Present Foundation and Real Estate Foundation Quarterly Reports	Foundation Director/Chief Financial Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
February	1 st Review of Budget Assumptions & Parameters including Strategic Priorities	Chief Financial Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
March	Present Board Monitoring Report – Quality Teaching & Learning	Chief Academic Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
	Present Preliminary Budget Review	Chief Financial Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
	Present Academic Master Plan	Chief Academic Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
April	Announce Strategic Initiatives Aligned with Strategic Priorities	Present	• College-wide In-Service	
	Review of College Health Indicators	President	• Board Meeting / Board Packet on College Website	Acceptance by District Board
	Present Foundation and Real Estate Foundation Quarterly Reports	Foundation Director/Chief Financial Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
	Present Preliminary Budget Review	Chief Financial Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
May	Present Board Monitoring Report – Financial Sustainability	Chief Financial Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
	Convene Institutional Vitality Process	College Effectiveness Director / Chair of Assessment Work Group	• College Intranet (Charger Hub)	
	Present Preliminary Budget Review	Chief Financial Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
June	Hold Budget Public Hearing, Board Approval of Budget, and Submittal of Budget to WTCS	Chief Financial Officer	• Board Meeting / Board Packet on College Website • Submitted to WI Technical College System	Approval by Southwest Tech Board of Directors and Submit to WTCS; Accepted by WTCS Personnel
	Present Board Monitoring Report – College Culture	Chief Human Resources Officer	• Board Meeting / Board Packet on College Website	Acceptance by District Board
	Present Academic Master Plan	Chief Academic Officer	• Academic Council/ Executive Team • Board Meeting / Board Packet on College Website	Acceptance by District Board

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Board Monitoring Report

Accreditation & Compliance

September 22, 2022

Southwest Tech has been named a Top 10 finalist for the 2023 Aspen Prize for Community College Excellence. This prestigious award is focused on student success. The college is preparing a written response to information requested by the Aspen Institute on different aspects of student success including the student advising model, streamlining program and course choice, the developmental education model, and the College's strategic plan. On November 8-9, 2022, a four-member review team will be visiting campus and interviewing senior leadership, academic and student services leaders, career and technical education leaders and faculty, general education faculty, external educational and workforce partners, advisors and counselors, institutional research, information technology, board of trustees, and, most importantly, students.

RECOGNIZING AND VALUING PEOPLE

Faculty, Staff & Board – All faculty, staff, and board members were engaged and well-prepared to answer the HLC Review Team's questions, provide personal stories, and validate what was written and submitted in the Assurance Argument narrative prior to the visit. *"Most important, it was clear that faculty were truly engaged in the assessment process, and everyone was engaged in helping students succeed. (Taken from the HLC Report)"*

The Core Accreditation Team, comprised of Karen Campbell, Derek Dachelet, Katie Garrity, and Mandy Henkel, were instrumental in setting the timeline and achieving the milestones for the successful HLC Comprehensive Evaluation in spring 2022. Additionally, members of this team were the primary individuals consulted for any other accreditation-related requirements, always serving with a focus on what is best for Southwest Tech students.

Members of both the HLC Assessment Academy team and Assessment Work Group serve the college with leading roles in ensuring the institution is constantly improving and scaling assessment efforts. Faculty members are key in clarifying expectations and working with their peers on accountability in order to meet requirements. Membership in the Assessment Work Group includes:

- Christina Winch - Agriculture Faculty
- Cynde Larsen - Executive Dean of Health Occupations
- Ed Anderson - Welding Faculty
- Sara Biese – Cancer Information Management Faculty
- Michael Madsen – General Education Faculty
- Stacey Place – Physical Therapist Assistant Faculty
- Melinda Nicely – Accounting Faculty
- Mandy Henkel – Director of College Effectiveness/Accreditation Liaison Officer
- Tina Leis – Administrative Assistant

The members of the HLC Assessment Academy team are:

- Deb Ihm – Agriculture Director
- Christina Winch – Agriculture Faculty
- Sara Biese – Cancer Information Management Faculty
- Cynde Larsen – Executive Dean of Health Occupations
- Mandy Henkel – Director of College Effectiveness/Accreditation Liaison Officer

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Board Monitoring Report

Accreditation & Compliance

September 22, 2022

- Robin Hamel – Student Life Coordinator/Athletic Director

The following faculty and staff lead the programmatic accreditation efforts and professional certification efforts for the college.

Program	Professional Accreditation: Program Lead
Associate Degree Nursing	Accreditation Commission for Education in Nursing (ACEN): Cynde Larsen
Medical Laboratory Technician	National Accreditation Agency for Clinical Laboratory Sciences (NAACLS): Karen Farner
Medical Assistant	Commission on Accreditation of Allied Health Education Programs (CAAHEP): Tonia Breuer
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE): Stacey Place
Midwifery	Midwifery Education Accreditation Council (MEAC): Vanessa Caldari
Automotive Technician	National Automotive Technicians Education Foundation (NATEF): Greg Wubben
Certified Firefighter Courses	International Fire Service Accreditation Congress (IFSAC): Karl Sandry
Cancer Information Management	National Cancer Registrars Association (NCRA): Sara Biese
Health Information Technology	Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM): Jennifer Lame
Welding	American Welding Society (AWS): Ed Anderson
Program	Professional Certification
Emergency Medical Training (EMS)	Department of Health and Human Services license – Ken Bartz
Law Enforcement 720 Academy	Wisconsin Department of Justice Training and Standards Bureau – Kris Wubben
200 Hour Jail Academy	Wisconsin Department of Justice Training and Standards Bureau – Kris Wubben

All employees are involved with compliance efforts at the college. It takes everyone focused on the spirit of compliance to ensure the College meets all compliance requirements.

PRESENTATION OF DATA

A multi-year summary of the College Health Indicators with targets and outcomes can be found on Southwest Tech's Charger Dashboard and is shown below.

Board Monitoring Report

Accreditation & Compliance

September 22, 2022

College Health Indicators	Benchmark	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Target
Engage Students in High Quality Learning					
CHI.1. Equity in Student Learning - Graduation	64%	51%	43%	tbd	64%
CHI.2. Enrollment Headcount	na	6932	6595	6553	6600
CHI.3. Retention Rate	62%	69%	69%	71%	74%
CHI.4. Graduation Rate	42%	61%	61%	55%	65%
CHI.5. Job Placement	91%	93%	94%	90%	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	na	na	6.00
CHI.7. Employer Satisfaction	97%	97%	96%	100%	98%
Strengthen a Culture of Accountability					
CHI.8. Employee Satisfaction	3.84	4.26	4.44 *	4.07	4.50
CHI.9. Employee Retention	90%	95%	96%	94.79%	95%
Enhance the College's Economic Impact					
CHI.10. FTEs	na	1332.3900	1296.7900	1258.3400	1250.0000
CHI.11. Economic Impact					
CHI.11.A. Job Placement In-District	71%	52%	50%	44%	56%
CHI.11.B. 5-Year Graduate Wage Growth	67%	na	56%	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

Dated: 6/01/2022

Instructional/Institutional Vitality Process (IVP)

Faculty and college staff review data tied to College Health Indicators (CHI) at the annual instructional/institutional vitality process (IVP) days. Faculty compare program performance to the annual CHI target metric with college department staff reviewing metrics and/or procedures tied to the CHI's. This information is used to create Team Action Plans (TAPs) to improve overall college performance. One hundred and eighty-one (181) total TAPs were created in for the 2021-2022 academic year to support college health indicators/strategic priorities. A summary of the TAP alignment is shown below.

2021-2022 Strategic Directions	Number of TAP's
Engage Student in High Quality Learning	151
Enhance the College's Economic Impact	5
Culture of Accountability	25

Outcomes-Based Funding

Outcomes-Based Funding (OBF) defines 10 priority state values placed on specific criteria and success for the college. These values are directly linked to monetary reimbursement, but also gauge overall college success and meeting Southwest Tech's industry priorities and student needs. These values are listed and validated through state reporting by each college and are communicated to both program accrediting bodies and the Higher Learning Commission as evidence of success as well as areas of opportunity for improvement.

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Accreditation & Compliance

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Southwest Tech criteria for Outcomes Based Funding includes Job placement, Industry validated curriculum, Adult Basic Education success, Dual enrollment, Workforce Training, and Collaboration.

2021-22 OUTCOMES FUNDING

TABLE 1: Distribution of 2021-22 Outcomes-Based Funding, by College and Criteria (in \$)

	Criteria 1: Job Placement	Criteria 2: High Demand Fields	Criteria 3: Industry Validated Curriculum	Criteria 4: ABE Transition	Criteria 5: ABE Success	Criteria 6: Dual Enrollment	Criteria 7: Workforce Training	Criteria 8: Collaboration	Criteria 9: Special Populations	Criteria 10: Credit for Prior Learning	College Total
Blackhawk	189,595	0	135,472	150,187	207,255	187,446	0	188,043	170,004	0	1,228,002
Chippewa Valley	323,940	302,770	273,092	0	0	329,602	190,847	268,541	0	222,644	1,911,436
Fox Valley	390,858	454,031	392,626	0	0	425,136	647,354	328,375	0	408,105	3,046,485
Gateway	0	325,960	252,951	0	308,518	424,759	252,196	290,681	305,256	0	2,160,321
Lakeshore	192,227	169,041	232,246	0	219,933	0	100,866	186,436	183,742	0	1,284,491
Madison Area	417,235	419,277	0	702,908	461,623	0	0	411,739	435,850	500,722	3,349,354
Mid-State	231,726	114,083	181,998	0	128,900	0	0	188,275	219,804	178,206	1,242,991
Milwaukee Area	0	0	457,601	691,512	646,855	0	389,182	449,657	435,960	443,247	3,514,014
Moraine Park	210,150	186,573	0	162,194	325,447	0	386,766	216,254	361,866	0	1,849,250
Nicolet Area	151,232	56,824	133,024	111,725	150,123	0	0	156,437	193,713	0	953,077
Northcentral	251,870	249,117	300,576	0	258,967	328,483	259,870	0	261,707	0	1,910,590
Northeast Wisconsin	379,600	398,575	384,477	0	0	454,791	0	331,106	291,125	293,495	2,533,170
Southwest Wisconsin	218,883	0	182,091	0	112,253	120,284	0	177,601	135,830	125,492	1,072,434
Waukesha County	250,525	272,617	251,092	0	263,242	269,904	0	250,642	243,959	0	1,801,983
Western	0	208,271	254,668	201,063	0	196,123	0	241,879	309,075	262,661	1,673,740
Wisconsin Indianhead	264,191	314,893	247,611	0	181,426	113,028	0	201,349	131,634	0	1,454,133
Total	3,472,033	3,472,033	3,679,525	2,019,589	3,264,541	2,849,557	2,227,081	3,887,017	3,679,525	2,434,573	30,985,470

STRENGTHS

1. Successful Accreditation Visit: The five-person HLC peer review team provided a positive review report following the April 2022 Comprehensive Evaluation where ALL Criteria for Accreditation were Met, there were no sanctions, and no interim monitoring recommended.
2. Continue to actively participate in the 4-year HLC Assessment Academy which has already proved helpful in continuous improvement efforts for assessment processes. Currently entering year 3 of the project, with a focus on Review and Refinement.

3. Employee involvement in accreditation, programmatic accreditation, and compliance continues to grow safeguarding the campus environment to remain viable, safe, and secure while assuring the reputation of the high-quality learning environment for students, staff, and the public.

WEAKNESSES

1. Evidence Documentation. Per the HLC's report, evidence was lacking in the Assurance Argument. Although additional evidence was readily available and provided during the visit, HLC will expect a *"focus on constantly generating, analyzing, and documentation g the data-driven improvements"* the college makes, and *"this should be uploaded to the HLC's assurance system on a regular basis."* (Quotes taken from HLC's Final Review Report, p.51)
2. Alignment of the Higher Learning Commission Accreditation with the programmatic accreditations will alleviate the duplication of efforts and provide consistency in reporting, quality and content of documentation, and best utilize data for reporting.
3. While compliance with regulations, laws, and policies is being done, there is no centralized compliance function at the College. Centralizing this function will provide consistency in the reporting, quality, and education necessary to warrant a culture of compliance and meet the letter of the law along with the spirit of the law. Bringing compliance in sync with college operations and accreditation efforts will ensure the College can live its mission, vision, and purposes in alignment with the College values.

APPENDIX

- A – Criterion and Sub-criterion Descriptions

Appendix A – Criteria for Accreditation

Source: HLC Policy Book, June 2021

Policy Title: Criteria for Accreditation

Number: CRRT.B.10.010

The Criteria for Accreditation are the standards of quality by which HLC determines whether an institution merits accreditation or reaffirmation of accreditation. They are as follows:

Criterion 1. Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

Core Components

1.A. The institution's mission is articulated publicly and operationalized throughout the institution.

1. The mission was developed through a process suited to the context of the institution.
2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.
3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.
4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.
5. The institution clearly articulates its mission through public information, such as statements of purpose, vision, values, goals, plans or institutional priorities.

1.B. The institution's mission demonstrates commitment to the public good.

1. The institution's actions and decisions demonstrate that its educational role is to serve the public, not solely the institution or any superordinate entity.
2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
3. The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.

1.C. The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.

1. The institution encourages curricular or cocurricular activities that prepare students for informed citizenship and workplace success.
2. The institution's processes and activities demonstrate inclusive and equitable treatment of diverse populations.
3. The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.

Criterion 2. Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

Core Components

2.A. The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.
- 2.B. The institution presents itself clearly and completely to its students and to the public.
 1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
 2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.
- 2.C. The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.
 1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
 2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
 3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
 4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
 5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.
- 2.D. The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.
- 2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.
 1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
 2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
 3. The institution provides students guidance in the ethics of research and use of information resources.
 4. The institution enforces policies on academic honesty and integrity.

Criterion 3. Teaching and Learning: Quality, Resources and Support

The institution provides quality education, wherever and however its offerings are delivered.

Core Components

- 3.A. The rigor of the institution's academic offerings is appropriate to higher education.
 1. Courses and programs are current and require levels of student performance appropriate to the credential awarded.
 2. The institution articulates and differentiates learning goals for its undergraduate, graduate, postbaccalaureate, post-graduate and certificate programs.
 3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

3.B. The institution offers programs that engage students in collecting, analyzing and communicating information; in mastering modes of intellectual inquiry or creative work; and in developing skills adaptable to changing environments.

1. The general education program is appropriate to the mission, educational offerings and degree levels of the institution. The institution articulates the purposes, content and intended learning outcomes of its undergraduate general education requirements.
2. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.
3. The education offered by the institution recognizes the human and cultural diversity and provides students with growth opportunities and lifelong skills to live and work in a multicultural world.
4. The faculty and students contribute to scholarship, creative work and the discovery of knowledge to the extent appropriate to their offerings and the institution's mission.

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

1. The institution strives to ensure that the overall composition of its faculty and staff reflects human diversity as appropriate within its mission and for the constituencies it serves.
2. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance, assessment of student learning, and establishment of academic credentials for instructional staff.
3. All instructors are appropriately qualified, including those in dual credit, contractual and consortial offerings.
4. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
5. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
6. Instructors are accessible for student inquiry.
7. Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities are appropriately qualified, trained and supported in their professional development.

3.D. The institution provides support for student learning and resources for effective teaching.

1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides academic advising suited to its offerings and the needs of its students.
4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites and museum collections, as appropriate to the institution's offerings).

Criterion 4. Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Core Components

4.A. The institution ensures the quality of its educational offerings.

1. The institution maintains a practice of regular program reviews and acts upon the findings.

2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.
3. The institution has policies that ensure the quality of the credit it accepts in transfer.
4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It ensures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
6. The institution evaluates the success of its graduates. The institution ensures that the credentials it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission.

4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

1. The institution has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings.
2. The institution uses the information gained from assessment to improve student learning.
3. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members.

4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.

1. The institution has defined goals for student retention, persistence and completion that are ambitious, attainable and appropriate to its mission, student populations and educational offerings.
2. The institution collects and analyzes information on student retention, persistence and completion of its programs.
3. The institution uses information on student retention, persistence and completion of programs to make improvements as warranted by the data.
4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

Criterion 5. Institutional Effectiveness, Resources and Planning

The institution's resources, structures, processes and planning are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

Core Components

5.A. Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.

1. Shared governance at the institution engages its internal constituencies—including its governing board, administration, faculty, staff and students—through planning, policies and procedures.
2. The institution's administration uses data to reach informed decisions in the best interests of the institution and its constituents.

3. The institution's administration ensures that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through effective collaborative structures.

5.B. The institution's resource base supports its educational offerings and its plans for maintaining and strengthening their quality in the future.

1. The institution has qualified and trained operational staff and infrastructure sufficient to support its operations wherever and however programs are delivered.

2. The goals incorporated into the mission and any related statements are realistic in light of the institution's organization, resources and opportunities.

3. The institution has a well-developed process in place for budgeting and for monitoring its finances.

4. The institution's fiscal allocations ensure that its educational purposes are achieved.

5.C. The institution engages in systematic and integrated planning and improvement.

1. The institution allocates its resources in alignment with its mission and priorities, including, as applicable, its comprehensive research enterprise, associated institutes and affiliated centers.

2. The institution links its processes for assessment of student learning, evaluation of operations, planning and budgeting.

3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.

4. The institution plans on the basis of a sound understanding of its current capacity, including fluctuations in the institution's sources of revenue and enrollment.

5. Institutional planning anticipates evolving external factors, such as technology advancements, demographic shifts, globalization, the economy and state support.



6. The institution implements its plans to systematically improve its operations and student outcomes.

B. Platteville Outreach Site Update

Kris Wubben, Student Success Director, and Julie Pluemer, Adult Basic Education Coordinator will present an update on the Platteville Outreach Site's events.


C. Project Rise (ERP) Update

Project RISE team members Sarah Delegge, Project RISE Project Manager, and Heath Ahnen, Director of Information Technology Services will provide an update on the new Enterprise Resource System (ERP) project. A summary of the Project Rise (ERP) progress is included below.



Project RISE - Board Brief

- **Quality**
 - Current Student Test Case quality is at 58% (As of 9/12)
 - SWTC and Anthology have spent the last month working on root cause to ensure higher quality in next round of testing (ETL 7)
 - 14 Student product defects that have been identified as showstoppers remain, Anthology has pledged that they will be addressed quickly
- **Budget** - Anthology is committed to keeping SWTC budget within 10% of contract
 - Jason and Anthology are negotiating to ensure all aspects are considered for SWTC expenditures
- **Schedule**
 - Current Projected go-live for Student is Jan 30th
 - This date is dependent on testing data quality and resolution of showstopper issues
 - Week of Oct 17 will be a decision point for January go-live



THIS IS WHERE YOU SUCCEED

D. Staffing Update

Holly Clendenen will provide an update on College staffing. The September, 2022, Staffing Update is included below.

Staffing Update – September 2022


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New	Institutional Research Analyst	Leonor Chivas	7/11/2022	D63-Salary Band: \$66,953 - \$97,083 Hired at \$83,000
2	Replacement	Medical Lab Tech Instructor-50%	Shannon Cathman	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$62,000
3	Replacement	Electromechanical Technician Instructor	Stephen Goss	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$69,027.13
4	Replacement	Administrative Assistant	Nanette Hubbard	6/27/2022	B22 - Hourly Range: \$18.48 - \$24.03 Hired at \$19.23/hour
5	New	Administrative Assistant	Tina Lies	7/1/2022	B22 - Hourly Range: \$18.48 - \$24.03 Hired at \$19.23/hour
6	Replacement	Carpentry Instructor	Andy Reynolds	7/15/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$55,000
7	Replacement	Child Care Aide (Part-time)	Anna Schmitz	8/29/2022	A12 - \$19.23/hour Hired at \$19.23/hour
8	New	Associate Degree Nursing Instructor	Heather Norsby	8/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$69,000
9	Replacement	Associate Degree Nursing Instructor	Brianna Spehle	8/3/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$68,000
10	Replacement	Multicultural Success Coach	Position reposted	9/28/2022	C42: \$48,795 - \$68,313
11	Replacement	Carpenter	Timothy Hoffman	8/30/2022	B24: \$21.64 - \$28.13 Hired at \$25.50/hour
12	Replacement	Reference & Instruction Librarian	Position posted	8/29/2022	B31: \$43,692 - \$56,0801

Information and Correspondence

A. Enrollment Report

1. 2022-23 FTE Enrollment Comparison Report

The 2022-23 FTE Comparison (Year over Year) Report is shown below.

		School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 09/14/20 Students	SY 21-22 09/13/21 Students	SY 22-23 09/12/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 09/14/20 FTE	SY 21-22 09/13/21 FTE	SY 22-23 09/12/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	57	54	49	(8)	(5)	23.30	22.70	19.70	(3.60)	(3.00)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	9	11	14	5	3	3.90	5.97	8.27	4.37	2.30
10-006-5	Agribusiness Science & Technology - Agronomy	17	10	11	(6)	1	9.47	5.17	6.13	(3.33)	0.97
10-006-6	Agribusiness Science & Technology - Animal Science	17	30	34	17	4	8.60	13.23	18.00	9.40	4.77
10-102-3	Business Management	112	91	85	(27)	(6)	45.77	37.50	37.50	(8.27)	-
10-530-5	Cancer Information Management	91	73	57	(34)	(16)	29.80	27.87	21.97	(7.83)	(5.90)
10-504-X	Criminal Justice	46	40	33	(13)	(7)	19.93	20.83	16.33	(3.60)	(4.50)
10-316-1	Culinary Arts	5	5		(5)	(5)	2.17	3.43		(2.17)	(3.43)
10-317-1	Culinary Management	3			(3)	-	1.47			(1.47)	-
10-102-1	Data Analytics		1	5	5	4		0.50	2.33	2.33	1.83
10-510-6	Direct Entry Midwife	59	96	107	48	11	18.63	35.47	40.23	21.60	4.77
10-307-1	Early Childhood Education	52	42	48	(4)	6	20.83	17.50	20.30	(0.53)	2.80
10-620-1	Electro-Mechanical Technology	33	26	22	(11)	(4)	16.77	12.40	11.40	(5.37)	(1.00)
10-325-1	Golf Course Management	10	11	14	4	3	4.93	6.17	7.53	2.60	1.37
10-201-2	Graphic And Web Design	16	25	25	9	-	6.87	10.43	11.93	5.07	1.50
10-530-1	Health Information Technology	38	48	37	(1)	(11)	12.70	14.60	12.40	(0.30)	(2.20)
10-520-3	Human Services Associate	30	29	32	2	3	14.63	14.63	15.60	0.97	0.97
10-825-1	Individualized Technical Studies	3			(3)	-	1.13			(1.13)	-
10-620-3	Instrumentation and Controls Technology	4		2	(2)	2	0.63		1.13	0.50	1.13
10-150-2	IT-Network Specialist	22	26	20	(2)	(6)	9.47	11.33	10.10	0.63	(1.23)
10-196-1	Leadership Development	7	10	12	5	2	1.40	3.87	4.90	3.50	1.03
10-513-1	Medical Laboratory Technician	19	18	12	(7)	(6)	7.13	7.07	4.93	(2.20)	(2.13)
10-196-6	Nonprofit Leadership		3	9	9	6		1.27	3.97	3.97	2.70
10-543-1	Nursing-Associate Degree	216	201	192	(24)	(9)	69.30	61.97	60.97	(8.33)	(1.00)
10-524-1	Physical Therapist Assistant	27	18	15	(12)	(3)	9.27	6.93	6.10	(3.17)	(0.83)
10-182-1	Supply Chain Management	26	29	25	(1)	(4)	8.73	9.73	10.60	1.87	0.87
10-512-1	Surgical Technology			8	8	8			4.07	4.07	4.07
10-499-5	Technical Studies-Journeyworker		1	2	2	1		0.20	0.20	0.20	-
Total Associate Degree		919	898	870	(49)	(28)	346.83	350.77	356.60	9.77	5.83

Program Code	Program Title	SY 20-21 09/14/20 Students	SY 21-22 09/13/21 Students	SY 22-23 09/12/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 09/14/20 FTE	SY 21-22 09/13/21 FTE	SY 22-23 09/12/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-101-1	Accounting Assistant	9	7	8	(1)	1	2.13	2.70	2.40	0.27	(0.30)
30-531-6	EMT-IV (Advanced EMT)		12		-	(12)		1.73		-	(1.73)
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1	1		(1)	(1)	0.53	0.10		(0.53)	(0.10)
32-070-1	Agricultural Power & Equipment Technician	36	36	29	(7)	(7)	18.73	18.33	14.90	(3.83)	(3.43)
31-405-1	Auto Collision Repair & Refinish Technician	11	9	9	(2)	-	5.07	5.10	4.67	(0.40)	(0.43)
32-404-2	Automotive Technician	34	19	20	(14)	1	14.20	8.47	9.53	(4.68)	1.06
31-408-1	Bricklaying & Masonry		1	1	1	-		0.03	0.57	0.57	0.53
30-443-1	Building Maintenance & Construction	1	1	1	-	-	0.07	0.07	0.07	-	-
31-475-1	Building Trades-Carpentry	9	9	5	(4)	(4)	4.73	4.70	2.43	(2.30)	(2.27)
31-307-1	Child Care Services	5	3	5	-	2	2.00	1.30	1.80	(0.20)	0.50
30-420-2	CNC Machine Operator/Programmer	2	6	4	2	(2)	0.93	2.40	1.80	0.87	(0.60)
31-502-1	Cosmetology	18	25	36	18	11	8.80	11.93	17.50	8.70	5.57
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14		10	(4)	10	9.33		8.00	(1.33)	8.00
31-317-1	Culinary Specialist		7		-	(7)		3.00		-	(3.00)
30-508-2	Dental Assistant	11	18	18	7	-	5.87	9.27	9.60	3.73	0.33
30-812-1	Driver and Safety Education Certification	16	7	12	(4)	5	3.10	1.00	2.40	(0.70)	1.40
31-413-2	Electrical Power Distribution	44	43	43	(1)	-	21.33	19.90	20.93	(0.40)	1.03
50-413-2	Electricity (Construction) Apprentice	20	24	23	3	(1)	1.43	1.60	1.53	0.10	(0.07)
30-531-3	Emergency Medical Technician	48	29	36	(12)	7	6.87	4.47	4.63	(2.23)	0.17
32-080-4	Farm Operations & Management - Ag Mechanics	8	11	6	(2)	(5)	3.73	5.53	2.63	(1.10)	(2.90)
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.07			(0.07)	-
32-080-3	Farm Operations & Management - Dairy	8	8	7	(1)	(1)	3.30	4.10	3.87	0.57	(0.23)
31-080-3	Farm Operations & Management - Dairy Technician	2	2	3	1	1	0.20	1.07	1.10	0.90	0.03
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	2	3	1	1	0.50	0.20	0.93	0.43	0.73
32-080-6	Farm Operations & Management - Livestock	1	3	5	4	2	0.57	1.53	2.60	2.03	1.07
31-080-7	Farm Operations & Management - Livestock Tech		1	1	1	-		0.37	0.53	0.53	0.17
50-413-1	Industrial Electrician Apprentice	10	6	11	1	5	0.87	0.40	1.20	0.33	0.80
31-620-1	Industrial Mechanic	2	2	1	(1)	(1)	1.13	1.03	0.57	(0.57)	(0.47)
31-154-6	IT-Computer Support Technician	11	6	3	(8)	(3)	5.00	1.60	1.33	(3.67)	(0.27)
31-513-1	Laboratory Science Technician	4			(4)	-	1.20			(1.20)	-
50-620-1	Mechatronics Technician Apprentice	6	9		(6)	(9)	0.80	2.40		(0.80)	(2.40)
31-509-1	Medical Assistant	37	32	23	(14)	(9)	19.03	14.53	11.90	(7.13)	(2.63)
31-530-2	Medical Coding Specialist	53	84	56	3	(28)	17.07	31.33	17.77	0.70	(13.57)
30-504-4	Nail Technician	2	1	5	3	4	0.53	0.17	0.73	0.20	0.57
30-543-1	Nursing Assistant	144	108	101	(43)	(7)	15.17	9.43	12.30	(2.87)	2.87
50-427-5	Plumbing Apprentice	15	21	22	7	1	0.97	2.00	1.88	0.92	(0.12)
31-182-1	Supply Chain Assistant		1	2	2	1		0.37	0.87	0.87	0.50
31-442-1	Welding	42	32	41	(1)	9	20.50	16.07	21.40	0.90	5.33
	Total Technical Diploma	627	586	550	(77)	(36)	195.77	188.23	184.37	(11.39)	(3.86)
20-800-1	Liberal Arts - Associate of Arts	28	42	32	4	(10)	6.53	10.93	5.67	(0.87)	(5.27)
20-800-2	Liberal Arts - Associate of Science	10	8	8	(2)	-	2.27	2.30	1.77	(0.50)	(0.53)
	Undeclared Majors	347	404	503	156	99	52.17	57.33	77.00	24.83	19.67
	Total Liberal Arts & Undeclared Majors	385	454	543	158	89	60.97	70.57	84.43	23.47	13.87
	Total	1,931	1,938	1,963	32	25	603.57	609.57	625.41	21.84	15.84
	Percent of Change									3.62%	2.60%

Program Code	Program Title	SY 20-21 09/14/20 Students	SY 21-22 09/13/21 Students	SY 22-23 09/12/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 09/14/20 FTE	SY 21-22 09/13/21 FTE	SY 22-23 09/12/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
	Vocational Adult (Aid Codes 42-47)	1,563	1,638	1,584	21	(54)	33.35	33.21	31.36	(1.99)	(1.85)
	Community Services (Aid Code 60)	35	-	13	(22)	13	0.12	-	0.04	(0.07)	0.04
	Basic Skills (Aid Codes 73,74,75,76)	76	110	111	35	1	6.20	9.17	8.67	2.47	(0.50)
	Basic Skills (Aid Codes 77 & 78)	82	52	66	(16)	14	-	1.03	0.07	0.07	(0.97)
	Grand Total	3,687	3,738	3,737	50	(1)	643.24	652.97	665.55	22.31	12.57
	Total Percent of Change									3.47%	1.93%
						Budgeted/Goal FTEs	1,275	1,250	1,250		
						% of Budgeted/Goal FTEs Achieved to date	50.4%	52.2%	53.2%		
						Final Actual FTEs Achieved	1,256	1,253			
						% of Final Actual FTEs Achieved to date	51.2%	52.1%			
						21/22 Projected Ending FTEs using historical trend	1,300	1,277			
						Will budget be met	YES	YES			

B. Chairperson's Report

1. Wisconsin Technical College District Boards Association – Nomination for Board Member of the Year

C. College President's Report

1. Review Board Governance Policy 3.3: Compensation and Benefits

Governance Policy 3.3 is included below.

SECTION 3 – EXECUTIVE LIMITATIONS
POLICY 3.3

3.3 - COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

1. Change his or her own compensation and benefits.
2. Provide for or change the compensation and benefits of other employees except in accordance with policies of the Board.
3. Promise or imply permanent or guaranteed employment.
4. Employ persons not properly certified/certifiable for the position.
5. Grant fringe benefits not approved by the Board.

2. Review Board Governance Policy 3.4: Budgeting/Forecasting

Governance Policy 3.4 is included below.

SECTION 3 – EXECUTIVE LIMITATIONS
POLICY 3.4

3.4 - BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board

Accordingly, the President shall:

1. Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, use of fund balance, separation of capital and operational items, and disclosure of planning assumptions.
2. Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
3. Propose a budget which takes into account Board Ends priorities.
4. Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
5. Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
6. Propose an operating budget which meets guidelines established by the Board and is within limits mandated by State Statute.
7. Submit any budget changes resulting in increases, decreases, or transfers by fund and /or function to the Board for a roll-call vote per Section 65.90(5), Wisconsin Statutes. (A two-thirds affirmative vote of the entire membership is required.)

3. Ad Hoc Committee: Executive Board Leadership

4. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Resolution for Adoption of 2022 Tax Levy
2. Fund & Account Transfers (2021-22 Budget Modifications)
3. Review Purchasing Activity
4. WI Code of Ethics Resolution
5. Foundation Quarterly Report
6. Real Estate Foundation Quarterly Report
7. Student Access Monitoring Report

B. Time and Place

1. Thursday, October 20, 2022

Adjourn to Closed Session

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

1. **Discussing personnel issues** per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. **Discussing legal issues** per Wis. Stats. 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.}

B. Approval of Closed Session Minutes from July 11, 2022

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment