



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Board Retreat and Regular Meeting**

**October 20, 2022**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

## Contents

<b>Annotated Agenda .....</b>	<b>3</b>
<b>Open Meeting .....</b>	<b>8</b>
A. Roll Call.....	8
<b>Student Success Now and Into the Future .....</b>	<b>8</b>
A. Review of College Health Indicators and Student Success Research .....	8
B. Outcomes Review – Board Monitoring of Student Success .....	15
<b>Board Retreat .....</b>	<b>33</b>
A. Project Rise / ERP Update.....	33
B. Board Development & Policy Question/Answer .....	33
<b>Open Meeting .....</b>	<b>33</b>
A. Reports/Forums/Public Input.....	33
<b>Consent Agenda .....</b>	<b>33</b>
A. Approval of Agenda .....	33
B. Minutes of the Regular Board Meeting of September 22, 2022.....	36
C. Financial Reports.....	42
1. Purchases Greater than \$2,500 .....	42
2. Treasurer's Cash Balance .....	46
3. Budget Control.....	47
D. Contract Revenue.....	48
E. Personnel Items.....	49
F. American Association of Community Colleges Membership.....	49
<b>Other Items Requiring Board Action.....</b>	<b>52</b>
A. Resolution for Adoption of 2022 Tax Levy .....	52
B. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2022B; and Setting the Sale .....	53
C. Procurement Bid 2223-03: 2021 or Newer Dodge RAM 1500.....	57
D. Procurement Bid 2223-04: New UW56 Bobcat Toolcat .....	58
E. Concept Review: Associate Degree IT-Cybersecurity Specialist (10-151-2).....	59
<b>Board Monitoring of College Effectiveness .....</b>	<b>88</b>
A. Review of Purchasing Activity .....	88
B. Staffing Update.....	90
<b>Information and Correspondence .....</b>	<b>91</b>
A. Enrollment Report.....	91
1. 2022-23 FTE Enrollment Comparison Report .....	91
B. Chairperson's Report.....	94
1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 26-29, 2022) .....	94
C. College President's Report .....	95

1. Review Board Governance Policies 3.5: Financial Condition and 3.6: Asset Protection.....	95
2. Strategic Directions (2022-2025) .....	98
3. Update on the Sale of Property: Brownwood Road & Bronson Boulevard .....	104
4. Dodgeville Outreach Site Update & Partnership.....	104
5. College Happenings .....	104
D. Other Information Items .....	104
<b>Establish Board Agenda Items for Next Meeting.....</b>	<b>104</b>
A. Agenda.....	104
B. Time and Place.....	104
<b>Adjourn to Closed Session.....</b>	<b>104</b>
A. Consideration of adjourning to closed session for the purpose of .....	104
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.} .....	104
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.} .....	104
B. Approval of Closed Session Minutes from 7/11/2022 & 9/22/2022.....	104
<b>Reconvene to Open Session .....</b>	<b>104</b>
A. Action, if necessary, on Closed Session Items .....	104
<b>Adjournment .....</b>	<b>104</b>

## **Annotated Agenda**



### **BOARD RETREAT/MEETING NOTICE AND AGENDA**

Thursday, October 20, 2022  
Southwest Tech Campus  
1800 Bronson Blvd., Fennimore, WI 53809

11:00 a.m. – 12:30 p.m.	Foundation Donor Appreciation Luncheon & Program (Lenz Center)
12:30 p.m. – 1:30 p.m.	Joint Meeting: District, SWTC Foundation & SWTC Real Estate Foundation Boards (Room 430)
1:30 p.m. – 5:30 p.m.	District Board Retreat (Room 430)
5:30 p.m. – 6:00 p.m.	District Board Dinner (Room 430)
6:15 p.m.	District Board Meeting (Room 430)

### **ANNOTATED AGENDA**

**12:30 p.m. – District Board Meets Jointly with  
SWTC Foundation & SWTC Real Estate Foundation Boards  
Room 430**

#### **OPEN MEETING**

The following statement will be read: "The October 20, 2022, retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), posted on campus, the Platteville Outreach Site, the Richland Center Outreach Site, 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**

#### **STUDENT SUCCESS NOW AND INTO THE FUTURE**

##### **A. Review of College Health Indicators and Student Success Research**

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer and Tyler Platz, Data Analyst, will present an overview of the College Health Indicators and recent student success research. The College Effectiveness update is included with the electronic Board material.

**B. Outcomes Review – Board Monitoring of Student Access**

Holly Clendenen, Chief Student Services Officer, will highlight the November 2021 Board monitor report on Student Access. Feedback from Board members suggesting expectations for this year's (2022) report will be requested. The 2021 report is included in the electronic material.

**1:30 p.m. – District Board Retreat  
Room 430**

**BOARD RETREAT**

**A. Project RISE / ERP Discussions**

Liz Murphy, President of CampusWorks, will be in attendance to work with Board members on the next steps of the Project RISE / ERP implementation.

**B. Board Development & Policy Question/Answer**

Jon Anderson, SWTC Legal Counsel, will be in attendance to offer guidance to Board members on Board development and policy, as well as answer questions that Board members may have.

**5:30 p.m. – Dinner  
Room 430**

**6:15 p.m. – Regular Board Meeting  
Room 430**

**OPEN MEETING**

**A. Reports/Forums/Public Input**

**CONSENT AGENDA**

**A. Approval of Agenda**

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

**B. Minutes of the Regular Meeting of September 22, 2022**

Minutes of the September 22, 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. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

**D. Contract Revenue**

There were six contracts totaling \$13,848.92 in September 2022 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

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

**F. American Association of Community Colleges Membership**

Included in the electronic Board packet is the membership renewal invoice from the American Association of Community Colleges for the College's 2023 membership fees. The cost of the annual membership is \$3,549.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Resolution for Adoption of 2022 Tax Levy**

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2022 in the amount \$5,016,626 for operational expenses, \$6,510,000 for debt retirement for a total tax levy of \$11,526,626. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

**Recommendation:** Approve, as presented, the Resolution Providing for Tax Levy for the Year 2022.

**B. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2022B; and Setting the Sale**

Up to the amount of \$4,000,000 for the public purpose of paying the cost of acquiring movable equipment is being requested. Caleb White will present the resolution. A copy of the resolution is available with the electronic Board material.

**Recommendation:** *Approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes, Series 2022B; and setting the sale.*

**C. Procurement Bid 2223-03: 2021 or Newer Dodge RAM 1500**

Bids were sought for a 2021 or newer Dodge RAM 1500. The public bid opening was held virtually on September 30, 2022, with one vendor responding to the bid request from a total of two plan holders. Caleb White will present a summary of the bid received, which is included in the electronic Board material.

**Recommendation:** *Award the bid for 2021 or newer Dodge RAM 1500 in the amount of \$64,719.00 to Les Mack, Lancaster, WI.*

**D. Procurement Bid 2223-04: New UW56 Bobcat Toolcat**

Bids were sought for a new UW56 Bobcat Toolcat. The public bid opening was held virtually on September 30, 2022, with three vendors responding to the bid request from a total of 8 plan holders. Caleb White will present a summary of the bids received, which is included in the electronic Board material.

**Recommendation:** *Award the bid for a new UW56 Bobcat Toolcat in the amount of \$60,985.00 to Richie Implement, Cobb, WI.*

**E. Concept Review: Associate Degree IT – Cybersecurity Specialist (10-151-2)**

Included in the electronic Board material is a Concept Review for an Associate Degree in IT- Cybersecurity Specialist (Program Number 10-151-2). Derek Dachelet, Executive Dean, will present the information at the Board meeting. Also included in the electronic material is a Board resolution approving the program to be sent with the Concept Review paperwork to the Wisconsin Technical College System Office.

**Recommendation:** *Approve the Concept Review for the IT-Cybersecurity Specialist Associate Degree (Program 10-151-2).*

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Review of Purchasing Activity**

A six-year Purchase Card Activity Summary report and a listing of the FY2022 >\$50,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

**B. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

**1. FY 2023 Comparison FTE Report**

Caleb White will be available for any questions on the report. The information is included in the electronic Board packet.

**B. Chairperson's Report**

**1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 26-29, 2022)**

Chairperson Tuescher will inform the Board that the College is entitled to one vote at the upcoming ACCT Annual Leadership Congress and that this delegate will be Mr. Chuck Bolstad, who is representing the College at this event. The delegate information is included in the electronic Board material.

**C. College President's Report**

**1. Review Board Policies 3.5: Financial Condition and 3.6: Asset Protection**

The Board Governance Policies are included in the electronic Board material.

**2. Strategic Directions (2022-2025)**

The 2022-2025 Strategic Directions are included in the electronic Board material.

**3. Update on Sale of Property: Brownwood Road & Bronson Boulevard**

**4. Dodgeville Outreach Site Update & Partnership**

**5. College Happenings**

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

- 1. Fund & Account Transfers (2021-22 Budget Modifications)**
- 2. WI Code of Ethics Resolution**
- 3. Foundation Quarterly Report**
- 4. Real Estate Foundation Quarterly Report**
- 5. Board Monitoring Report – Student Access**
- 6. 2021-22 Budget Process**

**B. Time and Place**

- 1. Thursday, November 17, 2022, at 7:00 p.m. at Southwest Tech Campus**

**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, and September 22, 2022**

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**



## **Open Meeting**

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

## **Student Success Now and Into the Future**

### ***A. Review of College Health Indicators and Student Success Research***

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer and Tyler Platz, Data Analyst, will present an overview of the College Health Indicators and recent student success research. The College Effectiveness update is included below.



# Student Success

Presented by College Effectiveness  
October 20, 2022 In-Service



## Student Success and Data – Activity!

Can we order 5 hypothetical students from **most to least likely to graduate** based on the data we have at the end of their 1st semester at SWTC?\*

*\*Likelihoods are based on real student data!*



THIS IS WHERE YOU BEGIN

## Student Success and Data – Questions

### Question #1

Who is more likely to succeed?

### Question #2

What resources do these students need, individually, to increase their chances of success?

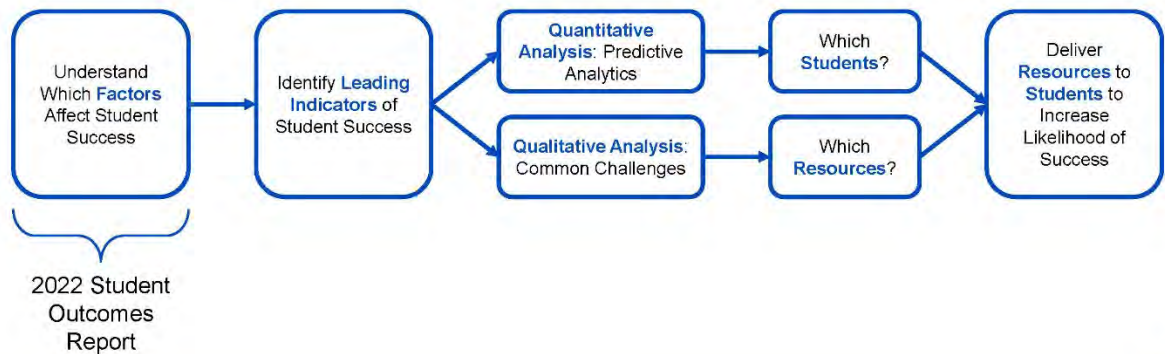
### Question #3

How can data help us answer these questions?



THIS IS WHERE YOU BEGIN

## Student Success and Data – The Roadmap



THIS IS WHERE YOU BEGIN

## Student Success and Data – Outcomes Report Summary

### The Report

An 86-page, in-depth analysis of SWTC student data and the factors which affect student outcomes (retention, graduation, and transfer)

### The Methodology

A multi-cohort analysis of student data using analytical techniques ranging from basic (averages) to advanced (multivariate regression)

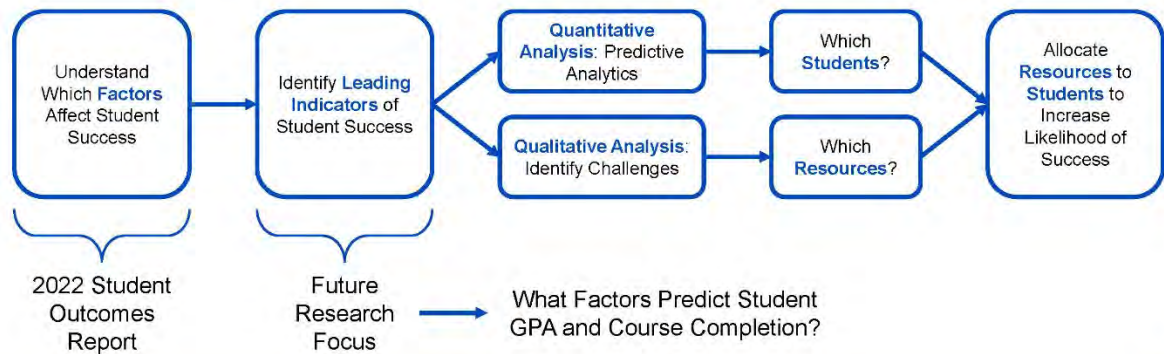
### The Findings

At the end of a student's 1<sup>st</sup> semester, their **GPA** and **whether they failed/withdrew from a course** are the strongest predictors of success



THIS IS WHERE YOU BEGIN

## Student Success and Data – Next Steps



THIS IS WHERE YOU BEGIN

## Student Success and Data – Activity Results!

How did we do?\*

*\*Likelihoods are based on real student data!*



THIS IS WHERE YOU BEGIN

## College Health Indicator Update

**Purpose:** These key measurements inform College stakeholders of student and college success specific to our strategic directions. They reflect an open and dynamic best practice for making information-driven decisions.

Quote from SWTC's Assurance Argument to HLC: *"The review of CHIs maintains the College's relevancy, promotes accountability, and establishes a proactive approach to influencing performance."*



THIS IS WHERE YOU BEGIN



## College Health Indicator Update

### Behind-the-scenes:

Definitions

Data sources

Benchmark, Target & Actual metrics

### Alignment:

Strategic Directions

Priority Projects

Team Action Plans



THIS IS WHERE YOU BEGIN

College Health Indicators	Benchmark	2019-20 Actual	2020-21 Actual	2021-22 Target	2021-22 Actual	2022-23 Target
Engage Students in High Quality Experiential Learning						
CHI.1. Equity in Student Learning - Graduation	56%	49%	38%	56%	tbd	75%
CHI.2. Enrollment Headcount	na	6595	6553	6600	6809	6900
CHI.3. Retention Rate	62%	69%	71%	74%	68%	74%
CHI.4. Graduation Rate	42%	61%	55%	65%	tbd	65%
CHI.5. Job Placement	91%	94%	90%	97%	tbd	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	na	6.00	5.79	6.00
CHI.7. Employer Satisfaction	97%	96%	100%	100%	tbd	100%
Strengthen a Culture of Caring and Success						
CHI.8. Employee Satisfaction	3.84	na	4.44	4.50	4.07	4.50
CHI.9. Employee Retention	90%	96%	94.79%	95%	93%	95%
Enhance the College's Economic Impact						
CHI.10. FTEs	na	1296.7900	1258.3400	1250.0000	1253.8200	1300.0000
CHI.11. Economic Impact						
CHI.11.A. Job Placement In-District	71%	50%	44%	56%	tbd	56%
CHI.11.B. 5-Year Graduate Wage Growth	67%	56%	47%	57%	67%	57%
CHI.11.C. Job Placement In-Industry	78%	82%	83%	80%	tbd	90%

*Actual: Current or Most Recent measure available*

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

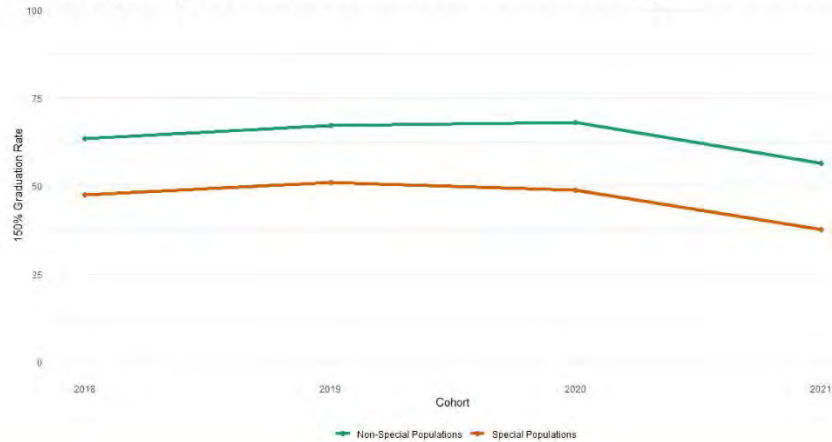
*Target: Goal to achieve after implementing activities/initiatives*

Dated: 10/07/2022



THIS IS WHERE YOU BEGIN

## CHI.1: Equity In Student Learning - Graduation



Email Questions & Comments to  
[mhenkel@swtc.edu](mailto:mhenkel@swtc.edu)  
[tplatz@swtc.edu](mailto:tplatz@swtc.edu)

***B. Outcomes Review – Board Monitoring of Student Success***

Holly Clendenen, Chief Student Services Officer, will highlight the November 2021 Board monitor report on Student Access. Feedback from Board members suggesting expectations for this year's (2022) report will be requested. The 2021 report is included below.



## Board Monitoring Report

Student Access and Success  
November 2021

### EXECUTIVE SUMMARY

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

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

#### Alignment with Strategic Directions

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

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

#### Competitive Positioning Statement

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

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

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

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

## Board Monitoring Report

Student Access and Success  
November 2021

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

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

## Board Monitoring Report

Student Access and Success  
November 2021

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

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

#### In Progress

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

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

## Board Monitoring Report

Student Access and Success  
November 2021

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

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

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

### In Development

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

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

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

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

## Board Monitoring Report

Student Access and Success  
November 2021

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

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

### 5. Charger Tech 360

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

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### OTHER STUDENT SUPPORT PROJECTS DESIGNED TO IMPROVE STUDENT SUCCESS

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

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



## Board Monitoring Report

Student Access and Success  
November 2021

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

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

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

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

### Wauzeka High School Thiele Scholarship Recipients

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

## Board Monitoring Report

Student Access and Success  
November 2021

### 2. New Student Orientation

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

### 3. SWTC LEADS

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

### 4. Student Mental Health Counseling

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

### 5. Lawyers for Learners

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

## Board Monitoring Report

Student Access and Success  
November 2021

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

### 6. Creation of Non-program Clubs

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

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### RECOGNIZING AND VALUING PEOPLE

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



## Board Monitoring Report

Student Access and Success  
November 2021

### PRESENTATION OF THE DATA

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

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

*Actual: Current or Most*

*Recent measure available*

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

*Target: Goal to achieve after implementing activities/initiatives*

\* data availability delayed due to Covid19

Dated:  
10/05/2021

1

## Board Monitoring Report

Student Access and Success  
November 2021

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

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

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

### STRENGTHS

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

## Board Monitoring Report

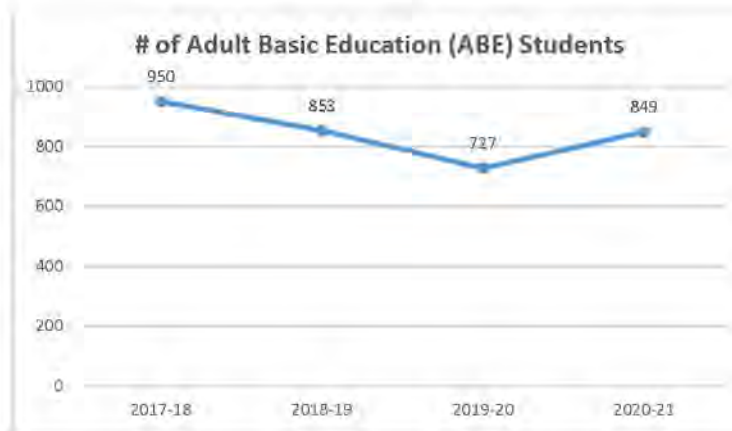
Student Access and Success  
November 2021

### WEAKNESSES

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

### APPENDIX

1. Number of Adult Basic Education (ABE) Students



# of ABE students over last 5 years

as of  
11/1/2021

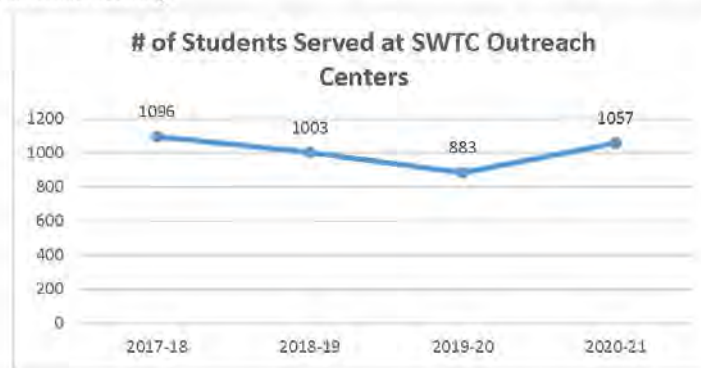
Total Students	2017-18	2018-19	2019-20	2020-21	2021-22
ABE Enrollments	950	853	727	849	367



## Board Monitoring Report

Student Access and Success  
November 2021

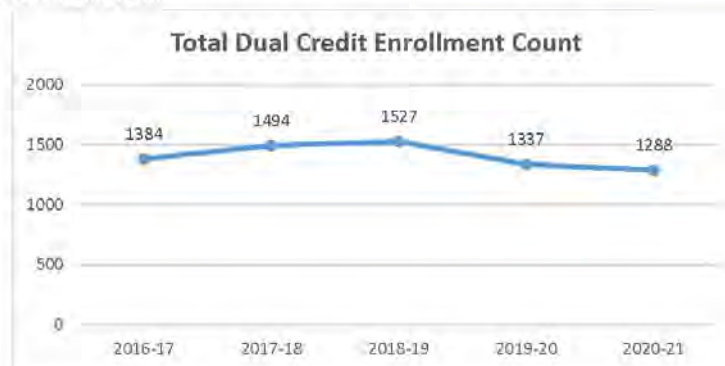
2. Number of Students Served at an Outreach Center (Boscobel, Darlington, Dodgeville, Platteville, Prairie du Chien, and Richland Center)



# of students served at an outreach center over last 5 years *as of*  
11/1/2021

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

3. Dual Credit Enrollment Count

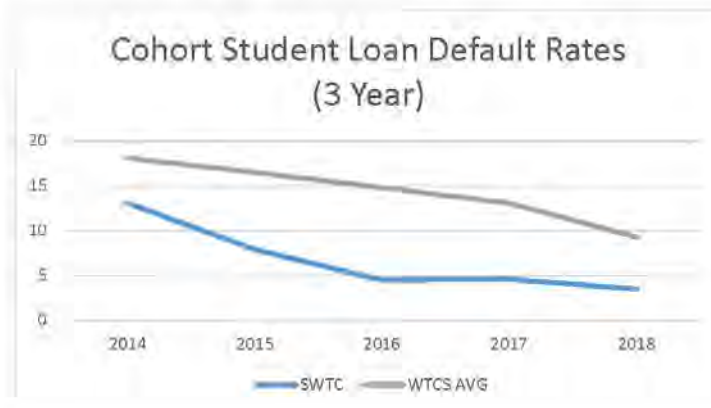


	2016-17	2017-18	2018-19	2019-20	2020-21	<i>as of</i> 11/1/2021 2021-2022
<b>Total Dual Credit Enrollment Count</b>	1384	1494	1527	1337	1288	919
<i>unduplicated by fiscal year</i>						

## Board Monitoring Report

Student Access and Success  
November 2021

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



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

## Board Monitoring Report

Student Access and Success  
November 2021

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

# ColLEDGE UP

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

**LABORATORY SCIENCE TECHNICIAN**

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

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

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

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

**START YOUR PUBLIC SERVICE CAREER!**

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

**OFFERED FALL**

- EMT 1
- EMT 2
- Emergency Telecommunicator

**OFFERED SPRING**

- Firefighting Principles
- Hazmat Awareness and Ops

**GEAR UP**

**SAVE MONEY!**

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

**COURSES AVAILABLE**

<ul style="list-style-type: none"> <li>Introduction to Psychology</li> <li>Economics</li> <li>Written Communication</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Sociology</li> <li>Speech</li> <li>Introduction to Diversity</li> <li>Introductory Statistics</li> </ul>
--	---

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

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

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

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

**11—12—14 NURSING**

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

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

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

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

**PISTONS TO PATHWAYS**

**TRAIN WITH INDUSTRY EXPERTS!**

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

**2021-2022 SCHOOL YEAR**

- Automotive Maintenance

**HEALTHCARE CAREERS**

**GET A HEAD START!**

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

**OFFERED FALL**

- Medical Terminology
- Fundamentals of Chemistry
- Nursing Assistant#

**OFFERED SPRING**

- Introductory Statistics
- General Anatomy & Physiology

**DELIVERY FORMAT**

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

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

Accommodations: 608.822.2632 | TDD: 608.822.2072 | disabilitieservices@swtc.edu

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

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

\* Wisconsin Technical College System Outcomes Report for 2019 Graduates

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

## Board Monitoring Report

Student Access and Success  
November 2021

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



#### Client Reporting System (CLIS45) Non-Traditional Program Enrollees

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

Fiscal Year: 2021  
District: Southwest Wisconsin Technical College

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

\* - Total NTO Count/Total Enrollment Count  
 \*\* - Total NTO Count/Total Graduates Count  
 \*\*\* - NTO Graduate Percent-NTO Enrollment Percent

Client Reporting/CLIS45

Page 2 of 3



## Board Monitoring Report

Student Access and Success  
November 2021

### 7. Special Population Desegregated Data

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



## Board Monitoring Report

Student Access and Success  
November 2021

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

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

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

^ Not final, 2019-20 cohort has not met 150% completion yet

## **Board Retreat**

### ***A. Project Rise / ERP Update***

Liz Murphy, President of CampusWorks, will be in attendance to work with Board members on the next steps of the Project RISE / ERP implementation.

### ***B. Board Development & Policy Question/Answer***

Jon Anderson, SWTC Legal Counsel, will be in attendance to offer guidance to Board members on Board development and policy, as well as answer questions that Board members may have.

## **Open Meeting**

The following statement will be read: "The October 20, 2022, retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), posted on campus, the Platteville Outreach Site, the Richland Center Outreach Site, 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. Reports/Forums/Public Input***

## **Consent Agenda**

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



## **BOARD RETREAT/MEETING NOTICE AND AGENDA**

Thursday, October 20, 2022

Southwest Tech Campus

1800 Bronson Blvd., Fennimore, WI 53809

11:00 a.m. – 12:30 p.m.	Foundation Donor Appreciation Luncheon & Program (Lenz Center)
12:30 p.m. – 1:30 p.m.	Joint Meeting: District, SWTC Foundation & SWTC Real Estate Foundation Boards (Room 430)
1:30 p.m. – 5:30 p.m.	District Board Retreat (Room 430)
5:30 p.m. – 6:00 p.m.	District Board Dinner (Room 430)
6:15 p.m.	District Board Meeting (Room 430)

## **AGENDA**

### **12:30 p.m. – District Board Meets Jointly with SWTC Foundation & SWTC Real Estate Foundation Boards Room 430**

#### **OPEN MEETING**

The following statement will be read: "The October 20, 2022, retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), posted on campus, the Platteville Outreach Site, the Richland Center Outreach Site, 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

#### **STUDENT SUCCESS NOW AND INTO THE FUTURE**

- A. Review of College Health Indicators and Student Success Research
- B. Outcomes Review – Board Monitoring of Student Access

### **1:30 p.m. – District Board Retreat Room 430**

#### **BOARD RETREAT**

- A. Project RISE / ERP Discussions
- B. Board Development & Policy Question/Answer

### **5:30 p.m. – Dinner Room 430**

### **6:15 p.m. – Regular Board Meeting Room 430**

#### **OPEN MEETING**

- A. Reports/Forums/Public Input

#### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 22, 2022
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items
- F. American Association of Community Colleges Membership

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

- A. Resolution for Adoption of 2022 Tax Levy
- B. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2022B; and Setting the Sale
- C. Procurement Bid 2223-03: 2021 or Newer Dodge RAM 1500
- D. Procurement Bid 2223-04: New UW56 Bobcat Toolcat
- E. Concept Review: Associate Degree IT – Cybersecurity Specialist (10-151-2)

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

- A. Review of Purchasing Activity
- B. Staffing Update

#### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. FY 2023 Comparison FTE Report
- B. Chairperson's Report
  - 1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 26-29, 2022)
- C. College President's Report
  - 1. Review Board Policies 3.5: Financial Condition and 3.6: Asset Protection
  - 2. Strategic Directions (2022-2025)
  - 3. Update on Sale of Property: Brownwood Road & Bronson Boulevard
  - 4. Dodgeville Outreach Site Update & Partnership
  - 5. College Happenings
- D. Other Information Items

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

- A. Agenda
  - 1. Fund & Account Transfers (2021-22 Budget Modifications)
  - 2. WI Code of Ethics Resolution
  - 3. Foundation Quarterly Report
  - 4. Real Estate Foundation Quarterly Report
  - 5. Student Access Monitoring Report
  - 6. 2021-22 Budget Process
- B. Time and Place
  - 1. Thursday, November 17, 2022, at 7:00 p.m. at Southwest Tech Campus

#### **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, and September 22, 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](mailto:disabilityservices@swtc.edu).}

### ***B. Minutes of the Regular Board Meeting of September 22, 2022***

#### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 22, 2022**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:06 p.m. on September 22, 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:

Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange,  
Donald Tuescher, Crystal Wallin

Absent: David Blume, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Mandy Henkel, Kelly Kelly, Kim Maier, Lori Needham, Julie Pluemer, and Kris Wubben.



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, 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

## **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](http://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 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)
- C. Procurement Bid: Building 100 Boiler Replacement or Repair

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

- A. Board Monitoring Report - Compliance
- B. Platteville Outreach Site Update

- C. Project RISE (ERP) Update
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2022-23 FTE Enrollment Comparison Report
- 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**

- B. Consideration of adjourning to closed session for the purpose of
  - 3. 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.}
  - 4. 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.}
- C. Approval of Closed Session Minutes from July 11, 2022

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

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

An update of the District Boards Association (DBA) was presented by DBA Executive Director, Layla Merrifield, which included review of advocacy items for the upcoming Wisconsin Technical College budget request.

After a review of the Consent Agenda, including the September 22, 2022, agenda; August 25, 2022, Board meeting minutes; financial reports; nine contracts totaling \$28,943.60 in August 2022; two employment recommendations (Anna Schmitz – Part-time, Child Care Aid and Timothy Hoffman – Full-time Carpenter) and two retirements (Jeff Midtlien – Welding Instructor and Doris Pulvermacher - Supply Chain Management Instructor/Process Improvement Coordinator), Mr. Prange moved, seconded by Mr. Enright, to approve the Consent Agenda as presented. The motion to approve the Consent Agenda carried.

Jason Wood, College President, presented a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. Mr. Enright moved, seconded by Ms. Fillback, to 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 per month from August 1, 2022, through June 30, 2023. The motion to approve the lease agreement with Dodgeville Family Chiropractic and Wellness Center was approved.

Kelly Kelly, Director of Fiscal Services/Controller, presented a bid summary for 2 new Chevrolet Malibu 4 door LD Sedans (base models) for the Driver Education program (Bid 2223-01). Ms. Kelly noted that the public bid was opened on September 9, 2022, with one vendor responding to the bid request from a total of two plan holders. Mr. Prange moved, seconded by Ms. Wallin, to 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. The motion to award the bid to Les Mack, Lancaster, WI., was adopted.

The bid summary for Building 100's boiler replacement or repair (Bid 2223-02) was overviewed by Ms. Kelly. It was noted that the public bid was opened on September 7, 2022, with one vendor responding to the bid request from a total of nine plan holders. Mr. Enright moved, seconded by Ms. Jordie, to award the bid for Building 100 Boiler Repair in the amount of \$45,335 to 1901, Inc. (formerly H&H Industries), Madison, WI. The motion to award the bid for the repair to 1901, Inc. (formerly H&H Industries), Madison, WI., was approved.

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, and Karen Campbell, Compliance Officer, presented an overview of the Compliance Board Monitoring Report. Highpoints included Higher Learning Commission assessment and accreditation, as well as building a college culture of compliance.

Julie Pluemer, Adult Basic Education Coordinator, presented an update on the Platteville Outreach Site. Since August 2020, the Site has served 341 students and generated 26.23 Adult Basic Education FTE's. In addition, since August 2020, twenty-

six students have earned their GED/HSED. A retreat is planned for October 5, 2022, at the Site focusing on site use and goals.

Project RISE team members Sarah Delegge, Project RISE Project Manager, and Heath Ahnen, Director of Information Technology Services, presented an overview of data quality, budget and schedule for the new Anthology Enterprise Resource System (ERP). Current projected go-live for the “student” module is first quarter, 2023.

College staffing was reviewed by Holly Clendenen, Chief Student Services Officer. Interviews are currently scheduled for the Multicultural Success Coach and Reference & Instruction Librarian.

The Board reviewed the Enrollment Report and Ms. Clendenen summarized by noting that FTE's are up 1.93% from this time last year.

Under the Board Chairperson's report, Mr. Tuescher noted that The Wisconsin Technical College District Boards Association is asking for nominations for the 2023 Board Member of the Year. Mr. Bolstad moved, seconded by Mr. Prange, that Mr. Don Tuescher be nominated for the 2023 District Boards Association Member of the Year. The motion to nominate Mr. Tuescher carried.

The President's report comprised of:

- A review of Board Governance Policy 3.3: Compensation and Benefits and Policy 3.4: Budgeting/Forecasting with no recommendations for updates.
- An Executive Board Leadership Ad Hoc Committee update indicating that the committee met earlier this afternoon, September 22, 2022, and will meet again in December 2022.
- A reminder that the Aspen Community College Excellence visit is November 8, 9.
- Fall In-Service is October 14 and will showcase the good things that faculty and staff do for students and their success.
- Planning is underway for the October 20 Board retreat and meeting. In addition to the Board's regular meeting, there will be a joint meeting between the District, the SWTC Foundation and the SWTC Real Estate Foundation Boards. Members of each Board will be invited to the Foundation's Donor Appreciation Luncheon, as well.

Ms. Wallin moved, seconded by Mr. Enright, to adjourn 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.} and 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.} Upon a roll call vote, the following members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr.

Tuescher, and Ms. Wallin. No members opposed. The motion to move to closed session carried, and the meeting adjourned to closed session at 8:35 p.m.

The Board reconvened to open session at 9:49 p.m. with no action taken. With no further business to come before the Board, Mr. Enright moved, seconded by Ms. Fillback, to adjourn the meeting. The motion to adjourn carried and the meeting was adjourned at 9:50 p.m.

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Crystal Wallin, Secretary



## C. Financial Reports

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
PURCHASES GREATER THAN \$2,500  
FOR THE PERIOD 9/01/2022 - 9/30/2022**

Vendor	Expenditure Invoice #	Description	Amount
Sikich	Sikich - Sept 2022	Sikich - Sept 2022	311,237.24
eCampus.com	6557-220831-2639	BOOK VOUCHERS	150,595.04
IRS	SWTC-140004224	Staff PP 2022-19 09202022 14424	118,085.25
IRS	SWTC-140004218	Staff PP 2022-18 08312022 13887	116,384.92
HBS	542797-H	NETWORKING SWITCHING REFRESH	96,475.00
Buckingham Mfg	845201	KITS	59,141.43
Campus Works	10299	AMENDMENT #4	29,167.00
WI DOR- PR	SWTC-140004227	Staff PP 2022-19 09202022 14424	20,137.32
WI DOR- PR	SWTC-140004221	Staff PP 2022-18 08312022 13887	19,919.54
TimeClock Plus	INV00216548	ENTERPRISE LICENSE ANNUAL	17,875.00
Healthequity	H.S.A 09.16.22		17,518.73
Healthequity	Health HSA 09.02.22	Health HSA 09.02.22	17,126.43
Bluum	878673	MEDIA PLAYERS SOFTWARE ONLY	15,995.00
EPA	199853	EQUIPMENT	12,839.83
Sauder	000161407	FURNITURE	10,113.43
Franklin Covey	IS10669546	ALL ACCESS PASS PLUS	9,900.00
HBS	545804-H	CABLE	9,828.61
Great West	WI Comp 09.16.22		9,583.69
Great West	WI Deferred 09.02.22	WI Deferred 09.02.22	9,089.72
Hartje	mn351839	CABINETS	8,875.06
Economic	INV12886	ANALYST - HE	8,820.00
StadtmuellerJo	11929	UTILITY CART	8,800.00
Buckingham Mfg	845914	BOOKSTORE	5,996.10
3369537	2060004	Student Refund	5,361.14
HLC	D14941	22/23 BASE/FTE DUES	5,251.90
3290445	2059929	Student Refund	4,721.48
3368527	2052588	Student Refund	4,500.00
3287579	2059882	Student Refund	4,390.63
2656075	2059641	Student Refund	4,134.66
3369537	2059929	Student Refund	4,122.51

1921918	2059633	Student Refund	4,128.71
Shear Glory	JULY 14 2022	SALON	4,048.00
3371719	2060039	Student Refund	4,031.27
3258121	2059706	Student Refund	4,015.17
Symetra	Symetra2230 09.02.22	Symetra2230 09.02.22	3,959.61
3281562	2059790	Student Refund	3,936.89
2535807	2059668	Student Refund	3,903.90
3273137	2059734	Student Refund	3,898.54
Buckingham Mfg	845200	BOOKSTORE	3,897.84
3285978	2059851	Student Refund	3,883.64
Fennimore Times	352010	CNA ADS	3,807.48
Schumacher	90560654	FINAL PMT	3,712.00
Marco	INV10300378	MITEL UPGRADE	3,700.00
Ridge Lawn Care	2325	HERBICIDE/FERTILIZER APP	3,606.76
MCAC	22/23 DUES	22/23 DUES	3,600.00
3273321	2059737	Student Refund	3,585.15
3286126	2059857	Student Refund	3,541.87
WTA Properties	OCT 22 RENT	OCT 22 RENT	3,502.00
3282741	2059799	Student Refund	3,462.00
2611108	2059670	Student Refund	3,418.33
2519922	2059665	Student Refund	3,352.35
3278804	2059767	Student Refund	3,338.90
HSR	21051-10	300/400 CONF/DINING	3,330.84
3285958	2059850	Student Refund	3,272.12
3272987	2059733	Student Refund	3,255.63
Buckingham Mfg	846127	BOOKSTORE	3,254.15
3290853	2059949	Student Refund	3,229.59
2547087	2059639	Student Refund	3,228.39
2672433	2059631	Student Refund	3,205.24
3359244	2059966	Student Refund	3,200.36
NJCAA	INV-01913	22/23 NJCAA MEMBERSHIP	3,200.00
2532583	2059683	Student Refund	3,175.54
3282255	2059796	Student Refund	3,166.04
3275114	2059745	Student Refund	3,155.98
Greater Dubuque	8/24/22	8/12-8/11/23 Access Dbq	3,125.00
2531330	2059651	Student Refund	3,056.20
3368588	2059984	Student Refund	3,017.85
SPARC	2969	OPEN ED LEADERSHIP PROGRAM	2,995.00

3285767	2060775	Student Refund	2,975.00
3289686	2059911	Student Refund	2,947.10
2545574	2059692	Student Refund	2,927.89
US Omni	Vanguard 09.02.22	Vanguard 09.02.22	2,908.34
US Omni	Vanguard 09.16.22		2,908.34
3368904	2059990	Student Refund	2,898.76
3368192	2059971	Student Refund	2,876.40
3288446	2059894	Student Refund	2,866.84
2650554	2059682	Student Refund	2,865.16
3288817	2059897	Student Refund	2,850.23
H & N	10682	PAINT BOOTH AIR FILTRATION	2,850.00
3370209	2060021	Student Refund	2,822.52
3266306	2059723	Student Refund	2,809.41
Fink	2055	GATE FOR FENCE	2,795.00
3277362	2059760	Student Refund	2,786.57
3371467	2060037	Student Refund	2,758.30
3266111	2059721	Student Refund	2,751.48
3267869	2059725	Student Refund	2,718.06
3290972	2059951	Student Refund	2,709.77
Excel Images	454137	TRAP	2,694.71
3290545	2059936	Student Refund	2,684.95
3252847	2059701	Student Refund	2,656.83
2705324	2059688	Student Refund	2,645.28
2656120	2059664	Student Refund	2,631.14
3283513	2059810	Student Refund	2,622.53
2705016	2059632	Student Refund	2,619.26
3289858	2059915	Student Refund	2,615.82
3369827	2060010	Student Refund	2,598.26
2630900	2059685	Student Refund	2,589.12
3369853	2060012	Student Refund	2,550.13
2684286	2059697	Student Refund	2,543.46
3287291	2059873	Student Refund	2,525.29
3368754	2059989	Student Refund	2,519.04

Total Invoices

\$1,335,583.48

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
Delta Dental WI ASO Pymt	9/7/2022	GNJL004625	6,666.84
WAGEWORKS FSA RECEIVABLE INV4202669	9/15/2022	GNJL004690	5,367.08
Delta Dental WI ASO Pymt	9/21/2022	GNJL004715	4,439.60
WAGEWORKS FSA RECEIVABLE INV4246762	9/27/2022	GNJL004779	4,015.32
Delta Dental WI ASO Pymt	9/14/2022	GNJL004683	3,484.74
WAGEWORKS FSA RECEIVABLE INV4179643	9/8/2022	GNJL004634	3,422.28
WAGEWORKS FSA RECEIVABLE INV4158710	9/1/2022	GNJL004536	2,679.63
Total Bank Withdrawals			\$30,075.49
Payroll			
Payroll Period	Payroll Date		Amount
09/30/2022 Payroll	9/30/2022		412,088.16
09/16/2022 Payroll	9/16/2022		386,244.61
09/02/2022 Payroll	9/2/2022		378,021.79
Total Payroll			\$1,176,354.56
Total Purchases >= \$2,500			\$2,542,013.53

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 9/30/2022			
<b>Receipts</b>			
Fund			
1 General	568,429.00		
2 Special Revenue	-		
3 Capital Projects	773.00		
4 Debt Service	-		
5 Enterprise	215,363.00		
6 Internal Service	339,716.00		
7 Financial Aid/Activities	515,397.00		
<b>Total Receipts</b>		<b>1,639,678.00</b>	
<b>Expenses</b>			
Fund			
1 General	1,601,864.00		
2 Special Revenue	-		
3 Capital Projects	226,470.00		
4 Debt Service	-		
5 Enterprise	155,948.00		
6 Internal Service	347,100.82		
7 Financial Aid/Activities	1,861,940.00		
<b>Total Expenses</b>		<b>4,193,322.82</b>	
<b>Net cash change - month</b>			<b>(2,553,644.82)</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	14,622,885.58		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,239,167.96		
<b>Ending Cash/Investment Balance</b>		<b>15,864,993.54</b>	



### 3. Budget Control

For 3 Month ended September 2022							
	<b>2022-23 Budget</b>	<b>2022-23 YTD Actual</b>	<b>2022-23 Percent</b>	<b>2021-22 Percent</b>	<b>2020-21 Percent</b>	<b>2019-20 Percent</b>	<b>2018-19 Percent</b>
General Fund Revenue	24,757,300.00	4,831,308.42	19.51	17.87	20.91	19.70	20.12
General Fund Expenditures	25,265,400.00	5,386,658.69	21.32	19.94	22.62	22.42	22.19
Capital Projects Fund Revenue	4,275,000.00	2,046.51	0.05	0.28	0.08	0.07	0.31
Capital Projects Fund Expenditure	5,134,000.00	553,726.07	10.79	33.12	6.70	3.67	6.99
Debt Service Fund Revenue	6,538,500.00	-	-	-	-	-	-
Debt Service Fund Expenditures	7,401,644.00	-	-	-	-	-	0.21
Enterprise Fund Revenue	1,547,000.00	352,144.76	22.76	36.00	44.92	40.12	34.31
Enterprise Fund Expenditure	1,815,700.00	320,341.83	17.64	53.87	52.16	33.66	23.66
Internal Service Fund Revenue	4,455,000.00	1,004,224.00	22.54	15.03	21.59	21.00	21.98
Internal Service Fund Expenditure:	4,455,000.00	1,048,495.70	23.54	22.54	23.43	22.64	24.32
Trust & Agency Fund Revenue	8,302,800.00	1,009,754.94	12.16	34.62	14.25	6.28	23.41
Trust & Agency Fund Expenditure:	7,702,800.00	2,133,874.89	27.70	30.20	22.83	24.43	24.92
<b>Grand Total Revenue</b>	<b>49,875,600.00</b>	<b>7,199,478.63</b>	<b>14.43</b>	<b>17.79</b>	<b>16.17</b>	<b>14.37</b>	<b>17.33</b>
<b>Grand Total Expenditures</b>	<b>51,774,544.00</b>	<b>9,443,097.18</b>	<b>18.24</b>	<b>21.44</b>	<b>18.85</b>	<b>18.58</b>	<b>19.15</b>

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

There were six contracts totaling \$13,848.92 in September 2022 being presented for Board approval. The Contract Revenue Report is below.

#### **2022-2023 CONTRACTS**

9/1/2022 to 9/30/2022

<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</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Grant Regional Health Center	03-2023-0079-I-41	Spanish for the Workplace	Dennis Cooley	102	\$ 5,100.00	No		X	
Truvant	03-2023-0080-I-41	Leadership Academy - 28 Hr	Dennis Cooley	16	\$ 4,000.00	No		X	
3M	03-2023-0085-I-41	Arc Flash (NFPA)	Dennis Cooley	8	\$ 1,800.00	No		X	
Amcor-Boscobel	03-2023-0093-I-41	Fire Extinguisher Training	Ken Bartz	97	\$ 2,550.00	No		X	
Biddick Inc.	03-2023-0103-T-41	Translation of SOP's	Dennis Cooley		\$ 225.00	No		X	
Livingston First Responders	03-2023-0116-I-42	BLS for Healthcare Provider-CPR	Ken Bartz	7	\$ 173.92	Yes		X	
<b>TOTAL of all Contracts</b>				<b>230</b>	<b>\$ 13,848.92</b>				
Exchange of Services				7	\$ 173.92				
For Pay Service				223	\$ 13,675.00				

### ***E. Personnel Items***

The Personnel Report includes one employment recommendation and one retirement being presented for approval. The Personnel Report follows.



#### **PERSONNEL REPORT October 6, 2022**

##### **EMPLOYMENT: NEW HIRE**

Name:	Margaret Gardner
Title:	Reference & Instruction Librarian
How many applicants & interviewed	5 applicants/ 3 interviews
Start Date:	11/1/2022
Salary/Wages	\$64,000
Classification	Full-Time
Education and/or Experience	Master's in library & Information Science, Bachelor's in English with 10 years of librarian experience including 4 years as Senior Library Manager.

##### **PROMOTIONS/TRANSFER**

##### **NEW POSITION**

None	
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##### **RETIREMENTS / RESIGNATIONS**

Craig Woodhouse (resigned 9/23/2022)	Regional Engagement Coordinator
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### ***F. American Association of Community Colleges Membership***

The 2023 membership renewal notice and invoice from the American Association of Community Colleges is being presented for payment approval. The notice and \$3549.00 invoice follow.



September 14, 2022

Jason S. Wood  
President  
Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809

Dear President Wood,

I am writing to invite Southwest Wisconsin Technical College to renew its membership with the American Association of Community Colleges (AACC) for the 2023 year. On behalf of all of us at AACC,

thank you for your participation and meaningful engagement.

We take seriously our pledge to lead, advocate, and advance the community college sector. Recently AACC worked directly with federal legislators to ensure that community colleges received their fair share of Higher Education Emergency Relief Funding. The funds represented a substantial and historic change to the funding formula from FTE to headcount-based allocations. We are proud to partner with members like you to continue to advocate for the programs and services that support your college and your students. Additional advocacy efforts include:

- Federal Pell Grants - increased maximum by \$400 and maximum grant award to \$6,895.
- Regulatory Advocacy - participated in negotiated rule making and provided extensive sector perspectives for gainful employment, Pell Grants for prisoners, and Title IX.
- Continued Advocacy- Workforce Innovation and Opportunity Act reauthorization, Pell for short-term programs, tax policy, legislation to address food insecurity and mental health issues on campus.

While advocacy is an important part of AACC membership, there is much more to explore and we hope that you will take advantage of all we have to offer, including

- **Prioritization for National Initiatives** - current AACC members have priority when applying for AACC-led federal, corporate, and foundation funded efforts.
- **AACC's Networking Events** connect you with your peers and help you create a network that facilitates professional and personal development.
- **AACC's Leadership Suite** provides access to leadership development for you and your team, with a variety of programs that cultivate talent and promote leadership growth.
- **Voluntary Framework of Accountability (VFA)** provides you with the right tools to assess student and institutional performance and create pathways to student success. Best of all, this data collection system was designed by community colleges, for community colleges.
- The **Community College Daily** is a great way to start your day with original community college news that is produced every weekday.
- The **Community College Journal** is the only community college publication that provides a deep dive into the relevant topics that are important to you.
- The **CC Voice** podcast is the only podcast about the power of the nation's community colleges and designed to bring you up to speed on the issues that matter.
- **Direct technical assistance** that can help to support your campus efforts in academic and student success, policy and advocacy, communications and public relations, and more.
- **AACC's 21<sup>st</sup> Century Center** allows you to hear from colleagues about issues that are important to you.


We are deeply appreciative of your participation and look forward to seeing you in 2023 at our many events. Enclosed, please find an invoice for your membership dues. If you have any questions, please contact our Membership Services team at [membership@aacc.nche.edu](mailto:membership@aacc.nche.edu) or by calling 202-728-0200 ext. 239.

Sincerely,

*Walter G. Bumphus, Ph.D.*

President and CEO

Page: 1 of 1



**AMERICAN  
ASSOCIATION OF  
COMMUNITY  
COLLEGES**

ADVOCATE | ADVANCE

**American Association of Community Colleges**  
 One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA  
 Phone: (202) 728-0200, Fax: (202) 835-2467

**ANNUAL DUES NOTICE**

Date: 14-Sep-2022  
 Ship-To: 000000001102-0

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

Order Number: 1000177885  
 Order Date: 13-Sep-2022

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Common	Adjustment	Total
AACC/INST MER-AACC - Institutional Member 01-Jan-2023 to 31-Dec-2023	Active	Proforma		3,474.00	0.00	0.00	0.00	3,474.00
AACC/PRES ACADEMY-AACC - Presidents Academy Fee 01-Jan-2023 to 31-Dec-2023	Active	Proforma		15.00	0.00	0.00	0.00	15.00
Shipping:								0.00
Total:								3,549.00
Paid To Date								0.00
Current Amount Due:								3,549.00

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

---

Customer: 000000001102-0 Southwest Wisconsin Technical College  
 Order No: 1000177889  
 Federal Tax ID: 53 0196569

Balance Due(USD): 3,549.00  
 Amount: \_\_\_\_\_

Send payments to: American Association of Community Colleges  
 PO Box 75263  
 Philadelphia, PA 19171

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



## **Other Items Requiring Board Action**

### ***A. Resolution for Adoption of 2022 Tax Levy***

Included below is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2022 in the amount \$5,016,626 for operational expenses, \$6,510,000 for debt retirement for a total tax levy of \$11,526,626.

**Recommendation:** Approve, as presented, the Resolution Providing for Tax Levy for the Year 2022.

### RESOLUTION PROVIDING FOR TAX LEVY FOR THE YEAR 2022

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2022, a tax for operational expenses in the amount of \$5,016,626, a tax for debt retirement in the amount of \$6,510,000 for a total tax of \$11,526,626, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 20th day of October 2022.

\_\_\_\_\_  
Donald L. Tuescher, Chairperson

ATTEST:

\_\_\_\_\_  
Crystal Wallin, Secretary

***B. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2022B; and Setting the Sale***

Up to the amount of \$4,000,000 for the public purpose of paying the cost of acquiring movable equipment is being requested. A copy of the resolution is shown below.

**Recommendation:** *Approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes, Series 2022B; and setting the sale.*

RESOLUTION NO. \_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2022B;  
AND SETTING THE SALE

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of funds in the amount of \$4,000,000 for the public purpose of paying the cost of acquiring movable equipment and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$4,000,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

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

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing a notice in the official newspaper of the District. The notice to electors shall be in substantially the form attached hereto as Exhibit A (the "Notice") and incorporated herein by this reference.

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

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

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

Adopted, approved and recorded October 20, 2022.

\_\_\_\_\_  
Donald L. Tuescher  
Chairperson

Attest:

\_\_\_\_\_  
[Crystal Wallin]  
Secretary

(SEAL)

EXHIBIT A

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on ~~October 20, 2022~~ adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$4,000,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable equipment.

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

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

Dated this 20th day of October, 2022.

BY THE ORDER OF THE  
DISTRICT BOARD

Crystal Wallin  
Secretary

### ***C. Procurement Bid 2223-03: 2021 or Newer Dodge RAM 1500***

Bids were sought for a 2021 or newer Dodge RAM 1500. The public bid opening was held virtually on September 30, 2022, with one vendor responding to the bid request from a total of two plan holders. Below is a summary of Bid# 2223-03.

**Recommendation:** Award the bid for 2021 or newer Dodge RAM 1500 in the amount of \$64,719.00 to Les Mack, Lancaster, WI.

Bid # 2223-03 2021 or newer Dodge RAM 1500  
Opening held virtually on September 30, 2022 @ 2:30 p.m. CST

Invitations to bid on a 2021 or newer Dodge RAM 1500. The bid specification included the following:

<b>2021 or newer half-ton Turbo Diesel Air Ride Truck:</b> <b>Dodge RAM 1500 Limited, Longhorn or Laramie</b> <ul style="list-style-type: none"> <li>• 6-cylinder Turbo Diesel Engine</li> <li>• 4-wheel drive</li> <li>• Adaptive cruise control</li> <li>• 4 corner air suspension</li> <li>• less than 20,000 miles</li> <li>• Crew Cab</li> <li>• Gray/black interior</li> <li>• exterior color is not important</li> </ul>
Delivery of truck

The public opening of bids was held on September 30, 2022. One vendor responded to the bid request from a total of 2 plan holders. A summary of the bid is included below.

Vendor	Location	New Unit	Cost
Les Mack Automotive	Lancaster, WI	2023 Laramie Crew Cab	\$ 64,719

**Recommendation:** Award the bid for a 2021 or newer Dodge RAM 1500 in the amount of \$64,719 to Les Mack Automotive of Lancaster, WI.



#### ***D. Procurement Bid 2223-04: New UW56 Bobcat Toolcat***

Bids were sought for a new UW56 Bobcat Toolcat. The public bid opening was held virtually on September 30, 2022, with three vendors responding to the bid request from a total of 8 plan holders. Below is a summary of Bid 2223-04.

***Recommendation:*** Award the bid for a new UW56 Bobcat Toolcat in the amount of \$60,985.00 to Ritchie Implement, Cobb, WI.

Bid # 2223-04 New UW56 Bobcat Toolcat  
Opening held virtually on September 30, 2022 @ 3:00 p.m. CST

Invitations to bid on a New UW56 Bobcat Toolcat. The bid specification included the following:

The public opening of bids was held on September 30, 2022. Three vendors responded to the bid request from a total of 8 plan holders. A summary of the bid is included below.

Vendor Bid Response Form Bid# 2223-04
New UW56 Bobcat Toolcat Base Model with the following options:
<ul style="list-style-type: none"><li>• Deluxe Hood Package</li><li>• High Flow Package</li><li>• Heavy Duty Battery</li><li>• Attachment Control</li><li>• Power Bob-Tach</li><li>• Radio Option</li><li>• Traction Control</li><li>• Engine Block Heater</li><li>• Interior Trim</li><li>• 29 X 10.5 Trac Tire</li></ul>
Final bid price should include all fees/charges related to the equipment: freight, assembly, etc.
<ul style="list-style-type: none"><li>• If additional fees relate to this bid, they need to be identified in the final bid cost.</li></ul>

Vendor	Location	Bid Price
St Joseph Equipment	Norwalk, WI	\$ 63,099.00
<b>Ritchie Implement</b>	<b>Cobb, WI</b>	<b>\$ 60,985.00</b>
Bobcat of Madison	Madison, WI	\$ 61,483.04

**Recommendation:** Award the bid for a New UW56 Bobcat Toolcat in the amount of \$60,985 to Ritchie Implement of Cobb, WI.

***E. Concept Review: Associate Degree IT-Cybersecurity Specialist (10-151-2)***

Included below is a Concept Review for an associate degree in IT- Cybersecurity Specialist (Program Number 10-151-2). A Board resolution approving the program to be sent with the Concept Review paperwork to the Wisconsin Technical College System Office is also included.

**Recommendation:** *Approve the Concept Review for the IT-Cybersecurity Specialist Associate Degree (Program 10-151-2).*

### **3-1 CONCEPT REVIEW FORM**

Today's Date: 09/20/2022

College: Southwest Wisconsin

College Contact: Derek Dachelet, Ph.D.

College Contact Phone: 608.822.2417

College Contact Email: ddachelet@swtc.edu

Education Director Consulted: S Kavanaugh

Date Consulted: 08/24/2022

WTCS [Calendar of Events](#)

Expected WTCSB Concept Review Approval Date: 11/15/2022

Expected WTCSB Program Approval Date: 01/17/2023

a. Proposed Aid Code - Program Number: 10-151-2

b. Proposed Credential: AAS

c. Proposed Program Title: (limit of 65 characters)

IT – Cybersecurity Specialist

d. Tentative Program Description: (limit of 550 characters)

The IT-Cybersecurity and Network Administration program provides students with the skills required to maintain a secure IT system along with the expertise to design, install, and manage the integrity of a computer network infrastructure. Extensive real-world, hands-on experiences working with business class systems such as Microsoft, Linux, and Mac OS are provided to gain the knowledge and skills required to accurately configure and secure network systems.

e. SOC {Standard Occupational Classification}

15-1212

15-1231

15-1244

1) Please provide your rationale for using the above SOC Code(s): (limit of 275 characters)

Codes align with regional employer demand validated with IT Advisory Board employers. Student completing the IT – Cybersecurity Specialist (10-151-2) program will be qualified for entry-level jobs in these occupations.

☒ Supporting documentation attached as "Attachment A"

Last Modified: 08/23/2021

f. Proposed CIP {Classified Instructional Program} 11.1003

1) Please provide your rationale for using this CIP Code: (limit of 275 characters)

The following CIP codes crosswalk with the above SOC codes. The proposed program description is directly derived from or in part of the CIP code description that closely articulate the program training focus.

☒ Supporting documentation attached as "Attachment B"

g. Mean Starting Hourly Salary: \$ 28.80

h. Single Source Request: (limit of 275 characters) ☒ Not Applicable

☐ Supporting documentation attached as "Attachment C"

i. Summary of Analysis of how this program supports employment demand (limit of 550 characters). Refer to Chapter 3 for explanation of required documentation.

Through conversations and surveys with local IT employers and by assessing occupational employer demand data derived from Lightcast Q3 2022, O-net, and Bureau of Labor Statistics.

☒ Supporting documentation attached as "Attachment D"

j. Advanced Technical Certificate (ATC) programs must include clear description of prior knowledge required as "Attachment E."

☒ Not Applicable

☐ Supporting documentation attached as "Attachment E"

k. Projected job openings per year: Year 1 132 Year 3 133 Year 5 134

Projected completers per year: Year 1 0 Year 3 20 Year 5 35

l. Program method of delivery:

☐ 100% Online ☒ 100% Face to face ☐ Hybrid ☐ Competency Based

m. Documentation of member participation and outcomes of the Ad Hoc/advisory group

☒ Supporting documentation attached as "Attachment F"

Last Modified: 08/23/2021

- n. Summary of initial discussions with other WTCS districts offering a similar or same program. Included is evidence of Notification letter to ISA as described in Chapter One of ESM (limit of 275 characters).

Feedback was positive and supportive. Campus Deans/Department Chairs were helpful in their input on topics like capital investments, enrollment/graduate trends, and employer feedback in their districts. Feedback received validated our program change decisions.

☒ Supporting documentation attached as "Attachment G"

- o. Documentation of District Board Approval of the Concept Review attached as "Attachment H" ☒
- p. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

Date: 8/4/22

- q. Equity Prompts: Response to the equity prompts listed in ESM Chapter 3 is required. Indicate the prompts addressed below and include your response as "Attachment I."
- Starting with the November 2021 WTCS Board meeting (9/24/21 submission deadline), colleges are required to respond to **one** of the equity prompts.
  - Starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline), colleges are required to respond to **two** of the equity prompts.

Equity Prompt 1: **B. Equity in Student Recruitment, Access, Retention & Completion**

*Required starting with the November 2021 WTCS Board Meeting (9/24/21 submission deadline)*

Equity Prompt 2: **D. Program Interface/Alignment with College DEI/Strategic Initiatives**

*Required starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline)*

☒ Supporting documentation attached as "Attachment I"


Signature: **Jason Wood** Digitally signed by Jason Wood  
Date: 2022.10.07 13:48:44 -05'00' Date: 10/07/2022  
District President or Instructional Services Administrator

Printed Name: Jason Wood, Ph.D., M.Ed., B.A.

When document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to [programs@wtcsystem.edu](mailto:programs@wtcsystem.edu).

Last Modified: 08/23/2021

## Attachment A. SOC Codes

**O\*NET OnLine**

Occupation keyword search

Help Find Occupations Advanced Searches O\*NET Data Crosswalks Share Sites

### Information Security Analysts

15-1212.00

Bright Outlook Updated 2022

Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

**Sample of reported job titles:** Information Security Officer, Information Security Specialist, Information Systems Security Analyst, Information Systems Security Officer (ISSO), Information Technology Security Analyst (IT Security Analyst), Network Security Analyst, Security Analyst, Systems Analyst

Summary Details Custom Easy Read Veterans Español

Contents

#### Occupation-Specific Information

##### Tasks

5 of 12 displayed

- Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs.
- Monitor current reports of computer viruses to determine when to update virus protection systems.
- Encrypt data transmissions and erect firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers.
- Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures.
- Modify computer security files to incorporate new software, correct errors, or change individual access status.

##### Technology Skills

5 of 58 displayed

- Data base user interface and query software** — Amazon Elastic Compute Cloud EC2; Amazon Redshift; Blackboard software; Oracle JDBC
- Development environment software** — Apache Ant; Apache Kafka; Common business oriented language COBOL; Go
- Network monitoring software** — Nagios; Network intrusion prevention systems NIPS; Symantec Blue Coat Data Loss Prevention; Wireshark
- Transaction security and virus protection software** — HP WebInspect; McAfee; NortonLifeLock cybersecurity software; Portswigger BurP Suite
- Web platform development software** — Django; Google AngularJS; Microsoft ASP.NET; Spring Framework

Hot Technologies are requirements frequently included in employer job postings.





## Computer Network Support Specialists

15-1231.00

Updated 2022

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption.

**Sample of reported job titles:** Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Systems Specialist

Summary Details Custom Easy Read Veterans Español

### Contents

#### Occupation-Specific Information

##### Tasks

5 of 26 displayed

- 1 Back up network data.
- 2 Configure security settings or access permissions for groups or individuals.
- 3 Analyze and report computer network security breaches or attempted breaches.
- 4 Identify the causes of networking problems, using diagnostic testing software and equipment.
- 5 Document network support activities.

##### Technology Skills

5 of 40 displayed

- 1 **Configuration management software** — Automated installation software; EMC Ionix Network Configuration Manager; Patch and update management software; VMware
- 2 **Network monitoring software** — Datto InterMapper; Nagios; WildPackets OmniPeek Network Analyzer; Wireshark
- 3 **Operating system software** — Microsoft Windows Server; Oracle Solaris; Red Hat Enterprise Linux; UNIX Shell
- 4 **Presentation software** — Microsoft PowerPoint
- 5 **Transaction security and virus protection software** — McAfee; NortonLifeLock cybersecurity software; Packet filter software; Root kit detection software

Hot Technologies are requirements frequently included in employer job postings.



## Network and Computer Systems Administrators

15-1244.00

Updated 2022

Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software.

**Sample of reported job titles:** Information Analyst, Information Systems Manager (IS Manager), Information Technology Specialist (IT Specialist), LAN Specialist (Local Area Network Specialist), Local Area Network Administrator (LAN Administrator), Network Administrator, Network Coordinator, Network Manager, Systems Administrator

Summary Details Custom Easy Read Veterans Español

### Contents

#### Occupation-Specific Information

##### Tasks

5 of 20 displayed

- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
- Perform data backups and disaster recovery operations.
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary.
- Configure, monitor, and maintain email applications or virus protection software.
- Operate master consoles to monitor the performance of computer systems and networks and to coordinate computer network access and use.

##### Technology Skills

5 of 68 displayed

- **Data base user interface and query software** — Amazon Elastic Compute Cloud EC2 🔥; Blackboard software; Oracle JDBC 🔥; Transact-SQL 🔥
- **Development environment software** — Apache Ant 🔥; Apache Kafka 🔥; Common business oriented language COBOL 🔥; Go 🔥
- **Network monitoring software** — Nagios 🔥; Network intrusion prevention systems NIPS; Remote monitoring software; Wireshark 🔥
- **Operating system software** — Microsoft Windows Server 🔥; Oracle Solaris 🔥; Red Hat Enterprise Linux 🔥; UNIX Shell 🔥
- **Web platform development software** — Django 🔥; Microsoft ASP.NET 🔥; Microsoft ASP.NET Core MVC 🔥; Node.js 🔥

🔥 Hot Technologies are requirements frequently included in employer job postings.

## Attachment B

### CIP Code

IES NCES National Center for Education Statistics

Search Go

CIP THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

CIP 2010 Change Year

Quick CIP Go

Search Options

FAQs

Resources

Help

Contact

CIP Wizard

### Detail for CIP Code 11.1003

[Print](#)

**Title:** Computer and Information Systems Security.

**Definition:** A program that prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Includes instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting.

**Action:** No Substantive Changes

Crosswalk

☒ CIP Title or Definition Changed

CIP 2000		CIP 2010	
Code	Title	Action	Title
11.1003	Computer and Information Systems Security.		11.1003 Computer and Information Systems Security.

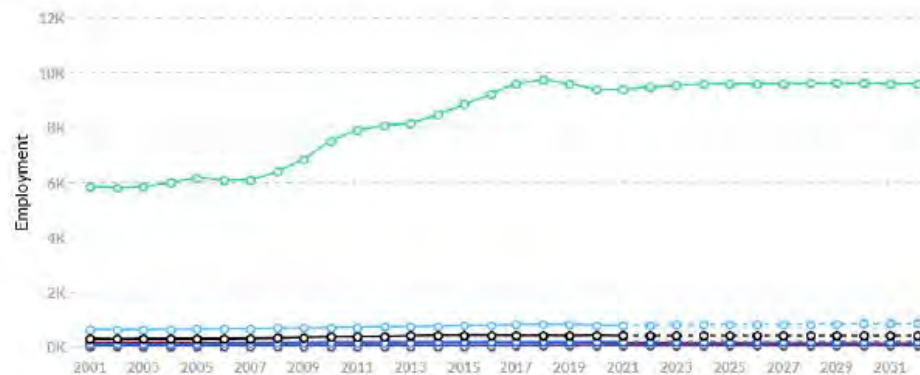
## Attachment D Employment Demand Support

### Projected Job Growth

Regional employment in cybersecurity and network administration is significant for Southwest Wisconsin with 382 jobs in 2022. Job openings are predicted to increase annually by .4% and represent approximately 132 projected job openings per year. Despite growth predictions being lower than the national average, significant increases are predicted in some of the most rural counties of Southwest Wisconsin (Lafayette 15.1% and Crawford 6.9%).

### Regional Employment Is Lower Than the National Average

An average area of this size typically has 775\* jobs, while there are 382 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



	Region	2022 Jobs	2027 Jobs	Change	% Change
●	SWTC District	382	384	2	0.4%
●	National Average	775	809	33	4.3%
●	Grant County, WI	166	170	4	2.5%
●	Lafayette County, WI	29	34	4	15.1%
●	Iowa County, WI	116	106	-10	-8.7%
●	Crawford County, WI	43	46	3	6.9%
●	Richland County, WI	28	28	0	1.1%
●	Dane County, WI	9,456	9,585	130	1.4%

\*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Lightcast Q3 2022 Data Set | [www.economicmodeling.com](http://www.economicmodeling.com)



Additionally, employer jobs data doesn't fully consider the amount of IT outsourcing companies are currently needing to do. IT Advisory Board member feedback is that as companies require an ever-increasing amount of network administration and cybersecurity, investments will be made in additional hires and upskilling of incumbent IT workers. This shift is indicative of a rural IT jobs market where company size tends to be small to medium and IT professionals are required to have a wide breadth of knowledge due to skilled-labor constraints.

### **Mean Starting Salary**

The median salary for IT occupations relevant to the IT-Cybersecurity and Network Administration derived from recent job postings ranges from \$26.95 to \$28.80 per hour.



Source: Lightcast Q3 2022 Data Set

### **Statement of Need for IT-Cybersecurity and Network Administration**

According to Lightcast, in the last year, there were a total of 71 unique job postings for careers pathways the IT-Cybersecurity and Network Administration will prepare students to enter. These posting went unfilled for an average of 33 days. Comparisons to other high-skilled occupations reveals a strong job demand and steady hiring rate throughout the year with a job posting rate of 1:1 or 1:2 in any given month. Combined with the unique posting data, this demonstrates a strong regional employer demand for workers possessing the IT skills covered in the program resulting in an average of 11 hires per month.

Job growth demand in the field of IT cybersecurity and network administration is expected to be robust both regionally and nationally. Analysis of O-Net data reveals that technology skills associated with IT networking and cybersecurity are considered "Hot Technologies" and frequently included in employer job postings. Similarly, Information Security Analyst is listed as a "Bright Outlook" occupation that is expected to grow rapidly in the next several years. Many job openings served by the IT-Cybersecurity and Network Administration degree are new and emerging occupations. Expected job growth is 10 percent or more above the national average and the field of information security is projected to have 100,000 or more job openings over the period 2020-2030 according to the US Bureau of Labor Statistics (BLS) employment projections. Specific to information security, the BLS Occupational Outlook Handbook projects about 19,500 openings for information security analysts each year, on average, over the decade. Similarly, 23,900 annual openings are predicted for network and computer systems.

administrators over the next decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

The current IT-Network Specialist AAS degree has been well received and heavily supported by regional employers and program advisory board members. Shifting the program to an IT-Cybersecurity and Network Administration AAS is a natural evolution of the program as we both enhance the information security elements of the degree while also maintaining the core network administration learning outcomes found in the current IT-Network Specialist AAS. In discussions with many other WTCS campuses, we found that the migration towards an enhanced role of cybersecurity learning outcomes was a conclusion that their campuses and advisory committees also came to. This was validating information to us as we monitored the ever-evolving field of information technology and investigated our regional employer's needs. In the development of the IT-Cybersecurity and Network Administration program, special attention was paid to both enhancing career pathways opportunities while also not limiting future program graduates through this program enhancement.

#### **Summary of a workforce employee survey for IT-Cybersecurity and Network Administration**

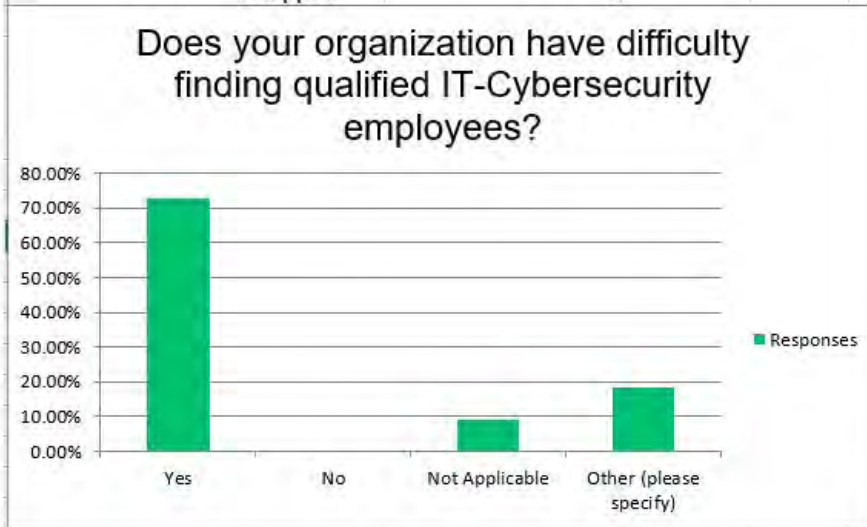
On September 30, 2022, fifteen IT-advisory board members representing thirteen regional employers were asked via email to complete a brief workforce assessment survey. Eleven individuals responded (73.3% response rate) and their input is outlined below. Among employers surveyed, demand for employees skilled in information security and network administration was high (50% demand increase) and matched with difficulty filling these skilled labor needs (72.73%). Ninety percent of the respondents stated that they would hire graduates of this program with one person not-sure. Additionally, up-skilling existing workers with information security skills was also highly desired.



# QUESTION 1

Does your organization have difficulty finding qualified IT-Cybersecurity employees?

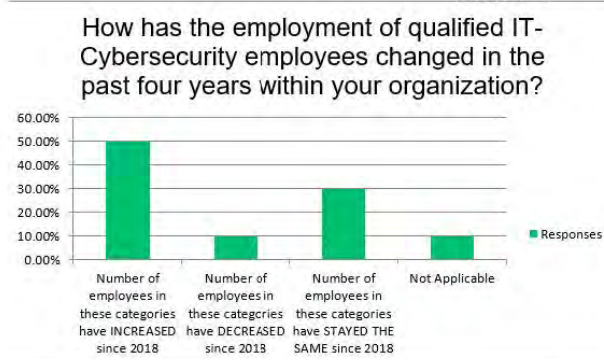
Answer Choices	Responses				
Yes	72.73%	8			
No	0.00%	0			
Not Applicable	9.09%	1			
Other (please specify)	18.18%	2			
	Answered	11			
	Skipped	0			



## QUESTION 2

How has the employment of qualified IT-Cybersecurity employees changed in the past four years within your organization?

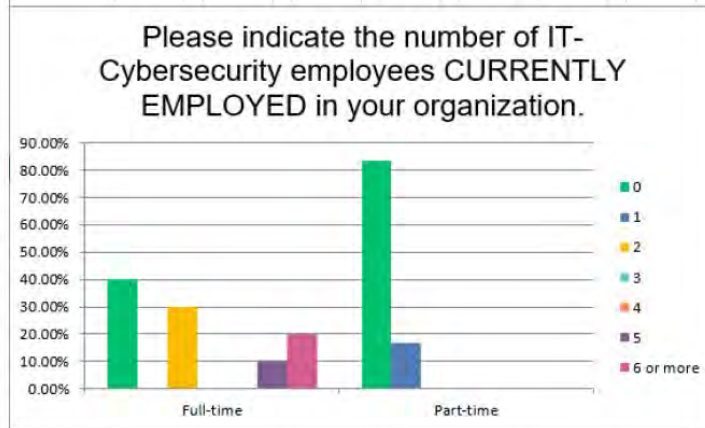
Answer Choices	Responses
Number of employees in these categories have INCREASED since 2018	50.00% 5
Number of employees in these categories have DECREASED since 2018	10.00% 1
Number of employees in these categories have STAYED THE SAME since 2018	30.00% 3
Not Applicable	10.00% 1
<b>Answered</b>	<b>10</b>
<b>Skipped</b>	<b>1</b>



## QUESTION 3

Please indicate the number of IT-Cybersecurity employees CURRENTLY EMPLOYED in your organization.

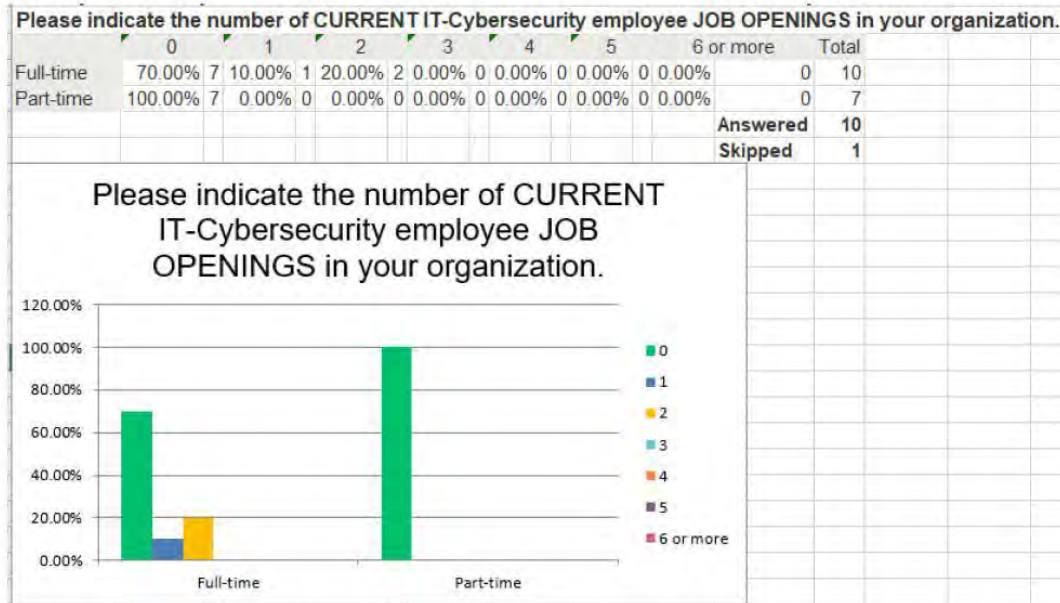
	0	1	2	3	4	5	6 or more	Total
Full-time	40.00% 4	0.00% 0	30.00% 3	0.00% 0	0.00% 0	10.00% 1	20.00% 2	10
Part-time	83.33% 5	16.67% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
<b>Answered</b>								<b>10</b>
<b>Skipped</b>								<b>1</b>



## QUESTION 4

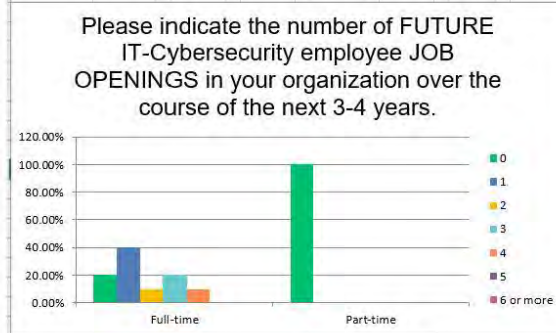
Please complete the following information for the IT-Cybersecurity employee(s) currently employed in your organization.				
Answer Choices	Responses			
Average # hours worked per week:	10			
Average # weeks worked per year:	10			
Average hourly wage, \$/hour:	6			
(or) Average annual salary:	7			
	10			
	1			
Respondent ID	Average # hours per week:	Average # weeks per year:	Average hourly wage, \$/hour:	(or) Average annual salary:
118141104296	40	52		\$5000
118140115751	5	52		N/a split responsibilities
118140008125	40	45	30	
118139842290	60	52	30	
118139810873	n/a	n/a	n/a	n/a
118139764671	n/a	n/a	n/a	n/a
118139745237	200	52	35	
118139725151	45	46		\$75000
118139720547	80	52	N/A	N/A
118139714459	40	52		\$85000

#### QUESTION 5



#### QUESTION 6

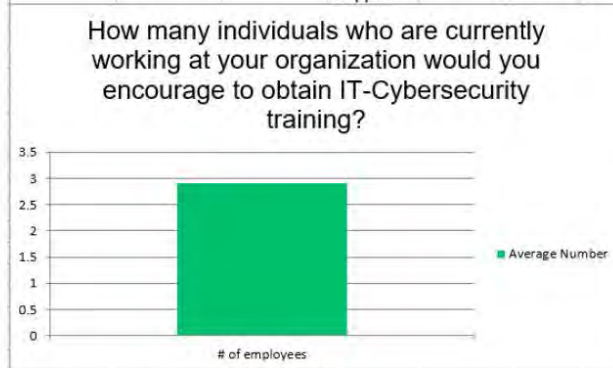
Please indicate the number of FUTURE IT-Cybersecurity employee JOB OPENINGS in your organization over the course of the next 3-4 years.												
	0	1	2	3	4	5	6 or more	Total				
Full-time	20.00%	2	40.00%	4	10.00%	1	20.00%	2	10.00%	1	0.00%	0
Part-time	100.00%	4	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0
								Answered	10			
								Skipped	1			



## QUESTION 7

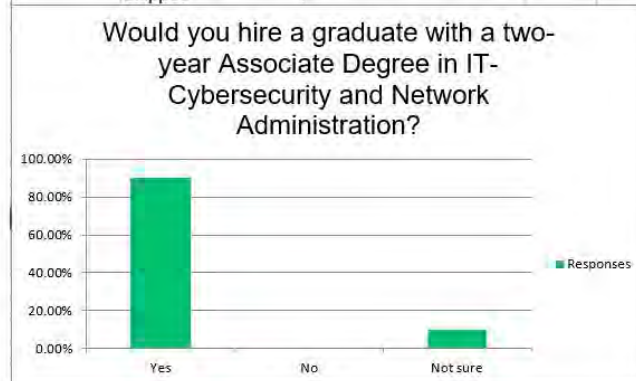
How many individuals who are currently working at your organization would you encourage to obtain IT-Cybersecurity training?

Answer Choice	average Number	Total Number	Responses
# of employees	2.9	29	100.00%
			Answered
			10
			Skipped
			1



## QUESTION 8

Would you hire a graduate with a two-year Associate Degree in IT-Cybersecurity and Network Administration?		
Answer Choice:	Responses	
Yes	90.00%	9
No	0.00%	0
Not sure	10.00%	1
<b>Answered</b>		<b>10</b>
<b>Skipped</b>		<b>1</b>

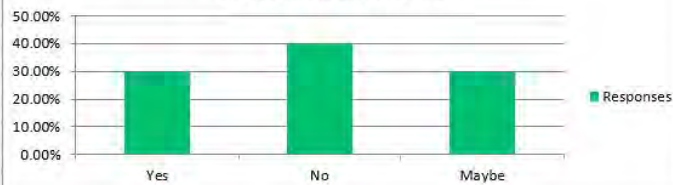


Respondent Note: "One thing I think this survey lacked was our inability to find security professionals, so we hire contractors to do it instead. It only asked about how many we currently employ vs the requirements of us having to outsource it due to not having any qualified individuals in this area to onboard."

#### QUESTION 9

Would you be interested in serving in an Advisory capacity for this new program?			
Answer Choice:	Responses		
Yes	30.00%	3	
No	40.00%	4	
Maybe	30.00%	3	
	<b>Answered</b>	<b>10</b>	
	<b>Skipped</b>	<b>1</b>	

Would you be interested in serving in an Advisory capacity for this new program? If so, please include the name of your business, your first and last name, e-mail address, mailing address and contact information.





**Attachment F**  
**IT Advisory Board Committee**  
**Members/Minutes**

<i>Meeting Date:</i>	September 12, 2022	<i>Time:</i>	5:30 PM
<i>Location:</i>	SWTC	<i>Room:</i>	227 and Zoom
<i>Facilitator:</i>	Aaron Holverson and Dave Birkelo	<i>Minute Taker:</i>	Dave Birkelo

<b>Members Present</b>	<b>Company Represented</b>
Scott Pauls	WIN
Ron Wells	Scenic Rivers Energy Coop
Tamie Patcle	Tricor Insurance

<b>Members Present</b>	<b>Company Represented</b>
John Troxel	Southwest Tech
Heath Ahnen	Southwest Tech
Ryan Carlin	Peoples State Bank

<b>Southwest Tech Staff Present</b>	<b>Position/Title</b>
Aaron Holverson	IT Instructor
Dave Birkelo	IT Instructor
Derek Dachelet	Executive Dean
Stephanie Evanchik	Administrative Assistant

<b>Southwest Tech Staff Present</b>	<b>Position/Title</b>
Matt Schneider	Advisor
Lisa Riley	Curriculum Coordinator
Kim Schmelz	Director of Foundation
Heather Ffrick	Career Services Manager

<b>Item 1: Welcome and College Update</b>
---

<p>Aaron called the meeting to order at 5:35 pm. The Open Meeting Compliance statement was read:</p> <p>"The September 12, 2022, meeting of the Southwest Wisconsin Technical College IT – Computer Support Technician and IT-Network Specialist Program Advisory Committee is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on campus, at the City of Fennimore, Platteville Outreach Site and Richland Center Outreach Site to make the public aware of the time, place, and agenda of the meeting."</p> <p>Derek gave a college update and let everyone know that enrollment is back to where we were before COVID. We were recently awarded a \$2.9 million grant for manufacturing, some of which may be able to be used for IT-related projects.</p> <p>All members introduced themselves, their position, and their company.</p>		
Action items: N/A	Person responsible: Aaron	Deadline: N/A

Item 2: Public Input		
Discussion: No public input.		
Action items: N/A	Person responsible: Dave	Deadline: N/A

Item 3: Approval of Last Meeting's Minutes		
Discussion: The minutes taken from the last meeting held on 9/28/21 were distributed via email prior to the meeting. Scott made a motion to approve the minutes. Ron seconded the motion. Motion passed.		
Action items: Minutes approved	Person responsible: Dave	Deadline: N/A

Item 4: Program Placement Opportunities/Career Services/Foundation Update
---

**Discussion:**

Kim Schmelz spoke on behalf of the Foundation and thanked the committee members for their support of Southwest Tech and the Southwest Tech Foundation. I'm happy to share that we raised \$1.5 million dollars in fiscal year 21-22 that ended on June 30th. This includes cash gifts and in-kind gifts. The support of our employees continues to be amazing. It's so much easier to ask others for gifts when we can say that Southwest Tech has a culture of giving. 95% of our full-time employees gave a gift to the Foundation this past fiscal year.

1. The Foundation's #1 fundraising priority continues to be scholarships. For the 2022-23 school year, we are projecting to award 891 scholarships totaling \$495,242.
2. 14 students in IT programs received a total of 18 scholarships this year totaling \$9,950. Four of the scholarships were specific to students in the IT program. We had a generous \$100,000 gift come to the Foundation this year from an anonymous donor with no specifications tied to it, so we were able to award EVERY student who applied for a scholarship a scholarship of at least \$250! We are now reviewing the effects of that scholarship and if we'll continue to try to do that in future years.
3. Kim also thanked Scott Pauls for becoming a member of our Foundation Board of Directors. We're very excited to have him and please know that if you have questions about ways to give back to Southwest Tech, please don't hesitate to ask Scott or myself any questions.

Heather Fifrick with Career Services shared how they support our students with job skills including interviewing, job search, job fairs in both the fall and spring, and help with resumes. The college uses HandShake to post jobs.

Action items: N/A

Person responsible: Aaron

Deadline: N/A

**Item 5: Program Report****a.) Enrollment Report**

**Discussion:** Matt Schneider & Dave shared our current enrollment status. We discussed our current total enrollment of 23 IT students including first and second year. The breakdown is as follows:

2018-19: 49 enrolled (12 - CST / 39 - NS)  
2019-20: 47 enrolled (17 - CST / 36 - NS)  
2020-21: 33 enrolled (12 - CST / 17 - NS)  
2021-22: 32 enrolled (9 - CST / 27 - NS)  
2022-23: 23 enrolled (5 - CST / 20 - NS)  
2023-24 applications: 2 accepted

From the Charger Dashboard on the Hub, enrolled includes 2<sup>nd</sup> year Networking students. It's difficult to break the numbers down by Graduation/Year since they may be Full-time, Part-time, ¾ Time, or less than Part-time.

Action items: N/A

Person responsible: Dave

Deadline: N/A

**b.) Assessment, Technical Skills Attainment (TSA), Program Outcomes, and Instructional Vitality Process (IVP) Update**

**Discussion:** Lisa Riley introduced the topic and informed the members that the purpose of TSA is to ensure workforce readiness.

**TSA Results Reported to WTCS - School Year 2021-22**

Prg. #	Program Name	TSA Approved at WTCS	Passed	Did Not Pass	Not Assessed*	Total
31-154-6	IT-Computer Support Technician	Yes	12	0	5	17
10-150-2	IT-Network Specialist	Yes	7	0	25	32
			19	0	30	49

*\* Not Assessed includes students that are not fully assessed in the program outcomes. This could be students that dropped out, are part-time, or in the first year of a two-year program.*

John asked Lisa about how we report it as compared to other colleges. She stated that there should not be any differences because the WTCS determines what needs to be included.

There were no recommendations for changes to be made to any program outcomes at this time. There was a motion made by Scott to accept the TSA Program Outcomes as presented. The motion was seconded by Ron. Motion passed.

The following Team Action Plans for this school year were shared with the group.

1. Strengthen Communicate Clearly Core Ability Learning - Instructors will help guide and advise students on more appropriate methods of communicating regarding course work and other miscellaneous topics. Our goal is to increase the student cohort to 70% of students will use appropriate methods of communication to the instructor.
2. Strengthen Student Learning - Instructor will engage students in High Quality Experiential Learning by increasing the contacts with students about their progress. Our goal is to increase graduation rate from 55% to 65%.
3. Universal Design - Our goal is to engage students in High Quality Experiential Learning by creating a more welcoming classroom and build stronger connections between students as well as faculty.

Dave will increase student awareness of current IT-related events by having each student present several short topic summaries throughout the semester on current events relative to the IT field. Aaron will engage students in High Quality Experiential Learning by doing more in-class interactions between students.

Action items: N/A	Person responsible: Dave/Aaron/Lisa	Deadline: N/A
-------------------	-------------------------------------	---------------

c.) Program Activities		
<p>Discussion:</p> <ul style="list-style-type: none"> <li>All IT students are members of the Southwest Techies student club.</li> <li>Students participate in the National Collegiate Cyber Defense Competition (CCDC) in January/February (preliminary round)</li> <li>Taking students to CypherCon in April 2023</li> <li>On-campus 'Capture the Flag'</li> <li>Possible field trip to Lands' End and/or regional company IT department</li> </ul>		
Action items: N/A	Person responsible: Dave	Deadline: N/A

d.) Program Budgets		
<p><b>Discussion:</b> Aaron stated that financial support through our Foundation for any new equipment would probably be preferred over donations due to in-kind donations would be older equipment/technology that could cause issues with newer OSes. There were no recommendations for any specific type of equipment currently.</p> <p><u>Professional Development:</u></p> <p>Dave: vSphere training</p> <p>NetLabs Custom Pod training</p> <p>Modern Information Warfare and Cyber Security Training (Completed in June)</p> <p>Aaron: Palo Alto Firewall training</p>		
Action items: N/A	Person responsible: Dave/Aaron	Deadline: N/A

Item 6: Student Report		
<p><b>Discussion:</b> No students were present at the meeting.</p>		
Action items: N/A	Person responsible: N/A	Deadline:

Item 7: Program Curriculum
a.) Status and Review

**Discussion:** Advisory Board members discussed the proposed program changes towards cybersecurity and network technician. Aaron shared the course descriptions of the new proposed courses/changes from our last advisory meeting and asked the members to provide any concerns/recommendations. Aaron showed our current semester curriculum and the proposed changes that have been made based on our past advisory committee meeting.

- 1 Year: IT – Network Systems Technician (31-150-9)

- 2 Year: IT – Cybersecurity and Network Administration (10-151-2) (state approved title is IT - Cybersecurity Specialist)

Aaron went through all the new/updated course descriptions and shared the document with members.

John questioned if we are making an improvement if the new changes are too watered down and it isn't enough to get students a security job. Aaron and Derek discussed what Western Technical College did to address their drop in enrollment in their network administration program by adding a cybersecurity program. Aaron talked about how he already incorporates a lot of security aspects into the existing courses, but we wanted to increase the focus of it and the application of it.

Scott stated that he supports these changes and does not feel that it detracts from the network administration content that allows our students currently get network admin jobs.

Ron asked about the format of these 1-2 credit classes. Aaron stated that many of them may be done in a shorter timeframe such as an 8-week focused course. Ron inquired if potential students could just take the Network Administration part and Aaron shared that the CST technical diploma will change to a one-year Network Systems Technician Technical Diploma and will be embedded in the two-year Cybersecurity and Network Administration Associate Degree program.

Aaron summarized the proposed changes and asked if there were any questions or concerns.

Ron motioned to approve the changes as stated with the option of modifying course titles and content as needed. Scott seconded the motion. The motion passed.



curriculum map for  
1 and 2 year IT prog

**Action items:** Approval of curriculum and program changes

**Person responsible:** Aaron

**Deadline:** N/A

#### **b.) General Education Report**

**Discussion:** There was not a general education instructor in attendance.

**Action items:** N/A

**Person responsible:** N/A

**Deadline:** N/A

Item 8: Advisory Committee Member Input		
<b>Discussion:</b> Aaron asked John Troxel, Heath Ahnen, and Ryan Carlin if they would like to become members of our advisory committee. They all indicated that they would like to join.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 9: Lab Safety and Tour of Classroom/Lab/Shop		
<b>Discussion:</b> After the meeting adjourned, Aaron gave the members present a brief tour of our IT program area.		
Action items: N/A	Person responsible: Aaron	Deadline: N/A

Item 10: Adjournment		
<b>Action items:</b> Scott made the motion to adjourn. Ron seconded the motion, and the motion carried. The meeting was adjourned at 7:21 pm.		

Template Updated: 5/4/2022

**Southwest Tech IT Advisory Board Members**

Hale	Craig	Avista
Winkler	Matthew	AVISTA
Raisbeck	Cory	BoxLogix Automation
Simmonds	Kevin	Cabela's
Thompson	Kevin	Cabela's
Campbell	Adam	Community First Bank
Trautsch	Chad	Computer Support Plus
Scanlan	John	Heartland Financial
Anderson	Jeff	Peoples State Bank
Carlin	Ryan	Peoples State Bank
Wells	Ron	Scenic Rivers Energy Cooperative
Woodhouse	Craig	Southwest Tech
Troxel	John	Southwest Tech



Ahnen	Heath	Southwest Tech
Tyson	Jason	TC Networks
Patcle	Tamie	Tricor Insurance
Pauls	Scott	WIN

## Attachment G

### Initial Discussion with Other WTCS Districts

On September 22, 2022, phone calls were conducted, and detailed voice mail notifications were given to WTCS campuses that currently offer IT-Cybersecurity Specialist degrees. This included notification to FVTC, GTC, LTC, Madison College, MPTC, NTC, NWTC, WTC, and Western sharing that Southwest Tech's intent to start an IT-Cybersecurity and Network Administration (10-151-2) program. Feedback was positive and supportive. Campus Deans/Department Chairs were helpful in their input on topics like capital investments, enrollment/graduate trends, and employer feedback in their districts. Feedback received validated the decision to pursue development and implementation of this degree program.

As a follow up to phone correspondence, an email was sent to the ISA's at FVTC, GTC, LTC, Madison College, MPTC, NTC, NWTC, WTC, and Western.

#### Investigation of new program



Derek Dachelet

To: 'lanter@fvtc.edu'; 'thibodeau@gtc.edu'; 'jim.lemerond@gotoltc.edu'; 'bakken@madisoncollege.edu'; 'jeden@morainepark.edu'; 'ackley@ntc.edu'; 'kathryn.rogalski@nwtc.edu'; +3 others  
Cc: Krista Weber

Reply Reply All Forward

Thu 10/6/2022 5:01 PM

Hello to all,

Southwest Tech is investigating new programming in IT-Cybersecurity and Network Administration. Like many of your campuses, we have seen a natural evolution of our network administration degree towards increased levels of learning outcomes in information security. EMSI/Lightcast data research and advisory board input encourages us to develop this program while not losing existing IT career pathway opportunities for our students. The intent of the AAS program shift from IT-Network Specialist to IT-Cybersecurity and Network Administration is to best serve our Southwest Tech district and constituents. We've given notice of our proposed program changes to your campus IT Deans/Department Chairs and welcome any feedback you may also have.

Best regards,  
Derek



**Derek Dachelet, Ph.D.**

Executive Dean of Industry, Trades and Agriculture  
He/Him/His  
608.822.2417  
[ddachelet@swtc.edu](mailto:ddachelet@swtc.edu)

**Southwest Tech**  
[www.swtc.edu](http://www.swtc.edu)  
1800 Branson Blvd.  
Fennimore, WI 53809



**Attachment H**  
**Documentation of the District Board Approval**

Southwest Tech will present a resolution for Concept Review Approval at the October 20, 2022, District Board meeting. Notification of the official resolution documentation will be provided immediately after that meeting.

## **Attachment I**

### **Equity Prompt**

#### **Equity in Student Recruitment, Access, Retention & Completion**

The proposed IT-Cybersecurity and Network Administration degree will contain a fully embedded one-year technical diploma and various industry recognized credentials. Students will have multiple career pathways and opportunities to earn credentials without first needing to complete the entire associate degree. Furthermore, the intention is that the IT-Cybersecurity and Network Administration degree classes will utilize multiple Universal Design for Learning principles and practices as the campus continues to implement positive academic change.

#### **Program Interface/Alignment with College DEI/Strategic Initiatives**

Southwest Tech has set strategic directions (2022-2025) that align with the desired outcomes of the proposed IT-Cybersecurity and Network Administration degree. A priority project within the strategic directions plan is to provide access to high-quality academic programming that helps students succeed in the workforce. The campus Academic Plan focuses on emerging industries and revitalizing existing programs. Change proposed to our current network administration degree under this proposal directly align with future academic planning goals. Inclusivity is a cornerstone of the campus strategic directions, and the IT-Cybersecurity and Network Administration program faculty and leadership will participate in supporting student success by providing a learning environment that focuses on bridging achievement gaps between our special and non-special populations.

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

WHEREAS, the Southwest Wisconsin Technical College Board has approved the Concept Review for an Associate Degree in IT – Cybersecurity Specialist 10-151-2,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for State Board approval the Concept Review for Associate Degree in IT – Cybersecurity Specialist 10-151-2.

Approved this 20th day of October 2022.

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Donald L. Tuescher  
Chairperson

ATTEST:

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Crystal Wallin  
Secretary



## **Board Monitoring of College Effectiveness**

### **A. Review of Purchasing Activity**

Included below is A six-year Purchase Card Activity Summary report and a listing of the FY2022 >\$50,000 Vendors.

<b>Purchase Card Activity Summary</b>						
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
July	164,833	316,607	169,475	254,601	131,692	15,177
August	325,380	213,001	237,810	319,803	264,783	223,734
September	241,629	123,426	172,818	186,059	209,426	135,296
October	113,389	113,644	142,312	86,061	157,390	79,219
November	174,565	116,801	148,678	136,674	84,828	120,613
December	159,040	272,740	261,246	157,592	106,300	84,065
January	151,655	162,582	142,566	121,420	130,110	96,034
February	142,097	127,798	148,754	142,644	91,383	102,044
March	157,981	141,797	133,258	67,491	95,850	114,275
April	128,834	132,454	110,320	46,525	108,496	78,299
May	163,685	163,957	136,466	81,218	76,478	105,726
June	138,448	92,643	98,439	129,963	56,963	75,255
<b>Totals</b>	<b>2,061,536</b>	<b>1,977,451</b>	<b>1,902,141</b>	<b>1,730,052</b>	<b>1,513,700</b>	<b>1,229,739</b>
Rebates	43,361	42,870	41,438	38,105	34,111	26,944
No. of Transactions	7,106	7,217	6,904	6,949	5,498	3,895
Average Number of Transactions per Month	592	601	575	579	458	325
Average Transaction	290	274	276	249	275	316
Monthly Average	171,795	164,788	158,512	144,171	126,142	102,478
<b>Points of Interest:</b>						
*Currently 152 staff and district board members have purchase cards						
* <b>3895</b> transactions in the prior fiscal year were processed and paid without the necessity of issuing accounts payable checks. Purchase card transactions are processed more efficiently, saving time and money for the College and increasing vendor satisfaction with payment timing.						
*No material issues or problems have occurred with purchase card activity audits.						



\$50,000 and Greater Vendors for 2021-22						
Vendor	General	Capital Equipment	Capital Construction	Enterprise	Internal Serv/ Trust/Agency	Comments
AHIMA				\$ 61,085		Bookstore
AMAZON	\$ 115,918					Individual purchasing supplies throughout the year
ANTHOLOGY		\$ 939,953				ERP
BADGER WELDING		\$ 232,398				Welders
CAMPUS WORKS INC		\$ 368,304				ERP Evaluation/Needs Assessment/Consulting Project
CENGAGE LEARNING				\$ 64,330		Textbooks and learning materials
CORPORATE LEASING ASSCO				\$ 296,208		Annual leasing for student laptops
CREATIVE BUSINESS INTERIORS		\$ 67,304				Furniture for remodeled areas
DISTRICTS MUTUAL INSURANCE	\$ 224,940					Property/Casual Insurance
ELSEVIER				\$ 122,910		Textbooks and learning materials
EWALD		\$ 90,126				New Ford Explorer and Malibus
EXELON/CONSTELLATION	\$ 86,802					College Utilities
FENNIMORE MUNICIPAL UTILITIES	\$ 295,205					College Utilities
FENNIMORE TIMES	\$ 90,162					General and Event Advertising
FOWLER & HAMMER			\$ 258,355			300/400 Conf Ctr/Dining Remodel
HEARTLAND BUSINESS SYSTEMS		\$ 395,128				Fixed Fee Projects and IT Equipment
HEWLETT PACKARD				\$ 289,536		Laptop Program Laptops
HSR ASSOCIATES INC			\$ 110,306			Remodeling Architect Fees
INSIGHT	\$ 62,687					Microsoft Licensing
LAB MIDWEST		\$ 99,723				Hydraulics Learning Systems
LAMAR COMPANIES	\$ 67,784					Billboard Advertsing
LANDMARK COLLEGE	\$ 51,420					Universal Design Training
REDSHELF				\$ 100,013		Redshelf Sales (Bookstore)
ROBINSON BROTHERS ENVIRONMENTAL		\$ 61,815				Building 700 Demo
SHI INTERNATIONAL CORP		\$ 365,756				End Point Detection
THESIS AMERICAN INC		\$ 115,488				Transmission Dynameter
TIMECLOCK PLUS		\$ 58,500				Payroll System
TRANE US INC		\$ 174,537				Outdoor Air Unit
TRICON			\$ 215,968			Auditorium Remodel
VANGUARD COMPUTERS INC		\$ 709,750				Charger 360 Program/Backpacks, and other IT Equipment
WE ENERGIES	\$ 58,937					College Utilities
CDW		\$ 84,469				APC Smart-UPS Project and other misc IT Equipment
Totals	\$1,053,855	\$3,763,250	\$584,628	\$934,083	\$0	
Grand Total					\$6,335,817	

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

## B. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. The October 2022 report is shown below.


	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	Interviews scheduled	10/24/2022	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	Margaret Gardner	11/1/2022	C42: \$54,876-\$71,227 Hired at \$64,000

## 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.

		October 10 2022: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 10/12/20 Students	SY 21-22 10/11/21 Students	SY 22-23 10/10/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 10/12/20 FTE	SY 21-22 10/11/21 FTE	SY 22-23 10/10/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	56	54	50	(6)	(4)	22.83	22.73	19.77	(3.07)	(2.97)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	8	11	13	5	2	3.53	5.97	7.73	4.20	1.77
10-006-5	Agribusiness Science & Technology - Agronomy	18	10	12	(6)	2	9.90	5.17	6.67	(3.23)	1.50
10-006-6	Agribusiness Science & Technology - Animal Science	16	30	34	18	4	8.40	13.23	18.00	9.60	4.77
10-102-3	Business Management	115	90	85	(30)	(5)	46.47	36.63	37.30	(9.17)	0.67
10-530-5	Cancer Information Management	91	75	57	(34)	(18)	29.80	28.23	22.07	(7.73)	(6.17)
10-504-X	Criminal Justice	47	40	33	(14)	(7)	20.60	20.93	16.33	(4.27)	(4.60)
10-316-1	Culinary Arts	5	5	0	(5)	(5)	2.17	3.43	0.00	(2.17)	(3.43)
10-317-1	Culinary Management	3		0	(3)	-	1.47		0.00	(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	58	96	108	50	12	18.50	35.47	40.67	22.17	5.20
10-307-1	Early Childhood Education	52	43	48	(4)	5	20.83	17.70	20.30	(0.53)	2.60
10-620-1	Electro-Mechanical Technology	33	26	22	(11)	(4)	16.73	12.40	11.37	(5.37)	(1.03)
10-325-1	Golf Course Management	10	12	14	4	2	4.93	6.27	7.53	2.60	1.27
10-201-2	Graphic And Web Design	16	25	25	9	-	6.87	10.53	11.93	5.07	1.40
10-530-1	Health Information Technology	38	48	38	-	(10)	12.80	14.60	12.67	(0.13)	(1.93)
10-520-3	Human Services Associate	30	29	33	3	4	14.63	14.63	15.70	1.07	1.07
10-825-1	Individualized Technical Studies	3		0	(3)	-	1.13		0.00	(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	23	26	20	(3)	(6)	9.60	11.20	10.03	0.43	(1.17)
10-196-1	Leadership Development	7	10	12	5	2	1.40	3.87	5.10	3.70	1.23
10-513-1	Medical Laboratory Technician	19	18	12	(7)	(6)	6.93	7.07	4.93	(2.00)	(2.13)
10-196-6	Nonprofit Leadership		3	9	9	6		1.47	3.97	3.97	2.50
10-543-1	Nursing-Associate Degree	217	201	193	(24)	(8)	69.50	62.00	61.50	(8.00)	(0.50)
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	27	30	26	(1)	(4)	8.50	10.03	10.53	2.03	0.50
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		923	902	876	(47)	(26)	347.43	351.20	357.93	10.50	6.73

# October 10 2022: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison

Program Code	Program Title	SY 21-22		SY 22-23	21 to '23	22 to '23	SY 20-21	SY 21-22	SY 22-23	21 to '23	22 to '23
		SY 20-21 10/12/20 Students	10/11/21 Students	10/10/22 Students	Student Change	Student Change	FTE	FTE	FTE	FTE Change	FTE Change
31-101-1	Accounting Assistant	10	9	8	(2)	(1)	2.57	3.50	2.40	(0.17)	(1.10)
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)	18.63	18.33	14.90	(3.73)	(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	13.23	8.37	9.43	(3.81)	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)	0.83	2.40	1.80	0.97	(0.60)
31-502-1	Cosmetology	18	25	35	17	10	8.80	11.93	17.00	8.20	5.07
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14	7	10	(4)	3	9.33		8.00	(1.33)	8.00
31-317-1	Culinary Specialist		0		-	-		5.13		-	(5.13)
30-508-2	Dental Assistant	11	18	18	7	-	5.77	8.87	9.30	3.53	0.43
30-812-1	Driver and Safety Education Certification	16	7	12	(4)	5	3.10	1.00	2.50	(0.60)	1.50
31-413-2	Electrical Power Distribution	44	44	43	(1)	(1)	21.33	20.07	20.93	(0.40)	0.87
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	45	29	39	(6)	10	6.30	4.57	5.53	(0.77)	0.97
32-080-4	Farm Operations & Management - Ag Mechanics	7	11	6	(1)	(5)	3.17	5.53	2.63	(0.53)	(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)	3.37	4.10	3.87	0.50	(0.23)
31-080-3	Farm Operations & Management - Dairy Technician	2	2	3	1	1	0.27	1.07	1.10	0.83	0.03
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	2	3	(1)	1	1.53	0.20	0.93	(0.60)	0.73
32-080-6	Farm Operations & Management - Livestock	1	3	5	4	2	0.60	1.53	2.60	2.00	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	10	6	3	(7)	(3)	4.83	1.57	1.33	(3.50)	(0.23)
31-513-1	Laboratory Science Technician	4	9	6	2	(3)	1.20	2.17	0.60	(0.60)	(1.57)
50-620-1	Mechatronics Technician Apprentice	6			(6)	-	0.73			(0.73)	-
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	52	85	56	4	(29)	16.57	31.40	17.77	1.20	(13.63)
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	163	119	114	(49)	(5)	17.07	10.83	13.13	(3.93)	2.30
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	43	32	41	(2)	9	20.83	16.07	21.40	0.57	5.33
Total Technical Diploma		644	601	571	(73)	(30)	196.50	192.13	185.91	(10.59)	(6.23)

		October 10 2022: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 21-22		SY 22-23 10/10/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 10/12/20 FTE	SY 21-22 10/11/21 FTE	SY 22-23 10/10/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
		SY 20-21 10/12/20 Students	10/11/21 Student s								
20-800-1	Liberal Arts - Associate of Arts	28	42	32	4	(10)	6.53	10.93	5.87	(0.67)	(5.07)
20-800-2	Liberal Arts - Associate of Science	10	8	8	(2)	-	2.27	2.30	1.77	(0.50)	(0.53)
	Undeclared Majors	380	481	612	232	131	54.93	65.43	86.10	31.17	20.67
	<b>Total Liberal Arts &amp; Undeclared Majors</b>	<b>418</b>	<b>531</b>	<b>652</b>	<b>234</b>	<b>121</b>	<b>63.73</b>	<b>78.67</b>	<b>93.73</b>	<b>30.00</b>	<b>15.07</b>
	<b>Total</b>	<b>1,985</b>	<b>2,034</b>	<b>2,099</b>	<b>114</b>	<b>65</b>	<b>607.67</b>	<b>622.00</b>	<b>637.57</b>	<b>29.91</b>	<b>15.58</b>
	<b>Percent of Change</b>									<b>4.92%</b>	<b>2.50%</b>
	Vocational Adult (Aid Codes 42-47)	1,826	1,830	1,890	64	60	38.55	37.02	35.74	(2.81)	(1.28)
	Community Services (Aid Code 60)	48	-	13	(35)	13	0.16	-	0.04	(0.12)	0.04
	Basic Skills (Aid Codes 73,74,75,76)	103	153	169	66	16	10.73	16.40	17.10	6.37	0.70
	Basic Skills (Aid Codes 77 & 78)	60	46	72	12	26	-	1.03	0.17	0.17	(0.87)
	<b>Grand Total</b>	<b>4,022</b>	<b>4,063</b>	<b>4,243</b>	<b>221</b>	<b>180</b>	<b>657.10</b>	<b>676.45</b>	<b>690.62</b>	<b>33.52</b>	<b>14.17</b>
	<b>Total Percent of Change</b>									<b>5.10%</b>	<b>2.10%</b>
					Budgeted/Goal FTEs		1,275	1,250	1,250		
					% of Budgeted/Goal FTEs Achieved to date		51.5%	54.1%	55.2%		
					Final Actual FTEs Achieved		1,256	1,253			
					% of Final Actual FTEs Achieved to date		52.3%	54.0%			
					21/22 Projected Ending FTEs using historical trend		1,320	1,279			
					Will budget be met		YES	YES			

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

### **1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 26-29, 2022)**

Included below is the delegate information for the upcoming ACCT Annual Leadership Conference.

**ACCT**  
**Association of Community College Trustees**

*The Voice of Community College Leaders*

**DATE:** September 14, 2022

**TO:** Jason Wood  
Southwest Wisconsin Technical College  
President

**FROM:** Jee Hang Lee, ACCT President, and Chief Executive Officer

**SUBJECT: VOTING DELEGATE NOTIFICATION FOR THE ACCT LEADERSHIP CONGRESS**

According to our records, the board of Southwest Wisconsin Technical College is entitled to **1 vote(s)** during the Annual ACCT Leadership Congress, October 26-29, 2022, at the New York Marriott Marquis Hotel.

**Eligibility requirements for voting delegate(s) include:**

- ✓ Fiscal year 2022 ACCT membership dues **MUST** have been received and verified at the time of Congress registration. Please disregard if you have remitted your dues renewal payment.
- ✓ Only voting members of governing boards may serve as voting delegates (i.e., Chancellor/President, Professional Board Staff, and "trustee emeritus" may not serve as voting delegates.)
- ✓ Voting delegates must sign in and receive their voting delegate credentials at the ACCT Voting Delegate Desk, which will be located near the Congress Registration Desk on the following days:
  - Wednesday, October 26<sup>th</sup>, between 7:30 a.m. and 6:00 p.m.
  - Thursday, October 27<sup>th</sup>, between 7:00 a.m. and 5:00 p.m. (**Note:** Regional Caucuses will be held from 2:00 p.m. - 3:30 p.m. on this day.)
  - Friday, October 28<sup>th</sup>, between 8:30 a.m. and 10:30 a.m. (**Note:** Voting Delegate Desk will be in the Senate Room only on this day.)

Please note the following:

- **Ballots will be distributed only to registered voting delegates during the Regional Caucuses and Senate Meeting.**
- **Voting Delegate(s) MUST be determined by your Board Chair before approaching the Voting Delegate Desk to register. ACCT staff CANNOT be involved in the selection of ANY Voting Delegate(s).**

The fall 2022 *Advisor* contains information on the Regional Caucuses and Meetings and the Senate Meeting. The *Advisor* also lists the candidates for Regional Directors, Directors-at-Large, and the Diversity Committee. Please visit [www.acct.org/product/advisor](http://www.acct.org/product/advisor) to review the fall 2022 *Advisor*.

If you have not had the opportunity to register for this year's Congress, I hope you will take the time to do so. Please register online at [www.acct.org](http://www.acct.org) or contact ACCT's office at (202) 775-4667 for registration information.

Thank you for your attention to this important matter. I look forward to seeing you in New York City!



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

**1. Review Board Governance Policies 3.5: Financial Condition and 3.6: Asset Protection**

Governance Policies 3.5 and 3.6 are included below.

**3.5 • FINANCIAL CONDITION**

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

1. Expend more funds than have been received in the fiscal year without prior Board approval.
2. Indebt the College in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
4. Make *any* purchase or commit to *any* expenditure greater than funds available in the contingency fund without Board approval.

Furthermore, the President *may* not:

1. Make *any* purchase:
  - a. Without prudent protection against conflict of interest;
  - b. Over \$10,000 without having obtained at least three competitive quotes, if available; and
  - c. Over \$50,000 without receipt of sealed bids or proposals, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code or the purchase is made via a cooperative purchasing contract whose competitive purchasing process has been recognized as acceptable by the Wisconsin Technical College System.
2. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval, or which are not in the best interest of the College to accept.
3. Fail to maintain adequate combined operating fund balance reserves sufficient to provide for an average of two (2) months' operating expenses.
4. Fail to apply for aid from all sources of funding when eligible except when not in the best interests of the College.

Adopted: 1/24/02  
 Reviewed: 4/24/03, 5/1/07, 10/15/10  
 Revised: 2/28/08, 10/28/10, 6/20/13

### 3.6 • ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk.


Accordingly, the President may not:

1. Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
2. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
3. Unnecessarily expose the College, the Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
5. Invest funds in non-interest-bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without compliance with, in order of priority, the following principles:
  - a. Security of the investment.
  - b. Receiving favorable consistent interest earned on the investment; and
  - c. Local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
6. Acquire, encumber, or dispose of real property without Board approval.
7. Fail to protect property, information, and files from loss or damage.
8. Fail to protect the College's trademarks, copyrights, and intellectual property interests.

Adopted: 4/25/02  
Reviewed: 5/22/03, 5/1/07, 1/17/08, 10/15/10  
Revised: 2/28/13


## 2. Strategic Directions (2022-2025)

The Southwest Wisconsin Technical College 2022-25 Strategic Directions are shown below.

**Southwest Wisconsin  
TECHNICAL COLLEGE**

# STRATEGIC DIRECTIONS

2022–2025



**For six years in a row, Southwest Tech ranks  
among the best two-year colleges in the nation!**

THIS IS WHERE  
*Everyone Belongs*



# Who We Are

## Mission

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

## Vision

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

## Values

### Integrity

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



*Joe Randall, Electrical Power Distribution program instructor, teaches his students integrity by volunteering in Richland Center to hang holiday lights in the park for the southwest Wisconsin community to enjoy.*

### Learning

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

*Tonia Breuer, Medical Assistant program instructor, assists a student with essential hands-on education that helps them succeed in the workplace.*



### Continuous Improvement

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



*Jake Mootz, IT support specialist, assists students with enrolling in Charger Tech 360 at New Student Orientation. Charger Tech 360 is more than just a laptop, it's*

*support, software, and service when you need it providing a successful learning experience.*

### Accountability

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

*Tom Kretschman, Criminal Justice Instructor, prepares students to take a leadership role in campus safety.*



### Inclusivity

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

*Christena Bowers, disability and support services manager, took students to a conference in Wisconsin Dells. They presented to*



*high school educators on their experiences transitioning from high school to college and how teachers can better prepare their students for that transition.*



Building relationships with prospective students, current students, and employers is what we do best. At Southwest Tech, we care.

The front cover shows a recruiter meeting with students from Darlington High School, Nursing-Associate Degree students celebrating their last day of clinical at Boscobel Care and Rehab, and State Student Ambassador and Criminal Justice Studies student Hannah Masters serving in her campus security role.

## What We Do

### We Provide AFFORDABLE EDUCATION

Jenna graduated  
with zero debt.  
Average debt is \$3,815  
and many students  
receive scholarships to  
further reduce costs.



### ANNUAL COST OF COLLEGE TUITION



Sources: U.S. Department of Education–Net Price Calculator Center;  
UW HELP System Tuition Chart, The College Board 2021,  
College Costs Calculator

### We Help OUR STUDENTS GET GOOD JOBS

Victoria was hired  
locally in the  
law enforcement field  
before graduation.



90%

Were Employed  
Within the First  
Year of Graduation.



\$42,820

Median Salary  
6 Months After  
Graduating  
With an Associate  
Degree.

Source: 2020 Graduate Outcomes Report

### We Promote LIFELONG LEARNING

Transfer credits helped  
Tory build his career.

- Benton High School, 2008
- UW-Platteville, Biology, 2012
- Southwest Tech, Nursing-Associate Degree, 2015
- UW-Madison, Bachelor of Science-Nursing, 2017
- Clarke University, Doctor of Nursing Practice, 2021



### Transfer Credits to Southwest Tech

You may be able to  
transfer credits,  
utilize existing credits,  
or earn new credits  
for skills and knowledge  
you gained at another  
college, in the military,  
or on the job.



### Transfer Credits from Southwest Tech

Southwest Tech has  
transfer agreements  
with private colleges,  
universities, and the  
University of  
Wisconsin System.



# College Health Indicators

The District Board of Directors reviews College Health Indicators (CHI) semi-annually. The CHI are metrics that provide a trend of performance year-over-year with benchmarks that compare Southwest Tech to other Wisconsin Technical College System colleges or national performance standards.

## GOAL

To achieve after implementing activities/initiatives. Targets are determined and approved by the Executive Team.

## ACTUAL

Current or most recent measure available.

### STRATEGIC DIRECTION

#### Engage Students in High Quality Experiential Learning

COLLEGE HEALTH INDICATOR (CHI)	ACTUAL	GOAL
1. Equity in Student Learning	51%	75%
2. Enrollment Headcount	6805	6900
3. Retention Rate	71%	74%
4. Graduation Rate	55%	65%
5. Job Placement	90%	97%
6. Student Satisfaction (7-point scale)	5.79	6.00
7. Employer Satisfaction	100%	100%

### STRATEGIC DIRECTION

#### Strengthen a Culture of Caring and Success

8. Employee Satisfaction (5-point scale)	4.07	4.50
9. Employee Retention	94.79%	95%

### STRATEGIC DIRECTION

#### Enhance the College's Economic Impact

10. Full Time Equivalent (FTE) Count	1253.01	1300.00
11. Economic Impact:		
11 a. Job Placement In-District	44%	56%
11 b. Five-Year Graduate Wage Growth	47%	57%
11 c. Job Placement in Industry	83%	90%

# College Governance



## Executive Team

Leads the college to achieve excellence with integrity through learning and service.

*Krista Weber, chief human resources officer, works closely with the president to lead the Executive Team. Her efforts are part of our commitment to succession planning and leadership development.*



## College Council

Cultivates College Values as core behaviors of a positive, caring culture of wellness and trust.

*Josh Bedward, facilities manager and master electrician, co-leads the College Council and took a lead role in developing and implementing the performance management evaluations.*



## Academic Council

Leads efforts to ensure all students learn, progress, and achieve their goals, especially our Special Populations\*.

*Kim Maier, Ph.D., executive dean, leads the Academic Council.*



## Operations Council

Leads the achievement of sustainable college operations.

*Heath Ahnen, executive director of information technology services, is co-leading the implementation of a new Enterprise Resource Planning system.*



## Leadership Council

Creates mutual understanding among all supervisors to consistently communicate with and engage all faculty and staff.

*Kris Wubben, director of student success, and Chantel Hampton, diversity, equity, and inclusion coordinator, co-lead the Leadership Council.*

\*The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.

10-07-22



**PRIORITY  
PROJECT  
1**

## This Is Where You Succeed

Access to high-quality academic programming helps students succeed in the workforce. The Academic Plan focuses on emerging industries and revitalizing existing programs.



*Karen Bricco, lab science adjunct instructor, brought her Laboratory Science Technician program students from Boscobel, Richland Center, and Platteville high schools to visit Southwest Tech's campus. We offer these courses in the high schools through Southwest Tech's COLLEGE Up program.*

**GOOD ★**

More students in relevant programs.

**BETTER ★★**

Recruit and graduate students into high-wage/high-demand jobs.

**BEST ★★★**

Dynamic programming provides life-long learning opportunities responsive to the workforce and individuals.

**PERFORMANCE**

We know we will be successful when all academic programs achieve high-wage/high-demand status. We also start new programs when an industry sector aligns with our mission as a technical college.

**ACADEMIC COUNCIL**
**GOALS**

1. Start five new programs that lead to high-wage/high-demand careers by 2025.
2. Revitalize at least three existing programs per year to increase enrollments leading to high-wage/high-demand careers.
3. Increase dual credit enrollments in each of our thirty school districts by 5% per year through 2025.
4. Offer two Spanish-speaker-supported degree programs by 2025.
5. 100% of Associate of Arts and Associate of Science Degree students will have transferability to a four-year college with junior status by 2024.
6. Expand services and programming to increase the number of students served in Prairie du Chien from 81 in FY2022 to 200 students by FY2025. Also increase the number of students served in Dodgeville from 31 in FY2022 to 100 by FY2025.
7. Increase the rate students in High School Equivalency Diploma (HSED) programs enroll in college-level programming from 20% to 40% by 2025.
8. Identify and begin at least one new academic program per year through 2025 to offer at the Prairie du Chien and Dodgeville outreach centers.

**PRIORITY  
PROJECT  
2**

## This Is Where Innovation Is Valued

Using one-time funding sources, we will reduce our operating expenses through investments in renewable energies. We will create student learning opportunities through partnerships between academics and operations.



*Dan Imhoff, executive director of facilities, safety, and security, reviews designs that utilize renewable energies to save money the college can invest in supporting students.*

**GOOD ★**

One-time capital dollars reduce operational costs in the long run.

**BETTER ★★**

Financial savings invested in student success.

**BEST ★★★**

Students engage in renewable energy trainings and programs leading to high-wage, high-demand employment opportunities

**PERFORMANCE**

We know we will be successful when sustainable projects in renewable energies save money to invest in supporting students.

**EXECUTIVE TEAM**
**GOALS**

1. Reduce our greenhouse gas emissions 20% by 2025.
2. Reduce our heat and electric costs 20% by 2025.
3. Graduate at least 20 students to serve renewable energy and energy efficiency needs of our region by 2025 through our new Sustainable Energy Management Associate Degree.



**PRIORITY  
PROJECT  
3**

## This Is Where People Care

At Southwest Tech we want every student to know we care about their success. We also want our faculty, staff, and leadership to be representative of our district population and student body.



Southwest Tech Midwifery students and faculty members were able to attend the Art and Science of Birth (Integrando la Ciencia y el Arte del Nacimiento) in Puerto Rico. These connections last a lifetime.

### GOOD ★

Student and employee recruitment, retention, and promotion result in improved outcomes for everyone.

### BETTER ★★

Everyone at Southwest Tech demonstrates fairness, trust, and respect for all people.

### BEST ★★★

All students are more successful throughout their lives because of the efforts of our faculty and staff.

### PERFORMANCE

We know we will be successful when student learning improves inside and outside of the classroom, focusing on achievement gaps between our special and non-special populations.

### COLLEGE COUNCIL

### GOALS

1. Increase the percent of racially diverse employees at the College to better reflect our student population.
2. Help all students be more successful by 3% each year AND ensure our special populations\* achieve at the same success rates as the general student body in:
  - a. Enrollment headcount
  - b. Graduation rate
  - c. Job placement
  - d. University transfer rate
  - e. Salary growth over 5 years
3. Provide technical assistance and guidance to at least three other organizations who decide to implement Universal Design by 2025.



## This Is Where Students Succeed

Southwest Wisconsin Technical College is one of the 10 finalists out of nearly 1,200 two-year colleges for the Aspen Prize for Community College Excellence.

The Aspen Prize honors colleges with outstanding achievement in five critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, and equity for students of color and students from low-income backgrounds. By focusing on student success and lifting up models that work, the Aspen Prize aims to celebrate excellence, advance a focus on equitable student success, and stimulate replication of effective culture and practice.



\*The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.

3. **Update on the Sale of Property: Brownwood Road & Bronson Boulevard**
4. **Dodgeville Outreach Site Update & Partnership**
5. **College Happenings**

***D. Other Information Items***

**Establish Board Agenda Items for Next Meeting**

***A. Agenda***

1. Fund & Account Transfers (2021-22 Budget Modifications)
2. WI Code of Ethics Resolution
3. Foundation Quarterly Report
4. Real Estate Foundation Quarterly Report
5. Board Monitoring Report – Student Access
6. 2021-22 Budget Process

***B. Time and Place***

1. Thursday, November 17, 2022, at 7:00 p.m. at Southwest Tech Campus

**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 7/11/2022 & 9/22/2022***

**Reconvene to Open Session**

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

**Adjournment**