



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**September 21, 2023**

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI 53809

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## **Annotated Agenda**



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

Thursday, September 21, 2023

6:00 p.m. – Aspen: Unlocking Opportunities

6:30 p.m. – Board Dinner

7:00 p.m. – Board Meeting

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

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The September 21, 2023, 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, CESA 3, and at the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda of the meeting."

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

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

##### **1. District Boards Association Update ~ Executive Director, Layla Merrifield**

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

#### **C. Student Senate Update**

#### **CONSENT AGENDA**

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

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

##### **B. August 31, 2023, Board Meeting Minutes**

Minutes of the August 31, 2023, regular 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 nine contracts totaling \$24,111.88 in August 2023 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

The Personnel Report includes two new hire recommendations, two resignations, and one retirement. The report is included with the Board material.

**Recommendation** – *Approve the September 21, 2023, Consent Agenda as presented.*

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Award RFP for Professional Coaching**

Requests for proposals were sought from qualified vendors for professional coaching services for Southwest Tech employees. The public opening of the request for proposals was held on Wednesday, August 23, at 1:30 p.m. CST with six vendors responding. Caleb White will present a summary of the proposals received, which is also included in the electronic Board material.

**Recommendation:** *Award the RFP for professional coaching to Audrey Reille, LLC of Menifee, CA, and Elevating Leadership, LLC of Bountiful, UT, under the proposed standard hourly rates and fee schedules for each firm for a three-year term with the understanding that there will be no guarantee of work for either partner and the College will maintain the ability to select the best fit for each given professional coaching engagement.*

**B. Designation of Official Newspaper**

Bids for the official College newspaper for the remainder of FY 2024 through FY 2026 were due on September 1, 2023. A complete summary of the three bids received is available with the electronic Board material.

**Recommendation:** *Designate the Boscobel Dial as the official newspaper for the remainder of FY 2024 through FY2026 at a cost per column inch of \$4.85 and \$3.84 for each subsequent insertion.*

**C. Adoption of Grant County Hazard Mitigation Plan**

Following approval from Wisconsin Emergency Management, the Grant County Board recently approved the **2023-2028 Grant County Hazard Mitigation Plan**. To formalize Southwest Tech's participation and for the College to become eligible for FEMA grant funding, the Southwest Technical College District Board is asked to review and adopt the Mitigation Plan. The entire plan is located within this link: [this link](#). Southwest Wisconsin Technical College's portion of the plan is located on page 83 within the link and is included in the electronic Board packet. Also included in the electronic packet is a copy of the Board Resolution of plan adoption.

**Recommendation** – *Approve the adoption of the 2023-2028 Grant County Hazard Mitigation Plan.*

**D. Second Reading of Governance Policy 4.5: College Strategic Directions**

Proposed updates to the College Health Indicators were reviewed by the Board at the July 10, 2023, Board meeting, and the first reading of the revision to Governance Policy 4.5: College Strategic Directions was reviewed and approved at the August 31, 2023, meeting. The second reading of the revision to Governance Policy 4.5: College Strategic Directions is included within the Board material.

**Recommendation** – *Approve the second reading of Governance Policy 4.5: College Strategic Directions.*

**E. Approval of Board Monitoring Report – Compliance**

Included in the electronic Board material is the September 2023 Compliance Board Monitoring Report. Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer and Karen Campbell, Compliance Officer, will present the report and offer insight on any questions that the Board may have.

**Recommendation** – *Approve the September 2023 Board Monitoring Report – Compliance.*

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. 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.

**B. Academic Master Plan Discussion**

Cynde Larsen, Chief Academic Officer, will lead a discussion with the Board on the Academic Master Plan. The current plan is included in the electronic Board packet of materials.

**C. Review of College Naming Policies**

The Administrative and SWTC Foundation policies on the Naming of College Facilities or Property are found within the electronic Board material. The policies are included for Board review and the Board's input is sought for future updates. Jason Wood, Karen Campbell, and Dennis Cooley, Director of Advancement, will be present for questions.

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

**1. 2023-24 FTE Year-Over-Year Comparison Report**

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

**B. Chairperson's Report**

**1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 9-12, 2023)**

Included within the electronic Board material is a copy of the voting delegate notification for the October 2023 Leadership Congress. Each College is entitled to one delegate.

2. **Call for October 20, 2023, Retreat Agenda Items/Topics**
3. **What it means to be a SWTC Board Member**
- C. **College President's Report**
  1. **Unlocking Opportunities Update**
    - i. **Monthly Metrics**
  2. **Administration to Student Ratio WTCS Comparison**
  3. **College Happenings**
- D. **Other Information Items**

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

- A. **Agenda**
  1. **Review of Purchasing Activity**
  2. **Resolution for Adoption of 2023 Tax Levy**
  3. **Initial Borrowing Resolution**
  4. **Bid – Building 1600 & 1700 Lighting Project**
  5. **RFP – Advertising, Marketing, & Digital Services**
  6. **Foundation Quarterly Report**
  7. **Real Estate Foundation Quarterly Report**
  8. **Board Monitoring Report – Student Access**
- B. **Time and Place**

**Friday, October 20, 2023 ~ Lenz Center & Room 430, SWTC**  
**11:30 a.m. Welcome/Social; 12:00 p.m. Foundation Luncheon & Program**  
**Meet with Foundation & Real Estate Foundation, Retreat, then Regular Meeting**

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

- A. **Consideration of adjourning to a closed session for the purpose of**
  1. **Discussing property acquisition** per Wis. Statutes 19.85(1)(e)  
{Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
  2. **Discussing the President's Evaluation** per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. **Approval of Closed Session Minutes from August 31, 2023.**

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

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

#### **ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The September 21, 2023, 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 and posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings). Notice is also posted on Campus, CESA3, and the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda of the meeting."

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

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

- 1. District Boards Association Update ~ Executive Director, Laya Merrifield**

### ***C. Student Senate Update***

## **Consent Agenda**

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



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

Thursday, September 21, 2023

6:00 p.m. – Aspen: Unlocking Opportunities

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**

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

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

- 1. District Boards Association Update ~ Executive Director, Layla Merrifield**

#### **C. Student Senate Update**



**CONSENT AGENDA**

- A. Approval of Agenda
- B. August 31, 2023, Board Meeting Minutes
- 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. Award RFP for Professional Coaching
- B. Designation of Official Newspaper
- C. Adoption of Grant County Hazard Mitigation Plan
- D. Second Reading of Governance Policy 4.5: College Strategic Directions
- E. Approval of Board Monitoring Report – Compliance

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Staffing Update
- B. Academic Master Plan Discussion
- C. Review of College Naming Policies

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2023-24 FTE Year-Over-Year Comparison Report
- B. Chairperson's Report
  - 1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 9-12, 2023)
  - 2. Call for October 20, 2023, Retreat Agenda Items/Topics
  - 3. What it means to be a SWTC Board Member
- C. College President's Report
  - 1. Unlocking Opportunities Update
    - i. Monthly Metrics
  - 2. Administration to Student Ratio WTCS Comparison
  - 3. College Happenings
- D. Other Information Items

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
  - 1. Review of Purchasing Activity
  - 2. Resolution for Adoption of 2023 Tax Levy
  - 3. Initial Borrowing Resolution
  - 4. Bid – Building 1600 & 1700 Lighting Project
  - 5. RFP – Advertising, Marketing, & Digital Services
  - 6. Foundation Quarterly Report
  - 7. Real Estate Foundation Quarterly Report
  - 8. Board Monitoring Report – Student Access
- B. Time and Place
  - Friday, October 20, 2023 ~ Lenz Center & Room 430, SWTC

11:30 a.m. Welcome/Social; 12:00 p.m. Foundation Luncheon & Program  
Meet with Foundation & Real Estate Foundation, Retreat, then Regular  
Meeting

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to a closed session for the purpose of
  - 1. Discussing property acquisition per Wis. Statutes 19.85(1)(e)  
{Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
  - 2. Discussing the President's Evaluation per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from August 31, 2023.

**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. August 31, 2023, Board Meeting Minutes***

**MINUTES OF THE ANNUAL MEETING OF THE BOARD  
OF DIRECTORS OF SOUTHWEST WISCONSIN  
TECHNICAL COLLEGE  
AUGUST 31, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 5:00 p.m. on August 31, 2023, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Kent Enright (left at 8:36 p.m.), Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 5:05 p.m.), Steve Williamson, Jane Wonderling (arrived at 5:03 p.m.)

Absent: N/A

Others present for all, or a portion of the meeting included Jason Wood, President, and College Staff: Heath Ahnen, Josh Bedward, Holly Clendenen, Dennis Cooley, Derek Dachelet, Mandy Henkel, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, John Troxel, Caleb White.

Chairperson Bolstad called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:



**BOARD MEETING NOTICE/AGENDA**

Thursday, August 31, 2023

5:00 p.m. – Regular District Board Meeting

6:15 p.m. - Dinner

Southwest Tech

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

**AGENDA**

**OPEN MEETING**

The following statement will be read: "The August 31, 2023, 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, CESA 3, and at the Fennimore City Office in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input
- C. Student Senate Update

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the June 21, 2023, Board Meeting
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Southwest WI Workforce Development Board Lease

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Access Controls System Upgrade RFP
- B. Concept Review: IT-Software Developer (10-152-1)
- C. First Reading of Governance Policy 4.5: College Strategic Directions

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Staffing Update
- B. Southwest Tech Foundation Quarterly Report
- C. Southwest Tech Real Estate Foundation Quarterly Report

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2022-23 FTE Comparison Year-Over-Year Report
  - 2. 2023-24 FTE Comparison Year-Over-Year Report
- B. Chairperson's Report

1. Prairie du Chien Wisconsin Department of Corrections – Spring Graduation Ceremony
- C. College President's Report
  1. Banking RFP
  2. Project RISE (ERP Implementation) Update
  3. Naming of College Facilities or Property Policy
  4. College Happenings
- D. Other Informational Items

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

- A. Agenda
  1. Board Monitoring Report – Compliance
  2. Academic Master Plan Update
  3. Visit from Layla Merrifield, District Boards Association
  4. Aspen: Unlocking Opportunities Update
  5. Designate Official Newspaper
- B. Time and Place  
Thursday, September 21, 2023, at 7:00 p.m., Southwest Tech Conference Room 430,  
1800 Bronson Blvd, Fennimore, WI 53809

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

- A. Consideration of adjourning to a closed session for the purpose of
  1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
  2. Discussing 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.}
  3. Discussing the President's Evaluation per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from May 18, June 21, and July 10, 2023.

#### **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).}

Under Reports/Forums/Public Input, Holly Clendenen, Chief Student Services Officer, thanked the Board for their support during her participation in the Aspen Rising Presidents Fellowship. She attended the first session at Stanford, CA, the last week of July.

After a review of the Consent Agenda, including the August 31, 2023, agenda; July 10, 2023 Board meeting minutes; financial reports; six contracts totaling \$10,555.54 in July

2023; employment recommendations for Tracy Allen, Disability Services Specialist; Ashley Wojtalewicz, Sustainable Energy Management Instructor/Energy Coordinator; Julie Johll, Accounting Instructor; Sarah Gleisner, Communication Instructor; and Karla Escobar, Multicultural Success Coach; the resignations of Anna Schmitz, Child Care Aide, Annetta Smith, Human Resources Specialist, and Nikki Nemitz, Foundation Development Officer/BIS; and a 12-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space for \$338/month at the Richland Center Outreach Center; Mr. Prange moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, reviewed the request for proposals for the Access Control System Upgrade (RFP #2324-04). Proposals were received from four vendors, one of which was disqualified for not meeting the due date. Mr. Tuescher moved, seconded by Mr. Williamson, to award the RFP for the installation of a new Access Control System (RFP 2324-04) to Energy Management Consultants, LLC (EMC) of Fennimore WI, in the amount of \$1,069,842.86. Upon voice vote, the following members approved the motion: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, and Mr. Williamson. Ms. Wonderling abstained from the voice vote. Motion carried.

Cynde Larsen, Chief Academic Officer, presented to the Board a Concept Review for an Associate Degree in IT- Software Developer (Program Number 10-152-1). It was noted that the demonstration of a program need was assessed by an employer survey, ad hoc advisory committee feedback, and an occupation overview of our region. Mr. Tuescher moved, seconded by Mr. Enright, to approve the Concept Review for an Associate Degree in IT- Software Developer (Program Number 10-152-1). Motion carried. The Concept Review, along with the SWTC Board's approval, will now be sent to the Wisconsin Technical College System's Board for their approval process.

Dr. Wood presented to the Board the first reading of updates to Governance Policy 4.5: College Strategic Directions: 1.) Create transformational student success plans to improve access for all students; 2.) Enhance high-quality work-based learning to improve course completion and graduation for all students; and 3.) Innovate the curriculum and workforce to improve wage and transfer success for all graduates. Dr. Wood reminded the Board that the updated College Health Indicators were brought forward last month. The intention of bringing the first reading of the new Strategic Directions is that they can be reviewed again at the September meeting and be in place for the October retreat when all three Boards meet. After discussion, Mr. Blume moved, seconded by Mr. Prange, to approve the first reading of Governance Policy 4.5: College Strategic Directions: 1.) Create transformational student success plans to improve access for all students; 2.) Enhance high-quality work-based learning to improve course completion and graduation for all students; and 3.) Innovate the curriculum and workforce to improve wage and transfer success for all graduates. The motion carried.

Ms. Clendenen provided an update on College staffing by outlining recent new hires and the various stages of the hiring process for the current open positions.

The Southwest Tech Foundation 4<sup>th</sup> Quarter (FY 2023) report was highlighted by Executive Director of Advancement, Dennis Cooley. Highlights include: the Raising Chargers Program is a new initiative that pledges support to a cohort of single parents; the fiscal year ended with approximately \$400,000 in pledges; and all seven of the area hospitals have committed to the Need for Nurses Campaign.

Mr. Cooley summarized the Real Estate Foundation's 4<sup>th</sup> Quarter (FY 2023) report. Campus housing is at capacity with a waitlist and there was a strong year in revenue generation.

Caleb White, Vice President for Administrative Services, presented the 2022-23 and 2023-24 Comparison Year-Over-Year FTE enrollment reports. The 2022-23 report shows a 3.74% increase from last year. The 2023-24 report indicates a 1.71% increase compared to last year.

Under the Chairperson's Report:

- Mr. Bolstad noted that he was the speaker for the SWTC graduation ceremony at the minimum-security Prairie du Chien Corrections Facility earlier this summer. It was a very humbling experience.
- Ms. Jordie shared educational and diverse experiences she embraced during her summer 5-week trip to Slovakia.
- Mr. Bolstad shared a remembrance of Steve Tenpas, the District Boards Assistant Director, who recently passed away.

The College President's Report included:

- The College plans to undergo a Banking Request for Proposals (RFP). Dr. Wood indicated that there is not dissatisfaction with the current system, but rather we must go through the process. The plan is to have the RFP awarded to begin July 1, 2024.
- The College is seeking a Newspaper of Record. More information will be brought back to the board at the September meeting.
- An update on the ERP implementation (Project RISE) indicates that issues are narrowed to a shorter list and there are intentions to go live in late October.
- The Naming of College Facilities or Property Policy will be brought back to the Board again in September. The Foundation is looking at naming opportunities and the Board will review the policy before any action is taken.
- It was noted that the Board already approved contracting with Ameresco as part of the facilities planning and the budget process. An update on the progress includes the contract on the Solar/Battery Project is nearing the final stages. The battery component will now move away from the previously planned Ag Auto building. Ameresco has developed a 297 kW-DC ground mount solar array with a 125kW/220 kWh battery energy storage system that will produce 352,710 kWh that will serve Building 400. The solar PV will be in the grassy area west of Building 500, north of the pond with work to be completed by June 30, 2024. The net system cost is projected to be \$481,600 with an annual savings of \$28,216 and a simple payback of 17 years.

- October's meeting will include a retreat and will include a review of the Board Ends. The Real Estate Board and the Foundation Board will meet with our Board for a portion to work on the alignment of the efforts.

There were not any College Happenings to discuss.

Under Other Informational Items, Ms. Wonderling thanked Mr. Imhoff for his work on safety and security. He recently partnered with the Fennimore School District on the school's staff training.

Mr. Blume moved, seconded by Mr. Tuescher, to adjourn to closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e); legal issues per Wis. Statutes 19.85(1)(g) and the President's Evaluation per Wis. Stats. 19.85(1)(c). Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 6:02 p.m.

There was no action taken during the closed session. The Board reconvened to open session at 9:18 p.m. Without any further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Ms. Fillback seconding the motion. The motion carried, and the meeting adjourned at 9:18 p.m.

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Kent Enright, Secretary

## C. Financial Reports

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
PURCHASES GREATER THAN \$2,500  
FOR THE PERIOD 8/01/2023 - 8/31/2023

Vendor	Expenditure Invoice #	Description	Amount
Sikich	August 2023	August 2023 Health Insurance	299,273.91
Anthology	ANTH_INV_016806	ANNUAL LICENSE FEES	262,426.99
WRS-PR	8.18.23 PR	8.18.23 PR	146,287.43
IRS	8.4.23 PR	8.4.23 PR	134,713.03
IRS	8.18.23 PR	8.18.23 PR	119,105.16
Fennimore Utilities	8.31.23 STMT	7.25-8.25.23 UTILITIES	36,207.95
Healthequity	8.4.23 PR	8.4.23 PR	23,401.13
WI DOR- PR	8.4.23 PR	8.4.23 PR	22,712.91
Buckingham Mfg	906423	EPD KITS	22,418.02
DOR	8.18.23 PR	8.18.23 PR	20,317.93
Agri Spray	8793	ARGRAS PKG	20,224.05
Healthequity	8.18.23 PR	8.18.23 PR	18,465.69
Delta	712465	8.24-8.30.23 DENTAL	10,933.36
Great West	8.4.23 PR	8.4.23 PR	10,082.15
Great West	8.18.23 PR	8.18.23 PR	10,051.25
Symetra	8.18.23 PR	8.18.23 PR	9,799.19
Symetra	8.18.23 PR AUG	AUGUST BILLING	9,747.36
Pro-Safe	07-1859	MAINT/TORCH FAN	7,730.99
Franklin Covey	IS10739497 GR	ALL ACCESS PASS PLUS	6,600.00
Delta	704215	8.3-8.9.23 DENTAL CLAIMS	6,120.08
Shear Glory	PO# 259	COSMO KITS	5,888.00
HBS	626001-H	BILLABLE TIME	5,550.00
Mid State	JF2GPACCXD2216004	2013 SUBARU	5,260.00
Delta	711219	DENTAL CLAIMS	5,259.04
Mid State	2CTFLUE52B6367123	2011 GMC TERRAIN	4,860.00
Performance Food Gro	499182	CAFE	4,792.03
Northcentral	CINV-201979	ADOBE CREATIVE CLOUD	4,575.00
Mid State	1G4GA5EC4BF207045	2011 BUICK LACROSSE	4,560.00
Angus-Young	76650-03	1600/1700 LIGHTING UPGRADES	4,538.75
Franklin Covey	IS10739497	ALL ACCESS PASS	4,400.00
Mid State	1GNMT13S752256666	2005 TRAILBLAZER	4,010.00
Mid State	1GNFK130X8R233761	2008 CHEVY TAHOE	3,810.00
3373095	2158677	Student Refund	3,779.27
US Omni	8.4.23 PR	8.4.23 PR	3,735.69



Expenditure			
Vendor	Invoice #	Description	Amount
Compeer Sun Prairie	23-508780	APPRAISALS 240 ACRES	3,700.00
US Omni	8.18.23 PR	8.18.23 PR VANGUARD	3,653.94
PCARD - ACCT	L NEEDHAM 8.1.23	ACCT CONFERENCE REGISTRATION	3,650.00
WTA Properties	SEPT '23 RENT	RENT	3,607.06
Delta	705454	DENTAL CLAIMS	3,528.12
Lamar	115063510	BILLBOARD ADS	3,512.00
Performance Food Gro	512989	CAFE	3,470.12
NJCAA	MEM-308	CLAY TARGET	3,300.00
3369537	2161755	Student Refund	3,244.64
WageWorks	INV5493456 PMB	PMB PMTS HRA 2021	3,218.21
PCARD - Automation	15354384	CABLE, TERMINAL BLOCK	3,132.00
OCLC	1000333733	EZPROXY	3,110.60
Performance Food Gro	507824	CAFE	3,059.97
E9011988	SWTC-00002304	Expense report number SWTC-006206 9011988	3,007.33
Buckingham Mfg	907338	SUPPLIES	2,967.64
Lakeshore Technical	L00014503	CTSO MEMBERSHIP	2,875.00
Bluum	932429	SWITCHER/CAMERA	2,805.90
PCARD - FIS	1000938030	CONNECTORS, ADAPTERS	2,785.98
Schilling	928296-00	SUPPLIES	2,761.95
3273675	2158670	Student Refund	2,542.00
Buckingham Mfg	907336	SUPPLIES	2,531.60
Total Invoices			\$1,328,100.42
Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
Total Bank Withdrawals			\$0.00
Payroll			
Payroll Period	Payroll Date		Amount
08/04/2023 Payroll	8/4/2023		410,315.34
08/18/2023 Payroll	8/18/2023		375,299.72
Total Payroll			\$785,615.06
Total Purchases >= \$2,500			\$2,113,715.48

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 8/31/2023			
<b>Receipts</b>			
Fund			
1 General	3,259,285.00		
2 Special Revenue	-		
3 Capital Projects	392.00		
4 Debt Service	-		
5 Enterprise	139,321.00		
6 Internal Service	310,400.00		
7 Financial Aid/Activities	143,828.00		
<b>Total Receipts</b>		<b>3,853,226.00</b>	
<b>Expenses</b>			
Fund			
1 General	1,804,171.00		
2 Special Revenue	-		
3 Capital Projects	322,013.00		
4 Debt Service	-		
5 Enterprise	146,859.00		
6 Internal Service	38,505.00		
7 Financial Aid/Activities	38,747.00		
<b>Total Expenses</b>		<b>2,350,295.00</b>	
<b>Net cash change - month</b>			<b>1,502,931.00</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	4,070,513.42		
-Midwest One Investment 1324	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	7,448,102.09		
<b>Ending Cash/Investment Balance</b>		<b>11,521,555.51</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 2 Months ended August 2023							
	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	24,772,300.00	3,872,934.41	15.63	14.98	15.31	18.36	17.20
General Fund Expenditures	25,409,000.00	3,857,810.59	15.18	14.07	12.25	14.93	15.00
Capital Projects Fund Revenue	5,471,000.00	16,660.50	0.30	0.03	2.82	0.01	0.00
Capital Projects Fund Expenditures	5,947,000.00	464,677.61	7.81	6.48	18.10	2.22	0.92
Debt Service Fund Revenue	6,656,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	6,710,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,300,000.00	182,093.84	14.01	7.38	31.36	39.65	34.37
Enterprise Fund Expenditure	1,905,300.00	266,460.53	13.99	7.87	6.31	15.66	17.95
Internal Service Fund Revenue	4,455,000.00	623,166.72	13.99	14.81	14.91	14.33	13.78
Internal Service Fund Expenditures	4,455,000.00	699,883.58	15.71	15.75	15.00	15.61	15.58
Trust & Agency Fund Revenue	8,525,500.00	258,576.34	3.03	5.69	10.09	3.00	3.24
Trust & Agency Fund Expenditures	7,830,500.00	232,057.77	2.96	3.51	8.64	2.31	2.37
<b>Grand Total Revenue</b>	<b>51,179,800.00</b>	<b>4,953,431.81</b>	<b>9.68</b>	<b>9.94</b>	<b>12.73</b>	<b>12.13</b>	<b>11.71</b>
<b>Grand Total Expenditures</b>	<b>52,256,800.00</b>	<b>5,520,890.08</b>	<b>10.56</b>	<b>9.66</b>	<b>10.51</b>	<b>9.54</b>	<b>9.86</b>

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

There were nine contracts totaling \$24,111.88 in August 2023 being presented for Board approval:

2023-2024 CONTRACTS 8/1/2023 to 8/31/2023									
Contract Holder	Contract #	Service Provided	Contract	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
							On-Campus	Off-Campus	Waiver
Cardinal Glass	03-2024-0046-I-41	Spanish for the Workplace (WIG Participant)	Dennis Cooley	62	\$ 3,097.50	No		X	
WTCS	03-2024-0047-I-18	Everything DISC	Dennis Cooley	27	\$ 4,450.00	No		X	
Cardinal Glass	03-2024-0049-I-41	English Language Learner	Dennis Cooley	11	\$ 4,060.00	No		X	
SW Cap-Headstart	03-2024-0052-I-42	Heartsaver CPR/AED w/ First Aid	Gin Reynolds	49	\$ 6,840.00	No		X	
USA Clay Target League	03-2024-0056-T-42	League Director Duties - July	Caleb White		\$ 500.00	No		X	
Vortex Optics	03-2024-0057-I-41	Productive Conflict (WIG Participant)	Dennis Cooley	18	\$ 1,393.70	No		X	
McFarlane Manufacturing	03-2024-0058-I-41	Leadership Academy-Person (WIG Participant)	Dennis Cooley	16	\$ 2,081.63	No		X	
Milk Specialties	03-2024-0060-I-41	Heartsaver CPR/AED with First Aid	Gin Reynolds	10	\$ 1,600.00	No		X	
Country Care Children's Center	03-2024-0092-I-41	Evaluation for BLS for HCP Recertification	Gin Reynolds	5	\$ 89.05	Yes		X	
TOTAL of all Contracts				198	\$ 24,111.88				
Exchange of Services				5	\$ 89.05				
For Pay Service				193	\$ 24,022.83				

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

The Personnel Report includes two new hire recommendations, two resignations, and one retirement:



#### **PERSONNEL REPORT September 12, 2023**

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

Name:	Brittany Sherman
Title:	Student Engagement Coordinator
How many applicants & interviewed	13 applicants/4 interviews
Start Date:	8/28/2023
Salary/Wages	\$56,000
Classification	Full Time
Education and/or Experience	Bachelor degree in social work from UW-Milwaukee with 3+ years of advising and program administration experience at UW-Platteville.

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

Name:	Abby Meier
Title:	Child Care Aide
How many applicants & interviewed	3 applicants/2 interviews
Start Date:	8/28/2023
Salary/Wages	\$19.56/hour
Classification	Part-time
Education and/or Experience	Associate degree in early childhood education from Southwest Tech and 1 year working as a sub at the college.

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

##### **NEW POSITION**

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

Janine Schmitz (Last Day 10/5/2023)	Academic Success Coach
Jordyn Poad (Last Day 9/15/2023)	Advisor
Janet Giese (Retirement 10/2/2023)	ATL/Lab Assistant for Health Occupations

**Recommendation:** Approve the September 21, 2023, Consent Agenda as presented.

## **Other Items Requiring Board Action**

### ***A. Award RFP for Professional Coaching***

Requests for proposals were sought from qualified vendors for professional coaching services for Southwest Tech employees. The public opening of the request for proposals was held on Wednesday, August 23, at 1:30 p.m. CST with six vendors responding. A summary of the request for proposals is included as follows.

**Recommendation:** *Award the RFP for professional coaching to Audrey Reille, LLC of Menifee, CA, and Elevating Leadership, LLC of Bountiful, UT, under the proposed standard hourly rates and fee schedules for each firm for a three-year term with the understanding that there will be no guarantee of work for either partner and the College will maintain the ability to select the best fit for each given professional coaching engagement.*

## Professional Coaching RFP #2024-05

The public opening of the request for proposals (RFP) for Professional Coaching for the college was held on Wednesday, August 23 at 1:30 p.m. CST.

### Purpose

Southwest Tech requested proposals from qualified vendors who provide exceptional ability to align with Southwest Tech's cultural values, behaviors, and expectations. The qualified vendor would provide professional coaching and continuing education to our leaders through professional coaching strategies.

### Scope, Summary

The scope of this RFP is to seek professional coaching for Southwest Tech employees.

- a. To seek out professional success coaches to enhance the knowledge of our staff on a variety of leadership skills through professional coaching.
- b. To improve the overall success of our leaders through coaching and training that will improve the success rates of our students through their leadership and development.

Proposals were received from six vendors. An evaluation team consisting of Demi Vetesnik, Mandy Henkel and Caleb White reviewed and rated the proposals and conducted interviews with all six vendors. Team scoring was based on the following criteria:

### Evaluation Criteria

Submitted proposals were reviewed and evaluated in accordance with the evaluation criteria established below:

1. 30% - Cost, reasonableness of proposed fee schedule in relation to scope of services provided.
2. 30% - Experience/qualifications (proven background in successful coaching)
3. 20% - Coaching experience in a higher education setting with a success coach who has established networks and multiple years of familiarity with higher education.
4. 10% - References

The evaluation team's composite score ranking from high to low is as follows:

Ranking	Vendor	Location	SWTC Final Score
1	Audrey Reille, LLC	Menifee, CA	92
2	Elevating Leadership, LLC	Bountiful, UT	89
3	MRA The Management Association	Waukesha, WI	80
4	Academic Search	Washington, DC	80
5	Modern Learner Media, LLC	Potosi, WI	51
6	Carlson Dettmann Consulting	Madison, WI	50

**Recommendation:** Award the RFP for professional coaching to the top two scoring above-listed vendors under the proposed standard hourly rates and fee schedules for each firm for a three-year term. There would be no guarantee of work for either partner and the college would maintain the ability to select the best fit for each given professional coaching engagement.

## ***B. Designation of Official Newspaper***

Bids for the official College newspaper for the remainder of FY 2024 through FY 2026 were due on September 1, 2023. A complete summary of the three bids received follows.

***Recommendation:*** *Designate the Boscobel Dial as the official newspaper for the remainder of FY 2024 through FY2026 at a cost per column inch of \$4.85 and \$3.84 for each subsequent insertion.*

<b>Specifications:</b>	<b>Newspaper Name</b>
	<b><i>Boscobel Dial</i></b>
Price per column inch:	\$4.85 first insertion; \$3.84 subsequent insertion
Standard printed column:	10 picas wide
Circulation:	2,967
Required Submittal Deadlines:	Monday, 2 p.m.

	<b><i>Platteville Journal</i></b>
Price per column inch:	\$4.85 first insertion; \$3.84 subsequent insertion
Standard printed column:	10 picas wide
Circulation:	2,259
Required Submittal Deadlines:	Monday, 10:00 a.m.

	<b><i>Grant County Herald Independent</i></b>
Price per column inch:	\$4.85 first insertion; \$3.84 subsequent insertion
Standard printed column:	10 picas wide
Circulation:	2,238
Required Submittal Deadlines:	Tuesday, 10:00 a.m.

- The cost per column inch decreased by \$.50 from the last time proposals were sought (June 2019).
- When proposals were last sought (June 2019), the sole proposal submitted a circulation of 4,019.



### ***C. Adoption of Grant County Hazard Mitigation Plan***

Following approval from Wisconsin Emergency Management, the Grant County Board recently approved the **2023-2028 Grant County Hazard Mitigation Plan**. To formalize Southwest Tech's participation and to become eligible for FEMA grant funding, the Southwest Technical College District Board is asked to review and adopt the plan. The entire plan is located within this link: [this link](#). The Southwest Wisconsin Technical College's portion of the plan is located on page 83 within the link. The SWTC portion of the plan and a copy of the Board Resolution of adoption follows.

**Recommendation:** *Approve the adoption of the 2023-2028 Grant County Hazard Mitigation Plan.*

## Southwest Wisconsin Technical College

Southwest Wisconsin Technical College (SW Tech) is located in the eastern part of the City of Fennimore and total enrollment for 2021/2022 was 6,606 students.<sup>56</sup> The school has experienced many hazard events in recent years including severe hail and storms, cyber threats, extreme temperatures, the COVID-19 pandemic, and hazardous materials incidents. The following actions have been identified as priorities in hazard mitigation and preparedness for the college.

Southwest Wisconsin Technical College Action Recommendations					
Priority	Timeline	Responsibility	Cost	Potential Funding Source	Strategy
High	1 year	SW Tech, GCEM	Existing staff time	N/A	Work with GCEM and Grant County to create a plan for using campus facilities as an emergency medical center in an emergency. These facilities are already equipped to serve that purpose and backup generators are in place to support operations.
High	2 years	SW Tech	Unknown	SW Tech Budget	Upgrade locking system across campus for student safety against active threats.
High	2 years	SW Tech	Unknown	SW Tech Budget	Upgrade phone system, PA system, and shift internal signage to digital format in order to distribute up-to-date information on short notice in the event of an emergency.
High	3 years	SW Tech	Unknown	SW Tech Budget	Increase building energy efficiency including upgrading single-paned windows and under-insulated roofing, as well as an automation system for energy efficiency so that heating/cooling systems, lighting systems, and other facilities systems operate according to environmental conditions rather than time-bound or manual schedule.
High	5 years	SW Tech	Unknown	BRIC Grant, EIGP	Invest in renewable energy, battery storage, and microgrid technologies to build energy redundancies for local resilience.
High	5 years	SW Tech	Unknown	BRIC Grant	Invest in long-term durable infrastructure that can withstand severe hail events, extreme winds and tornadoes, severe heat and cold, heavy snowfall, and increased freeze/thaw cycles. Prioritize durable infrastructure and nature-based solutions wherever possible, rather than building and rebuilding to minimum standards.
High	Ongoing	SW Tech, Local Communities	Existing staff time	N/A	Continue to work support local communities in Grant County on resilience efforts by providing SW Tech students opportunities for experiential and applied learning projects in the community.

<sup>56</sup> Wisconsin Technical College System (2022). 2021-2022 Fact Book Student Data.

Southwest Wisconsin Technical College Action Recommendations (Continued)					
Priority	Timeline	Responsibility	Cost	Potential Funding Source	Strategy
Med.	3 years	SW Tech	Unknown	SW Tech Budget	Improve heating and cooling infrastructure and redundancies for campus population and for use by the larger community during extreme heat/cold events.
Med.	5 years	SW Tech, Municipalities, County	Existing staff time, unknown cost	Municipal & County Budgets	Work with other agencies, municipalities, Grant County, and the private sector to expand broadband and access to high-speed Internet. This is critical for virtual learning, which is often required during or following hazard events.

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

**Adopting the 2023-2028 Grant County Hazard Mitigation Plan**

WHEREAS the Southwest Wisconsin Technical College District Board recognizes the threat that natural hazards pose to people and property within our community; and

WHEREAS the Southwest Wisconsin Technical College District Board recognizes the importance of reducing or eliminating vulnerability to disasters caused by natural and man-made hazards for the overall good and welfare of the community, and

WHEREAS the Southwest Wisconsin Technical College District Board has been an active participant in the 2023-2028 Grant County Hazard Mitigation Plan, which establishes a comprehensive, multi-jurisdictional, hazard mitigation plan to identify hazards and develop strategies to mitigate risks, and

WHEREAS the Federal Disaster Mitigation Act of 2000 requires jurisdictions to prepare and adopt a hazard mitigation plan to be eligible for certain federal disaster mitigation funding opportunities, and

WHEREAS the Southwest Wisconsin Technical College District Board has identified and justified a number of proposed projects and programs needed to mitigate the vulnerabilities of the community to the impacts of future disasters to be included in the Grant County Hazard Mitigation Plan, and

NOW, THEREFORE, BE IT RESOLVED, the Southwest Wisconsin Technical College District Board hereby adopts the updated 2023-2028 Grant County Hazard Mitigation Plan as an official plan that has been approved by the Wisconsin Department of Emergency Management, the Federal Emergency Management Agency, and the Grant County Board.

ADOPTED by the Southwest Wisconsin Technical College District Board, Grant County, State of Wisconsin, this 21<sup>st</sup> day of September 2023.

\_\_\_\_\_  
Charles Bolstad, Chairperson

Attest: \_\_\_\_\_  
Kent Enright, Secretary





***D. Second Reading of Governance Policy 4.5: College Strategic Directions***

The second reading of a revision to Governance Policy 4.5: College Strategic Directions is included within the electronic Board packet.

**Recommendation** – *Approve the second reading of Governance Policy 4.5: College Strategic Directions.*

SECTION 4 – ENDS  
POLICY 4.5

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**4.5 - COLLEGE STRATEGIC DIRECTIONS**

- 2023-2026
  1. Create transformational student success plans to improve access for all students.
  2. Enhance high-quality work-based learning to improve course completion and graduation for all students.
  3. Innovate the curriculum and workforce to improve wage and transfer success for all graduates.

Adopted: 1/24/02  
Reviewed: 11/2/02, 6/19/08, 1/26/23  
Revised: 3/24/05, 7/14/08, 3/22/12, 3/26/15, 10/22/15, 1/24/19, 12/23/19, 3/24/22

***E. Approval of Board Monitoring Report – Compliance***

Included in the electronic Board material is the September 2023 Compliance Board Monitoring Report. Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer and Karen Campbell, Compliance Officer, will present the report and offer insight on any questions that the Board may have.

**Recommendation** – *Approve the September 2023 Board Monitoring Report – Compliance.*

## EXECUTIVE SUMMARY

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

#### Accreditation

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

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

Following the April 25-27, 2022, Comprehensive Evaluation visit, Southwest Tech received notice dated October 3, 2022, from HLC's Institutional Actions Council (IAC) on the final action of our review. The letter stated that IAC accepted the team report and is included as Appendix B. The team report referenced was the report from the five-member HLC review team after their comprehensive review of our institution. This report showed that Southwest Tech met all expectations and requirements outlined by the Higher Learning Commission.

A reaffirmation of accreditation visit will be scheduled for the 2026-27 academic year, the tenth year in the cycle.

During the 2022-2023 academic year, work was focused on building the culture of assessment through creating a process for reviewing and updating evidence documentation, and on developing proposals and presentations for conferences. In April 2023, a new Accreditation Work Group was established. The convening of this Work Group will aid in the development of a systematic approach to programmatic

accreditations in alignment with the Higher Learning Commission and, in turn, time and schedule all accreditation efforts and maintenance with the entire college. The goal in this initiative is to reduce duplication of efforts and provide consistency in reporting, quality and content of documentation, and best utilization of data used for reporting. The emphasis in the 2023-2024 academic year will be on developing the Accreditation Work Group's knowledge and utilizing their expertise as it relates to college and programmatic accreditation. Further work will be done to align all programmatic accreditations with the overarching college accreditation. Faculty in Academic Lead positions will also be expected to help faculty with programmatic accreditation and participate as necessary with the Accreditation Work Group as part of their new role and responsibilities.

#### HLC Assessment Academy Update

Southwest Tech just completed the third year of the four-year Higher Learning Commission Assessment Academy to help develop institutional knowledge and skills related to assessment; promote assessment as a responsibility of all college staff; and support the understanding that assessment is one piece of continuous improvement to improve student learning. A team of 6-7 Southwest Tech faculty and staff make up this academy team. In October 2022, four members of the team attended HLC's Midpoint Roundtable. This event provided teams an opportunity to review, refocus, and recharge their efforts to improve assessment of student learning, while also receiving continued guidance, participating in professional development presentations, and networking with other participating institutions. Goals of the Assessment Academy team are as follows:

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

#### Items of note:

- The following were submitted to HLC and communication was received that required no further individual approval from HLC:
  - December 5, 2022, Cancer Information Management, Advanced Technical Certificate
  - April 18, 2023, Building Performance Technician, Embedded Technical Diploma
  - April 18, 2023, Animal Science, Embedded Technical Diploma
- HLC clarified in their Federal Compliance and annual Institutional Update requirements how institutions must disclose student achievement outcome data to the public. *"This information must include, at a minimum, retention, completion, required state licensure exam pass data, and data about the institution's student after transfer or graduation (such as continuing education, job placement, and earnings)."* In addition, they clarified that linking to their Student Navigator website was no longer meeting the requirements. In response, the College Effectiveness team put together a series of documents meeting these requirements and posted in an accessible format on the College website here: <https://www.swtc.edu/about/college-effectiveness/>.



- A Substantive Change Application is being drafted for HLC's approval of instruction at three Additional Locations. The locations being requested include Platteville High School, Richland Center High School, and the Wisconsin Secure Program Facility in Boscobel.

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

## Board Monitoring Report

### Accreditation & Compliance

September 21, 2023

Program: Lead	Professional Accreditation	Cycle of Accreditation	Most Recent Accreditation Date	Outcome of Accreditation Review	Next Accreditation Review Date
Associate Degree Nursing: Vicky Rundle	Accreditation Commission for Education in Nursing (ACEN)	9 years	2017	Reaccredited for 9 years	2025
Medical Laboratory Technician: Karen Farner	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	5 years	2017	Reaccredited for 5 years	2023 (granted 1-year extension from 2022) Site visit scheduled for Oct 9-10, 2023
Medical Assistant: Tonia Breuer	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the curriculum review board of the Association of Medical Assistants Endowment	10 years	2016	Reaccredited for 10 years	2026
Physical Therapist Assistant: Stacey Place	Commission on Accreditation in Physical Therapy Education (CAPTE)	10 years	2017	Reaccredited for 10 years	2027
Midwifery: Vanessa Caldari	Midwifery Education Accreditation Council (MEAC)	6 years	2019	Reaccredited for 6 years	2025
Automotive Technician: Tyson Larson	NATEF Master Automobile Service Technology Accreditation by the National Institute for Automotive Service Excellence (ASE) Education Foundation	5 years	2018	Accredited for 5 years	2024
Auto Collision Repair & Refinish Technician: Greg Wubben	NATEF Master Collision Repair and Refinishing Accreditation by the National Institute for Automotive Service Excellence (ASE) Education Foundation	5 years	2019	Accredited for 5 years	2024
Certified Firefighter Courses: Karl Sandry	International Fire Service Accreditation Congress (IFSAC)	5 years	2023	Accreditation renewed for 5 years	2028
Cancer Information Management: Sara Biese	National Cancer Registrars Association (NCRA)	3 years	2016	Initial Accreditation 2018	2023
Cancer Information Management – Advanced Technical Certificate (CIM-ATC): Sara Biese	National Cancer Registrars Association (NCRA)	3 years	NA	Seeking Initial Accreditation	2023

## Board Monitoring Report

### Accreditation & Compliance

September 21, 2023

Health Information Technology: Jennifer Lane	Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	10 years	2018	Initial Accreditation 2018	2028-29
Welding: Ed Anderson	American Welding Society (AWS)	3 years	2022	Reaccredited	2025
Surgical Technology: Rachel Huber	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	5 years	NA	Seeking Initial Accreditation	Site visit scheduled for March 4-5, 2024
Program	Professional Certification	Cycle of Certification	Most Recent Certification Date	Outcome of Certification Review	Next Certification Review Date
Emergency Medical Training (EMS): Kris Schoville	Department of Health and Human Services license This is a certification to be a licensed training and exam provider.	3 years	2020	Licensed for 3 years	2023
Law Enforcement 720 Academy: Kris Wubben	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2022	No issues	Fall 2024
200 Hour Jail Academy: Kris Wubben	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2022	No issues	Fall 2024

### Compliance

Compliance in higher education is defined as a systematic program that addresses and coordinates all requirements with which an institution is responsible to comply pursuant to law, regulation, or institutional policy. Over the years, the number of requirements has greatly increased. Compliance is about building the systematic approach to requirements and about mindset and culture of compliance. Compliance is not about just meeting the letter of the law, it is about complying with the spirit of the law.

The compliance efforts are aligned with the mission, vision, values, and purposes of the college. Federal compliance efforts are necessary to receive Title IV (Financial Aid) funding and other federal funds. This applies to state funds as well. If not found to be in compliance with and/or having a comprehensive plan to be in compliance, the college could be fined by the federal government. The current fine is \$67,544 for each occurrence an institution of higher education is lacking. These fines could mar the College public relation efforts and continued funding and accreditation. Bringing compliance in sync with college operations and accreditation efforts will ensure the College can live its mission, vision, and purposes in alignment with the College values.

In 2022-23, work centered on building a centralized compliance function and ensuring compliance with all federal and state laws and regulations. Included in the process was a prioritization of the compliance efforts based on likelihood of occurrence and impact of occurrence as well as creating systems that aid operations. In tandem with building this compliance inventory ensuring policies and procedures are in

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place and education and training is scheduled on a regular basis to meet the letter of the law a comply with the spirit of the law. All college policies and procedures will be developed, modified, or maintained and annually reviewed including the administrative policies, standard operating procedures, employee handbook, student handbook, et al. The Compliance Office will also take the lead in writing the compliance reports.

Below is a graphic of major federal requirements Southwest Tech needs to meet for compliance purposes.

Compliance Requirements	
Federal Requirement	Description
Accreditation	The goal of accreditation is to ensure institutions of higher education meet acceptable levels of quality. Accreditation involves non-governmental entities (accrediting organizations) as well as federal and state government agencies. Accreditation's quality assurance function is one of the three main elements of oversight governing the Higher Education Act's (HEA's) federal student aid programs. In order for students to receive federal student aid from the U.S. Department of Education (Department) for postsecondary study, the institution must be accredited by a "nationally recognized" accrediting agency.
Americans with Disabilities Act (ADA)	Public and private colleges and universities are required to provide equal access to postsecondary education, including extracurricular activities for students with disabilities. Section 504 of the Rehabilitation Act prohibits discrimination on the basis of physical or mental disability.
Clery Act	The Jeanne D. Clery Act requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety. The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.
Drug Free Schools & Communities Act	The Drug-Free Schools and Communities Act (DFSCA), also known as the Drug-Free Schools and Campuses Act, requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA requires the establishment of a drug and alcohol prevention program.
Environmental, Health & Safety	Environmental Health & Safety (EH&S) is the science and practice of preventing human injury and promoting well-being. EH&S is a term used by laws, rules, regulations, professions, programs, and workplace efforts to protect the health and safety of the campus community.

Family Educational Rights and Privacy Act (FERPA)	The Family Educational Rights and Privacy Act is a federal law enacted in 1974 that protects the privacy of student education records. FERPA applies to any public or private elementary, secondary, or post-secondary school. It also applies to any state or local education agency that receives funds under an applicable program of the US Department of Education. The Act serves two primary purposes: (1) It gives parents or eligible students more control over their educational records, and (2) It prohibits educational institutions from disclosing "personally identifiable information in education records" without the written consent of an eligible student, or if the student is a minor, the student's parents (20 U.S.C.S. § 1232g(b)).
Gramm Leach Bliley Act	The Gramm Leach Bliley Act (GLBA) is a law that applies to financial institutions and includes privacy and information security provisions that are designed to protect consumer financial data. This law applies to how higher education institutions collect, store, and use student financial records (e.g., records regarding tuition payments and/or financial aid) containing personally identifiable information. GLBA regulations include both a Privacy Rule (16 CFR 313) and a Safeguards Rule (16 CFR 314), both of which are enforced by the Federal Trade Commission (FTC) for higher education institutions. Colleges and universities are deemed to be in compliance with the GLBA Privacy Rule if they are in compliance with the Family Educational Rights and Privacy Act (FERPA). The Safeguards Rule was promulgated in 2002, with compliance required in May 2003.
Higher Education Act	The Higher Education Act (HEA) is a federal law that governs the administration of federal higher education programs. Its purpose is to strengthen the educational resources of colleges and universities and to provide financial assistance for students in post-secondary and higher education. Ensures every individual has access to higher education, regardless of income or zip code, the HEA governs student-aid programs, federal aid to college, and oversight of teacher preparation programs.
National Council for State Authorization Reciprocity Agreements (NC-SARA)	The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs. Recognizing the growing demand for distance education opportunities, higher education stakeholders – including state regulators and education leaders, accreditors, the U.S. Department of Education, and institutions – joined together in 2013 to establish the State Authorization Reciprocity Agreements (SARA), which streamline regulations around distance education programs.
Title IX	Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program

	<p>or activity receiving Federal financial assistance[.]” All federal agencies that provide grants of financial assistance are required to enforce Title IX’s nondiscrimination mandate. The U.S. Department of Education (Department) gives grants of financial assistance to schools and colleges and to certain other entities, including vocational rehabilitation programs and libraries.</p> <p>Title IX also prohibits retaliation for filing an OCR complaint or for advocating for a right protected by Title IX and discrimination in employment which is based on sex. However, employment discrimination complaints filed with OCR are generally referred to the <a href="#">Equal Employment Opportunity Commission</a>.</p>
Violence Against Women Act (VAWA)	<p>The Violence Against Women Act (VAWA) creates and supports comprehensive, cost-effective responses to domestic violence, sexual assault, dating violence and stalking. Up for renewal every five, years, each VAWA reauthorization builds on existing protections and programs to better meet survivors’ needs.</p>

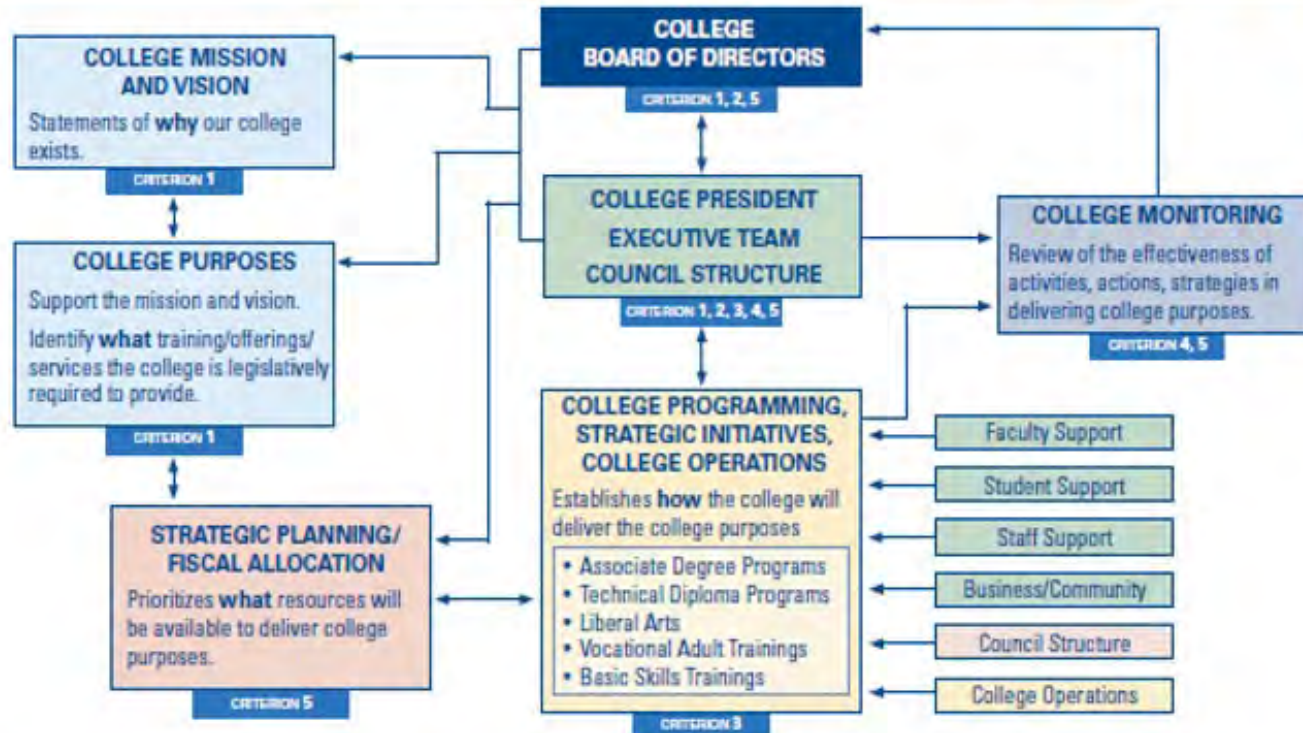
Other Compliance/Regulatory/Risk Management Components	
Requirement	Description
Cybersecurity	Cybersecurity breaches are happening more and more frequently. There are a number of protocols Information Technology has implemented to help protect the college. One of the requirements is that all employees must complete cybersecurity training annually.
Clery – Campus Security Authorities (CSAs)	All employees designated as a Campus Security Authority (CSA) under the Clery Act, must complete annual training. The training differs by the level of CSA an employee is designated at.
Title IX	All employees, upon hire and annually, must complete Title IX training annually.
Violence Against Women Act	All employees, upon hire and annually, must complete Violence Against Women Act (VAWS) training annually.

## Alignment with Strategic Directions

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

## ALIGNMENT OF HIGHER LEARNING COMMISSION (HLC) ACCREDITATION CRITERIA TO COLLEGE GOVERNANCE & COLLEGE OPERATIONS

SEPT. 2020





## Accreditation &amp; Compliance

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

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

The Board of Directors reviews the mission, vision, purposes, values, strategic directions, and College Health Indicators annually during their October retreat. In addition, each monitoring report presented to the Board includes data and progress towards established goals related to improving college performance on College Health Indicators. The Executive Team, taking direction from the Board of Directors, establishes the metric goals for the College Health Indicators during the budget development process which begins annually in November. The strategic directions are aligned with the College Health Indicators and associated metrics and help guide the council, work group, and project team efforts for the coming year. The development, review, and updating of the College Health Indicators promotes accountability in setting and reviewing annual college-wide performance goals. Through review of the effectiveness and clarity of the College Health Indicators, adjustments are made to best measure the success of the institution and align with actionable goals. For the 2022-2023 academic year, the alignment of the College Health Indicators with the College's strategic directions is shown below.

## COLLEGE HEALTH INDICATORS

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

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



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

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

### **Competitive Positioning Statement**

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

# Board Monitoring Report

## Accreditation & Compliance

September 21, 2023

### College Planning Process

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

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# Board Monitoring Report

## Accreditation & Compliance

September 21, 2023

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

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Southwest Tech has been selected as one of ten institutions in the country to participate in the Aspen Institute's Unlocking Opportunities project. This six-year project is a first-of-its-kind initiative focusing on excellence and equity in post-completion outcomes. The first three years will focus on college-wide changes to improve the outcomes of more students, with emphasis on students of color and those from lower-income backgrounds. The other three years will focus on tracking the outcomes of those improvements. The core team began work on this project in January 2023 with the submission of required data and information. This was followed by an intensive workshop week held in Pittsburgh, Pennsylvania, attended by all ten of the institutions in the cohort and experts from the Aspen Institute and their partners at the Community College Research Center (CCRC). Principles of the Unlocking Opportunities project will be incorporated into the goals and initiatives Southwest Tech is moving forward with in 2023-24, starting with the alignment of goals during the annual Institutional/Instructional Vitality Process Days in May and August 2023.

Unlocking Opportunities core team members include:

- Holly Clendenen, Chief Student Services Officer – Project Lead
- Jason Wood, President
- Cynde Larsen, Chief Academic Officer
- Katie Glass, Executive Director of Marketing – Communications Lead
- Mandy Henkel, Director of College Effectiveness & Accreditation Liaison Officer – Data Lead
- Betsy Ralph-Tollefson, Academic Lead & Communication Instructor
- Ryan Weigel, Agriculture Instructor

## RECOGNIZING AND VALUING PEOPLE

The Accreditation Work Group is recognized for their willingness to participate in this new continuous improvement effort and offer their expertise to achieve our goals. The collaborative interest and initiative of these individuals are good examples of each of the College Values.

The Accreditation Work Group includes the following members:

- Mandy Henkel, Director of College Effectiveness & Accreditation Liaison Officer
- Cynde Larsen, Chief Academic Officer
- Derek Dachelet, Executive Dean
- Amy Seebboth-Wilson, Director of Grants
- Margaret Gardner, Reference & Instruction Librarian
- Vanessa Caldari-Melendez, Midwifery Instructor
- Karen Campbell, Compliance Officer
- Karen Farner, Academic Lead & Medical Laboratory Technician Program Director/Instructor

Members of both the HLC Assessment Academy team and Assessment Work Group serve the college with leading roles in ensuring the institution is constantly improving and scaling assessment efforts. Faculty



members are key in clarifying expectations and working with their peers on accountability in order to meet requirements. Membership in the Assessment Work Group includes:

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

The members of the HLC Assessment Academy team are:

- Deb Ihm – Agriculture Development Officer/Outreach Specialist
- Christina Winch – Academic Lead/Agriculture Instructor
- Sara Biese – Cancer Information Management Program Director/Health Information Technology Instructor
- Cynde Larsen – Chief Academic Officer/Executive Dean
- Mandy Henkel – Director of College Effectiveness/Accreditation Liaison Officer
- Robin Hamel – Mental Health Counselor
- Derek Dachelet – Executive Dean

Campus safety and security is a continuous, tireless effort needed to ensure compliance with the Clery Act and other federal regulations. In 2023, the Clery Compliance Committee was formed to support the Clery Compliance Officers in institutional compliance with the Clery Act by helping to manage processes, procedures, and practices for Clery requirements, and receive education and training on the Clery Act to ensure those involved are aware of the basic requirements of the law. The members of the Clery Compliance Committee are:

- Dan Imhoff, Executive Director of Facilities, Safety & Security / Deputy Title IX Coordinator and Clery Compliance Officer
- Karen Campbell, Compliance Officer and Clery Compliance Officer
- Brian Kitelinger, Safety & Security Coordinator / Incident Investigator (Clery Trained)
- Holly Clendenen, Chief Student Services Officer / Student Conduct / Deputy Title IX Coordinator
- Krista Weber, Chief Human Resources Officer / Title IX Coordinator
- Stephanie Brown, Housing Manager / Incident Investigator
- Kris Wubben, Director of Student Success / Incident Investigator
- Demi Vetesnik, Human Resources Specialist / Becoming an Incident Investigator
- Katie Glass, Executive Director of Marketing / Communications
- Cynde Larsen, Chief Academic Officer (as needed)

All employees are involved with accreditation, assessment, and compliance efforts at the college. It takes everyone to focus on the spirit of accreditation, assessment, and compliance to ensure the College meets all accreditation and compliance requirements.

## PRESENTATION OF DATA

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

College Health Indicators	Benchmark	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Target
Engage Students in High Quality Experiential Learning					
CHI.1. Equity in Student Learning - Graduation	56%	49%	49%	42%	75%
CHI.2. Enrollment Headcount	na	6595	6553	6809	6900
CHI.3. Retention Rate	62%	69%	71%	68%	74%
CHI.4. Graduation Rate	42%	61%	55%	59%	65%
CHI.5. Job Placement	91%	94%	90%	95%	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	na	5.79	6.00
CHI.7. Employer Satisfaction	97%	96%	100%	97%	100%
Strengthen a Culture of Caring and Success					
CHI.8. Employee Satisfaction	3.84	na	4.44	4.07	4.50
CHI.9. Employee Retention	90%	96%	94.79%	93%	95%
Enhance the College's Economic Impact					
CHI.10. FTEs	na	1296.7900	1258.3400	1253.8200	1300.0000
CHI.11. Economic Impact					
CHI.11.A. Job Placement In-District	71%	50%	44%	54%	56%
CHI.11.B. 5-Year Graduate Wage Growth	67%	56%	47%	67%	57%
CHI.11.C. Job Placement In-Industry	78%	82%	83%	85%	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*

Date d: 7/24/2023

### Instructional/Institutional Vitality Process (IVP)

Faculty and college staff review data tied to College Health Indicators (CHI) at the annual instructional/institutional vitality process (IVP) days. Faculty compare program-specific performance to the annual CHI target metric while college department staff review metrics and/or procedures tied to the overall college CHI's. This information is used to create Team Action Plans (TAPs) to improve overall college performance.



## Accreditation &amp; Compliance

One hundred and ninety-six (196) total TAPs were created in for the 2022-2023 academic year to support college health indicators/strategic priorities. A summary of the TAP alignment is shown below.

2022-2023 Strategic Directions	Number of TAP's
Engage Student in High Quality Experiential Learning	154
Enhance the College's Economic Impact	3
Strengthen a Culture of Caring and Success	39

**Outcomes-Based Funding**

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

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

**2022-23 Outcomes Based Funding Distribution**

Distribution of 2022-23 Outcomes-Based Funding, by College and Criteria (in \$)

	#1 Job Placement	#2 High Demand Fields	#3 Industry Validated Curriculum	#4 ABE Transitions	#5 ABE Success	#6 Dual Enrollment	#7 Workforce Training	#8 Collaboration	#9 Special Populations	#10 Credit for Prior Learning	College Total
Blackhawk	209,522	-	142,174	178,045	207,271	199,315	-	190,215	203,231	-	1,323,773
Chippewa Valley	387,212	299,801	270,327	-	-	349,006	220,313	274,508	-	209,121	1,960,289
Fox Valley	403,857	444,545	395,618	-	-	436,988	648,230	328,120	-	399,904	3,057,261
Gateway	-	354,863	257,518	-	315,641	407,626	246,612	289,845	297,659	-	2,169,964
Lakeshore	185,805	171,815	230,592	-	245,947	-	96,437	185,815	196,414	-	1,312,825
Madison	443,864	390,404	-	648,074	415,492	-	-	405,935	451,224	577,671	3,332,665
MidState	238,136	-	188,545	186,270	136,314	-	-	190,708	223,615	147,499	1,311,087
Milwaukee	-	-	462,717	617,594	587,368	-	429,831	441,782	430,852	353,465	3,323,587
Moraine Park	217,002	195,325	-	153,370	294,887	-	378,352	215,251	392,946	-	1,847,134
Nicolet	145,745	53,650	126,171	164,982	137,611	-	-	157,067	207,487	-	992,713
Northcentral	-	235,961	292,981	252,553	275,007	327,084	242,914	-	-	182,895	1,809,395
Northeast WI	354,336	392,737	381,951	-	-	423,010	-	330,001	303,734	413,115	2,596,885
Northwood	245,574	267,329	257,765	-	160,344	118,703	-	201,880	138,631	-	1,390,226
Southwest WI	228,717	-	172,500	-	-	113,127	100,693	178,046	126,573	100,173	1,019,828
Waukesha	254,772	273,222	252,317	-	281,166	256,347	278,684	251,614	-	-	1,848,122
Western	-	184,890	248,347	233,684	-	234,150	-	246,248	292,174	258,222	1,687,714
Total	3,264,541	3,264,541	3,679,525	2,434,573	3,057,049	2,849,357	2,642,065	3,887,017	3,264,541	2,642,065	30,985,470

## STRENGTHS

1. Establishment of the Accreditation Work Group: This group will ensure continued efforts in college and programmatic accreditations are well-coordinated, meet all requirements, and provide a valuable opportunity for employees to be involved in and understand accreditation better. Alignment of college and programmatic accreditations will alleviate the duplication of efforts and provide consistency in reporting, quality and content of documentation, and best utilize data for reporting.
2. Currently entering the fourth and final year of the HLC Assessment Academy project, with a focus on Sustainability. The strong partnership this team already has with the well-established Assessment Work Group will ensure these continuous improvement efforts for assessment processes remain a priority we excel in.
3. Employee involvement in accreditation, programmatic accreditation, and compliance continues to grow safeguarding the campus environment to remain viable, safe, and secure while assuring the reputation of the high-quality learning environment for students, staff, and the public.
4. A written Drug & Alcohol Abuse Prevention Program (DAAPP) is federally required to ensure student and employee awareness of:
  - Drug and alcohol abuse prevention,
  - Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol,
  - Sanctions (college, local, state, and federal) that will be imposed on students and employees for violations of the standards of conduct,
  - Health risks associated with the use of illicit drugs and alcohol, and
  - Campus and external resources available for individuals who abuse alcohol and drugs.

The [Drug & Alcohol Abuse Prevention Program](#) is housed on the College's website to ensure availability for students and employees and prospective students and employees. Another requirement related to Drug & Alcohol Abuse Prevention is the review of education/awareness provided to students and employees, the DAAPP, and sanctions imposed for violations of standards of conduct. This information is reviewed by the Alcohol and Drug Awareness Review Committee, who makes recommendations for changes in alcohol and drug awareness programming. The biennial review process, applicable policies, annual policy notification, legal sanctions, alcohol and other drug programs and resources, data and trends, a SWOT analysis, and recommendations and goals for the next biennium are compiled into the [Drug Free Schools & Communities Act Biennial Review Report](#) and posted on the College website for all stakeholders.

## WEAKNESSES

1. Evidence Cataloging. Some improvement has been seen in the documentation of evidence, however less progress has been made in the cataloging of the evidence. This will become increasingly important as we get closer to the next anticipated Comprehensive Evaluation by the Higher Learning Commission currently planned for the 2026-2027 academic year. The Accreditation Liaison Officer and Compliance



Officer have begun collaborating on improving the process for cataloging evidence and anticipate broader input and collaboration from Accreditation Work Group members in the coming year.

2. While compliance with regulations, laws, and policies is being done, there are areas for improvement. These areas will be focused on in 2023-24 to guarantee there are no gaps in federal and state requirements. Work continues on centralizing compliance at the College. Centralizing this function will provide consistency in the reporting, quality, and education necessary to warrant a culture of compliance and meet the letter of the law along with the spirit of the law. Bringing compliance in sync with college operations and accreditation efforts will ensure the College can live its mission, vision, and purposes in alignment with the College values.

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## APPENDIX

A – Criterion and Sub-criterion Descriptions

B – HLC Institutional Actions Council Letter

## Appendix A – Criteria for Accreditation

Source: HLC Policy Book, June 2021

Policy Title: Criteria for Accreditation

Number: CRRT.B.10.010

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

### Criterion 1. Mission

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

#### Core Components

- 1.A. The institution's mission is articulated publicly and operationalized throughout the institution.
  1. The mission was developed through a process suited to the context of the institution.
  2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.
  3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.
  4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.
  5. The institution clearly articulates its mission through public information, such as statements of purpose, vision, values, goals, plans or institutional priorities.
- 1.B. The institution's mission demonstrates commitment to the public good.
  1. The institution's actions and decisions demonstrate that its educational role is to serve the public, not solely the institution or any superordinate entity.
  2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
  3. The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.
- 1.C. The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.
  1. The institution encourages curricular or cocurricular activities that prepare students for informed citizenship and workplace success.
  2. The institution's processes and activities demonstrate inclusive and equitable treatment of diverse populations.
  3. The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.

### Criterion 2. Integrity: Ethical and Responsible Conduct

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

#### Core Components

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

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

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

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

#### **Core Components**

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

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

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

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

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

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

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

#### **Criterion 4. Teaching and Learning: Evaluation and Improvement**

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

##### **Core Components**

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

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

2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.
  3. The institution has policies that ensure the quality of the credit it accepts in transfer.
  4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It ensures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
  5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
  6. The institution evaluates the success of its graduates. The institution ensures that the credentials it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission.
- 4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.
1. The institution has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings.
  2. The institution uses the information gained from assessment to improve student learning.
  3. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members.
- 4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.
1. The institution has defined goals for student retention, persistence and completion that are ambitious, attainable and appropriate to its mission, student populations and educational offerings.
  2. The institution collects and analyzes information on student retention, persistence and completion of its programs.
  3. The institution uses information on student retention, persistence and completion of programs to make improvements as warranted by the data.
  4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

#### **Criterion 5. Institutional Effectiveness, Resources and Planning**

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

##### **Core Components**

- 5.A. Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.
1. Shared governance at the institution engages its internal constituencies—including its governing board, administration, faculty, staff and students—through planning, policies and procedures.
  2. The institution's administration uses data to reach informed decisions in the best interests of the institution and its constituents.

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

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

1. The institution has qualified and trained operational staff and infrastructure sufficient to support its operations wherever and however programs are delivered.
2. The goals incorporated into the mission and any related statements are realistic in light of the institution's organization, resources and opportunities.
3. The institution has a well-developed process in place for budgeting and for monitoring its finances.
4. The institution's fiscal allocations ensure that its educational purposes are achieved.

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

1. The institution allocates its resources in alignment with its mission and priorities, including, as applicable, its comprehensive research enterprise, associated institutes and affiliated centers.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity, including fluctuations in the institution's sources of revenue and enrollment.
5. Institutional planning anticipates evolving external factors, such as technology advancements, demographic shifts, globalization, the economy and state support.
6. The institution implements its plans to systematically improve its operations and student outcomes.

Appendix B



HIGHER LEARNING COMMISSION

130 South LaSalle Street, Suite 2500  
Chicago, IL 60604-1411  
312.263.0450 | 800.631.2440  
Fax: 312.263.7862 | hlcommission.org

October 6, 2022

Dr. Jason Wood  
President  
Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809-9778

Dear President Wood:

This letter serves as formal notification and official record of action taken concerning Southwest Wisconsin Technical College by the Institutional Actions Council of the Higher Learning Commission at its meeting on October 3, 2022. The date of this action constitutes the effective date of the institution's new status with HLC.

**Action.** IAC accepted the team report for Southwest Wisconsin Technical College.

In taking this action, the IAC considered materials from the most recent evaluation and the institutional response (if applicable) to the evaluation findings.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <https://www.hlcommission.org/isr-request>.

Within the next 30 days, HLC will also publish information about this action on its website at <https://www.hlcommission.org/Student-Resources/recent-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Karen Solomon. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in black ink, reading "Barbara Gellman-Danley".

Barbara Gellman-Danley  
President

CC: ALO

## **Board Monitoring of College Effectiveness**

### ***A. Staffing Update***

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



	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New	Sustainable Energy Management Instructor/Energy Coordinator	Ashley Wojtalewicz	7/31/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 - \$88,385 Hired at \$70,000
2	Replacement	Communication Instructor	Sarah Gleisner	8/9/2023	MS: \$56,533 - \$89,888 Hired at \$65,000
3	Replacement	Disability Services Specialist	Tracy Allen	7/17/2023	C4 \$51,471-\$72,438 Hired at \$68,000
4	Replacement	IT Systems Analyst (Student Services, Fin Aid, Student Accounts)	Posted Reposted 9/8	7/1/2023	C42: \$24.88 - \$34.83
5	Replacement	Accounting Instructor	Julie Johl	8/7/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$63,000
6	Replacement	Web Designer	Interviews in progress	8/1/2023	C43 \$54,575- \$76,406
7	Replacement	Multicultural Success Coach	Karla Escobar	8/28/2023	C41: \$48,908 - \$68,472 Hired at \$63,000
8	Replacement	Student Engagement Coordinator	Brittany Sherman	8/1/2023	C41: \$48,908 - \$68,472 Hired at \$56,000
8	Replacement	Child Care Aide - Part-time	Abby Meier	8/28/2023	A12: \$19.56 - \$22.87 Hired at \$19.56/hour
9	Replacement	Director of Development and Major Gifts	Posted	8/25/2023	D61: \$64,582 - \$93,645
10	Replacement	Academic Success Coach	Interviews scheduled	8/25/2023	B24: \$22 - 28.61/hourly
11	Replacement	Advisor	Posted	9/7/2023	C42: \$51,742 - \$72,438

## ***B. Academic Master Plan Discussion***

The current Academic Master plan is included in the electronic Board material. Cynde Larsen, Chief Academic Officer, will review the plan and discuss with the Board.

### **Academic Master Plan Discussion ~ 9/21/2023**

#### **Strategic Direction**

##### **3.0 Post-College Success**

***Add five new high-wage programs by 2026.***

*Key approval timeline points*

1. Concept Review to SWTC Board
2. Concept Review to WTCS Board
3. Program Approval to WTCS Board

<b>Program</b>	<b>Phase</b>	<b>First Enrollment Date</b>	<b>Wage</b> <i>High - \$25.00 &amp; Above</i> <i>Med. - \$16.51 – \$24.99</i> <i>Low - \$16.50 &amp; Below</i>
New Program: Radiography Tech	#3 Sept 12-13	August 2024	High
New Program: IT Software Developer	#2 Nov 7-8, 2023	August 2024	High
New Program: Respiratory Therapy	Planning	August 2025	High
New Program: Paramedic	Planning	August 2025 or 2026	Medium
Revised/New Program: Precision Agriculture	Planning	August 2025 or 2026	High
New Program: Dental Hygiene	Exploratory Phase: Dentists' Support, Job Numbers		High

#### Aspen Unlocking Opportunities Goals

High-Level Goal Category	Major estimated impacts by fall 2025	Intermediate estimated impacts by fall 2024
Estimated increase in enrollment in high-value pathways. (Overall)	125 (new programs) 100 career coaching  =225 total	35 (new programs) 50 career coaching  =85 total
Estimated increase in enrollment in high-value pathways. (Underserved students)	115	40
Estimated decrease in enrollment in low-value pathways. (Overall)	100 (program mods, new programs, career counseling)	50 (career counseling, new programs)
Estimated decrease in enrollment in low-value pathways. (Underserved students)	50	25

Please share your feedback regarding the plan and goals

### ***C. Review of College Naming Policies***

The Administrative and SWTC Foundation policies on the Naming of College Facilities or Property are included below. The policies are for Board review and the Board's input is sought for future updates. Jason Wood, Karen Campbell, and Dennis Cooley, Director of Advancement, will be present for questions.

## Naming of College Facilities or Property

**Responsible Administrator:** Foundation Director

**Purpose:**

To assure an appropriate reflection of the history of the College as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the College.

**Policy:**

The naming of facilities or property at Southwest Wisconsin Technical College shall be an honor bestowed by the Southwest Tech District Board upon the recommendation of the Foundation Board of Trustees.

Such naming may be considered to recognize:

- a major financial gift to support the College mission
- distinguished service in support of the College mission

The District Board reserves the right to decline any naming opportunity which does not further the mission or goals of the College's business, educational and fiscal practices.

This policy serves as a guideline and the District Board reserves the right to name other spaces within a named facility and to determine recognition signage, signage placement, and the publicity announcing the gift.

**Procedure:**

Guidelines and procedures for the naming of facilities are outlined in the Named Gifts Guidelines and Procedures.

Approval Date: 3/9/10

Revision Date:

## Facilities and Spaces Naming Policy

### Purpose

The following guidelines are established to assure an appropriate reflection of the history of Southwest Tech as well as consistency, fairness, fitting recognition, and good value in exchange for the honor or privilege of name association with a physical aspect of the College. These guidelines and procedures are intended to afford flexibility on a case-by-case basis as Southwest Tech seeks to provide appropriate recognition to donors for their generosity.

### Naming Tributes

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations, or corporations.

1. Naming in Recognition of Monetary Donations may be granted according to the naming policy in recognition of persons or entities that provide a significant monetary contribution to the actual construction cost for new construction; a major portion of the replacement or major renovation cost for an existing building or facility; or a fundraising goal.
2. Naming in Recognition of Distinguished Service may be granted according to the naming policy to honor a gift of time or talent that has had a significant impact on the College over an extended period of years. Such an honor will not be extended until at least five years has passed since the individual last served the College.

### General Guidelines for Naming Tributes

A. Minimum Funding Requirements for Naming Both New and Existing Facilities:

Facility Commemoration Opportunities	Gift Minimums and Ranges
New building	25% of cost of construction
Existing building	Minimum of \$100 per square foot
Classroom or laboratory	\$25,000 to \$250,000: a range of options is available
Conference room	\$25,000 to \$100,000
Bookstore, Cafeteria, Library	\$100,000 to \$250,000: a range of options is available
Lobby, Foyer, Other architectural features	\$50,000 to \$500,000: a range of options is available

**B. Permanency of Names:**

1. The name used should be the individual family name or in the case of a corporate entity the shortest possible name.
  2. Where the name of a corporate entity is used, the period of naming will be limited to the usable life of the facility or existence of the corporate entity, as applicable.
  3. When a name is to be removed from an existing facility, approval should be sought through the same procedures as are required for naming a facility.
  4. Should a named facility be destroyed by forces of nature, demolition, or changed due to renovation or construction, the District/Foundation Board reserves the right to reevaluate continued recognition of the individual whose name is associated with the building or facility.
- C. Prior to naming a facility, at least 25% of the gift must be received by the College. For the remainder of the pledge, an approved plan will be developed. All gifts made to the College and Foundation are irrevocable.
- D. Donated funds may be expended for any purpose related to operation of the College and its programs without requesting or obtaining preapproval from a donor to whom naming rights are granted. If a gift is further conditioned, the District/Foundation Board must formally accept the specific conditions of the gift in addition to extending naming rights.
- E. Recognition by means of a naming opportunity carries no power of direction to the College on matters of appointment of persons, academic policy, purchasing, or any other College processes. No donor benefits will be a consideration in exchange for a gift recognized by a naming opportunity. Donors shall have the same rights and privileges extended to them by the College as that granted to other constituents and no special considerations shall be granted based solely on philanthropic support.

**Rights and Responsibilities**

The College President, in collaboration with the District Board and the Foundation Board, has the authority to:

1. Ascertain that the proposed name shall bring additional honor and distinction to the College.
2. Determine content, timing, location, and frequency of any public announcements associated with the gift.
3. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
4. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.
5. Require, upon advice and consent from the District/Foundation Board, a background check on a donor (living or deceased) or designee upon particular facts and circumstances.
6. Maintain and care for all aspects of the named property.

7. Remove a name from an existing facility, program, or fund as the result of any illegal act, impropriety, or disgraceful conduct on the part of a named party which has the potential to bring dishonor to the College, if the name is not changed.
8. Revoke a naming recognition or termination of a named item because it no longer meets College needs.

### **Final Authority**

The final authority for any naming, memorial, or tribute of a building or space owned by the College rests with the College President and the District Board. The final authority for any naming, memorial, or tribute of a building or space owned by the Foundation rests with the College President and the Foundation Board. The guidelines set forth in this policy statement are not to be deemed all-inclusive. The District Board, in collaboration with the Foundation Board, reserves the right to consider any-and-all factors regarding the privilege of name association with a program, fund or facility of Southwest Tech as particular facts and circumstances warrant.

### **Changes to Gift Acceptance Policies**

These policies and guidelines have been reviewed and accepted by the Southwest Tech Foundation Board of Directors. Any changes to or deviations from this policy must be approved by the Southwest Tech Foundation Board of Directors.

Approved on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_  
President, Board of Directors  
Southwest Wisconsin Technical College Foundation, Inc.


Signature \_\_\_\_\_  
Executive Director of Advancement  
Southwest Wisconsin Technical College Foundation, Inc.



## Information and Correspondence

### A. Enrollment Reports

#### 1. 2023-24 FTE Year-Over-Year Comparison Report

		September 11 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison									
Program Code	Program Title	SY 21-22 09/13/21 Students	SY 22-23 09/12/22 Students	SY 23-24 09/11/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 09/13/21 FTE	SY 22-23 09/12/22 FTE	SY 23-24 09/11/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
10-101-1	Accounting	54	49	39	(15)	(10)	22.70	19.70	16.37	(6.33)	(3.33)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	11	14	16	5	2	5.97	8.27	8.83	2.87	0.57
10-006-5	Agribusiness Science & Technology - Agronomy	10	11	11	1	-	5.17	6.13	5.40	0.23	(0.73)
10-006-6	Agribusiness Science & Technology - Animal Science	30	34	29	(1)	(5)	13.23	18.00	14.67	1.43	(3.33)
10-102-3	Business Management	91	85	87	(4)	2	37.50	37.50	37.17	(0.33)	(0.33)
10-530-5	Cancer Information Management	73	57	71	(2)	14	27.87	21.97	25.20	(2.67)	3.23
10-504-X	Criminal Justice	40	33	40	-	7	20.83	16.33	17.10	(3.73)	0.77
10-316-1	Culinary Arts	5			(5)	-	3.43			(3.43)	-
10-102-1	Data Analytics	1	5	6	5	1	0.50	2.33	2.87	2.37	0.53
10-510-6	Direct Entry Midwife	96	107	104	8	(3)	35.47	40.23	42.37	6.90	2.13
10-307-1	Early Childhood Education	42	48	54	12	6	17.50	20.30	22.20	4.70	1.90
10-620-1	Electro-Mechanical Technology	26	22	23	(3)	1	12.40	11.40	11.83	(0.57)	0.43
10-325-1	Golf Course Management	11	14	17	6	3	6.17	7.53	8.77	2.60	1.23
10-201-2	Graphic And Web Design	25	25	37	12	12	10.43	11.93	17.30	6.87	5.37
10-530-1	Health Information Technology	48	37	36	(12)	(1)	14.60	12.40	11.77	(2.83)	(0.63)
10-520-3	Human Services Associate	29	32	24	(5)	(8)	14.63	15.60	12.03	(2.60)	(3.57)
10-620-3	Instrumentation and Controls Technology		2		-	(2)		1.13		-	(1.13)
10-151-2	IT-Cybersecurity Specialist			13	13	13			6.27	6.27	6.27
10-150-2	IT-Network Specialist	26	20	5	(21)	(15)	11.33	10.10	2.47	(8.87)	(7.63)
10-196-1	Leadership Development	10	12	10	-	(2)	3.87	4.90	3.33	(0.53)	(1.57)
10-513-1	Medical Laboratory Technician	18	12	10	(8)	(2)	7.07	4.93	4.60	(2.47)	(0.33)
10-196-6	Nonprofit Leadership	3	9	8	5	(1)	1.27	3.97	3.50	2.23	(0.47)
10-543-1	Nursing-Associate Degree	201	192	184	(17)	(8)	61.97	60.97	59.83	(2.13)	(1.13)
10-524-1	Physical Therapist Assistant	18	15	15	(3)	-	6.93	6.10	5.40	(1.53)	(0.70)
10-182-1	Supply Chain Management	29	25	25	(4)	-	9.73	10.60	10.37	0.63	(0.23)
10-512-1	Surgical Technology		8	15	15	7		4.07	6.87	6.87	2.80
10-481-3	Sustainable Energy Management			3	3	3			1.40	1.40	1.40
10-499-5	Technical Studies-Journeyworker	1	2	1	-	(1)	0.20	0.20	0.10	(0.10)	(0.10)
Total Associate Degree		898	870	883	(15)	13	350.77	356.60	358.00	7.23	1.40

# September 11 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison

Program Code	Program Title	SY 21-22 09/13/21 Students	SY 22-23 09/12/22 Students	SY 23-24 09/11/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 09/13/21 FTE	SY 22-23 09/12/22 FTE	SY 23-24 09/11/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
31-101-1	Accounting Assistant	7	8	6	(1)	(2)	2.70	2.40	2.40	(0.30)	-
30-531-6	EMT-IV (Advanced EMT)	12			(12)	-	1.73			(1.73)	-
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1		2	1	2	0.10		0.93	0.83	0.93
32-070-1	Agricultural Power & Equipment Technician	36	29	36	-	7	18.33	14.90	17.70	(0.63)	2.80
31-405-1	Auto Collision Repair & Refinish Technician	9	9	6	(3)	(3)	5.10	4.67	3.40	(1.70)	(1.27)
32-404-2	Automotive Technician	19	20	30	11	10	8.47	9.53	13.30	4.83	3.78
31-408-1	Bricklaying & Masonry	1	1	1	-	-	0.03	0.57	0.07	0.03	(0.50)
30-443-1	Building Maintenance & Construction	1	1	1	-	-	0.07	0.07	0.07	-	-
31-475-1	Building Trades-Carpentry	9	5	16	7	11	4.70	2.43	7.77	3.07	5.33
31-307-1	Child Care Services	3	5	3	-	(2)	1.30	1.80	1.40	0.10	(0.40)
30-420-2	CNC Machine Operator/Programmer	6	4		(6)	(4)	2.40	1.80		(2.40)	(1.80)
31-502-1	Cosmetology	25	36	44	19	8	11.93	17.50	21.50	9.57	4.00
30-504-2	Criminal Justice-Law Enforcement 720 Academy	7	10		(7)	(10)	3.00	8.00		(3.00)	(8.00)
31-091-5	Dairy and Livestock Technician			1	1	1			0.20	0.20	0.20
30-508-2	Dental Assistant	18	18	13	(5)	(5)	9.27	9.60	6.93	(2.33)	(2.67)
30-812-1	Driver and Safety Education Certification	7	12	15	8	3	1.00	2.40	3.10	2.10	0.70
31-413-2	Electrical Power Distribution	43	43	45	2	2	19.90	20.93	21.60	1.70	0.67
50-413-2	Electricity (Construction) Apprentice	24	23	27	3	4	1.60	1.53	1.80	0.20	0.27
30-531-3	Emergency Medical Technician	29	36	33	4	(3)	4.47	4.63	3.37	(1.10)	(1.27)
32-080-4	Farm Operations & Management - Ag Mechanics	11	6	1	(10)	(5)	5.53	2.63	0.53	(5.00)	(2.10)
32-080-3	Farm Operations & Management - Dairy	8	7	2	(6)	(5)	4.10	3.87	1.13	(2.97)	(2.73)
31-080-3	Farm Operations & Management - Dairy Technician	2	3	1	(1)	(2)	1.07	1.10	0.67	(0.40)	(0.43)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	3	3	1	-	0.20	0.93	0.30	0.10	(0.63)
32-080-6	Farm Operations & Management - Livestock	3	5	3	-	(2)	1.53	2.60	1.63	0.10	(0.97)
31-080-7	Farm Operations & Management - Livestock Tech	1	1		(1)	(1)	0.37	0.53		(0.37)	(0.53)
50-413-1	Industrial Electrician Apprentice	6	11	9	3	(2)	0.40	1.20	0.73	0.33	(0.47)
31-620-1	Industrial Mechanic	2	1	4	2	3	1.03	0.57	2.27	1.23	1.70
31-154-6	IT-Computer Support Technician	6	3	5	(1)	2	1.60	1.33	2.00	0.40	0.67
31-513-1	Laboratory Science Technician	9		2	(7)	2	2.40		0.33	(2.07)	0.33
31-509-1	Medical Assistant	32	23	19	(13)	(4)	14.53	11.90	7.73	(6.80)	(4.17)

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

### **1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 9-12, 2023)**

Included within the electronic Board material is a copy of the voting delegate notification for the October 2023 Leadership Congress.



*The Voice of Community College Leaders*

**DATE:** August 28, 2023

**TO:** Dr. Jason S. Wood, Ph.D., President/CEO  
Southwest Wisconsin Technical College  
1800 Bronson Blvd  
Fennimore, WI  
53809-9778

**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 9-12, 2023, at the Las Vegas Aria Resort and Casino.

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

- ✓ Fiscal year 2024 ACCT membership dues MUST have been received and verified at the time of delegate sign-in at Congress. If you have questions about your dues payment, please contact [membershipupdates@acct.org](mailto:membershipupdates@acct.org).
- ✓ Only voting members of governing boards may serve as voting delegates (e.g., 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:
  - **Monday, October 9<sup>th</sup> 7:30 a.m. – 6 p.m.**
    - Registration Desk, Level 1
  - **Tuesday, October 10<sup>th</sup>, 7 a.m. – 5 p.m.**
    - Registration Desk, Level 1
  - **Wednesday, October 11<sup>th</sup>, 8:30 a.m. – 10:30 a.m.**
    - Pinyon Ballroom 5, Level 1

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 2023 *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 2023 *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 [congress@acct.org](mailto:congress@acct.org) for registration information.

Thank you for your attention to this important matter. I look forward to seeing you in Las Vegas!

**2. Call for October 20, 2023, Retreat Agenda Items/Topics**

**3. What it means to be a SWTC Board Member**

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

**1. Unlocking Opportunities Update**

**i. Monthly Metrics**

**2. Administration to Student Ratio WTCS Comparison**

**3. College Happenings**

***D. Other Informational Items***

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

***A. Agenda***

**1. Review of Purchasing Activity**

**2. Resolution for Adoption of 2023 Tax Levy**

**3. Initial Borrowing Resolution**

**4. Bid – Building 1600 & 1700 Lighting Project**

**5. RFP – Advertising, Marketing, & Digital Services**

**6. Foundation Quarterly Report**

**7. Real Estate Foundation Quarterly Report**

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

***B. Time & Place***

**Friday, October 20, 2023 ~ Lenz Center & Room 430, SWTC**

**11:30 a.m. Welcome/Social; 12:00 p.m. Foundation Luncheon & Program**

**Meet with Foundation & Real Estate Foundation, Retreat, then Regular Meeting**

## **Adjourn to Closed Session**

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

#### **1. Discussing property acquisition per Wis. Statutes 19.85(1)(e)**

{Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.

#### **2. Discussing the President's Evaluation per Wisconsin Statutes**

**19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

### ***B. Approval of Closed Session Minutes from August 31, 2023.***

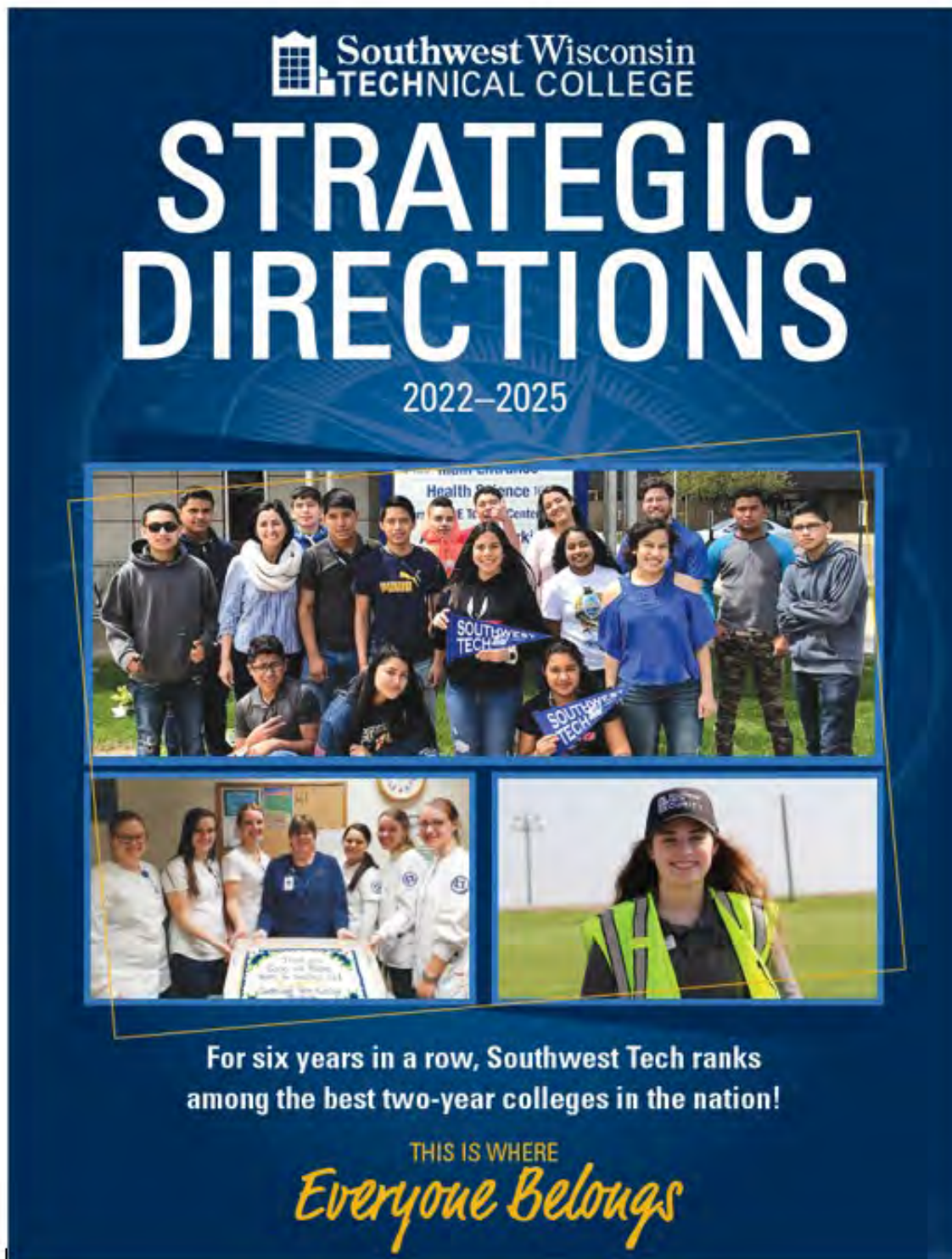
## **Reconvene to Open Session**

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

## **Adjournment**



**Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2022-2025)**





# 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.*

### 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.*



### 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.*



### 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.

*Christina 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.*

### 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.*



**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.