



Southwest Wisconsin Technical College

District Board Meeting

Board Retreat and Regular Meeting

October 20, 2023

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda



DISTRICT BOARD RETREAT/MEETING NOTICE AND AGENDA

Friday, October 20, 2023

Southwest Tech Campus, Room 430, 1800 Bronson Blvd., Fennimore, WI 53809
and remote Zoom:

<https://swtc.zoom.us/j/91410497880?pwd=ZVRqTkFwOVhKWlJJMWpFY3F3WTd5UT09>

Meeting ID: 914 1049 7880

Passcode: 994259

11:00 a.m.	Upland Hills Room Dedication (Health Science Building, Room 3604)
11:30 a.m.	Welcoming Social (Lenz Center)
12:00 p.m.	Foundation Donor Appreciation Luncheon & Program (Lenz Center)
1:00 p.m. – 1:30 p.m.	Joint Meeting – Open Session: District, SWTC Foundation & SWTC Real Estate Foundation Boards (Room 430)
1:30 p.m. – 2:30 p.m.	Joint Meeting – Closed Session: District, SWTC Foundation & SWTC Real Estate Foundation Boards (Room 430)
2:45 p.m. – 4:15 p.m.	District Board Retreat (Room 430)
4:30 p.m. – 5:00 p.m.	District Board Meeting - Closed Session (Room 430)
5:00 p.m. – 5:30 p.m.	District Board Dinner
5:30 p.m.	District Board Regular Meeting (Room 430)

ANNOTATED AGENDA ~ AMENDED

1:00 – 1:30 p.m.

***Joint Meeting – Open Session: District, SWTC Foundation & SWTC Real Estate Foundation Boards
Room 430***

OPEN MEETING

The following statement will be read: "The October 20, 2023, retreat and regular meeting of the Southwest Wisconsin Technical College District 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, 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. Welcome and Introduction – Jason Wood, SWTC President (5 minutes)

Dr. Jason Wood will provide a summary of the College's most recent College Health Indicators and a broad overview of 2023-26 Fundraising Priorities. The PowerPoint slides are included with the electronic Board material.

C. Fundraising Planning and Board Feedback – Dennis Cooley, Executive Director of Advancement, and Krista Weber, Chief Human Resources Officer (25 minutes)

Dennis Cooley and Krista Weber will present a more in-depth look at fundraising plans and allow time for Board feedback.

1:30 - 2:30 p.m.

***Closed Session – District, SWTC Foundation & SWTC Real Estate Foundation Boards
Room 430***

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.}

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

2:45 – 4:15 p.m.

***District Board Retreat
Room 430***

DISTRICT BOARD RETREAT

A. Board Governance Policy – Review of Section 4: Board Ends (15 minutes)

Chantel Hampton, Director of Special Populations, and Katie Glass, Executive Director of Marketing, will lead an interactive activity where Board members and SWTC Staff review the Governance Policy Board Ends. The Governance Policy Section 4: Review of Board Ends is included in the electronic packet of Board material.

B. Agriculture Programs Update (15 minutes)

A review of the College's agriculture programs will be provided by Kim Maier, Executive Dean, and Christina Winch, Academic Lead/Agriculture Instructor. The overview will include a brief description of the programs, enrollments, curriculum, and instructors. A summary is included within the electronic Board packet of material. There will be time for Board feedback and questions.

C. Child Care Center Update (15 minutes)

President Wood will provide an update on the SWTC Childcare Center. Caleb White, Vice President for Administrative Services, will provide a summary of the Center's

operating budget. The budget material is included within the electronic packet of Board material. There will be time for Board feedback and questions.

D. Campus Safety Update (15 minutes)

Dan Imhoff, Executive Director of Facilities, Safety, & Security will present current campus safety and security measures. Included in the electronic Board packet are 1) a summary of his report and 2) the 2023 Annual Safety and Security Report. There will be time for Board feedback and questions.

E. Ad Hoc: Executive Board Leadership Committee: Review Future State (15 minutes)

Board Chairperson, Chuck Bolstad, will lead a discussion about the Ad Hoc committee: Executive Board Leadership. Included in the electronic Board packet are 1) the EBL's current charter and 2) the 2022/23-year meeting agendas and minutes.

4:30 – 5:00 p.m.

***Closed Session – District Board
Room 430***

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 law enforcement service contract** 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.}
- 3. Discussing personnel issues** per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- 4. Discussing the President's Evaluation and Contract** per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- 5. Approval of Closed Session Minutes from September 21, 2023.**

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

5:00 – 5:30 p.m.

***District Board Dinner
Room 430***

5:30 p.m.

***Regular Meeting – District Board
Room 430***

OPEN MEETING

- A. Reports/Forums/Public Input**
- B. Student Senate Update**

CONSENT AGENDA

A. Approval of Agenda

A copy of the October 20, 2023, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of September 21, 2023

Minutes of the September 21, 2023, 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 eight contracts totaling \$5035.11 in September 2023 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes three employment recommendations and one promotion/transfer being presented for approval. The report is included with the Board material.

F. American Association of Community Colleges Membership

Included in the electronic Board packet is the membership renewal invoice from the American Association of Community Colleges for the College's 2023 membership fees. The cost of the annual membership is \$3,653.

Recommendation – Approve the October 20, 2023, Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Approval of College Health Indicators

Updates to the College Health Indicators (CHI) were first brought to the Board for review at the July 10, 2023, annual meeting. They were foundational during the revision of Governance Policy 4.5: College Strategic Directions which were approved by the Board at the September 21, 2023, meeting. The College Health Indicators are included within the electronic packet of Board material.

Recommendation: *Approve, as presented, the College Health Indicators.*

B. Award RFP for Advertising, Marketing, & Digital Services

The public opening of the request for proposals (RFP) was held on Tuesday, October 2, 2023. Sixteen of the nineteen vendor proposals submitted were complete with all the required information included within the submission. Caleb White will present a summary of the proposals received, which is also included in the electronic Board material.

Recommendation: *Award the RFP for Advertising, Marketing, & Digital Services to the sixteen vendors presented that submitted a valid RFP response for a three-year term with the understanding that there will be no guarantee of work for any of the awarded vendors.*

C. Resolution for Providing Tax Levy for the Year 2023

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2023 in the amount of \$5,163,712 for operational expenses, \$6,600,000 for debt retirement for a total tax levy of \$11,763,712. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: *Approve, as presented, the Resolution Providing for Tax Levy for the Year 2023.*

D. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2023A; and Setting the Sale

Up to the amount of \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects and up to the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment is being requested. Caleb White will present the information and resolution that is included within the electronic Board packet of materials.

Recommendation: *Approve the Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2023A; and Setting the Sale.*

E. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available electronically with all other material. This is an annual resolution that comes before the Board for approval.

Recommendation: *Approve the Code of Ethics Resolution as presented.*

F. Approval of Board Monitoring Report – Student Access and Success

Included in the electronic Board material is the October 2023 Student Access and Success Board Monitoring Report. Holly Clendenen, Chief Student Services Officer, will present the report and offer insight on any questions that the Board may have.

Recommendation – *Approve the October 2023 Board Monitoring Report – Student Access and Success.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Review of Purchasing Activity

A six-year Purchase Card Activity Summary report and a listing of the FY2023 >\$50,000 Vendors are available electronically with all other Board material. Caleb White will be present at the Board meeting to answer any questions that the Board may have.

B. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

- 1. FY 2024 FTE Comparison Report**
- 2. Program Application Comparison 2023/24 vs. 2024/25**

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

B. Chairperson's Report

- 1. Board Member Question: What does it mean to you to be a SWTC Board Trustee?**
- 2. ACCT Leadership Congress Update**

C. College President's Report

- 1. Project RISE ERP Update**
- 2. Adult Education Update**
- 3. Aspen: Unlocking Opportunities Update**
- 4. Guided Pathways Presentation Update**
- 5. College Happenings**

D. Other Informational Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

- 1. Fund & Account Transfers (2022-23 Budget Modifications)**
- 2. 2024-25 Budget Process**
- 3. Review of Alternative FTE Reporting**

B. Time and Place

- 1. Thursday, November 16, 2023, at 7:00 p.m. at Southwest Tech Campus**

ADJOURNMENT

1:00 – 1:30 p.m.

***Joint Meeting – Open Session: District, SWTC Foundation & SWTC Real Estate Foundation Boards
Room 430***

Open Meeting

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A. Roll Call

B. Welcome and Introduction – Jason Wood, SWTC President (5 minutes)

Dr. Jason Wood will provide a summary of the College’s most recent College Health Indicators (CHI’s) and a broad overview of 2023-26 Fundraising Priorities. The CHI’s and broad overview of 2023-26 Fundraising Priorities follow.



College Health Indicators	Previous Actual	Goal
CHI.1. Promoting Equity in Student Learning - Graduation Rate Comparison		
Graduation Rate for Special Population	42%	70%
Graduation Rate for Non-Special Population	60%	
CHI.2. Course Completion Rate	91%	95%
CHI.3. Year-to-Year Graduate Wage Growth	8%	10%
CHI.4. 5-Year Graduate Wage Growth	67%	75%



Fundraising Priorities (2023-26)

1. Financial support for needs identified in the Student Success Plans.
2. Resources for academic programming (increase enrollments in high-wage programs, innovate low/medium wage programs, and start new high-wage programs)
3. Additional funds to help Special Populations achieve higher rates of access, completion, and post-graduate success.



THIS IS WHERE YOU SUCCEED

C. Fundraising Planning and Board Feedback – Dennis Cooley, Executive Director of Advancement, and Krista Weber, Chief Human Resources Officer (25 minutes)

Dennis Cooley and Krista Weber will present a more in-depth look at fundraising plans and allow time for Board feedback.

1:30 - 2:30 p.m.

***Closed Session – District, SWTC Foundation & SWTC Real Estate Foundation
Boards***

Room 430

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.}.

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

2:45 – 4:15 p.m.

District Board Retreat

Room 430

District Board Retreat

A. Board Governance Policy – Review of Section 4: Board Ends (15 minutes)

Chantel Hampton, Director of Special Populations, and Katie Glass, Executive Director of Marketing, will lead an interactive activity where Board members and SWTC Staff review the Governance Policy Board Ends. The Governance Policy Section 4: Review of Board Ends follows.

1.1 - COLLEGE 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.

Adopted: 1/24/02
Reviewed: 11/2/02, 3/22/12, 11/17/22
Revised: 3/24/05, 2/22/14

1.2 - COLLEGE MISSION

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

Adopted: 1/24/02
Reviewed: 11/2/02, 7/14/08, 3/22/12, 12/22/22
Revised: 3/24/05, 8/28/08, 2/22/14

1.3 - COLLEGE PURPOSES

Southwest Wisconsin Technical College's purposes are to:

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.
4. Provide career pathways and collegiate transfer programs that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
7. Provide education and services which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.
8. Provide community services and avocational or self-enrichment activities.

Adopted: 1/24/02
Reviewed: 11/2/02, 12/22/22
Revised: 3/24/05, 2/22/14, 12/16/16

1.4 - COLLEGE VALUES

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

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

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

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

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.

Adopted:	1/24/02
Reviewed:	11/2/02, 3/24/05, 1/26/23
Revised:	2/26/16, 5/21/21

1.5 - 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, 9/21/23

B. Agriculture Programs Update (15 minutes)

A review of the College's agriculture programs will be provided by Kim Maier, Executive Dean, and Christina Winch, Academic Lead/Agriculture Instructor. The overview will include a brief description of the programs, enrollments, curriculum, and instructors. A summary follows.

Agriculture Program Overview (October 11, 2023)

- Within the Agribusiness Science and Technology programs, there are three associate degree programs: Agribusiness Management, Agronomy, and Animal Science, and two 100% embedded technical diplomas.
- As of July 2023, the Golf Course Associate of Applied Science program joined the agriculture team.
- Agricultural Power and Equipment Technician, which is a technical diploma is also part of the agriculture programs.

1. Agribusiness Management Associate in Applied Science (10-006-7)

- a. Program Description from Website
 - i. Combine business and science to help farmers produce a product and make a profit. As a student in the Agribusiness Management program, students learn agriculture input supply, production, finance, commodity assembly and processing, and marketing.
- b. Instructor:



2. Agronomy Associate in Applied Science (10-006-5)

- a. Program Description from Website
 - i. The curriculum offers the opportunity to manage, create, and produce crops by using correct agronomy principles, and techniques. The student will obtain skills in crop protection, soil science, pest control, precision ag, and sustainable agriculture. The program also emphasizes sales/services of ag materials and maintenance of agriculture equipment.
- b. *Agronomy Tech* is a 36-credit technical diploma that is 100% embedded in the Agronomy Technical associate degree.
 - i. Program Description from the website
 1. Agronomists today are involved with producing food, creating healthier food, managing the environmental impact of agriculture, and extracting energy from plants. Students in the program will learn about biotechnology, plant breeding, soil science, pest control, precision farming, and sustainable agriculture.
- c. Instructor:



3. Animal Science Associate in Applied Science (10-006-6)

- a. Program Description from Website
 - i. Whether the student's passion is dairy or livestock the innovative training of our Animal Science program will provide students with the knowledge and skills for a successful career. Classes focus on animal nutrition, herd health, reproduction, genetics, milk or meat quality, record keeping, and industry-related technology.
- b. *Dairy and Livestock Tech, Technical Diploma* is a 34-credit technical diploma that is 100% embedded in the Animal Science associate degree.
 - i. Program Description from the website
 - 1. The program will prepare students with the knowledge and skills needed to work with animals, focusing on animal reproduction, nutrition, and health.
- c. Instructors:



4. Agricultural Power and Equipment Technician Technical Diploma

- a. Program Description from Website
 - i. Agriculture equipment has become more complex, precise, and expensive, and it is becoming more difficult for individuals to repair their own equipment. Students in the program learn the theory, operation, and repair of a variety of tillage, planting, and harvesting equipment, as well as tractors. Students study diesel engines, drivetrains, electrical systems, and hydraulics.
- b. Instructors:



John Kvigne

Agricultural Power & Equipment Technician
Instructor

608.822.2730

Email John



Justin Rounds

Agricultural Power & Equipment Technician
Instructor

5. Golf Course Management Associate in Applied Science

a. Program Description from Website

If you enjoy leading people in pursuit of a unified goal, have a passion for the game of golf, and possess enthusiasm for exceptional guest service, then a career in golf course management may be for you.

b. Lead Instructor



Scott Kennedy

Golf Course Management
Instructor

608.822.2437

Email Scott

c. Adjunct Instructor

- i. Justin Bomkamp who teaches the internship course.

FTE Report as of Monday, October 9, 2023

Southwest Tech		SY 21-22	SY 22-23	SY 23-24	20 to '22	23 to '24	SY 21-22	SY 22-23	SY 23-24	22 to '24	23 to '24
Program Code	Program Title	10/11/21	10/10/22	10/09/23	Student Change	Student Change	FTE	FTE	FTE	FTE Change	FTE Change
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	11	14	16	5	3	5.97	7.73	8.83	2.87	1.10
10-006-5	Agribusiness Science & Technology - Agronomy	10	12	11	1	(1)	5.17	6.67	5.40	0.23	(1.27)
10-006-6	Agribusiness Science & Technology - Animal Science	30	34	29	(1)	(5)	13.23	18.00	14.67	1.43	(3.33)
10-325-1	Golf Course Management	12	14	17	5	3	6.27	7.53	8.77	2.50	1.23
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	17.63	(0.70)	2.73
31-091-5	Dairy and Livestock Technician			1	1	1			0.20	0.20	0.20
Total		100	102	112	12	10	49.07	54.83	56.43	7.36	1.60

Curriculum projects update

1. In March 2023, 14 agricultural curriculum projects were approved, for a total of \$8,400. All the projects are due on May 31, 2024, and faculty are working through the many changes.

C. Child Care Center Update (15 minutes)

President Wood will provide an update on the SWTC Childcare Center. A summary of the Center's financials follows. Caleb White, Vice President for Administrative Services, will review the report with the Board.

2023-2024 Budget								
Revenues								182,000
Expenditures								
Staff Salaries								235,525
Noninstructional Supervisor Salary								32,051
Student Employee Wages								7,000
Fringe Benefits								190,377
Travel/Food								1,700
Professional Development								1,000
General Supplies								1,000
Contracted Services								500
Lunch/Snacks								8,000
Total Expenditures								477,153
Net Loss								(295,153)
Income Statement								
	2223	2122	2021	2020	2019	2018	2017	2016
<u>Operational</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Revenues	232,949	175,458	146,761	138,983	182,396	169,779	186,917	210,008
Expenditures	415,834	296,902	307,470	224,630	148,895	141,655	130,071	123,168
Net Income (Loss)	(182,885)	(121,444)	(160,709)	(85,647)	33,501	28,124	56,846	86,840
<u>Grant</u>								
Revenues	76,449	30,279						
Expenditures	77,920	31,541						
Net Income (Loss)	(1,471)	(1,262)						
<u>Total</u>								
Total Revenues	309,398	205,737	146,761	138,983	182,396	169,779	186,917	210,008
Total Expenditures	493,754	328,443	307,470	224,630	148,895	141,655	130,071	123,168
Net Income (Loss)	(184,356)	(122,706)	(160,709)	(85,647)	33,501	28,124	56,846	86,840

**Southwest Tech
Childcare Center
Enterprise Fund**

D. Campus Safety Update (15 minutes)

Dan Imhoff, Executive Director of Facilities, Safety, & Security will present current campus safety and security measures. The following material is included in this packet: 1) a summary of his report and 2) the 2023 Annual Safety and Security Report.

2023 Safety and Security Summary

Core Emergency Response Team (CERT)

CERT is a group of appointed Southwest Tech administrators and staff responsible for deciding how to respond in crisis situations affecting Southwest Tech community members. CERT meets monthly to plan and participate in crisis simulations. Crisis response plans and procedures are regularly updated to reflect the latest industry best practices. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates. CERT is led by the Executive Director of Facilities, Safety & Security and includes key College personnel selected based on their background and known abilities. The tasks performed as a CERT member are in addition to their regular duties at the College. These people are quick to respond when needed and must make tough decisions usually under intense pressure when the team is together; these decisions are made knowing they will be second-guessed or critiqued by outsiders, but these people are willing to make and stand behind the choices they make.

CERT members are Caleb White, Cynde Larsen, Kris Wubben, Karl Sandry, Katie Glass, Heath Ahnen, Brian Kitelinger, Krista Webber, Josh Bedward, Holly Clendenen, Connie Haberkorn, Derek Dachelet, and Dan Imhoff.

Safety Coordinator

The College recognizes the importance of safety throughout campus and has a Safety Coordinator on staff. This position is filled by Brian Kitelinger. Brian is tasked with making safety an ever-present part of the Southwest Tech culture through the creation, implementation, and training of College safety procedures and policies. He works to enhance College safety programs and make College safety an integral part of Southwest Tech's culture, through training and safety checks. Some of the issues Brian has worked on this past year include: The "See Something, Say Something" campaign, the Safe Eyes program, and the Walk Safe campaign.

Occupational Safety and Health Administration (OSHA) Audits

As a College, we recognize that prevention is the best way to avoid most injuries and medical emergencies. Based on this knowledge, a plan has been implemented for monthly audits of shop and lab spaces. These monthly audits are in addition to the annual audit performed by District Mutual Insurance (DMI). Josh Bedward and Brian Kitelinger are leading this initiative and have done an excellent job working with the staff and instructors in not only pointing out the deficiencies but also working on corrective solutions. This initiative directly impacted the number of violations reported when DMI completed the annual campus audit.

Behavioral Intervention Team (BIT)

A behavioral intervention team (BIT) is a multi-disciplinary group whose purpose is to meet regularly to support our students via concern reports issued by faculty and staff. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in an individual's or group's behavior. The team will help guide the individual or group to the resources they need to prevent the identified issue from worsening. Referral

resources may include the College's on-campus staff mental health counselor or outside entities that can serve the students' needs. Each member of the team has received training from D. Stafford and Associates, which is one of the leaders in this area. The BIT members are Stephanie Brown, Kris Wubben, Gin Reynolds, and Dan Imhoff.

Student Security

The College has recently revamped the student security officer program. This program is overseen by Karl Sandry and Brian Kitelinger. The program is staffed by four current Criminal Justice students. The students are unarmed and patrol campus on a rotating schedule. Officer tasks include Building Safety Inspections, Fire Safety Inspections (extinguishers, emergency lighting, means of egress), Medical Kit & AED (Automatic External Defibrillator) inspections/stocking, Emergency Pre-Incident Plans, and providing assistance to stakeholders in emergency situations. While patrolling students are assessing the security of the buildings and will help create corrective action plans if something is observed. The program provides the students with real-world experience while providing the College with a consistent security presence.

Campus Cybersecurity Incident Response Team (CIRT)

An incident response team is a group of IT (Information Technology) professionals from Southwest Tech's Information Technology Services team formed to address cybersecurity incidents. Their responsibility may include but is not limited to, analysis, isolation of threats, communication to stakeholders, business continuity, service restoration, and call center support. CIRT members are led by the Executive Director of Information Technology Services. Team members are Heath Ahnen, Matthew Baute, Dave Friesen, John Troxel, Jake Wienkes, Jake Mootz, Bob Thompson, and Calvin Butteris.



2023 Annual Campus Security and Fire Safety Report

**(Crime and Fire Data for Calendar Years 2020-
2022)
(Published for 2023-24 Academic Year)**

Campus Address:
1800 Bronson Boulevard
Fennimore, WI 53809

Southwest Wisconsin Technical College 2023 Annual Security & Fire Safety Report

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Resources

Several resources are referred to throughout the document. Contact information is listed below for those resources.

Title IX Coordinator and Deputy Coordinators:

Krista Weber - Title IX Coordinator
kweber@swtc.edu 608.822.2315
Kramer Building (Building 300), Human Resources Office, Room 319

Holly Clendenen - Title IX Deputy Coordinator
hclendenen@swtc.edu 608.822.2362
College Connection (Building 400), Student Services, Room 480

Dan Imhoff - Title IX Deputy Coordinator
dimhoff@swtc.edu 608.822.2401
Industry Center (Building 500) Facilities Office, Room 514

Mental Health Counseling:

Robin Hamel – Mental Health Counselor
rhamel@swtc.edu 608.822.2268
College Connection (Building 400), Room 463

Bettermynd Telemental Health Service:

Free Bettermynd telemental health service is available for both face-to-face and online-only students.

<https://www.bettermynd.com> – Click on “Register” button on the top right of the screen.

988 Suicide and Crisis Lifeline:

The 988 Lifeline provides 24 hours a day, 7 days a week free and confidential support for people in distress, prevention, and crisis resources.

Facilities, Safety & Security Office:

Dan Imhoff – Executive Director of Facilities, Safety & Security
dimhoff@swtc.edu 608.822.2401
Industry Center (Building 500) Facilities Office, Room 514

Josh Bedward – Facilities Manager/Master Electrician
jbedward@swtc.edu 608.822.2754
Industry Center (Building 500) Facilities Office, Room 514

Brian Kitelinger – Safety Coordinator
bkitelinger@swtc.edu 608.822.2376
College Connection (Building 400), Room 465

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Nicole Nelson – Administrative Assistant
nnelson@swtc.edu 608.822.2400
Industry Center (Building 500) Facilities Office, Room 514

Night Security:

Chris Reuter – Evening Custodian/Safety
608.391.0699

Student Housing:

Stephanie Brown – Resident Life Manager
sbrown@swtc.edu 608.822.2366
College Connection (Building 400), Student Services, Room 475

Dan Imhoff – Executive Director of Facilities, Safety & Security
dimhoff@swtc.edu 608.822.2401
Industry Center (Building 500) Facilities Office, Room 514

President's Office:

Jason Wood – President
jwood@swtc.edu 608.822.2300
Kramer Building (Building 300), President's Office, Room 301

Lori Needham - Executive Assistant
lneedham@swtc.edu 608.822.2300
Kramer Building (Building 300), President's Office, Room 301

Compliance Office:

Karen Campbell – Compliance Officer
kcampbell@swtc.edu 608.822.2768
College Connection (Building 400), Room 468

Fennimore Police Department:

608.822.3215

For an emergency, Dial 911

Southwest Wisconsin Technical College 2023 Annual Security & Fire Safety Report

Introduction

Southwest Wisconsin Technical College (Southwest Tech) has a proud history of providing a safe learning environment for its students. The safety of our students and staff is important to us. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus. In addition, numerous federal and state laws have been adopted in regard to student and employee safety. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life.

In addition, the Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013, as part of the Violence Against Women Reauthorization Act (VAWA). Southwest Tech is committed to complying with the amendments and additions encompassed under the Campus SaVE Act.

Southwest Tech's Compliance Officer prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act for the period from January 1, 2022, to December 31, 2022. This report is prepared in cooperation with the local law enforcement agencies within the jurisdiction of the Southwest Tech campus. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Each year, a notification is distributed to all enrolled students and employees via email, portals, or in-person. The notification is accessible to all enrolled students and staff.

Questions regarding this report or a copy of this report may be obtained from the Compliance Officer located in room 468 or by calling (608) 822- 2768.

Annual Equal Opportunity/Affirmative Action Notice

Southwest Wisconsin Technical College maintains fair and impartial relations with employees and applicants for employment, and students and student applicants in any service, program, activity, course, or use of facilities on the basis of sex, age, race, color, creed, religion, national origin, disability, ancestry, political affiliation, marital status, pregnancy, sexual orientation, gender identity, parental status, arrest record, conviction record, genetic testing, and the use and non-use of lawful products off the premises during nonworking hours, and membership in National Guard, State Defense Force, or other military forces of the United States. Lack of English reading/speaking skills will not be a barrier to admission and participation in district programs.

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About Southwest Wisconsin Technical College

Southwest Wisconsin Technical College is one of 16 technical college districts that operate within Wisconsin in a statewide plan for vocational, technical and adult education. The Southwest Tech District covers a predominately rural area of 8,000 square miles in southwest Wisconsin, comprised of Grant, Crawford, Iowa, Lafayette, and Richland counties and portions of Green, Sauk, Dane and Vernon counties. The District covers an estimated population base of over 125,000 people. Thirty (30) K-12 school districts are located within the Southwest Tech District borders.

Non-campus Reporting

Southwest Tech is unable to monitor or provide security services to students and staff while off campus. Criminal activity and law enforcement services to student and staff off campus are provided by the local police departments when violations of federal, state or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns to the students, staff and community.

Southwest Tech does not have officially recognized student organizations that own or control housing facilities outside of the Southwest Tech core campus. Therefore, the local police department is not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

College Access and Control

Southwest Tech uses a card access locking system as well as key system comprised of on-line and off-line locks. This allows greater access control throughout the campus and allows a faster response when an access card is lost, misplaced or stolen. All access cards and keys are property of Southwest Tech and must be returned upon request of the proper authority.

During normal business hours, Southwest Tech will be open to students, parents, employees, contractors and to the general public. During non-business hours, access to College facilities will only be given to those staff required to be present after-hours as part of their regularly scheduled job duties (i.e. Public Safety, Information Technology, Facilities, Athletics, College-Sponsored Events, etc). Anyone desiring access to the College during non-business hours who has not already been granted building access by the proper authority to do so should contact the Executive Director of Facilities, Safety and Security for further information and assistance.

Buildings and facilities are checked for any potential security related issues such as malfunctioning locks or burned-out lights, which are promptly reported to facilities management for repair. Facilities, Security, and Information Technology Services staff also monitor a closed-circuit security camera system for things such as unauthorized access to campus buildings, personal safety of staff, faculty and students, and protection of property.

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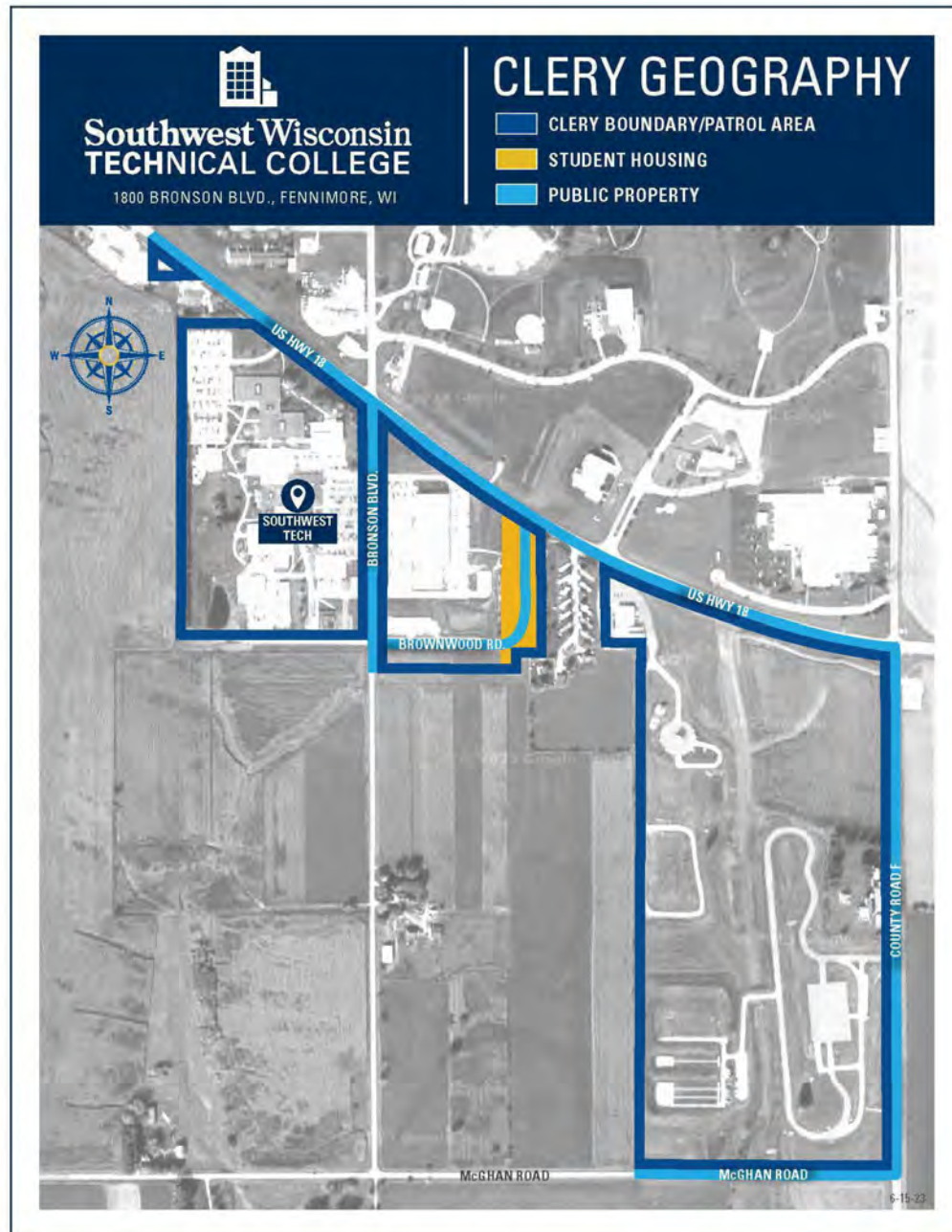
Southwest Wisconsin Technical College and the Southwest Wisconsin Technical College Real-Estate Foundation (REF) have a memorandum of understanding authorizing the college to manage REF-owned student housing. Therefore, each housing unit is key code accessed and monitored by the campus student security officer, security coordinator, and student resident advisors.

Campus Law Enforcement Policies

Southwest Tech does not have on-campus law enforcement; therefore, Southwest Tech does not have the authority to make arrests and relies on the local and state police for criminal incidents. The College has entered into a Memorandum of Understanding (MOU) with the City of Fennimore for the 2023-24 academic year to provide a liaison officer on campus for three to five hours each week. The scope of the liaison officer is to interact with employees and students and provide a visible law enforcement presence on campus. The duties may include conducting investigations and taking appropriate enforcement actions, providing resources related to issues on drugs and alcohol, preventing crime and violence as well as personal safety information and instruction, and making appropriate referrals to community agencies.

The Facilities, Safety & Security Office maintains a strong working relationship with state and local police agencies. The Fennimore Police Department incorporates the public property identified in the College's Clery Geography into their regular patrols. The local and state police investigate when criminal activity takes place on campus and in the Student Housing facilities. See the Clery Geography Map below for the patrol area.

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Security of Campus

The College has implemented a Student Security Officer program with the Criminal Justice students. Student Security Officers are unarmed and patrol the campus buildings and grounds, including Student Housing, on a rotating schedule. They do not have the authority to make arrests. Student Security Officer tasks include building safety inspection, fire safety inspections (extinguisher, emergency lighting, means of egress), checking/maintaining eye wash stations, medical kit and AED inspections/stocking, developing emergency pre-incident plans, and assisting stakeholders in emergencies.

The College utilizes a security camera system to monitor internal and external activity during business hours and has the ability to go back and view any activity that happened during the nights and weekends. Access to the system is minimal with the Executive Director of Facilities, Safety & Security; Facilities Manager; Safety Coordinator; Executive Director of Information Technology Services; two Network Administrators; and Student Security Officers having access to the system.

Security Awareness & Crime Prevention Programming

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Southwest Tech to inform students and employees on crime prevention and security awareness practices. Southwest Tech's safety programs are designed to encourage students and employees to be responsible for their own security and the security of others.

As part of the Safety & Security department's community-oriented policing philosophy, the Safety & Security Office offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include Personal Safety Awareness, "If You See Something Say Something," "Run, Hide, Fight," and "Not Any More." The Safety & Security Office is available to speak in classrooms or groups on security awareness and crime prevention.

During the 2022-23 fiscal year (July 1, 2022 – June 30, 2023) various security awareness and crime prevention programming was offered to employees and students. A summary of the programming is below.

Name of Presentation	Brief Description
Sexual Harassment – Draw the Line	This online training is required for all new employees during the employee onboarding. The training covers the topics of responsibility to report, types of sexual harassment, and retaliation.
Title IX Sexual Harassment and Designated Reporter	Topics are offered at one in-service or online each year to provide awareness of sexual harassment for all faculty and staff.
Violence Against Women's Act (VAWA)	Annual online training offered through D. Stafford & Associates for all employees. The training focuses on

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Name of Presentation	Brief Description
	responding in sound ways to reported offenses of domestic violence, stalking, sexual assault, and dating violence; bystander intervention; and risk reduction.
Situational Awareness	An interactive workshop on being aware of your surroundings, what is happening, and how to handle various situations. This is offered to all employees at in-service and students at classroom presentations.
See Something, Say Something	An interactive workshop on being cognizant of what is going on around you and reporting any suspicious behavior, activities, or other actions. This is offered to all employees at in-service and students at classroom presentations.
Campus Security Authority (CSA) Training	<p>Identified CSAs take the General CSA training the first year they are identified as a CSA and the CSA recertification training is required for subsequent years an employee is a CSA. This training is offered online through D. Stafford & Associates annually.</p> <p>The General CSA training includes identifying CSAs and their reporting obligations, geographic locations, classification and definition of crimes, issues regarding arrests and judicial referrals for drug, liquor, and weapon violations, timely warning requirements, daily log requirements, annual disclosure requirements, and reporting emergencies, fires, and missing persons.</p> <p>The CSA Recertification training includes an overview of recent media attention regarding institutions who are under review, review of who CSAs are and their reporting obligations, Clery Reportable Geography, Reportable Clery Crimes, and a review of the Timely Warning Notice requirements.</p>
Mental Health First Aid	This training will teach participants how to help someone who is developing a mental health problem or experiencing a mental health crisis. The evidence behind the program demonstrates that it helps trainees identify, understand and respond to signs of mental illnesses and substance use disorders.
Healthy Relationships	Sexual assault awareness activity for students. Offered as a Lunch and Learn for students.
Mental Health Awareness Bingo	This activity explored mental health and how to identify any issues you or others may be experiencing and resources to help those experience a mental health issue. The activity was directed to the students and offered in person.
Understanding Our Stress Cycle	This is a workshop on causes of stress in our life such as work, family, schooling, relationships with tips and tricks to de-stress. It was offered in person to the students.

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Name of Presentation	Brief Description
Identity Theft: Protect & Prevent	A presentation at in-service for all faculty and staff. The presentation was on identity theft with this description: Identity theft continues to be the fastest growing crime in the United States. The more you learn about it, the less vulnerable you are. The Wisconsin Bureau of Consumer Protection will explain the different types of identity theft, how to recognize it and how to prevent it – including information about Fraud Alerts and Security Freezes. Receive tips for safeguarding personal information and how to recover from Identity Theft.
Cybersecurity Training	To finish, all users need to be vigilant in closely inspecting emails before you click on a link or take action on an email. Remember to look for that external banner the next time Jason asks you to pick up a dozen Apple iTunes cards for him. The same goes for what links we click on when navigating the internet. While we have technologies in place to mitigate some of these instances, they do not block every attack. Humans are normally the weakest link in cybersecurity. We hope to take that weakness and turn it into a strength here at Southwest Tech.
Charger Technology Support Center – Cyber Security Awareness Splash Screen	The splash screen is located in the Charger Technology Support where anyone (employee or student) can view it. The Information Technology staff presents information on IT-related topics including cybersecurity.
Digital Signage on Cyber Security Awareness Month	The campus-wide splash screens are in each building throughout the campus. Students, employees, and visitors are made aware of happenings around campus, promotions, and important topics focused on education and awareness for stakeholders. Cyber Security Awareness Month was promoted on the campus-wide screens in October 2022.
Education and support pods in collaboration with SWTC IT program	The Information Technology Services staff teams up with the students in the Information Technology programs to educate and support staff and students with IT-related situations, which include cybersecurity.

During the 2022-23 academic year, Southwest Tech offered crime prevention and security awareness programs. Topics such as personal safety, residence hall security, and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious, and involved and are advised to call the Safety & Security Office to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (608) 822-2097.

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Daily Crime Log

Southwest Tech maintains a daily crime log. The Safety Coordinator records the entries into the spreadsheet and notifies the Compliance Officer, who prints the Daily Crime Log. A copy of the Daily Crime Log is available at the Main Reception Desk in the College Connection (Building 400).

Maintenance of Campus Facilities

The College maintains a commitment to campus security and safety. The Facilities Department personnel monitor the campus for irregularities and needed repairs or maintenance of facilities, grounds and lighting. Safety and security are major factors in all landscaping and lighting designs. Monthly building inspections are conducted by the Student Security Officers and the Safety Coordinator. Any issues noted with safety or security of campus facilities are forwarded to the Facilities Department.

Southwest Wisconsin Technical College campus facilities are maintained in a manner that minimizes hazardous conditions. Malfunctioning lights and other unsafe physical conditions are reported to Facilities, Safety & Security Office for correction. The Facilities, Safety & Security Office conducts quarterly inspections to ensure upkeep and maintenance of buildings, grounds, parking lots, and Student Housing. Other members of the college community are helpful when they report equipment and facilities problems to Facilities, Safety & Security Office through the campus service ticketing system housed on the intranet.

Behavioral Intervention Team (BIT)

The Southwest Tech Behavioral Intervention Team (BIT) evaluates and addresses student behavior that may be inappropriate or concerning and coordinates college resources to intervene and provide necessary support.

The Behavioral Intervention Team is a cross-functional group of Southwest Tech staff whose mission is to:

- Provide a structured, positive method for addressing student behaviors that impact the college community and may involve mental health and/or safety issues.
- Meet regularly to support students by identifying patterns, trends and disturbances in the behavior of an individual or group.
- Evaluate the nature of a reported behavior or incident to assess the level of risk.
- Determine appropriate course of action to respond to behavioral concern and initiate intervention or response to prevent a situation from escalating.
- Coordinate resources to ensure a comprehensive assessment response.
- Balance the individual needs of the student and those of the greater campus community.

The team is composed of the Executive Director of Facilities, Safety & Security; the Resident Housing Manager; the Director of Student Success, a Student Advisor; and the Student

Southwest Wisconsin Technical College 2023 Annual Security & Fire Safety Report

Health Records Specialist with Counseling available as a resource. Committee members have training in recognition and conflict management of student concerns. The committee addresses concerns using various methods and strategies such as a team approach, one-on-one, or a mandated referral to an outside professional agency. The result is a plan for success and a win-win for both the student and the college with the student's best interest in mind.

An email alert from the Student Alert System (SAS) is submitted to each team member when a behavioral SAS is received. Some alerts are received in person from a concerned person. One of the BIT team members will contact the student the SAS was received for in order to investigate and determine the next step in the process. Most behavioral SAS's are referred to the mental health counselor by the Behavioral Intervention Team. For those that are not referred to the mental health counselor, other referrals are made to internal departments and external agencies.

Weapons on Campus

The use, concealment, creation, manufacturing or possession of weapons, whether functional or not, in College facilities is strictly prohibited, except as expressly permitted hereafter.

Sworn Law Enforcement and On-Duty Military Personnel

A weapon or potentially dangerous device may be used or possessed, concealed or otherwise, on the campus, grounds, facilities or buildings at Southwest Tech by a certified sworn law enforcement officer or on-duty military personnel to the extent they are legally permitted to carry weapons in the State of Wisconsin.

Licensed Concealed Carry

Employees, students, and the public cannot bring their licensed concealed carry weapon into campus buildings even if they have a valid permit. Weapons may be carried and stored in a person's own motor vehicle, even if the vehicle is driven or parked on College property. If weapons are kept in an unattended vehicle, the vehicle must be locked.

Sex Offender Registry

In compliance with the Adam Walsh Child Protection & Safety Act of 2006 (42 U.S.C. 16921) and in accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act of 2016, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Southwest Wisconsin Technical College is providing a link below to the Wisconsin Department of Corrections Sex Offender Registry.

This act requires institutions of higher education to issue a statement advising the campus community where state law enforcement information concerning registered sex offenders

Southwest Wisconsin Technical College 2023 Annual Security & Fire Safety Report

may be obtained. It also requires registered sex offenders in a state to provide notice to each institution of higher education in the state which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Wisconsin Department of Corrections Sex Offender Registry Website:

<http://offender.doc.state.wi.us/public/>

Emergency Response and Evacuation

Southwest Wisconsin Technical College maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. A section of the Plan is dedicated to the Student Housing Emergency Response Plan.

The Emergency Response Team is responsible for developing emergency response and continuity of operations plans for the Southwest Tech community. Campus emergency management, under the guidance of the Executive Director of Facilities, Safety & Security, provides resources and guidance for the development of these plans.

The College conducts emergency response drills and exercises each year with the Core Emergency Response Team and the Emergency Response Team. Drills and exercises include tabletop exercises, field exercises and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via the College Intranet and website and distributes it via College email to staff and students at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act (HEOA).

Effective August 14, 2008, the HEOA requires each institution governed by the Jeanne Clery Act to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and staff *on campus*. In the event of a serious threat or emergency situation, the

Southwest Wisconsin Technical College 2023 Annual Security & Fire Safety Report

college population will be notified as to their appropriate response through various means. Some or all of our systems may be used such as: electronic communication (i.e., email or text), television and computer monitors, loudspeakers, fire alarm and emergency evacuation maps located throughout the individual sites.

Once there is confirmation of such an event by a member of the Core Emergency Response Team (CERT), the Southwest Tech Emergency Response Plan will be implemented. This plan includes written emergency procedures to be followed for foreseeable emergency situations, designates Incident Commanders, procedures for timely notification to students and staff, and a process for accurately reporting incident details to both internal and external resources. The Southwest Tech Incident Commander will determine the appropriate means of message dissemination in the swiftest manner available. If in the professional judgment of the responsible authorities, activating the notification system may compromise any efforts to mitigate the event or assist victims, notification may be delayed or not issued. Southwest Tech' Public Information Officer will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to, Safety and Security Department, local police department, and/or the local fire and emergency medical services), hinder the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant a timely warning or emergency notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and a structural fire. In the event of an emergency, Southwest Tech will initiate and provide, without delay, immediate emergency notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors.

Southwest Tech's process to notify the campus community in cases of emergency starts with the Emergency Response Team Incident Commander confirming there is an emergency in conjunction with campus administrators, local first responders, and/or the national weather center. If the Incident Commander, in conjunction with other College administrators, local first responders, and/or the National Weather Service confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Southwest Tech Community, the Incident Commander and Public Information Officer will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Southwest Tech community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

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System to Use	Primary Message Creator	Backup Message Creator	Authority for Approving & Sending Messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
PRIMARY					
Mitel Mass Notification	Public Information Officer	Backup Public Information Officer as determined by CERT Chart	Incident Commander	Public Information Officer	Backup Public Information Officer as determined by CERT Chart
RAVE	Public Information Officer	Backup Public Information Officer as determined by CERT Chart	Incident Commander	Public Information Officer	Backup Public Information Officer as determined by CERT Chart
SECONDARY					
Email	Public Information Officer	Backup Public Information Officer as determined by CERT Chart	Incident Commander	Public Information Officer	Backup Public Information Officer as determined by CERT Chart

All students and all employees are automatically entered into the Mitel Mass Notification and RAVE systems. Visitors to campus may sign up for RAVE text alerts using this link - <https://kb.swtc.edu/90555>

The Incident Commander and the Public Information Officer will collaborate on the message. The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community, and will direct them to where they can receive additional information. Follow-up information will be distributed using the public address system and email notification.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Southwest Tech website and/or social media. Empathia, a crisis management service, will be used in the event of a major incident.

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The emergency evacuation procedures are tested at least twice each year, once each semester. Members from the Core Emergency Response Team and Emergency Response Team conduct the evacuation drills once each semester. The emergency notification systems are activated and all employees and students are expected to participate in the drill. During the tests, students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Building occupants are not notified in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Safety & Security Office staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Two fire evacuation drills are annually conducted for the Southwest Tech Real-Estate Foundation Student Housing students. The Resident Life Manager, Safety Coordinator, and Facilities Manager conduct fire drills once each semester. All apartment units within each building have interconnected fire detection devices that are randomly activated during these drills. Students receive a notice at the time of the drill through the RAVE emergency notification system used by the college for emergency notifications. The students and Resident Life Manager, Safety Coordinator, and Facilities Manager meet in a designated spot on the Student Housing residential grounds and discuss safety measures in the event of an actual fire. The Student Housing Emergency Response Plan is a part of each apartment's handbook. In addition, there is an evacuation poster on the back of each apartment door for students to familiarize themselves with the evacuation plan.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. The occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

The following procedures are used in evacuation instances:

Campus Evacuation and Housing Shelter in Place

All students and employees will be notified via Mitel Mass Notification System of the campus evacuation and should return to their residence, shelter in place and await further instructions.

- Keep everyone in the residence
- Lock the door(s),
- Close blinds or pull shades.
- Stay out of the hallway.

Campus and Housing Evacuation

All students and employees will be notified via Mitel Mass Notification System of campus and housing evacuation and the plan of action to evacuate.

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When housing is evacuated tenants may use their own transportation to immediately leave campus and may not return until notified. Tenants without transportation should report immediately to the Auto/Ag Building 1700 Walk through Area.

Anytime exiting the building is not an option students and employees should:

- Keep everyone in the residence
 - Turn off lights.
 - Lock and barricade the door(s), if possible.
 - Close blinds or pull shades, cover windows.
 - Move out of sight from the hallway and onto the floor.
 - Be prepared to defend yourself using any means necessary.
 - If needed, administer first aid until medical assistance arrives.
- Be sure to use personal protective equipment (PPE) whenever possible.**

Housing Only Evacuation

All tenants will be notified via Mitel Mass Notification System of housing evacuation and the plan of action to evacuate.

When housing is evacuated tenants may use their own transportation to immediately leave housing and may not return until notified. Tenants without transportation should report immediately to the Ag/Auto Building 1700 Walkthrough Area. (see Exhibit C map)

Notification of Emergencies

Southwest Wisconsin Technical College utilizes Timely Warnings and Emergency Notifications and Safety Alerts to protect our students, employees, visitors, and the public, if necessary, and make them aware of a security issue or an emergent situation on campus. The college will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus unless issuing a notification will, in the professional judgement of the Incident Commander and Public Information Officer, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. To reach as many people as possible, the notification of emergencies, either a Timely Warning or an Emergency Notification, will be distributed across many different media channels. Immediate issues will be distributed via a Mitel Mass Notification and/or RAVE alert and around the Southwest Wisconsin Technical College area. Follow-up warnings may be shared using any or all of the following methods: posted on exterior doors of any affected Southwest Tech location and on the Southwest Tech website, electronically mailed, provided using text messages, posted on digital signage, and media reports released to local radio and TV stations for mass broadcast.

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Timely Warning

In compliance with the Jeanne Clery Act, for any incident on campus, in or on non-campus buildings or property, and on public property adjacent to property owned or controlled by the college that is ongoing or a continuing serious threat to the students, employees, or visitors, a timely warning will be issued. This warning will be at the discretion of the Incident Commander or the President of the College or their designee, and will be distributed to students, staff, or visitors as soon as possible after the incident is reported. The warning will provide information that will aid in the prevention of similar occurrences, while withholding the names of victims as confidential. Such reports will be limited to not compromise an ongoing investigation or violate any HIPAA or FERPA Laws.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Southwest Tech community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Coordinator and Deputy Coordinators, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Executive Director of Facilities, Safety and Security or his or her designee in his or her absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of Southwest Tech. Timely Warning Notices are typically written and distributed by the Public Information Officer or Back-up Public Information Officer using the methods identified under Notification of Emergencies.

Please note that the College is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Emergency Notifications

Emergency Notifications are distributed when there is an immediate on-campus threat to the health or safety of students, employees, visitors, or the public for situations that are currently occurring on or imminently threatening the campus. The Emergency Notification may be sent

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to all stakeholders or it may be segmented to only a part of the campus community, if appropriate.

The types of incidents that may cause an immediate threat to the community (and therefore require an emergency notification) could include, but are not limited to:

- An active shooter on campus
- Hostage/barricade situation
- A riot
- Suspicious package with confirmation of a device
- A tornado/earthquake
- A fire/explosion
- Suspicious death
- Structural damage to a college-owned or controlled facility
- Outbreak of meningitis, norovirus, or other serious illness
- Biological threat (anthrax, etc.)
- Significant flooding
- A gas leak
- Hazardous materials spill, etc.
- Other risk factors, including ones that have been present in the environment for an extended period of time such as asbestos or lead paint

Emergency Notifications may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of Southwest Tech. They can also be posted for severe storms, chemical spills, disease outbreaks, etc. Emergency Notifications are typically written and distributed by the Public Information Officer or Back-up Public Information Officer using the methods identified under Notification of Emergencies.

Safety Alerts

Safety alerts are issued for weather-related issues, especially during the winter, and potential severe weather and environmental health risks. Safety alerts may be segmented and will use the same notification systems for Timely Warnings or Emergency Notifications

Reporting Criminal Actions or Other Emergencies

All members of the Southwest Tech community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus to Safety & Security by calling 608-822-2097 or by clicking on the [Report a\(n\) Concern/Incident link](#) on the bottom of each webpage on the website.

Reporting to Meet Disclosure Requirements

Students and employees should report criminal offenses to the President's Office or Title IX Coordinator and Deputy Coordinators for the purpose of assessing the crime for potential distribution of a timely warning notice and the annual statistical disclosure.

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Members of the Southwest Tech community are encouraged to accurately and promptly report crime and emergencies to the Safety & Security Office at 608-822-2097, including when the victim of a crime elects to, or is unable to, make such a report.

Southwest Tech does not have any noncampus locations of student organizations officially recognized by the College and does not require local police agencies to report criminal activities for this purpose. For noncampus facilities owned or controlled by the College, local police agencies due report criminal activities.

Response to a Report

In response to a report, the Safety & Security Office, 608.822.2097, will take the required action, either dispatching a responder or asking the victim to report to the Safety & Security Office to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. The Safety & Security Office personnel reviews incident reports for potential action, as appropriate. Safety & Security Office Investigators will investigate a report when it is deemed appropriate. If assistance is required from the Fennimore Police Department or the Fennimore Fire Department, the Safety & Security Office will contact the appropriate unit.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Title IX Coordinator or Deputy Coordinator can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, Southwest Tech can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Professional Counselors

Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority for Clery Act purposes and are **not** required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Southwest Tech are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to the Safety & Security Office.

Professional Counselor - An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is

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functioning within the scope of his or her license or certification.

Southwest Tech employs a Mental Health Counselor, whose duties align with that of a professional counselor. Southwest Tech does not employ any pastoral counselors.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

Drug and Alcohol Policy

Southwest Tech prohibits the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on campus and is committed to maintaining an alcohol and drug-free learning and work environment for students, faculty, staff, and visitors. An alcohol and drug-free campus provides for a safe and healthy campus and workplace for all. This policy applies to students, employees, and the public on Southwest Tech's owned and leased property, including housing, owned, leased, or controlled by the College, Foundation or Real Estate Foundation, and, at College-sponsored activities and events. This policy also applies to College-sponsored off-campus activities and locations wherever held. The provisions of this policy are intended to comply with applicable state and federal laws including, but not limited to: the Drug Free Schools and Communities Act Amendment of 1989; the Drugfree Workplace Act of 1988; the Americans with Disabilities Act of 1990; the 1989 Wisconsin Act 121; and the Uniform Controlled Substances Act, Wisconsin Statutes Chapter 161.

Employees, students, and campus guests, regardless of age, are expected to refrain from the use of alcohol and use of drugs, other controlled substances, and/or related paraphernalia, including hookahs, on Southwest Tech-owned or leased premises including Foundation and Real Estate Foundation-owned or leased premises or at College-sponsored/supported events, while driving a College vehicle or while otherwise engaged in College business. The only exception is if alcohol is served as part of an event listed under the Allowable Use of Alcohol and Other Drugs section of the college's Alcohol & Other Drugs policy. Employees must follow the requirements related to alcohol, drugs, and controlled substances in the Employee Handbook. Students must also follow the requirements related to alcohol, drugs, and controlled substances in the Student Code of Conduct and Student Handbook. In addition, housing students must follow the requirements related to alcohol, drugs, and controlled substances in the Student Housing Lease and the Student Housing Handbook.

The College has established a [Drug & Alcohol Awareness Prevention Program](#) for all employees and students. This program includes distribution of its policies, sanctions for violations, health risks associated with alcohol and other drug use, and resources available to students and employees.

Local law enforcement is responsible for the enforcement of state underage drinking laws. Students who violate federal and state underage drinking laws are referred to Student Conduct for review and sanctions.

All students are encouraged to seek help early if they feel they have a problem with drugs

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and/or alcohol and to learn how to assist others with substance abuse problems. Students have access to the Southwest Tech's Mental Health Counselor for assessment and/or intervention referral for alcohol and other drugs.

Employees who violate the Alcohol & Other Drug Policy are subject to the progressive discipline process administered by the Human Resources Office. Employees with alcohol or drug abuse problems are strongly encouraged to seek help. Alcohol and drug abuse rehabilitation and assistance programs are available through the College's health benefits program and through the College Employee Assistance Program. Employees may contact the Human Resources Office to seek assistance and/or referral to an appropriate outside agency. Employees are encouraged to use the College Employee Assistance Program for assessment and/or intervention referral.

Missing Student Notification

In accordance with the Higher Education Opportunity Act, Southwest Tech developed and implemented procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in campus housing will be informed annually that each student has the option to identify a person(s) designated as a confidential missing person contact to be notified by Southwest Tech no later than 24 hours after the time the student is determined to be missing by the designated College official authorized to make that determination (specifically, the Resident Life Manager) or the local law enforcement agency in which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and this information will be accessible only to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

The Resident Life Manager or designee will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, Southwest Tech must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any confidential contact person designated by the student. For all missing students, the Safety & Security Office will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination the student is missing.

Suspected missing students who live in student housing should be reported immediately to the Resident Life Manager. If members of the Southwest Tech community believe that a student has been missing for 24 hours or are missing based on other evidence, it is critical that they report that information to Resident Life Manager by calling 608-822-2366. Should the Resident Life Manager or designee investigate and determine that a residential student is missing, contact will then be made to the missing person's contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Resident Life Manager. If the student is under the age of 18 and is not an emancipated individual, the Resident Life Manager will notify the student's parents or guardian and any other designated contact person within 24 hours. Regardless of whether the student has

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identified a contact person, is above the age of 18, or is an emancipated minor, The Safety & Security Office personnel will inform the Fennimore Police Department (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as Amended by the Violence Against Women Act

Southwest Tech issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Southwest Wisconsin Technical College strives to provide an educational environment that preserves the safety and dignity of each member of our community. In order to foster a climate of respect, and provide for the safety and security of our community, Southwest Tech prohibits acts of sex- and gender-based discrimination, to include the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking. Southwest Tech employees who become aware of instances or allegations of sexual misconduct by or against a Southwest Tech student or employee must report the alleged misconduct to the Title IX Coordinator or Deputy Title IX Coordinators.

The crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking, Hostile Environment, which are defined by the Clery Act as follows:

- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A. By a current or former spouse or intimate partner of the victim;
 - B. By a person with whom the victim shares a child in common;
 - C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** (VAWA Definition) Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

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- i. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse;
 - B. Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault** is a form of Sexual Misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex.
 - **Rape** (VAWA Definition) is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** (VAWA Definition) is defined as the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** (VAWA Definition) is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** (VAWA Definition) is defined as sexual intercourse with a person who is under the statutory age of consent.
 - **Stalking:** (VAWA Definition)
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - a. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - b. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** The state of Wisconsin defines domestic violence as follows:
Domestic Violence: "Domestic abuse" means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:
 - Intentional infliction of physical pain, physical injury or illness
 - Intentional impairment of physical condition
 - Sexual assault [s. 940.225 (1), (2) or (3)]
 - Stalking (s. 940.32)
- **Dating Violence:** The state of Wisconsin defines dating violence as follows: The state of Wisconsin does not have a definition of dating violence per se. However, it does allow for "Dating Relationships" to be included within its definition of "Domestic Abuse". Wisconsin's definition of a Dating Relationship is "a romantic or intimate social relationship between 2 adult individuals but "dating relationship" does not include a causal relationship or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship."
- **Sexual Assault:** The state of Wisconsin defines sexual assault as follows: Sexual Assault: The state of Wisconsin, which categorizes sexual assault into four degrees of severity, defines it as follows:
 - FIRST DEGREE—whoever does any of the following is guilty of a Class B felony:
 - Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
 - Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
 - Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
 - Commits a violation under sub. (2) against any individual who is 60 years of age or older. This paragraph applies irrespective of whether the defendant had actual knowledge of the victim's age. A mistake regarding the victim's age is not a defense to a prosecution under this paragraph.
 - SECOND DEGREE—whoever does any of the following is guilty of a Class C felony:
 - Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

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- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition. (cm)
- Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant, has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
- Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Is a licensee, employee, or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.
- Is a law enforcement officer and has sexual contact or sexual intercourse with any person who is detained by any law enforcement officer, as provided under s. [968.24](#), or is in the custody of the law enforcement officer. This paragraph applies whether the custody is lawful or unlawful and whether the detainment or custody is actual or constructive. Consent is not an issue in an action under this paragraph.

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THIRD DEGREE—whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

FOURTH DEGREE—Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

***For clarification and reference, "Sexual contact" means any of the following:

- Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):
- Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.
- Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.
- Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for
- The purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.
- For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.

***For clarification and reference, "Sexual intercourse" means vulvar penetration, as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

The state of Wisconsin, per Statute 944.06, defines the crime of Incest as follows:

Whoever marries or has non-marital sexual intercourse with a person he or she knows is a blood relative and such relative (2nd cousin or closer) is in fact related in a degree within which the marriage of the parties is prohibited by the law of this state.

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The state of Wisconsin terms "statutory rape," or sexual intercourse with a person under the age of consent, "Sexual Assault of a Child (s. 948.02), and is divided into 2 degrees of severity. It is defined by the state as follows:

FIRST DEGREE SEXUAL ASSAULT:

- (a) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony.
- (b) Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony.
- (c) Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony.
- (d) Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs.
- (e) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony.

SECOND DEGREE SEXUAL ASSAULT:

Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony.

- **Stalking:** The state of Wisconsin defines stalking as follows: per statute [940.32](#), as follows: an intentional and particular course of conduct engaged in by one person against another. This course of conduct means a series of 2 or more of the following acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

- Maintaining a visual or physical proximity to the victim.
- Approaching or confronting the victim.
- Appearing at the victim's workplace or contacting coworkers or employers of the victim.
- Appearing at the victim's home or contacting the victim's neighbors.
- Contacting the victim by telephone or other means repeatedly, whether or not the contact is acknowledged.
- Photographing, videotaping, audiotaping or, by other electronic means, monitoring or recording the victim's activities.
- Sending material by any means to the victim or the victim's family, member of the victim's household, employer, coworker or friend in order to obtain information about, disseminate information about or communicate with the victim.
- Placing an object on or delivering an object to property owned, leased or occupied by the victim.
- Delivering objects to others with the intent of delivery to the victim, or placing objects on property owned, leased or occupied by certain others with intent that it be delivered to the victim.

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- **Consent:** The state of Wisconsin defines consent, in relation to sexual activity, as follows: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

Southwest Tech defines **Consent** as follows:

the equal approval, given freely, willingly and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact.

Southwest Tech uses the college's definition of consent in investigating alleged sexual misconduct and in determining sanctions against students and employees.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Based on Hollaback!'s 5Ds², the following will aid you in being an active bystander. If you or someone else is in immediate danger, **call 911**. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention resources from the American Psychological Association.

Hollaback!'s 5D's

Distract

Distraction is a subtle and creative way to intervene. Derail the situation by interrupting it.

- Ignore the harasser and engage directly with the person who is being targeted. Don't talk about or refer to the harassment.
- Instead, talk about something completely unrelated. Read the situation and choose your distraction method accordingly.

The person who is being targeted will likely catch on, and hopefully your act or statement will de-escalate the situation.

Delegate

Delegation is when you ask for assistance, a resource, or for help from a third party.

- Find another person and ask them to intervene or intervene together.

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- Work together with a friend to distract the person being targeted while you find someone with more authority to delegate to.
- Call 911. Before contacting 911, use Distract to check in with the person being targeted to make sure they want you to do this. Some people may not be comfortable or feel safe with the intervention of law enforcement.

Document

It can be really helpful to record an incident as it happens to someone; however, there are a number of things to keep in mind to safely and responsibly document harassment.

- Assess the situation. Is anyone helping the targeted person? If not, use one of the other four D's to engage someone else to help out.
- ALWAYS ask the targeted person what they want to do with the recording. NEVER post it online or use it without their permission.

Delay

Even if you can't act in the moment, you can make a difference for the targeted person by checking in on them after the fact.

- Ask them if they're okay and tell them you're sorry that happened to them.
- Ask them if there's any way you can support them.
- Offer to accompany them to their destination or sit with them for awhile.
- Share resources with them and offer to help them make a report if they want to.
- If you've documented the incident, ask them if they want you to send it to them.

Direct

You may want to directly respond to a situation by naming what is happening or confronting the harasser. This tactic may be risky; the harasser may redirect their abuse towards you and may escalate the situation. Before you decide to respond directly, assess the situation to make sure you and the other victim are physically safe and the victim wants you to speak up. If you choose to directly intervene, some things you can say are:

- That's inappropriate, disrespectful, not okay, etc.
- Leave them alone.
- We don't do that here.

Keep it short and succinct. Try not to engage in dialogue, debate, or an argument to avoid escalation of the situation. Try your best to assist the person who was targeted instead of engaging the harasser. Direct intervention can be risky, so use this tactic with caution.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- a. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

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- b. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- c. **Walk with purpose**. Even if you don't know where you are going, act like you do.
- d. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- e. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- f. **Make sure your cell phone is with you** and charged and that you have cash money.
- g. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- h. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- i. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- j. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- k. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- l. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- m. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- n. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- o. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - i. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - ii. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - iii. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to

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get you or make up an excuse for you to leave.

- iv. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- p. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- q. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

Educational programming related to domestic violence, dating violence, sexual assault, and stalking consists of primary prevention and awareness programs. The following chart describes the different types of prevention and awareness training for employees and students.

Name of Presentation	Brief Description
Sexual Harassment – Draw the Line	This online training is required for all new employees during the employee onboarding. The training covers the topics of responsibility to report, types of sexual harassment, and retaliation.
Title IX Sexual Harassment and Designated Reporter	Topics are offered at one in-service or online each year to provide awareness of sexual harassment for all faculty and staff.
Violence Against Women's Act (VAWA)	Annual online training offered through D. Stafford & Associates for all employees. The training focuses on responding in sound ways to reported offenses of domestic violence, stalking, sexual assault, and dating violence; bystander intervention; and risk reduction.
Situational Awareness	An interactive workshop on being aware of your surroundings, what is happening, and how to handle various situations. This is offered to all employees at in-service and students at classroom presentations.
See Something, Say Something	An interactive workshop on being cognizant of what is going on around you and reporting any suspicious behavior, activities, or other actions. This is offered to all employees at in-service and students at classroom presentations.
Campus Security Authority (CSA) Training	Identified CSAs take the General CSA training the first year they are identified as a CSA and the CSA recertification training is required for subsequent years an employee is a CSA. This training is offered online through D. Stafford & Associates annually.

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Name of Presentation	Brief Description
	<p>The General CSA training includes identifying CSAs and their reporting obligations, geographic locations, classification and definition of crimes, issues regarding arrests and judicial referrals for drug, liquor, and weapon violations, timely warning requirements, daily log requirements, annual disclosure requirements, and reporting emergencies, fires, and missing persons.</p> <p>The CSA Recertification training includes an overview of recent media attention regarding institutions who are under review, review of who CSAs are and their reporting obligations, Clery Reportable Geography, Reportable Clery Crimes, and a review of the Timely Warning Notice requirements.</p>
Mental Health First Aid	This training will teach participants how to help someone who is developing a mental health problem or experiencing a mental health crisis. The evidence behind the program demonstrates that it helps trainees identify, understand and respond to signs of mental illnesses and substance use disorders.
Healthy Relationships	Sexual assault awareness activity for students. Offered as a Lunch and Learn for students.
Mental Health Awareness Bingo	This activity explored mental health and how to identify any issues you or others may be experiencing and resources to help those experience a mental health issue. The activity was directed to the students and offered in person.
Understanding Our Stress Cycle	This is a workshop on causes of stress in our life such as work, family, schooling, relationships with tips and tricks to de-stress. It was offered in person to the students.

Southwest Tech's procedures for victims, availability of counseling, and external resources, disciplinary actions:

- i. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document)
- ii. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
- iii. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
- iv. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

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Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at (Grant Regional Medical Center, Lancaster, Wisconsin, or hospital of choice). In Wisconsin, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Campus Safety Coordinator or law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College will assist any victim with notifying law enforcement if the victim so desires.

Fennimore Police Department may also be reached directly by calling (608) 822-3215, in person at 860 Lincoln Ave, Fennimore WI. Additional information about the Fennimore Police department may be found online at: <https://fennimore.com/city-government/police-department/>.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator and Deputy Coordinators, or designee. Reports of all domestic violence, dating violence, sexual assault and stalking will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

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Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to individuals who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the individual requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the local law enforcement. Students and employees should contact the Safety & Security Office at 608-822-2097.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), Southwest Tech will provide complainant with access to medical care. 2. Southwest Tech will assess immediate safety needs of complainant. 3. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 4. Southwest Tech will provide complainant with referrals to on- and off-campus mental health providers. 5. Southwest Tech will assess need to implement interim or long-term protective measures, if appropriate. 6. Southwest Tech will provide the victim with a written explanation of the victim's rights and options. 7. Southwest Tech will provide a "No Trespass" directive to accused party if deemed appropriate. 8. Southwest Tech will provide written instructions on how to apply for a Protective Order 9. Southwest Tech will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 10. Southwest Tech will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 11. Southwest Tech will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

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| Stalking | <ol style="list-style-type: none"> 1. Southwest Tech will assess immediate safety needs of complainant. 2. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 3. Southwest Tech will provide written instructions on how to apply for Protective Order 4. Southwest Tech will provide written information to complainant on how to preserve evidence. 5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the victim with a written explanation of the victim's rights and options. 7. Southwest Tech will provide a "No Trespass" directive to accused party if deemed appropriate. |
| Dating Violence | <ol style="list-style-type: none"> 1. Southwest Tech will assess immediate safety needs of complainant. 2. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 3. Southwest Tech will provide written instructions on how to apply for Protective Order 4. Southwest Tech will provide written information to complainant on how to preserve evidence. 5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the victim with a written explanation of the victim's rights and options. 7. Southwest Tech will provide a "No Trespass" directive to accused party if deemed appropriate. |
| Domestic Violence | <ol style="list-style-type: none"> 1. Southwest Tech will assess immediate safety needs of complainant. 2. Southwest Tech will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Southwest Tech will provide written instructions on how to apply for Protective Order. 4. Southwest Tech will provide written information to complainant on how to preserve evidence. 5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the victim with a written explanation of the victim's rights and options. 7. Southwest Tech will provide a "No Trespass" directive to accused party if deemed appropriate. |

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault,

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domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the college will protect the confidentiality of victims and other necessary parties;
- a statement that the college will provide written notification to students and employees about existing resources within the institution and in the community including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims;
- a statement regarding the college's provisions about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;
- an explanation of the procedures for college disciplinary action that include a prompt, fair, and impartial process from the initial investigation to the final result;
- procedures that provide the accuser and the accused with the same opportunities to have others present during any college disciplinary proceeding, including the opportunity to be accompanied to a related meeting or proceeding by an advisor of their choice;
- procedures that note that the result of the college disciplinary proceeding that arises from an allegation of the dating violence, domestic violence, sexual assault, or stalking require simultaneous notification, in writing, to both the accuser and the accused;
- the college's procedures for the accused and the victim to appeal the result of the college disciplinary proceeding, if such procedures are available;
- the college's procedures for notifying the accused and accusers simultaneous, in writing, of any change to the result;
- a description of each type of disciplinary proceeding used by the college including the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint, and how the college determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking;
- a description of the standard of evidence that will be used during any college disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking;
- a listing of all possible sanctions that the college may impose following the results of a college disciplinary procedure for an allegation of dating violence, domestic violence, sexual assault, or stalking; and
- a description of the range of protective measures that the college may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Southwest Wisconsin Technical College complies with Wisconsin law in recognizing orders of

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protection. Any person who obtains an order of protection from Wisconsin or any reciprocal state(s) should provide a copy to the Executive Director of Facilities, Safety and Security and the Office of the Title IX Coordinator. A complainant may then meet with the Executive Director of Facilities, Safety and Security to develop a Safety Action Plan, which is a plan for campus staff and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, safety escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

The table below are the types of orders available through the criminal justice system.

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order – up to 5 years, can be renewed**	Family or household members including: <ul style="list-style-type: none"> Spouses, former spouses Parent, child, foster parent People who have kids together Intimate partners who lived together in the last 5 years Same sex couples are eligible 	Domestic Relations Court <ul style="list-style-type: none"> – where victim lives, where abuser lives or has a business, or where incident(s) occurred 	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
Stalking Protection Order - up to 5 years, can be renewed**	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
Sexually Oriented Offense Protection Order - up to 5 years, can be renewed**	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
Juvenile Protection Order – until abuser reaches age 19	Victim of abuse by a person who is under age 18, or the victim's parent or other household member, or other parties the Court approves.	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

The College's Title IX Coordinator or Deputy Title IX Coordinators may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College's Title IX Coordinator or Deputy Title IX Coordinators receives a report that such an institutional no contact order has been violated, the College's Title IX Coordinator or Deputy Title IX Coordinators will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

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Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Southwest Tech will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, Title IX Coordinators or Deputy Coordinators will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact **Dan Imhoff**, Executive Director of Facilities, Safety and Security at 608.822.2401, dlimhoff@swtc.edu or Building 500, Room 514. If the student victim wishes to receive assistance in requesting these accommodations, they should contact, **Holly Clendenen** Chief Student Services Officer at 608.822.2362, hclendenen@swtc.edu or Building 400, Room 480. If the employee victim wishes to receive assistance in requesting these accommodations, they should contact, **Krista Weber**, Chief Human Resources Officer at 608.822.2315, kweber@swtc.edu or Building 300, Room 320.

On- and Off-Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Southwest Tech will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

Confidentiality

Victims may request that directory information on file with the College be withheld by Student Services. Regardless of whether a victim has opted-out of allowing the College to

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share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the daily crime log and annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Student Conduct

1. The process must treat complainants equitably by imposing remedies any time a respondent is found responsible:
 - a. Remedies must be designed to maintain the complainant's equal access to education and may include the same individualized services that were initially offered as supportive measures.
 - b. Remedies, in the event the respondent is found responsible, need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
2. The process must treat respondents equitably by not imposing disciplinary sanctions without following due process protections offered through the formal grievance process.
3. The Student Conduct Hearing is a closed hearing; it is not open to the public. The individuals who may appear before the Student Conduct Hearing Board are:
 - a. The complainant or *Title IX Coordinator
 - i. Where the Title IX Coordinator signs a formal complaint (in events where the alleged victim cannot or will not present his or her own complaint), the Title IX Coordinator is not a complainant or party during the grievance process and must comply with all Title IX personnel to be free from conflicts and bias.
 - b. The respondent
 - c. Any individual serving as an approved Advisor
 - d. Title IX Coordinator

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- e. Title IX Investigators
 - f. Any individuals appearing as witnesses.
4. The Student Conduct Hearing is a live hearing. Live hearings may be conducted with all parties physically present at the same geographic location, or at the College's discretion or request by either party, any or all parties, witnesses or other participants may appear at the live hearing through virtual means. This technology must allow the parties to clearly see and hear each other.
 5. If the complainant or respondent does not have an advisor, the College will provide an advisor at no cost or charge. This advisor may be, but is not required to be, an attorney and will conduct all cross-examination questioning on behalf of that party.
 6. Before and after giving testimony, witnesses may be excluded from the room or building where the hearing occurs.

Student Code of Conduct

Southwest Wisconsin Technical College (College) promotes a learning-centered environment dedicated to the advancement of personal growth and knowledge. The College believes every student has the right to pursue an education in a community that values respect, integrity, and inclusivity. To this end, the College prohibits conduct on its campus and in its student housing, which impedes learning, disrupts a peaceful campus environment, and does not promote a cohesive culture based on professionalism, fairness, and trust.

The Student Code of Conduct (Code) sets forth the rights and responsibilities of students at the College, outlines the process for addressing unacceptable behavior, and identifies a range of disciplinary consequences. The Code is designed to provide students with due process and procedural fairness, to ensure equal protection for all students, and to ensure consistency in the process and the consequences. At the same time, the Code reflects the need to consider the individual circumstances of each student, including prior disciplinary history. Further, when possible, the Code is intended to provide students an opportunity to align their conduct with the expectations of the College.

In general, matters involving behavioral misconduct will be addressed first by the Chief Student Services Officer, Executive Director of Safety, Security and Facilities, and/or Director of Student Success, and matters involving academic misconduct will be addressed by the Chief Academic Officer. No matter the process implemented for each matter, final authority over all matters of student misconduct remains under the authority of the President of the College.

Jurisdiction

The Code applies to students (and their guests) and employees on property owned, leased, or controlled by the College, Foundation or Real Estate Foundation, at College-sponsored activities and events, and in College housing. This Code may apply to off-campus activities and locations when conduct has an actual or potential adverse

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impact on the College community, including conduct which presents a danger or threat to the health or safety of self or others; significantly impinges upon the rights, property or achievements of self or others; significantly breaches the peace and/or causes social disorder; or is detrimental to the educational mission and/or interests of the College.

The Code applies to conduct that occurs in-person, in writing, via cellphone, and online via email or other electronic mediums including blogs, web postings, chats, and social networking sites.

Finally, the Code applies to all students enrolled in credit and non-credit courses.

Due Process

Students alleged to have violated the Code are entitled to the following due process:

- Written notice of the allegations;
- Timely investigation of the allegations;
- Notice of the applicable range of consequences;
- Opportunity to respond to the allegations and participate in the adjudicatory process, including the right to provide relevant information and witnesses; and
- Appeal, if applicable.

Behavioral Misconduct

The following conduct constitutes a violation of the Code and will subject a student to disciplinary action. Some violations below will also trigger a report to law enforcement.

1. *Noncompliance with Policies and Procedures* - Noncompliance with College policies and procedures applicable to students (and their guests) and student housing, including the lease and any other applicable housing regulations.
2. *Noncompliance with Law* - Noncompliance with any local, state, or federal law, including statutes, regulations, and ordinances.
3. *Failure to Cooperate with Southwest Tech Administration or Faculty* - Failure to appear when requested at conferences, meetings, or hearings; failure to respond to verbal or written inquiries; knowingly furnishing false information, and failure to comply with a reasonable request regarding a Southwest Tech matter.
4. *Failure to Comply with a Directive from Southwest Tech Employee*. Failure to comply with any verbal or written directive communicated in person, in writing, via cellphone, and online via email or other electronic medium.
5. *Forgery* - Alteration or misuse of any College document, record, form, or instrument of identification.
6. *Trespassing* - Unauthorized entry into or use of property owned, leased, or controlled by the College, Foundation or Real Estate Foundation or at College-sponsored events or activities. Unauthorized possession, duplication or use of keys/swipe cards/lock codes to any property owned, leased, or controlled by the College, Foundation or Real Estate Foundation.
7. *Trademark* - Unauthorized use (including misuse) of College names and images;
8. *Misuse of Technology* – Violation of the College's [Acceptable Use of Information](#)

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[Technology Services Resources Policy](#), and otherwise unethical, inappropriate, or illegal use of College technology and IT resources.

9. *Use of Prohibited Items* - The use of hover boards, drones, fireworks, explosives and other prohibited items is not permitted
10. *Invasions of Privacy* - Using electronic or other means to record or photograph any person in a location where there is a reasonable expectation of privacy. This includes, but is not limited to, recording or photography in shower/locker rooms, restrooms, and student housing. The storing, sharing, and/or distributing of such unauthorized recordings or photographs by any means is also prohibited.
11. *Disruptive Behavior* - Intentional or reckless conduct that disrupts College operations including, but not limited to: the obstruction of teaching, administration, activities which occur on the College campus (whether or not sponsored by the College); and acts that impair, interfere with, or obstruct the orderly conduct, processes and functions of the College. Classroom disruptions include conduct that a reasonable person would view as substantially or repeatedly interfering with faculty's ability to teach or student's right to learn.
12. *Assault or Battery* - Threats of physical harm or physical harm against another individual.
13. *Disorderly Conduct/Fighting* - Conduct which is inappropriately loud, lewd, indecent or obscene and conduct that constitutes prohibited behavior in designated areas (e.g. Knox Learning Center, Testing Center, Charley's, housing, laboratory areas), with or without the presence of formal signage.
14. *Abusive Acts* - Acts of verbal or physical abuse, or acts which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person or create a hostile learning or working environment.
15. *Hazing* - Doing, requiring or encouraging any forced activity, whether or not the act is voluntarily agreed upon, in conjunction with initiation, admission into, or continued membership or participation in any group that causes or creates a reasonable risk of mental or physical harm or humiliation. Hazing may include: any brutality of a physical nature, such as whipping, beating, or branding; forced consumption of any food, liquor, drug or other substance; forced confinement; or any other forced activity which endangers the physical health or safety of a student.
16. *Bullying and Cyberbullying* - Deliberate or intentional behavior, including behavior conducted on computers, cell phones, and other electronic devices, using words or actions, intended to cause fear, intimidation or harm. Bullying and cyberbullying may be repeated behavior and involve an imbalance of power.
17. *Sexual Harassment under Title IX of the Education Amendments*. Sexual harassment under Title IX is defined as follows:
 - a. A College employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, *and* objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
 - c. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), or "dating violence" as

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defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). Reports of sexual harassment will be addressed under the Title IX: Prohibition of Sexual Harassment policy at:

<https://www.swtc.edu/about/publications#policies>.

18. *Gender Discrimination and Sexual Misconduct.* Conduct in violation of the College's Title IX: Prohibition of Sexual Harassment policy in the Student Handbook (<https://www.swtc.edu/student-resources/policies-procedures/student-handbook>) 2023-2024, including but not limited to verbal, written or physical conduct that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or deny an individual's ability to participate in or benefit from the college's programs; unwelcome or unwanted and forced or coerced sexual intercourse or sexual contact; making unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, and/or unwelcome verbal or physical contact of a sexual nature; and sexual abuse of individuals through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money.

19. *Weapons* – Unauthorized use, possession or distribution of weapons, firearms, explosives or hazardous objects or substances on property owned or leased by the College, Foundation or Real Estate Foundation or at College-sponsored events. Weapons include knuckles; a nunchaku or any similar weapon; knives; a knife blade; baton of any type; explosive devices of any type; "look-alike" instruments or weapons (e.g., BB gun, pellet gun, or any instrument designed to look like a weapon); and pepper spray or any other device used in a threatening and/or unlawful manner.

The following are exempt from this provision:

- a. Authorized law enforcement officers in uniform or plain clothes officers with a badge on display.
- b. Individuals participating in authorized law enforcement training activities.
- c. Individuals transporting firearms for authorized training classes.
- d. The possession of handguns is permitted in parking and outdoor areas when in the possession of properly licensed persons to the extent required by law.
- e. The possession of knives as eating utensils or for the purpose of food preparation or as tools when authorized by an instructor (such as in a lab setting) is permitted.

20. *Brandishing Objects* - Displaying, showing, waving, or exhibiting any object in a manner which a reasonable person might find threatening.

21. *Illegal Use of Substances*- Illegal use, possession, sale, or distribution of controlled substances, associated paraphernalia, and/or alcohol on property owned or leased by the College, Foundation or Real Estate Foundation or at college-sponsored activities.

22. *Retaliatory Acts* – Conduct which harms, threatens to harm, harasses, intimidates, or bullies for the purpose of discouraging the filing of a complaint or acting as a witness in a complaint proceeding or for the purpose of reprisal against any person or group who initiated a complaint or any person who acted as witness in such a

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proceeding.

23. *Theft* - Intentional and unauthorized taking of property owned or leased by the College, Foundation or Real Estate Foundation or property of any visitor or member of the College Community.

24. *Damage to Property* – Intentional damage to property owned, leased, or controlled by the College, Foundation or Real Estate Foundation or property of any visitor or member of the College Community.

25. *False Reports* – Knowingly making false reports of an alleged occurrence or impending occurrence knowing that such false report is likely to cause: evacuation of a building, place of assembly, or transportation facility; public inconvenience or alarm; or an emergency response.

26. *Endangering Safety* - Failing to report a fire, interfering with the response of the College or public officials to emergency calls or engaging in similar conduct which demonstrates a disregard for safety or property. Endangering safety may occur due to action (e.g., making a bomb threat or pulling a fire alarm) or inaction (e.g., failing to report).

Behavioral Misconduct Procedure & Sanctions

Any member of the College community may report a violation of the Code. Individuals who report a violation are referred to as “complainants” and individuals alleged to have violated the code are referred to as “respondents.” Reports should be made using the reporting form on the college website or reported directly to the Chief Student Services Officer. Reports should be sent as soon as possible following the alleged conduct to ensure timely investigation. All reports of behavioral misconduct made to other College employees will be referred to the Chief Student Services Officer or designee.

Complaints of behavioral misconduct will be addressed through the procedures set forth below.

Complaints of sexual harassment under Title IX of the Education Amendments of 1972 will be addressed under the College’s [Title IX Prohibition of Sexual Harassment](#) policy at:

<https://www.swtc.edu/uploadedpdfs/about/policies/Title-IX-Prohibition-of-Sexual-Harassment-2022.pdf>.

Generally, the process for addressing reports of behavioral misconduct will be completed within thirty (30) business days although the College reserves the right to extend the timeline when necessary to complete an investigation.

Note: When the severity of the circumstances warrants, the Chief Student Services Officer; Executive Director of Facilities, Safety, & Security; Director of Student Success; Vice President of Administrative Services; Chief Human Resources Officer; and/or President may impose upon the respondent a temporary suspension or separation from the College, including classes and College housing.

Step 1:

- Upon receipt of a report, the Chief Student Services Officer or designee will determine if the report alleges a violation of the Code. If so, the Chief Student

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Services Officer will designate assigned College officials to take the following steps:

- Contact law enforcement, if appropriate.
- Meet with the complainant to understand the nature of the report and offer supportive services.
- Gather other relevant information, if necessary.
- Report to the Chief Student Services Officer who will determine whether to initiate an informal or formal resolution process.
- Provide written notice to the respondent and complainant of the allegations in the report and inform them whether the College will initiate a formal or informal resolution process.

Informal Resolution

- When both a complainant and respondent agree to informal resolution and an informal resolution process is warranted, the Chief Student Services Officer will conduct the informal resolution process.
- During the process, the respondent will be given the opportunity to respond and provide information relevant to the allegations in the report.
- If needed, the Chief Student Services Officer will seek additional relevant information from the complainant or other witnesses.
- Following completion of the informal resolution process, the Chief Student Services Officer will notify the complainant and respondent (if appropriate) of the outcome.
- Matters resolved through informal resolution often involve sanctions such as:
 - Service requirements
 - Restitution
 - Loss of privileges
 - Education Requirements

Step 2:

Notification & Investigation

- If a formal resolution process is warranted, the Executive Director of Safety, Security and Facilities, and/or Director of Public Safety and Advising will take the following steps:
 - Conduct a thorough investigation which includes the following:
 - Interview complainant, respondent, relevant witnesses, and College officials, if appropriate.
 - Review relevant documents including: student records, disciplinary records, police reports, and audio and video recordings.
 - Review College policies and procedures.
 - After gathering all relevant information, meet with the respondent, share the information obtained, and provide respondent an opportunity to respond to the information.
 - If needed, conduct additional interviews or gather additional information.

Step 3:

Findings & Sanctions

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- Upon completion of the investigation, the Chief Student Services Officer will review the evidence and make findings based on a preponderance of evidence standard (whether a violation is more likely than not).
- Based on the findings, the Chief Student Services Officer will determine appropriate sanctions, in conjunction with other college officials when appropriate.
 - The respondent will be notified in writing, delivered by email, mail or in person, of the findings and disciplinary sanctions (Decision).
- The Chief Student Services Officer is given broad authority to determine sanctions, based on the best interest of the respondent, complainant, other individuals, and the College. Discipline may include one or more sanctions listed below. All Decisions regarding behavioral misconduct will be maintained by the College in accordance with state and federal law.

Sanctions for Behavioral Misconduct

The range of outcomes, consequences, and sanctions include, but are not limited to:

1. *Verbal Reprimand* – Verbal notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
2. *Written Reprimand* - Written notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
3. *Corrective Action* – Required corrective action including, but not limited to, academic counseling, substance abuse screening, writing a letter of apology, etc.
4. *Educational Program* – Enrolling in an educational program addressing the related issues. Referral to an off-campus education program may be recommended.
5. *Loss of Privileges/Access* - Denial of specified privileges for a designated period of time such as a restriction from hosting visitors and/or guests in housing; prohibitions on entering a specified housing facility; restriction from College-sponsored extracurricular activities or work positions on campus; other restrictions, as approved by the Chief Student Services Officer or designee.
6. *Restitution/Compensation*. Monetary penalties for loss, damage, or injury.
7. *No Contact Directive*. Directive to avoid all contact with complainant or other individual including via in-person, email, cellphone, social media, or other electronic medium.
8. *Mandated Housing Reassignment* – Immediate relocation of the respondent to another housing residence.
9. *Probation* - Probation for a designated period of time. Additional disciplinary sanctions will be imposed if the student engages in behavioral misconduct during the probationary period.
10. *Housing Probation* - Housing probation for a designated period of time. Additional disciplinary sanctions will be imposed if the student engages in behavioral misconduct during the probationary period.
11. *Disciplinary Suspension* - Suspension results in separation from the College for a specific minimum period of time, after which the respondent is eligible to return, usually after meeting certain conditions. During the suspension period, the student is banned from property owned, leased, or controlled by the College, Foundation or

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Real Estate Foundation, including student housing and is banned from school-sponsored events and activities. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of tuition or housing fees.

12. *Housing Suspension* - Separation from the student housing area for a specific period of time, after which the student may be eligible to return. During the suspension period, the student is banned from student housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of housing fees.
13. *Expulsion* - A permanent separation from the College. The student is banned from property owned, leased, or controlled by the College, Foundation or Real Estate Foundation, including student housing, and at College-sponsored events. This sanction may be enforced with a trespass action as necessary. Students that are expelled for disciplinary reasons are not entitled to any refund of tuition or housing fees.
14. *Housing Expulsion* - Permanent removal of the student from student housing. The sanction will most likely result in a permanent ban from all student housing properties. Students dismissed from student housing for disciplinary reasons are not entitled to any refund of housing fees.
15. *Academic Removal* - Removal of student from an academic course ("W" grade shown on transcript).
16. *Confiscation of Prohibited Property* - Confiscation of illegal or prohibited items for specified period of time. Any controlled substances, including alcohol, will be discarded or turned over to law enforcement.

Step 4:

Seeking an Appeal

- Within five (5) business days of the date of the Decision, the respondent may request an appeal, in writing, on the following basis:
- To consider new evidence, unavailable or not considered during the original investigation which may substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the appeal request.
- A procedural or substantive error occurred that significantly impacted the outcome of the Decision. The specific error(s) alleged to have occurred must be identified in the appeal request.
- The sanctions imposed are substantially outside the guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.
- Written appeals based on new evidence should be submitted to the Chief Student Services Officer.
- Written appeals based on procedural error or disproportionate sanctions should be submitted to the Chief Academic Officer.
- If an appeal is not timely or warranted under these procedures, the Decision will be final.

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Appeal Based on New Evidence

Upon receipt of an appeal based on new evidence, the Chief Student Services Officer, or designee, shall:

- Notify the complainant or respondent when appropriate under the law.
- Review the appeal to determine if the appeal is warranted.
- Notify the appellant, in writing, whether the appeal is granted or denied and the basis for that decision.
- If an appeal is warranted, review all new evidence submitted to determine if it substantially impacts the findings or sanctions in the original Decision.
- If not, notify the appellant, in writing, that for this reason, the Decision is affirmed.
- If the new evidence substantially impacts a finding or sanction, conduct further investigation if necessary.
- Notify the appellant, in writing, whether the Decision is affirmed, reversed, or modified.

Appeals Based on Procedural Error or Disproportionate Sanctions

Upon receipt of an appeal based on procedural error or disproportionate sanctions, the Chief Academic Officer, or designee, shall:

- Notify the complainant or respondent when appropriate under the law.
- Review the appeal to determine if the appeal is warranted.
- Notify the appellant, in writing, whether the appeal is granted or denied and the basis for that decision.
- If an appeal is warranted, convene an Appeals Panel.

Step 5:

Appeal

If an appeal is warranted, the appeal process shall commence within fifteen (15) business days after the written appeal request is received by the Chief Student Services Officer or Chief Academic Officer.

See Appeals Panel Guiding principles for further details.

Step 6:

Notification of Appeal outcomes

- The decision of the Chief Student Services Officer (for appeals on the basis of new evidence) or Appeals Panel (for appeals on the basis of a procedural error or disproportionate sanctions) is final.
- Within two (2) business days following a decision by the Chief Student Services Officer or Appeals Panel, the Chief Student Services Officer shall notify the appellant, in writing, of the decision and implement any issued sanctions.

Note: Decisions with respect to disciplinary matters will be treated as confidential student records subject to the Family Educational Rights and Privacy Act.

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Parental Notification

The College reserves the right to notify parents/guardians of dependent* students of violations of the Code and may do so for drug and alcohol violations. The College may also notify parents/guardians of all students who are under the age of 21 of drug and alcohol violations. (*A dependent is defined by FERPA as a student who is dependent for tax purposes.)

Misconduct and Possible Sanctions

The table below sets forth the general range of sanctions for student misconduct. Students should note that the College reserves the right to issue additional and/or different sanctions should individual circumstances warrant. In doing so, the College may consider factors including, but not limited to, prior violations, severity of conduct, effect of conduct on other students and staff, number of individuals affected, and opportunity for education, resolution, and restorative justice.

Behavioral Misconduct	Possible Sanctions
Abusive Acts	Written reprimand, Corrective action, Educational program, Probation, Housing probation, No contact directive, Disciplinary suspension, Housing suspension, expulsion, Housing expulsion
Bullying and cyberbullying	Verbal reprimand, Written reprimand, Educational program, Corrective action, Probation, Housing probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Damage to Property	Corrective action, Probation, Housing probation, Restitution/Compensation, Loss of privileges/access
Disruptive Behavior	Verbal reprimand, Written reprimand, Corrective action, Probation, Housing probation
Noncompliance with Policies and Procedures	Verbal reprimand, Written reprimand, Corrective action, Educational program, Loss of privileges/access, Probation, Housing probation
Sexual Harassment	Educational program, Probation, No Contact Directive, Housing Probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Sexual Misconduct	No Contact Directive, Expulsion, Housing Expulsion
Substance abuse - first offense	Written reprimand, Educational program, Probation, Housing Probation, Confiscation of prohibited property
Substance abuse - repeat offense	Educational program, Probation, Housing probation, Mandated housing reassignment, Disciplinary suspension, Housing suspension, Confiscation of prohibited property, Expulsion, Housing Expulsion

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Theft	Probation, Housing probation, Restitution/Compensation, Loss of privileges/access, Disciplinary suspension, Housing suspension
Use of Prohibited Items	Verbal reprimand, Written reprimand, Restitution/Compensation, Loss of privileges/access, Probation, Housing probation
Weapons	Housing suspension, Housing expulsion, Confiscation of prohibited property, Probation, Housing probation, Suspension, Housing suspension, Expulsion, Housing expulsion, Confiscation of prohibited property

NOTE: The outcome of a campus appeal is part of the education record and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. When a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, Southwest Tech will inform the reporting party bringing the complaint in writing of the final results of the Appeal Panel of whether Southwest Tech concludes the responding party was responsible or not responsible. If the responding party is found responsible, the college can share the information with anyone at the discretion of the college. Such release of information may include the alleged student's/responding student's name, the violation committed, and the sanctions assigned. In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition the findings and sanctions. Crimes of Violence include:

- Arson
- Assault offenses (including stalking)
- Burglary
- Criminal homicide
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses
- Non-forcible sex offenses

- Criminal homicide: murder and non-negligent manslaughter; manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle Theft
- Arson

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Employee Conduct

Employee conduct follows the processes outlined in the Employee Handbook. If an employee's performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other College policies, rules, or regulations, he or she will be subject to disciplinary action, up to and including termination of employment. The severity of the discipline shall be determined by the College, in its sole discretion and in accordance with its disciplinary procedures.

The Employee Handbook outlines guidelines for appropriate conduct. The following is an excerpt from the Employee Handbook.

As an integral member of the College team, each employee is expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity. Whether on or off duty, employee conduct reflects on the College. Employees are encouraged to observe the highest standards of professionalism and ethics. Types of behavior and conduct that the College considers inappropriate include but are not limited to the following:

1. Acting dishonestly in any way, including falsifying a job application or other records
2. Violating the College's Anti-harassment and Nondiscrimination Policy
3. Being absent or tardy excessively or leaving work early without permission
4. Reporting to work under the influence of non-prescribed drugs or alcohol
5. Manufacturing, possessing, using, selling, distributing, or transporting drugs illegally
6. Possessing or using alcoholic beverages on or off College property while engaged in College business, except where authorized
7. Fighting or using obscene, abusive, or threatening language or gestures.
Note: The College recognizes that some programs will be required to use inappropriate language for training purposes, and such language will not be considered inappropriate in that setting.
8. Stealing from the College or from coworkers, customers, or students.
9. Engaging in excessive, unnecessary, or unauthorized use of the College's equipment or supplies, particularly for personal purposes.
10. Having unauthorized firearms on the College premises or while on College business.
11. Disregarding safety or security regulations.
12. Failure to comply with social distancing, personal hygiene and sanitation guidelines related to public health emergencies
13. Using a camera or other photographic, video graphic, or tape-recording equipment inappropriately.
14. Loitering or sleeping during work hours.
15. Responding to supervisors with insubordination.
16. Failing to adhere to FERPA regulations and maintaining the confidentiality of the College, customer, or client information.
17. Destroying, defacing, or using College property or the property of others

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- improperly or without authorization.
18. Acting in a way that is intentionally negligent or careless so as to endanger the employee's safety and the safety of others, damage property, or harm the College.
 19. Gambling or other illegal activities at work.
 20. Failing to report accidents or injuries in a timely manner.
 21. Performing poorly.
 22. Failing to cooperate in legitimate College investigations.
 23. Violating or encouraging/assigning another employee to violate any policy set forth in this Handbook.
 24. Violating confidential or proprietary information.
 25. Communicating in an inappropriate, disparaging manner in any form with regard to the College, coworkers, customers, or students

The Employee Discipline policy states,

Discipline may take the form of a verbal warning, written warning, suspension (with or without pay), disciplinary demotion, or termination, depending upon the circumstances. The severity of the discipline shall be determined by the College in its sole discretion and in accordance with its Disciplinary Procedures. The supervisor, in consultation with Human Resources, may place an employee on a performance improvement plan. The employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements as specified in the PIP. When warranted, an employee may be suspended (with or without pay), during an investigation of an alleged violation. The employee will be informed of the alleged violation, resulting in suspension with pay.

Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Reportable Crimes under the Clery Act - 34 CFR 668.46(c) Criminal Offenses

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.
- **Robbery**: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary**: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.)
- **Arson**: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Hate Crimes

Hate crimes are reported according to the category of prejudice. A crime is a hate crime when it manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of bias include:

- **National Origin Bias**: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Race Bias**: A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, Blacks or African Americans, Whites)

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- **Religious Bias:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists)
- **Ethnicity Bias:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry
- **Gender Identity Bias:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals
- **Disability Bias:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness
- **Sexual Orientation Bias:** A preformed negative opinion or attitude toward a person or a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals
- **Gender Bias:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender, e.g., male or female

The following primary crimes may have been motivated by the offender's bias:

- Murder/Non-Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- **Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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- **Destruction, Damage or Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

If a hate crime occurs where there is an incident involving larceny-theft, simple assault, intimidation, destruction, damage or vandalism of property, and other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

Arrests and Referrals for Disciplinary Action

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sexual Assault

- **Sexual Offenses** - Any sexual act directed against another person without the consent of the victim, including where the victim is incapable of giving consent.
- **Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including where the victim is

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incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

- **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

Violence Against Women Reauthorization Act of 2013 (VAWA)

- **Dating Violence** - Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** - Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Clery Geography

The Clery Act requires colleges to disclose statistics for reported Clery crimes that occur: 1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls. A Clery Geography Map is included in the Campus Law Enforcement Policies section of this document. These categories define Southwest Tech's Clery geography. The geographic categories are further defined in the Handbook for Campus Safety and Security Reporting as follows:

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- 1) *On campus* – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- 2) *Public property* – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- 3) *Non-campus buildings or property* - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Incident Being Reported

Procedure Southwest Tech Will Follow

Sexual Assault

1. Depending on when reported (immediate vs delayed report), Southwest Tech will provide the complainant with access to medical care.
2. Southwest Tech will assess the immediate safety needs of the complainant.
3. Southwest Tech will assist the complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.
4. Southwest Tech will provide complainant with referrals to on and off campus mental health providers.
5. Southwest Tech will assess the need to implement interim or long- term protective measures, if appropriate.
6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options.
7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate.
8. Southwest Tech will provide written instructions on how to apply for a Protective Order.
9. Southwest Tech will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.
10. Southwest Tech will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is.
11. Southwest Tech will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

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Incident Being Reported	Procedure Southwest Tech Will Follow
Stalking	<ol style="list-style-type: none"> 1. Southwest Tech will assess immediate safety needs of complainant. 2. Southwest Tech will assist the complainant with contacting local police if the complainant makes a request to do so AND provide the complainant with contact information for local police department. 3. Southwest Tech will provide written instructions on how to apply for Protective Order. 4. Southwest Tech will provide written information to the complainant on how to preserve evidence. 5. Southwest Tech will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options. 7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate.
Dating Violence	<ol style="list-style-type: none"> 1. Southwest Tech will assess the immediate safety needs of the complainant. 2. Southwest Tech will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department. 3. Southwest Tech will provide written instructions on how to apply for a Protective Order. 4. Southwest Tech will provide written information to the complainant on how to preserve evidence. 5. Southwest Tech will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options. 7. Southwest Tech will provide a "No trespass" directive to respondent, if deemed appropriate.
Domestic Violence	<ol style="list-style-type: none"> 1. Southwest Tech will assess the immediate safety needs of complainant. 2. Southwest Tech will assist complainants with contacting local police if complainant requests AND complainant provided with contact information for local police department. 3. Southwest Tech will provide written instructions on how to apply for a Protective Order. 4. Southwest Tech will provide written information to the complainant on how to preserve evidence. 5. Southwest Tech will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options. 7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate.

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Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Southwest Tech will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred,
- information about how Southwest Tech will protect the confidentiality of victims and other necessary parties,
- a statement that institution will provide written notification to students and employees about victim services within Southwest Tech and in the community, and
- a statement regarding Southwest Tech's provisions about options for, available assistance in, and how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action.

Key Concepts and Definitions Central to All Forms of Sexual Misconduct

Southwest Tech does not presume a student or employee is in violation of college policy. A conduct hearing or investigation will be held to take into account the totality of information available, from all relevant sources. The college will determine whether the Student Code of Conduct or the Employee Handbook Conduct Guidelines have been violated.

COMPLAINANT:	Complainant refers to the individual who reported the incident of alleged sexual misconduct.
RESPONDENT:	Respondent refers to the student, employee or faculty member who allegedly violated the sexual misconduct policy and/or has been charged with a violation of the policy.

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CONSENT:	<p>A central concept to understanding the offenses that constitute sexual misconduct under this policy is consent. Consent is the equal approval, given freely, willingly and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is impaired because of a mental or physical condition or there is incapacitation due to drugs or alcohol or if there is a significant age or perceived power differential. Providing alcohol or drugs to facilitate sexual activity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.</p> <p>A person may not consent if s/he is:</p> <ul style="list-style-type: none"> • unconscious • frightened • physically or psychologically pressured or forced • intimidated • impaired because of a psychological condition • intoxicated by use of drugs or alcohol <p>Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or consent does not imply consent to future sexual activity.</p> <p>The requirements of this policy apply regardless of the sexual orientation of individuals engaging in sexual activity.</p>
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Sexual misconduct includes, but is not limited to, conduct prohibited in [Wisconsin Statutes 940.225](#).

1. NON-CONSENSUAL SEXUAL INTERCOURSE

The State of Wisconsin Statutes referenced above provide a comprehensive list of the behaviors that are considered non-consensual sexual intercourse.

2. NON-CONSENSUAL SEXUAL CONTACT

The State of Wisconsin Statutes referenced above provide a comprehensive list of the behaviors that are considered non-consensual sexual contact.

3. SEXUAL EXPLOITATION

Sexual exploitation as defined by this policy occurs when an individual takes non-consensual or abusive sexual advantage of another individual for his/her own advantage or benefit, or to benefit or advantage anyone other than the person being exploited.

Examples of sexual exploitation may include, but are not limited to:

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- video or audio of a person engaged in sexually explicit conduct without the consent of that individual;
- engaging in "Peeping Tommmery," or viewing other persons engaged in intimate behavior without their consent or
- knowingly transmitting a sexually transmitted disease.

4. SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advances, demands, requests for sexual favors, innuendoes or any other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational or residential experience or employment; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for educational, residential or employment decisions affecting such individual; or
- c) Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially prostituting another individual;
- d) recording, displaying or distributing in any way photos,
- e) interfering with, an individual's academic performance or work by creating an intimidating, hostile, or offensive educational, residential or working environment.

Campus Crime Statistics

The Executive Director of Facilities, Safety & Security and the Compliance Officer (both are Clery Compliance Officers) collaborate on assigning the crimes to the annual disclosure of crime statistics. The crimes are gathered from a student behavior data system, law enforcement agencies for non-campus locations owned or controlled by the college, and from Human Resources. Seventy percent (70%) of law enforcement responded to the requests for crime statistics for locations the college held classes.

Student Right to Know and Campus Security Act Statistical Report for Period: 2020-2022

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.*

***The 2021 and 2022 Crime Statistics were initially reported in the 2022 and 2023 Annual Security & Fire Safety Reports as not occurring in residential facilities. Those crime statistics have been updated to accurately reflect the number of crimes that occurred in residential facilities.*

Primary Crimes	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Murder/Non- Negligent Manslaughter	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

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Primary Crimes	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Rape **	2022	1	0	0	1	1	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0
	2021	0	1	0	1	0	0
	2020	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*
Liquor Law Violation Arrests	2022	0	0	0	0	0
	2021	0	2	0	2	0
	2020	0	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0	0
	2021	0	5	0	5	0
	2020	0	0	0	0	0
Weapons Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action **	2022	30	0	0	30	29
	2021	6	0	0	6	6
	2020	0	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action **	2022	3	0	0	3	2
	2021	2	0	0	2	2
	2020	0	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action - **	2022	0	0	0	0	0
	2021	1	0	0	1	1
	2020	0	0	0	0	0

VAWA Offenses	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Domestic Violence	2022	0	0	0	0	0	0
	2021	0	1	0	1	0	0
	2020	0	0	0	0	0	0

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VAWA Offenses	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Dating Violence	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Stalking - **	2022	1	0	0	1	1	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Unfounded Crimes

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded. There were no unfounded crimes in 2020, 2021, or 2022.

Hate Crime Reporting

There were no hate crimes reported in 2019 or 2021. In 2020, one on-campus intimidation incident characterized by race was reported.

Fire Safety Systems

Southwest Tech has previously reported on the individual apartments in each building. In the 2023 report, a change has been made to only report on the building following guidance from the Help Desk and the Annual Security & Fire Safety Report guidelines.

Residential Facilities	Fire Alarm Monitoring Done On-Site	Partial ³ Sprinkler System	Full ⁴ Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	No. of Evacuation (fire) Drills each Calendar Year
1523-1525	No	No	No	Yes	Yes	Yes	2
1527-1529	No	No	No	Yes	Yes	Yes	2
1533-1535	No	No	No	Yes	Yes	Yes	2
1537-1539	No	No	No	Yes	Yes	Yes	2
1543-1545	No	No	No	Yes	Yes	Yes	2
1547-1549	No	No	No	Yes	Yes	Yes	2
1557-1559	No	No	No	Yes	Yes	Yes	2
1920	No	No	No	Yes	Yes	Yes	2
1930	No	No	No	Yes	Yes	Yes	2
1940	No	No	No	Yes	Yes	Yes	2
1960	No	No	No	Yes	Yes	Yes	2
1975-1985	No	No	No	Yes	Yes	Yes	2

³ Partial Sprinkler System is defined as having sprinklers in the common areas only.

⁴ Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

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Policies or Rules on Portable Electrical Appliances, Smoking and Open Flames

The following are prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activities (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.).

Fire Statistics

Statistics and Related Information Regarding Fires in Residential Facilities for CYs 2020, 2021, and 2022

Previous Annual Safety & Fire Security Reports contained fires for only one year. Beginning with this 2023 report, the College will report on three years as required. In addition, Southwest Tech has previously reported on the individual apartments in each building. In the 2023 report, a change has been made to only report on the building following guidance from the Help Desk and the Annual Security & Fire Safety Report guidelines.

Residential Facilities (Name and Address)	Calendar Year	Total No. of Fires in Each Building	Fire Case Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
1523-1525; 1523 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1527-1529; 1527 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1533-1535; 1533 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1537-1539; 1537 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1543-1545; 1543 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1547-1549; 1547 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1557-1559; 1557 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1920; 1920 Brownwood Road	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1930; 1930 Brownwood Road	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1935; 1935 Brownwood	2022	Building was not used during the 2022 calendar year.					
	2021	0	N/A	N/A	0	0	0

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Residential Facilities (Name and Address)	Calendar Year	Total No. of Fires in Each Building	Fire Case Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Road	2020	0	N/A	N/A	0	0	0
1940; 1940 Brownwood Road	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1955; 1955 Brownwood Road (Building was razed in September 2022)	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1960; 1960 Brownwood Road	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0
1975-1985; 1975 Brownwood Rd	2022	0	N/A	N/A	0	0	0
	2021	0	N/A	N/A	0	0	0
	2020	0	N/A	N/A	0	0	0

Fire Safety Education and Training Programs

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the College's fire safety policies.

Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught by local fire authorities.

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals. Safety and evacuation information is included in the Southwest Tech Emergency Response Plan and the Southwest Tech Student Housing Emergency Response Plan. Evacuation maps are posted in every classroom, lab, and office area.

Each Southwest Tech building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the official in charge (Incident Commander) declares the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Monthly fire safety inspections and drills are held to test equipment and procedures. By the Security

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Coordinator, the Facilities Manager, the Plumbing, Heating & Refrigeration Specialist, the Maintenance Carpenter, and the Maintenance Day Crew.

Procedures Students and Employees Should Follow in Case of a Fire

The Student Housing Emergency Response Plan contains students and employees should follow in case of a fire are reviewed and include the following:

Fire or Explosion- Fire Drills will be conducted each semester.

In situations when a fire or explosion occurs, the primary concern is the welfare and safety of tenants and guests. Tenants should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or others in jeopardy. Anytime the fire alarm sounds, all tenants and guests should be evacuated immediately. The following procedures shall serve as guidelines for staff responding in a fire or explosion emergency.

During evacuation, please be aware of tenants or guests with special needs or disabilities to assure their safety as well.

Immediate Action for Reporting a Fire

- If you live in the 6-plex or 8-plex pull the fire alarm.
- When a fire is discovered, regardless of the severity **Call 911 from a safe location to report the fire.**
- If it is safe to do so, and you are properly trained in its use, use the nearest fire extinguisher to control the fire until the fire department arrives on the scene.

Action When Alarm/Smoke Detector Sounds

- Tenants and guests should use the fastest and clear emergency exit route to evacuate the building. Move a minimum of 500 feet from the building. **Remain calm - DO NOT panic.**
- If it is safe to do so and you do not live in a building with fire alarms, alert the tenants in your building to evacuate immediately.
- If it is safe to do so, close all doors and windows, turn-off lights, and shut-off electrical and gas operated equipment when leaving the area.
- When area is evacuated the last person out will place a **RED** evacuated tag on door.
- If it is safe to do so, RAs should conduct a quick walk-through inspection of common spaces to ensure that all persons have left the building.
- The RA should proceed out of the building and ensure that all persons are an adequate distance (a minimum of 500 feet) away from the building.
- Housing tenants will meet in the Ag/Auto Building 1700 Hallway (See Exhibit C)
- RA's should ensure that individuals remain outside until told to reenter the building.
- RA should contact the Resident Life Manager soon as possible

Southwest Wisconsin Technical College 2023 Annual Security & Fire Safety Report

Evacuation for Campus Fires by All Staff, Students, and Visitors

Southwest Tech has outlined in the Southwest Tech Emergency Response Plan the evacuation procedures to use when there is a campus fire or explosion. The plan states:

Fire or Explosion

In situations when a fire or explosion occurs, the primary concern is the welfare and safety of students and staff. Staff should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. Anytime the fire alarm sounds, all students and staff should be evacuated immediately. The following procedures shall serve as guidelines for staff responding in a fire or explosion emergency.

During evacuation please be aware of students, staff, or guests with special needs or disabilities to assure their safety as well.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

Immediate Action for Reporting a Fire

- When a fire is discovered, regardless of the severity, go immediately to the nearest alarm box and pull the lever to activate the fire alarm system. **Call 911 from a safe location to report the fire.**
- If it is safe to do so, and you are properly trained in its use, use the nearest fire extinguisher to control the fire until the fire department arrives on the scene.

Action When Alarm Sounds

- Faculty should evacuate students from the area using the safest emergency exit route. Move a minimum of 500 feet from the building. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Once outside, faculty should check attendance immediately to determine if all students exited the building safely.
- If it is safe to do so, close all doors and windows, turn-off lights, and shut-off electrical and gas operated equipment when leaving the classroom, lab or shop.
- If it is safe to do so, the division manager should conduct a quick walk-through inspection of divisional/center spaces to ensure that all persons have left the building.
- The manager should proceed out of the building and ensure that all persons are an adequate distance (a minimum of 500 feet) away from the building.

Southwest Wisconsin Technical College 2023 Annual Security & Fire Safety Report

- Managers, as well as faculty, should ensure that individuals remain outside until told to reenter the building.

Reporting Fires

Per federal law, Southwest Tech is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if a live fire is encountered in one of campus facilities, immediately go to a safe place, then dial 911. Once the emergency has passed, notify the Safety & Security Office at 608.822.2097 to investigate and document the incident for disclosure in the college's annual fire statistics.

If a member of the Southwest Tech community finds evidence of a fire that has been extinguished, and the person is not sure whether the Safety & Security Office has already responded, the community member should immediately notify Safety & Security Office at 608.822.2097 to investigate and document the incident for disclosure in the on-campus residential annual fire statistics.

Plans for Improvement to Fire Safety

The College does not have any planned improvements in fire safety at this time.

E. Ad Hoc: Executive Board Leadership Committee: Review Future State (15 minutes)

Board Chairperson, Chuck Bolstad, will lead a discussion about the Ad Hoc committee: Executive Board Leadership (EBL). The EBL's current charter, along with the 2022/23-year meeting agendas and minutes are included below.

Ad-Hoc Committee: Executive Board Leadership

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

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

Timeline: The EBL committee will meet four times throughout the year. The Board will conduct an analysis of the effectiveness of the committee through a debriefing process during the spring 2023 retreat. Board members will share their perspectives on the effectiveness related to the purposes outlined above and determine if the committee should continue, make revisions, or disband.

Membership: The EBL shall be comprised of the Board Chair, Vice-Chair, and the immediate past Chair. The Board Chair will also appoint one other Board member who is serving in their first term. The President of the College and the Acting Presidents will serve as resources by developing the agenda, providing content, and serving as advisors. The EBL meeting will only occur if three of the four Board members are able to attend. The President will determine the best way to take notes/minutes. Meetings are tentatively scheduled for:

- September 20, 2022 at noon or September 22 at 5:00 pm
- December 14, 2022 at noon or December 15, 2022 at noon
- March 1, 2023 at noon or March 2, 2023 at noon
- TBD based on need

Responsibilities: The EBL will only address the following as standing agenda items:

1. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for exemplary performance at work. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.
2. Review potential Board agenda items to focus on improving College Health Indicator #1 – Student Learning/Special Populations and design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.
3. Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.

The EBL will not:

1. Engage in influencing or making decisions for the Board.
2. Discuss operations of the College delegated to the President.
3. Conduct college-related business outside of the committee except during formal Board meetings.

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



**MINUTES OF THE EXECUTIVE BOARD LEADERSHIP AD
HOC COMMITTEE OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 22, 2022**

The Executive Board Leadership Ad Hoc Committee of the Board of Directors of Southwest Wisconsin Technical College met in an open session commencing at 4:06 p.m. on September 22, in Conference Room 2614 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Chris Prange, Donald Tuescher, Crystal Wallin (4:20 p.m.)

Absent: N/A.

Others present for all, or a portion of the meeting included President Jason Wood and College Staff: Holly Clendenen, Chief Student Services Officer; Lori Needham, Executive Assistant; Krista Weber, Chief Human Resources Officer, and Caleb White, Vice President for Administrative Services.

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

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

Thursday, September 22, 2022 – 4:00 p.m.

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809
Room 2614

AGENDA

OPEN MEETING

The following statement will be read: "The September 22, 2022. Southwest Wisconsin Technical College Board's Executive Board Leadership Ad Hoc Committee is called to order. This meeting is open to the public and in compliance with State Statutes, Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus and at the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda of the meeting."

A. Roll Call

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for

exemplary performance at work. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.

- B. Review potential Board agenda items to focus on improving College Health Indicator #1 – Student Learning/Special Populations. Design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.
- C. Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.

ADJOURNMENT

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

The Board members wrote and signed cards acknowledging many faculty and staff. It was noted that there have been many positive comments from employees regarding the cards handmade for each staff member by Board trustee, Jeanne Jordie. These cards were sent to celebrate and congratulate staff for the College being selected as a finalist for the 2023 Aspen Prize for Community College Excellence Award.

The committee reviewed modifications to the August 2022 Ad Hoc Charter. Dr. Wood will take additional recommended updates to legal counsel for review and then to the full Board of Directors for their review.

There were discussions on future Board meeting agenda items and updates regarding key initiatives. The development of a Board self-evaluation process was not discussed.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Bolstad seconding the motion. The motion carried and the ad hoc meeting adjourned at 5:57 p.m.



**MINUTES OF THE EXECUTIVE BOARD LEADERSHIP AD
HOC COMMITTEE OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 14, 2022**

The Executive Board Leadership Ad Hoc Committee of the Board of Directors of Southwest Wisconsin Technical College met in an open session commencing at 10:05 a.m. on December 14, 2022, in room 307 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Chris Prange, Don Tuescher, and Crystal Wallin. Absent: N/A.

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

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

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

Wednesday, December 14, 2022 – 10:00 a.m.

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809 – Room 307

AGENDA

OPEN MEETING

The following statement will be read: "The December 14, 2022, Southwest Wisconsin Technical College Board's Executive Board Leadership Ad Hoc Committee is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings and posted on campus and at the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda of the meeting."

A. Roll Call

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for

exemplary performance at work. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.

- B. Review potential Board agenda items to focus on improving College Health Indicator #1 – Student Learning/Special Populations. Design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.
 - a. Benefit Investments
- C. Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.
 - a. Board Member Duties & Responsibilities
 - i. Legal Responsibilities
 - ii. Board Performance & Conduct
 - b. Trustee Informational Flyer/Brochure
- D. Student Senate at Board Meetings
- E. Future Board Items

ADJOURNMENT

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

The Board members wrote and signed cards acknowledging many faculty and staff.

Under the review of potential Board agenda items to focus on improving College Health Indicator #1, the ad hoc committee discussed keeping competitive with the College's benefits package. To work towards College Health Indicators, it is important for the College to attract and retain its employees by offering competitive benefit enhancements. Gallagher, the College's current consultant, may be able to help with the start of the review. The next steps will involve working with them, possibly surveying the employees, and then bringing more information to the entire Board for a comprehensive review and discussion.

The ad hoc committee's Board members are in support of a self-evaluation process. They agree that the implementation and/or approval is needed by the full Board. President Wood will bring back some ideas to future ad hoc committee meetings.

The ad hoc committee reviewed Board member legal responsibilities and Board member performance and conduct documents. In addition, the committee discussed having a Southwest Tech Board trustee informational flyer/brochure. Next steps will be to have our Marketing department work on a draft to bring back to this group for approval.

Student Senate involvement at the District Board meetings was discussed. The committee agreed that there is always an opportunity for anyone, including the Student Senate, to attend a Board meeting and report speak during the Open Meeting "Reports/Forums/Public Input" agenda item. To show the students that the Board is in support of the students, the ad hoc committee's Board members suggest that an

ongoing agenda item be added titled, "Student Senate Update." Moving forward, this will now be included in the Open Meeting part of the agenda each month.

The following was discussed under Future Board Items:

- The January 11-13 District Boards Association is in Madison and will focus on legislative visits. Board member attendance is encouraged.
- The membership fees to the District Board Association will be increasing. Mr. White will run membership costs for a comparison of increases through the years.

With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the ad hoc meeting adjourned at 12:15 p.m.



**MINUTES OF THE EXECUTIVE BOARD LEADERSHIP AD
HOC COMMITTEE OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 2, 2023**

The Executive Board Leadership Ad Hoc Committee of the Board of Directors of Southwest Wisconsin Technical College met in an open session commencing at 4:12 p.m. on March 2, 2023, in room 307 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Chris Prange, Donald Tuescher, Crystal Wallin

Absent: Chris Prange

Others present for all, or a portion of the meeting included President Jason Wood and College Staff: Holly Clendenen, Chief Student Services Officer; Lori Needham, Executive Assistant; and Caleb White, Vice President for Administrative Services.

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

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

Thursday, March 2, 2023, 4:00 – 6:00 p.m.

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809
Room 307

AGENDA

OPEN MEETING

The following statement will be read: "March 2, 2023, Southwest Wisconsin Technical College Board's Executive Board Leadership Ad Hoc Committee is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, posted on campus, CESA3, 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for exemplary performance at work. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.

- B. Review potential agenda items for the April 28 & 29, 2023, Board Retreat to focus on improving College Health Indicator #1 – Student Learning/Special Populations. Design ways for everyone to share their perspective or ask questions to learn more. Conduct more profound research on key policy initiatives related to long-term planning and report findings to the Board for deliberation and decisions.
 - a. Master Facilities Plan
 - b. Budget Priorities
 - c. Future Options for the Executive Board Leadership Ad Hoc Committee
- C. Discuss the District Board Association Election – April 21 and 22, 2023

ADJOURNMENT

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

The Board members wrote and signed cards acknowledging many faculty and staff.

The upcoming April 28 & 29, 2023, Board Meeting/Retreat was discussed and planned:

We will hold our Regular Board Meeting. The Board suggested the following as ideas to help with the planning of the retreat:

- ✓ Master Facilities Plan
- ✓ Dodgeville Outreach Update
- ✓ Energy Plan
- ✓ Budget Priorities
- ✓ Board Education Budget 101, Mr. White will include the Fiscal Sustainability Monitoring Report.
- ✓ Salary, Benefits, Culture
 - Review/Discuss the results of the recent employee benefits survey and listening session results.
 - Invite some faculty and staff for engaging activities that are willing to share their personal experiences and opinions.

Future options for the Executive Board Leadership Ad Hoc Committee were also reviewed. If the structure of the membership changes, Mr. Tuescher will stay on (will move to the past chair); Mr. Bolstad will step off (as the past chair); Mr. Prange will step off (as the vice-chair); and Ms. Wallin will step off (because her term as a Board member will be concluded).

The District Boards Association (DBA) will hold its spring meeting on April 21 and 22, 2023. The election of their Board will take place. Our Chuck Bolstad is running for the DBA's Board President. In addition, there will be an awards ceremony honoring the DBA's Board Member of the Year. This year, the recipient will be our very own Don Tuescher.

There was no further business to come before the committee. Ms. Wallin moved to adjourn the meeting, with Mr. Bolstad seconding the motion. The motion carried, and the ad hoc meeting adjourned at 5:58 p.m.

4:30 – 5:00 p.m.

***Closed Session – District Board
Room 430***

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 law enforcement service contract** 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.}.
- 3. Discussing personnel issues** per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- 4. Discussing the President's Evaluation and Contract** per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- 5. Approval of Closed Session Minutes from September 21, 2023.**

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

5:00 – 5:30 p.m.

District Board Dinner

Room 430

5:30 p.m.

Regular Meeting – District Board

Room 430

Open Meeting

A. Reports/Forums/Public Input

B. Student Senate Update

Consent Agenda

A. Approval of Agenda



DISTRICT BOARD RETREAT/MEETING NOTICE AND AGENDA

Friday, October 20, 2023

Southwest Tech Campus, Room 430, 1800 Bronson Blvd., Fennimore, WI 53809
and remote Zoom:

<https://swtc.zoom.us/j/91410497880?pwd=ZVRqTkFwOVhkWlJlMlRwY3F3WTd5UT09>

Meeting ID: 914 1049 7880

Passcode: 994259

11:00 a.m.	Upland Hills Room Dedication (Health Science Building, Room 3604)
11:30 a.m.	Welcoming Social (Lenz Center)
12:00 p.m.	Foundation Donor Appreciation Luncheon & Program (Lenz Center)
1:00 p.m. – 1:30 p.m.	Joint Meeting – Open Session: District, SWTC Foundation & SWTC Real Estate Foundation Boards (Room 430)
1:30 p.m. – 2:30 p.m.	Joint Meeting – Closed Session: District, SWTC Foundation & SWTC Real Estate Foundation Boards (Room 430)
2:45 p.m. – 4:15 p.m.	District Board Retreat (Room 430)
4:30 p.m. – 5:00 p.m.	District Board Meeting - Closed Session (Room 430)
5:00 p.m. – 5:30 p.m.	District Board Dinner
5:30 p.m.	District Board Regular Meeting (Room 430)

AMENDED AGENDA

1:00 – 1:30 p.m.

Joint Meeting – Open Session: District, SWTC Foundation & SWTC Real Estate Foundation Boards

Room 430

OPEN MEETING

The following statement will be read: “The October 20, 2023, retreat and regular meeting of the Southwest Wisconsin Technical College District 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, 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. Welcome and Introduction – Jason Wood, SWTC President (5 minutes)

C. Fundraising Planning and Board Feedback – Dennis Cooley, Executive Director of Advancement, and Krista Weber, Chief Human Resources Officer (25 minutes)

1:30 - 2:30 p.m.

***Closed Session – District, SWTC Foundation & SWTC Real Estate Foundation
Boards
Room 430***

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.}

RECONVENE TO OPEN SESSION

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

2:45 – 4:15 p.m.

***District Board Retreat
Room 430***

DISTRICT BOARD RETREAT

- A. Board Governance Policy – Review of Section 4: Board Ends (15 minutes)
- B. Agriculture Programs Update (15 minutes)
- C. Child Care Center Update (15 minutes)
- D. Campus Safety Update (15 minutes)
- E. Ad Hoc: Executive Board Leadership Committee: Review Future State (15 minutes)

4:30 – 5:00 p.m.

***Closed Session – District Board
Room 430***

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

4. Discussing the President's Evaluation and Contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
5. Approval of Closed Session Minutes from September 21, 2023.

RECONVENE TO OPEN SESSION

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

5:00 – 5:30 p.m.

District Board Dinner

Room 430

5:30 p.m.

Regular Meeting – District Board

Room 430

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 21, 2023
- C. Financial Reports
 1. Purchases Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of College Health Indicators
- B. Award RFP for Advertising, Marketing, & Digital Services
- C. Resolution for Providing Tax Levy for the Year 2023
- D. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2023A; and Setting the Sale
- E. Wisconsin Code of Ethics Resolution
- F. Approval of Board Monitoring Report – Student Access and Success

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

1. FY 2024 FTE Comparison Report
2. Program Application Comparison 2023/24 vs. 2024/25

B. Chairperson's Report

1. Board Member Question: What does it mean to you to be a SWTC Board Trustee?
2. ACCT Leadership Congress Update

C. College President's Report

1. Project RISE ERP Update
2. Adult Education Update
3. Aspen: Unlocking Opportunities Update
4. Guided Pathways Presentation Update
5. College Happenings

D. Other Informational Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Fund & Account Transfers (2022-23 Budget Modifications)
2. 2024-25 Budget Process
3. Review of Alternative FTE Reporting Options

B. Time and Place

1. Thursday, November 16, 2023, at 7:00 p.m. at Southwest Tech Campus

ADJOURNMENT

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

B. September 21, 2023, Board Meeting Minutes

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 21, 2023



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:12 p.m. on September 21, 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, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson, Jane Wonderling

Absent: N/A

Others present for all, or a portion, of the meeting included Doreen Larson, Aspen Institute Network Coach; David Bevevino, Aspen Institute Director, Research, & Knowledge Management; Layla Merrifield, District Boards Association Executive Director; Jason Wood, SWTC President; and SWTC College Staff: Karen Campbell, Holly Clendenen, Dennis Cooley, Mandy Henkel, Kelly Kelly, Cynde Larsen, Kim Maier, and Lori Needham

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, 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

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, 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
- 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.}

A legislative advocacy update was presented by Executive Director, Layla Merrifield, of the of the District Boards Association (DBA).

After a review of the Consent Agenda, including the September 21, 2023, agenda; August 31, 2023 Board meeting minutes; financial reports; nine contracts totaling \$24,111.88 in August 2023; employment recommendations for Brittany Sherman, Student Engagement Coordinator and Abby Meier, Child Care Aide; the resignations of Janine Schmitz, Academic Success Coach and Jordyn Poad, Advisor; and the retirement of Janet Giese, ATL/Lab Assistant for Health Occupations; Mr. Prange moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, presented the request for proposals (RFP) for Professional Coaching (RFP #2324-05). Proposals were received from six vendors which were reviewed and evaluated in accordance with pre-established criteria. Mr. Tuescher moved, seconded by Mr. Williamson, to award the RFP for Professional Coaching (RFP #2324-05) 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. The motion unanimously carried.

Bids for the official College newspaper for the remainder of FY2024 through FY2026 were overviewed by Lori Needham, Executive Assistant. There were three bids submitted for review, all three with the same pricing. The Boscobel Dial's circulation is the largest at 2,259 paid circulations. Mr. Enright moved, seconded by Ms. Fillback, to designate the Boscobel Dial as the College's official newspaper for the remainder of FY2024 through FY2026 at a cost of \$4.85 first insertion and \$3.84 for subsequent insertion. After discussion, Mr. Enright moved, seconded by Ms. Fillback, to amend the motion on the floor as follows: Designate the Boscobel Dial (Morris Newspaper Corporation of WI – parent company/publisher) as the College's official newspaper for the remainder of FY2024 through FY2026 at a cost of \$4.85 first insertion and \$3.84 for subsequent insertion. The motion unanimously carried.

The 2023-2028 Grant County Hazard Mitigation Plan was recently approved by Wisconsin Emergency Management and the Grant County Board of Directors. Dr. Wood explained that in order to formalize Southwest Tech's participation and to become eligible for FEMA grant funding, the Southwest Technical College District Board needs to review and adopt the plan. Mr. Williamson moved, seconded by Mr. Enright, to

approve the resolution of the adoption of the 2023-28 Grant County Hazard Mitigation Plan. The motion was unanimously adopted.

The District Board approved the first reading of Governance Policy 4.5: College Strategic Directions at its August 31, 2023, Board meeting. The policy includes the Strategic Directions for 2023-2026. The Strategic Directions will read: 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. These Strategic Directions were presented in the second reading of Governance Policy 4.5: College Strategic Directions. After discussion, Mr. Tuescher moved, seconded by Mr. Prange, to approve the second reading of Governance Policy 4.5: College Strategic Directions. The motion unanimously carried.

Ms. Henkel and Karen Campbell, Compliance Officer, presented an overview of the September 2023 Board Monitoring Report - Compliance. A highlight includes the formation of the new campus Accreditation Workgroup. The group plans to emphasize developing member knowledge with the utilization of member expertise as it relates to college and programmatic accreditation. The Clery Act, a federal consumer protection statute, was also highlighted.

Katie Glass, Executive Director of Marketing, 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 current Academic Master Plan was discussed. Cynde Larsen, Chief Academic Officer, noted that future programs in the plan are within the high or medium-wage scale. The Radiography Tech and IT Software Developer programs have been approved at the WTCS level and work is underway for start-up. Respiratory, Paramedic, and Precision Agriculture are in the early planning phases. Dental Hygiene is a very early exploratory phase.

The Administrative and SWTC Foundation policies on the Naming of College Facilities or Property were reviewed by the Board without any action taken.

Dr. Larsen presented the 2023-24 FTE Comparison Year-Over-Year report. The report indicates a 1.95% increase compared to last year.

Under the Chairperson's Report:

- Mr. Prange moved, seconded by Mr. Enright, to nominate Chairperson Chuck Bolstad as the SWTC voting delegate at the upcoming ACCT Leadership Conference, October 9-12, 2023, in Las Vegas. The motion was unanimously approved.
- Agenda item ideas for the October 20, 2023, Retreat include reviewing Board ends and the Agriculture program enrollments/trends. Other ideas should be emailed to Chairperson Bolstad.

- Kent Enright described what it means to him to be a SWTC Board member as well as the positive impact and influence the College has on changing lives.

The College President's Report included:

- A quantitative goals and strategic program and revising reforms document was recently prepared and submitted as part of the Aspen: Unlocking Opportunities cohort participation. Holly Clendenen, Chief Student Services Officer, reviewed the document with the Board and gathered Board feedback on the type of monthly data they would like to hear about access, completion, and post-graduate success.
- Recent WTCS Administration to Student Ratio information was briefed. SWTC has the fewest administrators within the WTCS and is not the smallest college in the system. It was also noted that SWTC has the 5th highest student-to-administrative ratio.
- Project RISE / ERP is anticipated to go live in late October 2023. October 4 is a review of the showstoppers and there will be a decision if go-live will occur at the end of October.

There were not any College Happenings or Other Informational Items to discuss.

Ms. Wonderling moved, seconded by Ms. Fillback, to adjourn to a closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e) 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 unanimously carried and the meeting adjourned to a closed session at 8:58 p.m.

There was not any action taken during the closed session. The Board reconvened to open session at 10:04 p.m. Without any further business to come before the Board, Ms. Fillback moved to adjourn the meeting, with Ms. Wonderling seconding the motion. The motion carried, and the meeting adjourned at 10:05 p.m.

Kent Enright, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

Vendor	Expenditure Invoice #	Description	Amount
SWTC REF	FALL HOUSING	HOUSING PMTS FALL 2324	181,145.90
IRS	9.1.23 PR	9.1.23 PR	126,301.98
IRS	9.15.23 PR	9.15.23 PR	125,637.21
Insight	1101091683	LICENSES	91,541.87
Fennimore Utilities	9.27.23 STMT	UTILITIES	29,922.35
Campus Works	11530	AMENDMENT #7	29,167.00
Campus Works	11531	AMENDMENT #7	29,167.00
Campus Works	11537	AMENDMENT #8	29,167.00
EPA	202808	300/400 REMODEL IT	24,561.00
WI DOR- PR	9.29.23 PR	9.29.23 PR	22,460.48
Healthequity	9.28.23	HEALTH INS	21,764.70
WI DOR- PR	9.15.23 PR	9.15.23 PR	21,035.05
WI DOR- PR	9.1.23 PR	9.1.23 PR	20,763.74
Healthequity	9.1.23 PR	9.1.23 PR	18,820.43
Healthequity	9.15.23 PR	HEALTH 9.15.23 PR	18,530.11
EPA	202807	LENZ	16,290.00
WageWorks	INV5614441	HRA 2021	14,927.41
Wild Blue	28940-01	SHOWCASE EXHIBIT DESIGN 50%	11,979.00
SWTC REF	SUM 2324 HOUSING	HOUSING SUMMER 2324	11,165.41
Great West	9.15.32 WI DEF COM	9.15.23 PR WI DEF COMP	10,311.43
Great West	9.1.23 PR	9.1.23 PR	10,202.14
Symetra	9.29.23 PR	9.29.23 PR	8,977.53
Student Refund	Student Refund	Student Refund	8,230.49
General Comm	323799	RADIOS	8,216.50
Student Refund	Student Refund	Student Refund	8,018.13
Husch Blackwell	3404511	PROFESSIONAL SVCS	7,335.00
Student Refund	Student Refund	Student Refund	6,960.17
Student Refund	Student Refund	Student Refund	6,780.48
SANS	23548	SECURITY/PHISHING LICENSES	6,660.00
Student Refund	Student Refund	Student Refund	6,655.65
Student Refund	Student Refund	Student Refund	6,547.24
Student Refund	Student Refund	Student Refund	6,499.39
Student Refund	Student Refund	Student Refund	6,313.38
Student Refund	Student Refund	Student Refund	6,236.96
Student Refund	Student Refund	Student Refund	6,032.44
Student Refund	Student Refund	Student Refund	5,917.05
Student Refund	Student Refund	Student Refund	5,822.57
Student Refund	Student Refund	Student Refund	5,754.74
Student Refund	Student Refund	Student Refund	5,710.43

Expenditure			
Vendor	Invoice #	Description	Amount
Student Refund	Student Refund	Student Refund	5,565.00
Student Refund	Student Refund	Student Refund	5,553.22
Student Refund	Student Refund	Student Refund	5,532.29
Student Refund	Student Refund	Student Refund	5,477.16
Student Refund	Student Refund	Student Refund	5,415.96
Student Refund	Student Refund	Student Refund	5,366.37
Delta	720738	DENTAL CLAIMS	5,335.60
Student Refund	Student Refund	Student Refund	5,285.23
CAPTE	ORD-2024-ANN481	ANNUAL ACCRED FEE	5,085.00
Delta	713705	DENTAL CLAIMS 8.31-9.6.23	5,078.85
Student Refund	Student Refund	Student Refund	5,049.03
Student Refund	Student Refund	Student Refund	4,990.07
Guy's	INV-K-45547	REPAIRS	4,924.38
Student Refund	Student Refund	Student Refund	4,874.00
Student Refund	Student Refund	Student Refund	4,858.62
Student Refund	Student Refund	Student Refund	4,668.97
Student Refund	Student Refund	Student Refund	4,645.47
Student Refund	Student Refund	Student Refund	4,623.96
Student Refund	Student Refund	Student Refund	4,619.31
Student Refund	Student Refund	Student Refund	4,552.74
Student Refund	Student Refund	Student Refund	4,544.90
Campus Works	11620	AMENDMENT#7	4,540.67
Student Refund	Student Refund	Student Refund	4,483.47
WageWorks	INV5650495	HRA 2021	4,474.21
Student Refund	Student Refund	Student Refund	4,461.76
Student Refund	Student Refund	Student Refund	4,425.02
Student Refund	Student Refund	Student Refund	4,331.17
Student Refund	Student Refund	Student Refund	4,282.06
Student Refund	Student Refund	Student Refund	4,278.45
WageWorks	INV5658165	PMP PMTS HRA 2021	4,275.00
3289830	2168176	Student Refund	4,248.00
US Omni	VANGUARD 9.18.23	VANGUARD	4,231.52
Student Refund	Student Refund	Student Refund	4,226.17
Student Refund	Student Refund	Student Refund	4,206.25
Student Refund	Student Refund	Student Refund	4,178.24
Student Refund	Student Refund	Student Refund	4,144.00
Student Refund	Student Refund	Student Refund	4,140.31
Student Refund	Student Refund	Student Refund	4,137.23
Student Refund	Student Refund	Student Refund	4,129.83
Husch Blackwell	3404509	PROFESSIONAL SVCS	4,095.00

Expenditure		Description		Amount
Vendor	Invoice #			
Student Refund	Student Refund	Student Refund		4,091.60
Student Refund	Student Refund	Student Refund		4,087.25
Student Refund	Student Refund	Student Refund		4,057.03
Vanguard	9.1.23 PR	9.1.23 PR		4,010.73
Student Refund	Student Refund	Student Refund		3,960.74
Student Refund	Student Refund	Student Refund		3,958.55
WI Library Services	23/24 EBSCO	EBSCO 2023-24		3,943.00
Student Refund	Student Refund	Student Refund		3,928.02
Student Refund	Student Refund	Student Refund		3,922.02
Student Refund	Student Refund	Student Refund		3,915.38
Student Refund	Student Refund	Student Refund		3,852.41
Student Refund	Student Refund	Student Refund		3,816.77
Student Refund	Student Refund	Student Refund		3,806.51
Student Refund	Student Refund	Student Refund		3,784.89
Student Refund	Student Refund	Student Refund		3,783.53
Student Refund	Student Refund	Student Refund		3,781.72
Student Refund	Student Refund	Student Refund		3,773.81
Student Refund	Student Refund	Student Refund		3,761.41
Student Refund	Student Refund	Student Refund		3,740.00
Student Refund	Student Refund	Student Refund		3,736.76
Student Refund	Student Refund	Student Refund		3,712.60
Student Refund	Student Refund	Student Refund		3,697.98
Student Refund	Student Refund	Student Refund		3,676.06
Airgas	9141872827 WIRE	WIRE		3,659.45
Student Refund	Student Refund	Student Refund		3,648.81
Student Refund	Student Refund	Student Refund		3,623.18
Student Refund	Student Refund	Student Refund		3,622.82
Student Refund	Student Refund	Student Refund		3,613.30
WTA Properties	OCTOBER '23 RENT	OCTOBER RENT		3,607.06
Student Refund	Student Refund	Student Refund		3,576.74
Student Refund	Student Refund	Student Refund		3,575.30
Student Refund	Student Refund	Student Refund		3,558.48
Student Refund	Student Refund	Student Refund		3,554.32
Student Refund	Student Refund	Student Refund		3,549.67
Student Refund	Student Refund	Student Refund		3,538.21
Student Refund	Student Refund	Student Refund		3,534.45
Student Refund	Student Refund	Student Refund		3,496.37
Student Refund	Student Refund	Student Refund		3,494.05
Student Refund	Student Refund	Student Refund		3,485.57
Student Refund	Student Refund	Student Refund		3,484.93

Vendor	Invoice #	Description	Amount
Student Refund	Student Refund	Student Refund	3,447.40
Student Refund	Student Refund	Student Refund	3,433.36
SWTC REF	PREV TERMS	HOUSING PMTS PREV TERMS	3,415.03
Student Refund	Student Refund	Student Refund	3,409.80
PCARD - Modern Learn	00000363	UDL WORK	3,400.00
Student Refund	Student Refund	Student Refund	3,378.52
Student Refund	Student Refund	Student Refund	3,367.32
SchmitzTi	8908	PORTAL RESTROOMS	3,360.00
Student Refund	Student Refund	Student Refund	3,344.57
Student Refund	Student Refund	Student Refund	3,320.62
WageWorks	INV5654322	HRA 2021	3,307.50
Student Refund	Student Refund	Student Refund	3,296.98
Student Refund	Student Refund	Student Refund	3,284.07
Student Refund	Student Refund	Student Refund	3,280.49
Jim's Building	2309-651297	SHELTER 1 CLOSING	3,270.24
Jim's Building	2309-651554	SHELTER 2 CLOSING	3,270.24
Student Refund	Student Refund	Student Refund	3,248.21
Student Refund	Student Refund	Student Refund	3,244.42
Student Refund	Student Refund	Student Refund	3,240.20
Student Refund	Student Refund	Student Refund	3,230.46
Student Refund	Student Refund	Student Refund	3,217.00
Student Refund	Student Refund	Student Refund	3,204.18
Student Refund	Student Refund	Student Refund	3,198.05
Student Refund	Student Refund	Student Refund	3,179.13
Student Refund	Student Refund	Student Refund	3,173.87
Student Refund	Student Refund	Student Refund	3,163.37
Student Refund	Student Refund	Student Refund	3,157.36
Student Refund	Student Refund	Student Refund	3,149.76
Student Refund	Student Refund	Student Refund	3,144.33
Student Refund	Student Refund	Student Refund	3,142.71
Student Refund	Student Refund	Student Refund	3,113.99
Student Refund	Student Refund	Student Refund	3,113.32
Student Refund	Student Refund	Student Refund	3,108.75
Student Refund	Student Refund	Student Refund	3,107.24
Schumacher	90593558	MS1	3,091.96
Delta	9.13.23 PR	DENTAL 9.13	3,091.00
Student Refund	Student Refund	Student Refund	3,076.49
Grant County	TRAUMA TRAINING	TRAUMA TRAINING	3,074.00
Delta	721983	DENTAL CLAIMS	3,058.85
Student Refund	Student Refund	Student Refund	3,057.98
Student Refund	Student Refund	Student Refund	3,051.43
Student Refund	Student Refund	Student Refund	3,026.79

Vendor	Invoice #	Description	Amount
Student Refund	Student Refund	Student Refund	3,021.44
Student Refund	Student Refund	Student Refund	3,002.16
Student Refund	Student Refund	Student Refund	3,000.50
Student Refund	Student Refund	Student Refund	2,982.34
ACEN	232192	ANNUAL ACCRED FEE	2,975.00
Student Refund	Student Refund	Student Refund	2,962.70
Student Refund	Student Refund	Student Refund	2,951.39
H & N	14560	SINK INSTALL	2,950.00
Student Refund	Student Refund	Student Refund	2,923.15
Student Refund	Student Refund	Student Refund	2,891.48
Student Refund	Student Refund	Student Refund	2,883.91
Student Refund	Student Refund	Student Refund	2,861.33
Student Refund	Student Refund	Student Refund	2,849.92
Student Refund	Student Refund	Student Refund	2,821.25
Student Refund	Student Refund	Student Refund	2,806.60
Student Refund	Student Refund	Student Refund	2,797.58
Student Refund	Student Refund	Student Refund	2,796.09
Student Refund	Student Refund	Student Refund	2,766.24
Student Refund	Student Refund	Student Refund	2,758.40
Student Refund	Student Refund	Student Refund	2,744.79
Student Refund	Student Refund	Student Refund	2,739.25
Student Refund	Student Refund	Student Refund	2,726.21
Student Refund	Student Refund	Student Refund	2,719.33
Student Refund	Student Refund	Student Refund	2,697.61
SWTC Foundation	9.15.23 PR	PR 9.15 DEDUCTIONS	2,692.76
Student Refund	Student Refund	Student Refund	2,689.02
Student Refund	Student Refund	Student Refund	2,681.24
Student Refund	Student Refund	Student Refund	2,666.25
Student Refund	Student Refund	Student Refund	2,660.79
Student Refund	Student Refund	Student Refund	2,636.48
Student Refund	Student Refund	Student Refund	2,616.36
Student Refund	Student Refund	Student Refund	2,605.48
Student Refund	Student Refund	Student Refund	2,589.53
Student Refund	Student Refund	Student Refund	2,575.46
Student Refund	Student Refund	Student Refund	2,548.18
Student Refund	Student Refund	Student Refund	2,547.96
Student Refund	Student Refund	Student Refund	2,544.12
Constellation	3842787	UTILITIES	2,543.02
Student Refund	Student Refund	Student Refund	2,537.48
Student Refund	Student Refund	Student Refund	2,531.40
Student Refund	Student Refund	Student Refund	2,525.03
Student Refund	Student Refund	Student Refund	2,515.16
Student Refund	Student Refund	Student Refund	2,507.37
Student Refund	Student Refund	Student Refund	2,501.80
Total Invoices			\$1,583,364.77

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
WI DEPT REVENUE TAXPAYMNT August 2023	9/15/2023	GNJL008284	9,176.63
OUTGOING WIRE TRANSFER Pro-Safe Fire Training Systems Inc.	9/11/2023	GNJL008265	7,705.99
MERCHANT SERVICE MERCH FEE August 2023	9/5/2023	GNJL008234	6,628.72
HASLER ADVANCE ADVANCE XXXXX7827	9/7/2023	GNJL008243	5,000.00
Total Bank Withdrawals			\$28,511.34
Payroll			
Payroll Period	Payroll Date		Amount
09/29/2023 Payroll	9/29/2023		425,755.13
09/15/2023 Payroll	9/15/2023		411,100.43
09/01/2023 Payroll	9/1/2023		391,113.41
Total Payroll			\$1,227,968.97
Total Purchases >= \$2,500			\$2,839,845.08

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 9/30/2023			
Receipts			
Fund			
1 General	561,064.00		
2 Special Revenue	-		
3 Capital Projects	4,785.00		
4 Debt Service	-		
5 Enterprise	125,195.00		
6 Internal Service	327,929.00		
7 Financial Aid/Activities	2,221,433.00		
Total Receipts		3,240,406.00	
Expenses			
Fund			
1 General	1,843,227.00		
2 Special Revenue	-		
3 Capital Projects	168,338.00		
4 Debt Service	-		
5 Enterprise	80,248.00		
6 Internal Service	49,135.00		
7 Financial Aid/Activities	2,386,753.00		
Total Expenses		4,527,701.00	
Net cash change - month			(1,287,295.00)
EOM Cash Balances			
-Midwest One Operating 0356	3,899,640.62		
-Midwest One Investment 1324	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	11,534,819.98		
Ending Cash/Investment Balance		15,437,400.60	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 3 Months ended September 2023							
	2023-24	2023-24	2023-24	2022-23	2021-22	2020-21	2019-20
	Budget	YTD Actual	Percent	Percent	Percent	Percent	Percent
General Fund Revenue	24,772,300.00	4,993,734.31	20.16	19.51	17.87	20.91	19.70
General Fund Expenditures	25,409,000.00	5,781,302.85	22.75	21.32	19.94	22.62	22.42
Capital Projects Fund Revenue	5,471,000.00	21,445.50	0.39	0.05	0.28	0.08	0.07
Capital Projects Fund Expenditures	5,947,000.00	128,190.44	2.16	10.79	33.12	6.70	3.67
Debt Service Fund Revenue	6,656,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	6,710,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,300,000.00	456,080.20	35.08	22.76	36.00	44.92	40.12
Enterprise Fund Expenditure	1,905,300.00	338,128.51	17.75	17.64	53.87	52.16	33.66
Internal Service Fund Revenue	4,455,000.00	956,197.63	21.46	22.54	15.03	21.59	21.00
Internal Service Fund Expenditures	4,455,000.00	749,052.98	16.81	23.54	22.54	23.43	22.64
Trust & Agency Fund Revenue	8,525,500.00	2,883,330.06	33.82	12.16	34.62	14.25	6.28
Trust & Agency Fund Expenditures	7,830,500.00	2,652,695.32	33.88	27.70	30.20	22.83	24.43
Grand Total Revenue	51,179,800.00	9,310,787.70	18.19	14.43	17.79	16.17	14.37
Grand Total Expenditures	52,256,800.00	9,649,370.10	18.47	18.24	21.44	18.85	18.58

D. Contract Revenue

There were eight contracts totaling \$5035.11 in September 2023 being presented for Board approval:

2023-2024 CONTRACTS

9/1/2023 to 9/30/2023

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Ancor-Lancaster	03-2024-0048-I-41	Confined Space Entry - WIG	Dennis Cooley	9	\$ 437.50	No		X	
Mexican Cheese Producers	03-2024-0051-I-41	Basic Troubleshooting - WIG	Dennis Cooley	8	\$ 359.80	No		X	
Mexican Cheese Producers	03-2024-0051-I-41	AC/DC Theory - WIG	Dennis Cooley	7	\$ 359.80	No		X	
Mexican Cheese Producers	03-2024-0051-I-41	Mechanical Power - WIG	Dennis Cooley	7	\$ 359.80	No		X	
USA Clay Target League	03-2024-0056-T-42	League Director Duties - August	Caleb White		\$ 1,012.21	No		X	
Building Automation Products Inc.	03-2024-0093-I-41	Microsoft Teams Basic - WIG	Dennis Cooley	12	\$ 210.00	No		X	
Building Automation Products Inc.	03-2024-0093-I-41	Introduction to Microsoft 365 - WIG	Dennis Cooley	12	\$ 196.00	No		X	
Mount Horeb School District	03-2024-0100-I-11	Everything DiSC	Dennis Cooley	6	\$ 2,100.00	No	X		
TOTAL of all Contracts				61	\$ 5,035.11				
Exchange of Services				-	\$ -				
For Pay Service				61	\$ 5,035.11				

E. Personnel Items

The Personnel Report is included below. It includes three employment recommendations and one promotion/transfer recommendation for Board approval.



PERSONNEL REPORT October 20, 2023

EMPLOYMENT: NEW HIRE

Name:	Eesha Gongula
Title:	Web Designer
How many applicants & interviewed	18 applicants/5 interviews
Start Date:	10/04/2023
Salary/Wages	\$66,560
Classification	Full Time
Education and/or Experience	Master's degree in Computer and Information Sciences-User Experience Design from Rutgers University with 3+ years of user experience/product design experience at Rutgers and Quadyster

EMPLOYMENT: NEW HIRE

Name:	Angela Herting
Title:	Director of Development and Major Gifts
How many applicants & interviewed	8 applicants/3 interviews
Start Date:	10/18/2023
Salary/Wages	\$79,000
Classification	Full Time
Education and/or Experience	Bachelor's degree in Psychology from Loras College and 5+ years of fundraising experience at UW-Platteville and Dubuque Regional Humane Society

EMPLOYMENT: NEW HIRE

Name:	JoLynn Moss
Title:	Academic Success Coach
How many applicants & interviewed	11 applicants/3 interviews
Start Date:	10/11/2023
Salary/Wages	\$26/hour
Classification	Full Time
Education and/or Experience	Master's degree in Education Teaching English as a Second or Other Language and 5+ years of tutoring experience at Presentation Lantern Center, as well as substitute teaching experience in the Platteville school district

PROMOTIONS/TRANSFER

Beth Cummins - Flexible Learning Coordinator	Advisor
--	---------

NEW POSITION

RETIREMENTS / RESIGNATIONS

None	
------	--

F. American Association of Community Colleges Membership

The 2024 membership renewal notice and invoice from the American Association of Community Colleges is being presented for payment approval. The notice and \$3549.00 invoice follow.



September 18, 2023

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

Dear President Wood,

On behalf of all of us at AACC, thank you for your investment as a member for 2023. Your dues made it possible for AACC to continue our work advancing community colleges through federal legislative advocacy, communications, technical assistance, leadership development opportunities, and workforce programs.

Our federal advocacy efforts helped support \$2,357,712 in Pell Grant funding for your students, which included a historic \$500 increase to the maximum Pell Grant award (and \$1,050 over the last three years) and a 30% increase for the Strengthening Community College Training Grants (SCCTG) program.

While advocacy is an important component of AACC, member dues provide the necessary funding for many additional resources for you, your staff and college including,

- AACC's leadership programs provide you and your team access to professional development designed to build competencies and promote leadership growth.
- A reduced fee to participate in the Voluntary Framework of Accountability (VFA), the only data tool that uses metrics designed for community colleges and provides data you can use to assess student and institutional performance and create pathways to student success.
- The opportunity to apply for AACC-led federal- and foundation-funded efforts and benefit from lessons learned from these programs.
- Direct technical assistance that complements your campus efforts in academic and student success, policy and advocacy, communications and public relations, and more.
- Community college-specific publications and media that deliver news and content to keep you informed about the issues that matter to your campus.

I invite you to renew your membership for 2024 so we can continue to work together to advance the sector and build on the momentum we have created. More than ever, students, legislators, and communities recognize the value of community colleges and the role they play in strengthening the nation's economy and workforce. Collectively, community colleges serve the majority of the nation's students in higher education, and we must continue to use that collective voice to garner the resources that you need in support of student success.

We are proud of what we've accomplished this past year but know there is still much to be done. This includes extending Pell Grant eligibility to short-term training programs, making Pell Grants non-taxable, and helping low-income students receive greater financial support. Your membership in our collective efforts is critical to our success.



American Association of Community Colleges
 One Dupont Circle, NW, Suite 700, Washington, DC, 20036, U.S.A
 Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 12-Sep-2023
 Ship-To: 000000001102-0

Order Number: 1000179819
 Order Date: 12-Sep-2023
 Invoice Number :

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

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2024 to 31-Dec-2024	Active	Proforma	1	3,578.00	0.00	0.00	0.00	3,578.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2024 to 31-Dec-2024	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
Shipping:								0.00
Total :								3,653.00
Paid To Date								0.00
Current Amount Due :								3,653.00

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

Customer: 000000001102-0	Southwest Wisconsin Technical College		
Order No.: 1000179819	Invoice No:	Balance Due(USD):	3,653.00
Federal Tax ID: 53 0196569		Amount:	

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

Recommendation: Approve the October 20, 2023, Consent Agenda as presented.

Other Items Requiring Board Action

A. Approval of College Health Indicators

Updates to the College Health Indicators (CHIs) were first brought to the Board for review at the July 10, 2023, annual meeting. They were foundational during the revision of Governance Policy 4.5: College Strategic Directions which were approved by the Board at the September 21, 2023, meeting. The College Health Indicators follow.

Recommendation: *Approve, as presented, the College Health Indicators.*

October 20, 2023

College Health Indicator (CHI) Update

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

Quote from SWTC's 2022 Assurance Argument to the Higher Learning Commission (HLC):

"The review of CHI's maintains the College's relevancy, promotes accountability, and establishes a proactive approach to influencing performance."

The following College Health Indicators align with our Strategic Directions and are used in developing Team Action Plans during the annual assessment and goal-setting activities for all employees as part of our Instructional/Institutional Vitality Process (IVP).

College Health Indicators	Previous Actual	Goal
CHI.1. Promoting Equity in Student Learning - Graduation Rate Comparison		
Graduation Rate for Special Population	42%	70%
Graduation Rate for Non-Special Population	60%	
CHI.2. Course Completion Rate	91%	95%
CHI.3. Year-to-Year Graduate Wage Growth	8%	10%
CHI.4. 5-Year Graduate Wage Growth	67%	75%

Access & Completion: Student Success Plans are expected to play a key role in higher graduation rates, especially for students identified as a special population, while we also monitor students successfully passing courses (CHI.2), which is also an indicator of higher graduation rates (CHI.1).

Post-Graduation Success: Goals for increasing enrollment in high-wage programs and transitioning low and medium-wage programs to high-wage are expected to result in higher wages upon graduation (CHI.3) and faster wage growth in the 5 years following graduation (CHI.4).

Respectfully submitted by Mandy Henkel, College Effectiveness

B. Award RFP for Advertising, Marketing & Digital Service

Requests for proposals were sought for College Advertising, Marketing, and Digital Services. The public opening of the request for proposals (RFP) was held on Tuesday, October 2, 2023. Sixteen of the nineteen vendor proposals submitted were complete with all the required information included within the submission. The details of the RFP are shown as follows.

Recommendation: *Award the RFP for Advertising, Marketing, & Digital Services to the sixteen vendors presented that submitted a valid RFP response for a three-year term with the understanding that there will be no guarantee of work for any of the awarded vendors.*

Advertising, Marketing & Digital Services RFP #2024-07

The public opening of the request for proposals (RFP) for Advertising, Marketing & Digital Services for the college was held on Tuesday, October 2, at 2:00 p.m. CST.

Purpose

The purpose of this RFP is to seek Advertising, Marketing & Digital Services for Southwest Wisconsin Technical College (Southwest Tech) under a Professional Services Agreement as authorized by the Southwest Tech College District Board of Trustees. These advertising, marketing, and digital related services are to include, but are not limited to billboard, newspaper, radio, social media, search engine optimization, over the top connected TV streaming, targeted video pre-roll, audience extension display banner ads, application and browser placements, and support and other activities impacting Southwest Wisconsin Technical College and its students, on an as-needed basis.

It is the intention of Southwest Tech to develop a list of pre-qualified vendors who will provide services under the awarded Contract for Advertising, Marketing, & Digital Services. Qualified proposers meeting the evaluation criteria of this solicitation may receive an award for one or more categories under the contract.

Scope, Summary

This is a full-service contract that is grouped into nine (9) categories that represent the broad service needs of the College in the Advertising, Marketing, Digital services area.

The scope of this RFP is to solicit as many advertising options as possible within the college's district.

- a. Billboard Advertising
- b. Newspaper Advertising
- c. Radio Advertising
- d. Social Media Advertising
- e. Search Engine Optimization
- f. Over the Top (OTT) connected TV streaming advertising
- g. Targeted Video Pre-roll advertising
- h. Audience Extension – Display Banner Ads
- i. App/Browser Placements

The intent is to award a three-year contract. We reserve the right to award multiple vendors in each category. An award is no guarantee of work.

Evaluation Criteria

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

1. 50% - Ability to meet the needs of the College in their district area
2. 30% - References/Experience/Qualifications
3. 20% - Cost, reasonableness of proposed fee schedule in relation to scope of services provided

19 Vendor Proposals were submitted and 16 of the vendors submitted all the required documentation. The evaluation team's composite score ranking by medium as follows:

Company	Address	Type of Medium	Score	Award
Lamar Advertising	Dubuque, IA, 52001	Billboard	100	Yes
Knupp & Watson & Wallman	Madison, WI, 53704	Digital	102	Yes
FlightPath Agency	Davidson, NC, 28036	Digital	93	Yes
Vend Advertising	La Crosse, WI, 54601	Digital	81	Yes
WMSN	Waunakee, WI, 53597	Digital	81	Yes
6AM Marketing, Inc.	Madison, WI, 53713	Digital	76	Yes
Clouds North Films	Madison, WI, 53714	Digital	69	Yes
Symmetri Marketing Group LLC	Chicago, IL, 60611	Digital	69	Yes
ThynkFuel Operations, LLC	Augustine, FL, 32092	Digital	69	Yes
Grant, Iowa, Lafayette Shopping News	Platteville, WI, 53818	Newspaper	100	Yes
Morris Newspapers of WI	Lancaster, WI, 53813	Newspaper	100	Yes
Telegraph Herald	Dubuque, IA, 52001	Newspaper	100	Yes
KCTN/KADR Radio Station	Elkader, IA, 52043	Radio	100	Yes
QueenB Radio	Platteville, WI, 53818	Radio	100	Yes
Robinson Corporation - WQPC/WPRE/WVRQ/WKPO	Prairie Du Chien, WI, 53821	Radio	100	Yes
DodgePoint Broadcasting Company	Dodgeville, WI, 53533	Radio	98	Yes
*Diverse Supplier				

Invalid Responses: Not all of the required documentation was submitted				
Madison Media Partners	Madison, WI, 53713		NA	No
Spectrum Reach	Madison, WI, 53717		NA	No
WVRQ	Viroqua, WI, 54665		NA	No

Recommendation: Award the RFP for Advertising, Marketing & Digital Services to all vendors that submitted a valid RFP response for a three-year term. There would be no guarantee of work for any of the awarded vendors.

C. Resolution for Providing Tax Levy for the Year 2023

The 2023 Levy Proposal and the Resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2023 in the amount \$5,163,712 for operational expenses, \$6,600,000 for debt retirement for a total tax levy of \$11,763,712 follows.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2023.

Southwest Wisconsin Technical College
Notice of Public Hearing
July 1, 2023 - June 30, 2024

A public hearing on the proposed 2023-2024 budget for Southwest Wisconsin Technical College will be held on June 21, 2023 at 6:30 p.m. in Room 430 on the Fennimore Campus. The detailed budget is available for public inspection at the District Business Office.

EXPENDITURE HISTORY

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational (2)</u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2019-20	8,796,577,421	0.6025	0.6076	1.2101	(2.58)
2020-21	9,373,628,285	0.5783	0.6028	1.1811	(2.40)
2021-22	10,005,850,141	0.5065	0.6206	1.1271	(4.57)
2022-23	11,264,911,310	0.4453	0.5779	1.0232	(9.22)
2023-24 ⁽¹⁾	11,377,560,423	0.4499	0.5804	1.0299	0.66
Actual/Proposed	12,701,141,261	0.40655	0.51964	0.92619	(9.48)

<u>Fiscal Year (3)</u>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2019-20	42,404,908	(19.33)	10,644,847	1.22	121.01
2020-21	46,764,275	10.28	11,071,039	4.00	118.11
2021-22	48,211,000	3.09	11,277,569	1.87	112.71
2022-23	48,960,300	1.55	11,526,626	2.21	102.32
2023-24	52,256,800	6.73	11,718,300	1.66	102.99
Actual/Proposed			11,763,712	2.06	92.62

Operational Increase (based upon 1.22218% net new construction)	150,412	1.30%
Change in Personal Property Tax Aid	0	0.00%
Decrease in Refunded/Rescinded Taxes	(3,326)	-0.03%
Debt Service Increase	90,000	0.78%
Tax Levy Increase	237,086	2.06%

(1) Fiscal year 2024 equalized valuation is projected to increase 1% from fiscal year 2023.

(2) Fiscal years 2020 through 2022 represent actual amounts; 2023 is estimated; 2024 is the proposed budget.

Budget/Fund Summary – All Funds

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
	5,163,712				6,600,000			11,763,712
Tax Levy	5,118,300	-	-	-	6,600,000	-	-	11,718,300
Other Budgeted Revenues	19,854,000	-	8,525,500	1,471,000	56,000	1,300,000	4,455,000	35,461,500
Total Budgeted Revenues	24,772,300	-	8,525,500	1,471,000	6,656,000	1,300,000	4,455,000	47,179,800
Budgeted								
Expenditures	25,409,000	-	7,830,500	5,947,000	6,710,000	1,905,300	4,455,000	52,256,800
Excess of Revenues								
Over Expenditures	(636,700)	-	695,000	(4,478,000)	(54,000)	(605,300)	-	(5,077,000)
Operations Transfers	251,000	-	(650,000)	(298,000)	-	695,000	-	
Proceeds from Debt	-	-	-	4,000,000	-	-	-	4,000,000
Est. Fund Balance								
07/01/23	11,471,250	-	632,161	534,507	1,658,443	3,179,266	1,991,571	19,467,198
Est. Fund Balance								
06/30/24	11,085,550	-	677,161	(237,493)	1,604,443	3,268,966	1,991,571	18,390,198

RESOLUTION PROVIDING FOR TAX LEVY
FOR THE YEAR 2023

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2023, a tax for operational expenses in the amount of \$5,163,712, a tax for debt retirement in the amount of \$6,600,000 for a total tax of \$11,763,712, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 20th day of October 2023.

Charles J. Bolstad, Chairperson

ATTEST:

Kent Enright, Secretary

***D. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000
General Obligation Promissory Notes, Series 2023A; and Setting the
Sale***

Up to the amount of \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects and up to the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment is being requested. The resolution follows.

Recommendation: *Approve the Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2023A; and Setting the Sale.*

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023A;
AND SETTING THE SALE

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of funds in the amount of \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects and in the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment, and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

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

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

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

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

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

Section 6. Expenditure of Funds and Declaration of Official Intent. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Notes become available. The District hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Notes, the principal amount of which is not expected to exceed \$4,000,000.

Adopted, approved and recorded October 20, 2023.

Charles Bolstad
Chairperson

Attest:

Kent Enright
Secretary

(SEAL)

EXHIBIT A

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on October 20, 2023, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin, and is available for public inspection upon request by contacting Karen Campbell at the District by email at the following address: kcampbell@swtc.edu or by phone at (608) 822-2768.

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

Dated this 20th day of October, 2023.

BY THE ORDER OF THE
DISTRICT BOARD

Kent Enright
District Secretary

QB\85017735.1

EXHIBIT B

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on October 20, 2023, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable equipment.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin, and is available for public inspection upon request by contacting Karen Campbell at the District by email at the following address: kcampbell@swtc.edu or by phone at (608) 822-2768.

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

Dated this 20th day of October, 2023.

BY THE ORDER OF THE
DISTRICT BOARD

Kent Enright
District Secretary

QB\85017735.1

E. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is shown below. This is an annual resolution that comes before the Board for approval.

Recommendation – *Approve the Code of Ethics Resolution as presented.*

RESOLUTION CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

Resolved that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Southwest Wisconsin Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

Jason S. Wood	College President
Holly Clendenen	Chief Student Services Officer
Katie Glass	Executive Director of Marketing
Cynde Larsen	Chief Academic Officer
Krista M. Weber	Chief Human Resources Officer
Caleb J. White	Vice President for Administrative Services

Approved this 20th day of October 2023.

Charles Bolstad, Chairperson

ATTEST:

Kent Enright, Secretary



F. Approval of Board Monitoring Report – Student Access and Success

Included in the electronic Board material is the October 2023 Student Access and Success Board Monitoring Report. Holly Clendenen, Chief Student Services Officer, will present the report and offer insight on any questions that the Board may have.

Recommendation – *Approve the October 2023 Board Monitoring Report – Student Access and Success.*

Board Monitoring Report Student Access and Success

October 20, 2023

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities. Southwest Tech recognizes the importance of access to post-secondary education and skill training. Southwest Tech must be responsive to students in an ever-changing environment to maintain economic stability and growth for the region. Southwest Tech continues to work diligently to reduce barriers to enroll more students, especially those under-served and in a special population, to assist more students in completing their degree, and to support post-graduation success through high-wage job placement and/or effective and efficient transfer to a four-year university. The focus of this report outlines Southwest Tech's efforts to increase access, completion, and post-graduation success.

Alignment with Strategic Directions

Southwest Tech's three strategic directions each support student access and success by aligning goals and priorities. Implementing actions that continuously improve student learning and outcomes demonstrates a commitment to our mission, vision, and strategic directions.

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

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

Board Monitoring Report

Student Access and Success

October 20, 2023

New College Health Indicators are proposed for 2023-24. The College Health Indicators are focused on Access, Completion, and Post-Graduation Success, the pillars of Community College 1.0, 2.0, and 3.0.

Proposed 2023-24 College Health Indicators	Previous Actual	Goal
CHI.1. Promoting Equity in Student Learning - Graduation Rate Comparison		
Graduation Rate for Special Population	42%	70%
Graduation Rate for Non-Special Population	60%	
CHI.2. Course Completion Rate	91%	95%
CHI.3. Year-to-Year Graduate Wage Growth	8%	10%
CHI.4. 5-Year Graduate Wage Growth	67%	75%

Within three strategic directions, 12 goals are outlined to guide college action and meet performance expectations to enhance the College's ability to deliver on excellence and equity in all three pillars.

Competitive Positioning Statement

Following a national trend, regional employers have indicated they suffer from a lack of qualified workers. Southwest Tech is key to providing skilled people to fill important jobs in our service district. Improving our enrollment, retention, and graduation rates helps local employers hire the talent they need to operate their businesses and boosts our local economy. We can also impact the workforce by enrolling more students who typically do not attend higher education and helping students graduate sooner by increasing their credit load.

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

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE: 2022-23

1. **Universal Design** - This initiative sought to increase the universal design of our campus to ensure all products and environments at Southwest Tech are usable by all people to the greatest extent possible, without the need for adaptation or specialized design. The project serves to increase recruitment of a more diverse population on campus and improve retention of students and employees. While all aspects of campus will be considered (instruction, services, information technology, events, and physical spaces), priority will be given to instructional practices in the initial phases. The college received a WTCS Leadership Grant to continue UD work in 2022-23.

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- Sponsoring Council: College Council
- College Health Indicators: Retention Rate, Graduation Rate, Enrollment Headcount, Equity in Student Learning, Student Satisfaction
- Project Lead: Chris Bowers
- Team Members: Betsy Tollefson, Chantel Hampton, Josh Krohn, Demi Vetesnik, Janine Schmitz, Margaret Gardner, and Karen Campbell
- A Universal Design (UD) resource page on the Hub was created and is regularly updated with new content to assist faculty and staff with UD implementation in their areas. The resources are organized in an easy-to-use format depending on the site visitor's needs. A small group of employees completed the Universal Design certificate and entered mentor roles. Their responsibilities currently include assisting with TAP plans and being available to employees seeking Universal Design ideas and implementation assistance.
- All faculty and staff included a Universal Design goal in their TAPs for 2022-23 and were assigned a coach they could seek guidance and assistance from. 52 UD plans were developed across campus. Chris and Chantel are working with College Effectiveness to measure the impact of TAPs and to identify which strategies made the most significant impact on student success. For the 2023-24 academic year, staff TAP plans include a Universal Design goal and faculty TAP plan goals around increasing student learning and the core ability of working productively incorporate principles related to universal design.
- The UD committee worked with a consultant to create a rubric for measuring Universal Design implementation campus-wide, which will assist in measuring efforts and success of other future identified goals. The three-tier rubric, critical components guide, and facilitator guide were finished in September and implementation is underway. The three tiers of the rubric include the institutional level, the program level both on the academic and operational side, and the classroom level. The rubric was piloted at each level in September. The UD committee completed the institutional level, both the facilities department and Physical Therapy Assistant program completed tier 2, and the applied math instructors completed the classroom level tier. The UD project team used the results from the rubric to begin planning an institutional level action plan for the 2023-24 academic year with continued implementation of the rubric in various areas across campus being part of the action plan.
- Six faculty members, including four new academic leads, participated in the Landmark Summer Institute regarding teaching neurodiverse learners and were approached about coming back next year to present what we are doing on our campus to create a culture of Universal Design. Betsy Tollefson, Stacey Place, Angie Moyer, Brian Waldner, Kris Schoville, and Christina Winch attended the institute.
- Chris Bowers was invited to join a vision grant application with Landmark College that will gather a team of UD experts to strategize ways in which to effectively test the efficacy of UD practices on student, institutional, and system-wide outcomes. If the application is approved, this work will begin in June 2024.

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2. Special Populations – Recruitment and Retention Efforts

a. Charge Forward Scholars –Holly Clendenen and Kris Wubben

Scholarship and wrap-around academic services support program for identified students with the initial goal to increase retention and graduation of special population students. In 2022-23, 20 new STEP Charge Forward Scholarships were designated for students with a disability or students with English as a second language. 18 students enrolled in Fall 2022 as part of this program. A picture of the Fall 2023 Charge Forward and Raising Chargers kick-off event attendees is included in the Appendix.

i. 2019-20 Cohort – Economically Disadvantaged and Minority Students

1. 24 students started Fall 2019 (new students)
2. 79% graduation rate (19 graduates) and 92% retention rate (22 retained) as of 9/13/23

ii. 2020-2021 Cohort – Minority Students

1. 28 students enrolled Fall 2020 (new and continuing students)
2. 57% graduation rate (16 graduates) and 64% retention rate (21 retained) as of 9/13/23

iii. January 2021 Cohort – Special Population Students

1. 16 students enrolled Spring 2021 (new or re-entering students)
2. 31% retention rate (5 retained) and 31% graduation rate (5 graduated) as of 9/13/23

iv. 2022-23 Cohort – Students with a Disability or English as a Second Language

1. 18 students enrolled in Fall 2022 (new students) and 24 students in the cohort over the year.
2. 67% retention rate for initial 18 students. Graduation rate not included because only 1 year of attendance.

v. In 2023-24, the next iteration of the Charge Forward Program evolved into the Raising Chargers, a scholarship and wrap-around support program for single parents. Twenty new and continuing students received Raising Charger Scholarships for 2023-24. They will work with their advisor and financial aid department to create their Student Success Plans in the fall semester. These students receive incremental scholarship awards plus a stipend for the Charger Tech 360 fee and a stipend for books and dining on campus.

b. Enrollment Grant: Increase the number of students enrolled in English Language Learners (ELL) courses – Kyle Bennett, Katie Glass, Akshay Sukhwal, Jordyn Poad, CoraBeth Schmitz, Nannette Hubbard, and Brenda Schwarzmann

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Resources from the WTCS Enrollment grant allowed the college to recruit students into our ELL classes and expand our ELL services. Because of this effort, we increased the number of students enrolled in our ELL courses from 57 in 2022 to 166 in 2023. The college began delivering new classes in four locations and saw several students transition from ELL to the nursing assistant program. We also were able to use grant funds to enhance our campus to welcome our Spanish-speaking and multicultural students. The main entrance and the second most trafficked hallway on campus, both installed wall-art in Spanish and English, along with a touchscreen that tell the story of our student successes, both in English and Spanish. The end results are powerful; college staff have received many compliments.

3. Project RISE – Raising and Innovating the Student Experience

- Sponsoring Council: Operations Council
- College Health Indicators: FTEs, Student Satisfaction, Employee Satisfaction
- Project Leads: Heath Ahnen and Matthew Baute
- Anthology Student: Danielle Seippel and CoraBeth Schmitz module owners, system analyst position is vacant
- Anthology Reach: Katie Glass module owner, Calvin Butteris system analyst
 - i. Apply: Katie Glass and Danielle Seippel
 - ii. Succeed: Holly Clendenen
- Student module implementation continues working towards go-live. Succeed module will go-live approximately two weeks after Student module go-live.
- The Succeed module will replace current Student Academic Alert system and be a platform for advisors, academic success coaches, disability services staff, faculty, and other designated staff to be able to save notes and contacts with students to improve customer service and increase communication between staff working with the same students.
- The Succeed implementation team is working with Anthology to determine the best way to build Student Success Plans in the system for efficient communication and tracking.
- Financial Aid Automation will begin after go-live and is projected to take six months before fully implemented.

4. Charger Tech 360

- a. Sponsoring Council: Academic Council – changing to Student Services Leadership Team in 23-24
- College Health Indicators: Equity in Student Learning, Retention Rate, Student Satisfaction, FTEs
- Project Leads: Heath Ahnen and Kim Maier
- Team Members: Caleb White, Derek Dachelet, Jake Mootz, Kelly Kelly, Katie Glass, Holly Clendenen, Sara Bahl and representatives from Vanguard
- Current Active Laptops (as of 10/9/23) = 1,327
- Devices Deployed in Summer and Fall 2023 = 722 laptops
- Total Students Issued a Device (8/1/2020 to 10/6/23) = 2,899

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- Delinquent Devices (as of 10/6/23) = 118
- There was a focus in 22-23 to increase the number of students with a laptop on the first day of classes.
 - i. 98% of face-to-face students and 89% of online students had a device in Fall 2023 for an overall device-in-hand percentage of 95%.
 - ii. 15 face-to-face students and 43 online students who are required to participate in CT360 do not have a device.
 - iii. 162 students opted-in to CT360 in Fall 2023.
- Program eligibility was reviewed in 2022-23 and more programs were included in the program for 2023-24 including short-term programs like nursing assistant and nail technology.
- In June 2023, College Effectives Data Analyst Tyler Platz shared a Charger Tech 360 Evaluation Report to evaluate the program's impact on student success. Below are quotes from his report. A copy of the June 2023 report is included in the Appendix.
 - i. Eligible students saw a 0.12 GPA point increase in their semester GPA and the odds that eligible students completed 100% of their courses were 29% higher post program rollout.
 - ii. Students who are female were found to have benefitted more than students who are male, students who are disabled benefitted more than students who are not disabled, and students who are Asian, black, multiracial, or of unknown racial/ethnic background benefitted more than students who are white. Only Native American students were found to have experienced GPA declines after of the program was rolled out. Except for students who are Native American, all student subgroups experienced positive effects from the program.

5. High-Risk Case Management

The college received a WTCS Leadership Grant for High-Risk Case Management in 2022-23. Holly Clendenen, Kris Wubben, and Amy Seebboth-Wilson worked together to plan for the new grant. One goal was to add proactive outreach to at-risk students to connect them to the support services offered by student success teams (academic success coaches, advisors, and disability services staff).

- In Fall 2022, 63 students were in the highest risk category, 197 in the mid-risk level, and 275 in the lowest-risk category. Special population categories and GPA determined risk. 1,343 contacts were attempted to these students, and 191 services were delivered. Compared to the previous cohort, retention of mid-risk level students increased (16.1% to 21.1%) with little to no change in the other two risk categories.
- Two tutors worked with instructors to offer in-class and group tutoring in four identified classes.
- In Spring 2023, 4 students were in the highest risk category, 22 in the mid-risk level, and 21 in the lowest-risk category. 440 contacts by staff led to 137 services delivered. Spring-to-fall retention is not known yet.
- Holly Clendenen, Kris Wubben, Chris Bowers, Amy Seebboth-Wilson, and the student success team made additional adjustments and changes for high-risk case management in 2023-24, which were

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included in the WTCS Student Success and Completion grant requests. Tyler Platz, College Effectiveness, continues to do data analysis and research for data-informed decision making.

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE: 2023-24

1. Student Success Plans

Southwest Tech is committed to every student having a Student Success Plan designed to help them reach their goals. Student Success Plans include career goals, an academic map, financial planning and budgeting, and a network of professionals to ensure supports and services are inevitable for students. A visual is included in the Appendix. Teams of faculty and staff are developing different 'boats' of Student Success Plans including Advising, Financial Aid, Academic Support, Disability Services, Faculty, and Student Support. Goals have been set for 2023-24 targeting specific groups of students. For 2023-2024, goals are set for four categories of students to begin work on Student Success Plans.

- a) Special Population Students = 300 degree-seeking students
 - a. 93 student success plans as of 10/11/23
- b) Dual Credit Students = 150 high school students
 - a. 54 student success plans as of 10/11/23
- c) Adult Education and English Language Learners = 50 enrolled students
 - a. 10 student success plans as of 10/11/23
- d) University Transfer Students = 50 enrolled students
 - a. 41 student success plans as of 10/9/23

For Fall 2024, the goal is for all program students to have a Student Success Plan before starting classes. Student Success Plan creation will happen through admission meetings, registration, orientation, and other contacts and events with students.

- 290 student success plans as of 10/11/23, 133 plans with paying for college component

2. High-Risk Case Management

Holly Clendenen, Kris Wubben, Chris Bowers, and Amy Seebboth-Wilson redesigned the college's Student Success and Completion grants to better serve students and improve retention and completion. New grant activities are listed below.

- Technical Course Embedded Tutoring – Academic success coaches will embed tutoring in technical courses with the highest failure rates and largest enrollment numbers. The goal is to embed tutoring with 20 new technical course sections in 2023-24.
- Subject-based Facilitated Study Groups – Academic success coaches and HIT tutors will host at least five study groups per week for identified high-risk courses in program content areas.
- Welcome Survey and Resource Referrals
 - Welcome Survey and Resource Referral. At New Student Orientation and during the first week of classes, students will complete a short survey asking questions about academic and career goals. The Welcome Survey allows students to self-identify areas of concern or weakness. Survey results trigger student contact by advisors, student success coaches, the

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mental health counselor, and/or disability services. Based on responses in the Welcome Survey, staff will offer individual students targeted support resources (e.g. help connecting to grants, student employment, tutoring, etc.). One such referral will be for personalized case management. From the Welcome Survey responses, we aim to proactively connect at least 300 students to relevant resources including intensive case management.

- Intensive Case Management – Students opting in or referred to intensive case management will be assigned a college mentor. When possible, this mentor will be someone with whom they have an existing relationship (e.g. students living in campus housing will be paired with our Residence Life Manager). Mentors will provide programming that helps the cohort build relationships through career-focused interactions. They will conduct bi-weekly grade checks, reach out to mentees who are struggling academically, and be available for one-on-one meetings to support students with navigating college or life. The goal is to provide at least 150 students with intensive case management. Invitations to work with a college mentor were offered to students before classes started in August and during the first couple of weeks of classes so that relationships could be formed early and before students begin to struggle. Students will begin to create their Student Success Plan during meetings with their mentors, starting with the mentees assigned to advisors.

RECOGNIZING AND VALUING PEOPLE

- Betsy Tollefson, Stacey Place, Angie Moyer, Brian Waldner, Kris Schoville, and Christina Winch for attending the Landmark Summer Institute regarding teaching neurodiverse learners and have been approached about coming back next year to present what we are doing on our campus to create a culture of Universal Design.
- Chantel Hampton for increasing her work with Universal Design, especially the development of the benchmarking system, and Chris Bowers for continuing to lead the project, taking an analytical look at project impacts, and being asked to join a vision grant with Landmark College.
- Tyler Platz for research on student success including scoring module applications in Succeed, Charger Tech 360 program evaluation, and evaluating risk factors for proactive student outreach and support.
- Leo Chavis and Chris Bowers for designing the Welcome Survey that was deployed to more than 300 students before classes started and 300 more students in the first week of classes.
- Danielle Seippel, CoraBeth Schmitz, Heather Day, Marnie Easler, Sherri Seitz, Mona Hach, Sara Bahl, Stephanie Bernhardt, Margaret Chubb, Riley Klein, Lisa Riley, Jody Millin, Denise Dixon, Haylee Freymiller, Ken Straka, Matthew Baute, Bob Thompson, and Dan Rogers for extensive work in Project RISE Student Module configuration, data validation, and process development to Raise and Innovate the Student Experience.
- Jody Millin, Ashley Crubel, and Calvin Butteris for configuring Lumens, the new continuing education system that will work alongside Anthology Student.

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- Kris Wubben, Pauline Wetter, Chris Bowers, Holly Clendenen and Calvin Butteris for their work on Anthology Succeed to develop a new student success and alerts system, student success networks, and success plans.
- Katie Glass, Kaye Woodke, Kyle Bennett, Brianna Fortney, and Calvin Butteris for their work on Anthology Reach, the new customer relationship management system that will allow prospects and applicants to be tracked in the system and improve the student experience pre-registration.

PRESENTATION OF DATA

1. 2022-23 College Health Indicators – Student Success College Health Indicators Highlighted

College Health Indicators	Benchmark	2019-20 Actual	2020-21 Actual	2021-22 Target	2021-22 Actual	2022-23 Target
Engage Students in High Quality Experiential Learning						
CHI.1. Equity in Student Learning - Graduation	56%	49%	49%	56%	42%	75%
CHI.2. Enrollment Headcount	na	6595	6553	6600	6809	6900
CHI.3. Retention Rate	62%	69%	71%	74%	68%	74%
CHI.4. Graduation Rate	42%	61%	55%	65%	59%	65%
CHI.5. Job Placement	91%	94%	90%	97%	95%	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	na	6.00	5.79	6.00
CHI.7. Employer Satisfaction	97%	96%	100%	100%	97%	100%
Strengthen a Culture of Caring and Success						
CHI.8. Employee Satisfaction	3.84	na	4.44	4.50	4.07	4.50
CHI.9. Employee Retention	90%	96%	94.79%	95%	93%	95%
Enhance the College's Economic Impact						
CHI.10. FTEs	na	1296.7900	1258.3400	1250.0000	1253.8200	1300.0000
CHI.11. Economic Impact						
CHI.11.A. Job Placement In-District	71%	50%	44%	56%	54%	56%
CHI.11.B. 5-Year Graduate Wage Growth	67%	56%	47%	57%	67%	57%
CHI.11.C. Job Placement In-Industry	78%	82%	83%	80%	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

Dated: 7/24/2023

2. 2023-24 College Health Indicators – All College Health Indicators are Student Success Indicators

College Health Indicators	Previous Actual	Goal
CHI.1. Promoting Equity in Student Learning - Graduation Rate Comparison		
Graduation Rate for Special Population	42%	70%
Graduation Rate for Non-Special Population	60%	
CHI.2. Course Completion Rate	91%	95%
CHI.3. Year-to-Year Graduate Wage Growth	8%	10%
CHI.4. 5-Year Graduate Wage Growth	67%	75%

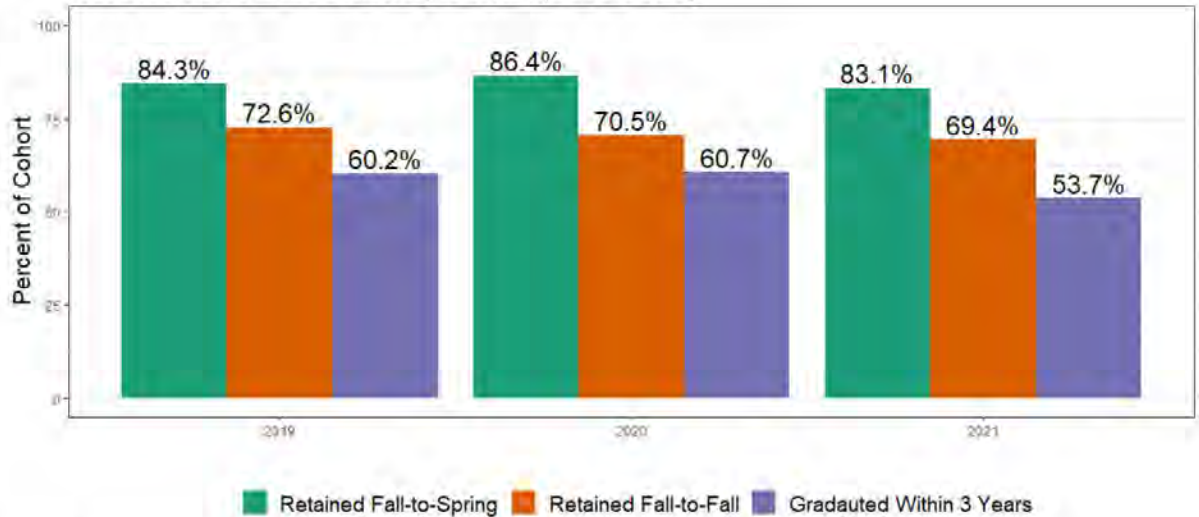
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3. Retention and Graduation Rates by Cohort

Retention and Graduation by Cohort (2019-2021)



4. Special Population Student Headcount and % of Program Enrollees

In 2022-23, 45.2% of program enrollees (505 students) were in a special population group. The largest special population category is Pell grant recipients (30% of program enrollees, 333 students) followed by minority students (12% of program enrollees, 134 students).

Special Populations Group	2019	2020	2021	2022	2023
Disabled	92	79	62	67	69
Minority	93	81	141	132	134
Veteran	45	38	58	46	48
Incarcerated	11	9	1	14	14
Dislocated Worker	4	2	7	3	5
Pell Recipient	431	432	401	364	333
Special Populations Total	558	541	550	513	505
Special Populations Group	2019	2020	2021	2022	2023
Disabled	7.4%	6.5%	4.5%	5.9%	6.2%
Minority	7.4%	6.7%	10.3%	11.6%	12.0%
Veteran	3.6%	3.1%	4.2%	4.0%	4.3%
Incarcerated	0.9%	0.7%	0.1%	1.2%	1.3%
Dislocated Worker	0.3%	0.2%	0.5%	0.3%	0.4%
Pell Recipient	34.5%	35.8%	29.2%	32.0%	29.8%
Special Populations Total	44.6%	44.8%	40.1%	45.1%	45.2%

Data obtained from WTCS Data Cube - Graduation for cohort years 2018-19 through 2022-23.

Data includes only program students.

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Special population groups will not sum to "Special Populations Total"; students may be in one or more groups.
Percentages are defined as the percent of total program student headcount.

5. Special Population Enrollment by Program

See last page for graph.

6. Student Transfer Data

Fiscal Year	Program Graduate Transfers	Program Enrollee Transfers
2018	103	65
2019	109	65
2020	95	69
2021	117	67
2022	55	29

Data obtained from WTCS Data Cube – Transfer for fiscal years 2017-18 through 2021-22.

Data indicates the unique headcount of students who transferred to a 4-year university.

Program graduates are defined as students who have completed a Southwest Tech program prior to transferring.

Program enrollees are defined as students who are currently enrolled in a Southwest Tech program when transferring.

7. Cohort Student Loan Default Rates (3 Year)

WTCS Cohort Default Rates (3 Year)

College	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Southwest Wisconsin Technical College	4.6%	3.5%	1.1%	0.0%
WTCS System Average	13.1%	9.3%	2.9%	0.0%

Note: A contributing factor to the default rates over the past three years has been the pause on payments and interest on federal student loans since March 2020.

STRENGTHS

1. Aspen Unlocking Opportunities Cohort - 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. Principles of the Unlocking Opportunities project are incorporated into the goals and initiatives the College is moving forward with in 2023-24, including Student Success Plans, Innovating Low- and Medium-Wage Programs, and Increasing Work-Based Learning.
2. The #1 College Health Indicator 'Equity in Student Learning – Graduation' remains the #1 College Health Indicator. This indicator helps faculty and staff focus on how we can help all students be more successful

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in graduating and shrink the graduation gap between non-special population students and special population students.

3. Southwest Tech faculty and staff care about students on the individual level and want to help students be successful. Many go above and beyond to connect students to the help and resources they need. Faculty and staff donate to the Southwest Tech Foundation to provide funds for many student support funds, and these student support programs help students outside of the classroom.

OPPORTUNITIES

1. Student Success Plans – Southwest Tech is committed to every student having a Student Success Plan. Goals have been set for 2023-24 targeting specific groups of students (special population students, dual credit students, Adult Education and English Language Learners, and University Transfer students). Implementing Student Success Plans will need a lot of collaboration, coordination, and willingness to do things differently, systematically, and personally. We will focus on transforming lives so that more students reach their education and career goals.
2. Wholistic and Systematic Advising - The current advising model focuses on academic planning, and we do that work well. As we redesign advising to emphasize career goals and post-graduation outcomes, we will commit to making advising an inevitable part of every student's experience at Southwest Tech. We will also intentionally include more faculty and staff across campus to be part of advising through Student Success Plans.
3. Anthology Student, Reach, and Succeed Go-Live – We will be converting from CAMS to Anthology Student this year and will have new tools we didn't have previously. Faculty and many staff will learn new ways to do regular job tasks. There is an opportunity to do less automated work and more student-facing high-impact work. We are working in out-of-the-system spreadsheets for major initiatives to start 2023-24, like Student Success Plans and High-Risk Case Management.

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APPENDIX

1. Student Success Plans

Southwest Tech Student Success Plans					
Led by Student Services Leadership Team: Holly Clendenen, Kris Wubben, Chris Bowers, Dan Imhoff, Danielle Seippel, CoraBeth Schmitz, & Heath Ahnen					
<u>Advising</u> Career Assessment Inventory Discussion Career Goals Academic Map/Plan Transfer Interest (right away, later, maybe, no) Introduction to Success Network	<u>Financial Aid</u> How to Pay for College Budgeting in College Post-College Finances Financial Resources: financial aid, scholarships, work-study, external agencies	<u>Academic Support</u> Tutoring – individual, group, embedded Study Skills Time Management Executive Function ESL/ELL Math, reading, writing, and computer skill building	<u>Disability Services</u> <i>Request for Accommodations & Approval</i> <i>Disability Services Staff Support</i> <i>Accommodation Renewal</i>	<u>Faculty</u> Review Career Goals Discuss work-based learning, internships, clinicals, job shadows, student clubs Supplemental Learning/Skills (sales, leadership, supervision, credentials)	<u>Student Support</u> Housing Jobs/Work Transportation Food Childcare Support System Mental Health Technology & Charger Tech 360 Mentorship Campus Engagement (clubs, teams) Legal Services

2. Charger Forward and Raising Chargers Semester Kick-off Event



3. Charger Tech 360 Evaluation Report, June 14, 2023 (Report prepared by College Effectiveness Data Analyst Tyler Platz)

Executive Summary

The Department of College Effectiveness performed an evaluation of the Charger Tech 360 program in improving student success. The evaluation found that eligible students saw a 0.12 GPA point increase in their semester GPA. The odds that eligible students completed 100% of their courses were 29% higher after the program's rollout, and the effectiveness of the program increased over time. Further analysis indicates that students who are female, disabled, black, or of unknown racial/ethnic background benefitted most from the program. Given these results, it is recommended that Southwest Tech continue providing core Charger Tech 360 program elements, broaden access to the program, and provide additional digital literacy materials for students.

Introduction

The Charger Tech 360 program is a one-to-one laptop and technology support program rolled out for the Fall 2020 semester. The purpose of the program is to, "support students with the technology they need to complete their degree at Southwest Tech" (SWTC, 2023).

Due to the program being implemented at the height of the COVID-19 pandemic, this evaluation was limited to assessing the impact on semester cumulative GPA and semester course completion rates. Previous College Effectiveness analyses have found a strong link between these outcomes and program completion.

Literature Review

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Historically, one-to-one laptop programs have been used in K-12 settings. These programs were aimed at reducing technology access gaps that exist among diverse student populations (Zheng et al, 2013). The effect of these programs on student skills such as writing, technology use, and technological skills is found to be generally positive (Penuel, 2006; Zheng et al, 2013), including in a rigorous evaluation of a one-to-one program in a K-12 district in Colorado (Hull & Duch, 2019).

In the last 5 years, one-to-one technology programs have been implemented in higher education settings more often. Large 4-year universities such as Ohio State University and the University of Michigan have invested in one-to-one technology programs, as well as some smaller vocational schools (Hayhurst, 2018). The COVID-19 pandemic further accelerated the use of one-to-one programs as institutions created highly flexible remote learning programming (Dunne, 2021).

While the effect of these programs on student learning is generally positive, recent literature cautions that technology access does not necessarily create equitable outcomes. (Peterson & Scharber, 2017) found that achievement gaps widened after the introduction of a one-to-one program, while multiple studies have found one-to-one programs which fail when students and faculty lack adequate training (Hall, Lundin, & Sibbmark, 2021; Kennedy et al., 2016; Paredes-Labra, Tello, & Kachinovsky, 2017). These studies, as well as (Dunne, 2021) advise that one-to-one programs should be paired with programming that addresses digital literacy gaps to create positive, equitable outcomes for students.

For a complete list of literature used in this evaluation, refer to Appendix B: References.

Data & Methodology

Given Charger Tech 360's implementation during the COVID-19 pandemic and given that students may not opt-out of the program, this evaluation relied on data from other Wisconsin Technical College System (WTCS) institutions to form a comparison group. The comparison group has similar student measures to ensure an appropriate comparison. Similarity in pre-pandemic technology programs and pandemic response was verified through a survey of WTCS institutions and review of publicly available COVID policies. Data from Fall 2017 through Spring 2022 was used and contained 246,445 observations of 108,176 unique students.

To isolate the effect of Charger Tech 360, a triple difference-in-differences (DID) model in a quasi-experimental design framework was selected as the main model. This is the most statistically rigorous approach for determining program effects over time and controls for student demographics, course enrollment characteristics, and environmental effects such as students taking courses remotely due to the pandemic. To analyze how the program has changed since its rollout, a triple DID model which allows the program effect to vary over time was used. The effect of the program on student subgroups was estimated using quadruple DID models.

To ensure the accuracy of the main model, two alternative models, a random effects model and a value-added model, were estimated and yielded similar results. To ensure the validity of the comparison group, spillover effects were analyzed in the main model. These robustness checks and tests supported the specification and results of the main model.

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For a complete description of the evaluation methodology and summary statistics of the data used, refer to Appendix A: Technical Documentation.

Analysis Results

The main model found that the Charger Tech 360 program improved student semester GPA and course completion rates. Eligible students saw a 0.12 GPA point increase in their semester GPA and the odds that eligible students completed 100% of their courses were 29% higher post program rollout.

Between Fall 2020 and Spring 2022, the Charger Tech 360 program became increasingly successful in improving GPA and course completion rates each semester. The positive effect on GPA was strongest in the spring terms, increasing student GPA by 0.14 GPA points in Spring 2021 and 0.16 GPA points in Spring 2022. The positive effect on course completion also increased over time, with the odds of a student completing 100% of their courses being 29% higher in Fall 2020 and 55% higher in Spring 2022.

In analyzing the effect of Charger Tech 360 on student subgroups, students who are female were found to have benefitted more than students who are male, students who are disabled benefitted more than students who are not disabled, and students who are Asian, black, multiracial, or of unknown racial/ethnic background benefitted more than students who are white. Only Native American students were found to have experienced GPA declines after of the program was rolled out. Except for students who are Native American, all student subgroups experienced positive effects from the program. The effectiveness of the program was not found to significantly vary across other races/ethnicities or economically disadvantaged status.

For model fit statistics, results from statistical significance tests, and a more thorough discussion of evaluation results, refer to Appendix A: Technical Documentation.

Conclusion & Recommendations

The evaluation found that the Charger Tech 360 program increased student course performance and course completion rates, and further analysis found that the effectiveness of the program has increased over time. Students who are female, students who are disabled, and students from a minority racial/ethnic background benefitted more from the program than students who are white, male, or not disabled.

Given these evaluation findings, College Effectiveness suggests the following recommendations regarding the Charger Tech 360 program:

Recommendation #1: Continue core Charger Tech 360 program elements.

The main results indicate that the Charger Tech 360 program has been widely successful in increasing student performance and course completion. Understanding that these outcomes positively correlate to long-term student outcomes such as retention and program completion, it is recommended that Southwest Tech continues providing Charger Tech 360 as a one-to-one technology program with a strong emphasis on technical support.

Recommendation #2: Broaden the list of Charger Tech 360 eligible programs.

Board Monitoring Report

Student Access and Success

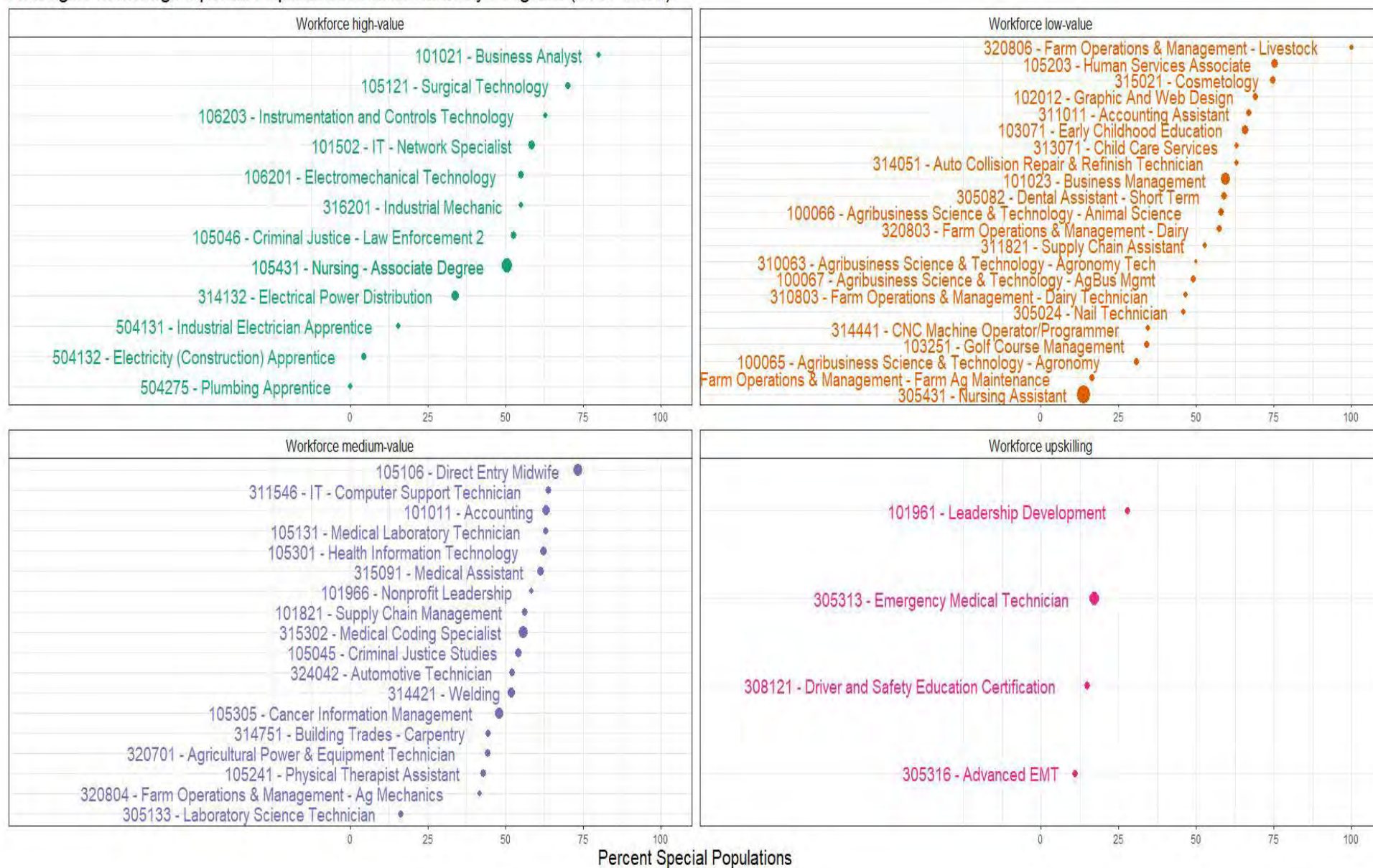
October 20, 2023

Given the main finding that the Charger Tech 360 program has been positive for eligible students, it is reasonable to assume that ineligible students may benefit from access to Charger Tech 360. It is recommended that more students be given the option to opt into the program to distribute the positive impact campus-wide.

Recommendation #3: Provide greater materials to enhance digital literacy.

Based on the one-to-one technology program literature and the finding that students who are Native American experienced GPA declines because of the program, there is concern that differences in digital literacy among student subgroups may cause inequities in the Charger Tech 360 program. It is recommended that additional digital literacy materials and training be made available for students to mitigate digital literacy equity gaps.

Average Percentage Special Populations Enrollments by Program (2019-2023)



Board Monitoring of College Effectiveness

A. Review of Purchasing Activity

Included below is A six-year Purchase Card Activity Summary report and a listing of the FY2023 >\$50,000 Vendors. Caleb White will be present at the Board meeting to answer any questions that the Board may have.

Purchase Card Activity Summary

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
July	316,607	169,475	254,601	131,692	15,177	64,102
August	213,001	237,810	319,803	264,783	223,734	141,446
September	123,426	172,818	186,059	209,426	135,296	141,278
October	113,644	142,312	86,061	157,390	79,219	122,831
November	116,801	148,678	136,674	84,828	120,613	95,952
December	272,740	261,246	157,592	106,300	84,065	77,339
January	162,582	142,566	121,420	130,110	96,034	202,756
February	127,798	148,754	142,644	91,383	102,044	108,246
March	141,797	133,258	67,491	95,850	114,275	96,806
April	132,454	110,320	46,525	108,496	78,299	84,516
May	163,957	136,466	81,218	76,478	105,726	91,569
June	92,643	98,439	129,963	56,963	75,255	71,004
Totals	1,977,451	1,902,141	1,730,052	1,513,700	1,229,739	1,297,845
Rebates	42,870	41,438	38,105	34,111	26,944	27,510
No. of Transactions	7,217	6,904	6,949	5,498	3,895	4,435
Average Number of Transactions per Month	601	575	579	458	325	370
Average Transaction	274	276	249	275	316	293
Monthly Average	164,788	158,512	144,171	126,142	102,478	108,154

Points of Interest:

*Currently 149 staff and district board members have purchase cards

*No material issues or problems have occurred with purchase card activity audits.

\$50,000 and Greater Vendors for 2022/23

Vendor	General	Capital Equipment	Capital Construct	Enterprise	Intern Serv/ Trust/ Agency	Comments
eCampus				510,358		Bookstore
Amazon	111,116					Individual purchasing supplies throughout the year
Anthology		103,530				Project RISE
Augusoft		110,000				Lumens iPro with CT Prem/Anthology
Brad Deery		60,500				USED 2021 Dodge Ram
Buckingham Mfg				143,695		Bookstore
Campus Works		356,862				Project RISE Project Management
CDW		72,588				Various computer equipment
Creative Bus		98,145				Furniture
EPA		259,947				IT equipment for 300/400 remodel and other various locations
Constellation	99,206					College Utilities
Fennimore Utilities	324,432					College Utilities
Fowler & Hammer			925,984			300/400 Conf Ctr/Dining Remodel
Gordon Fleisch	78,283					Monthly copier charges
HBS		962,173				Wired Upgrade Project
Hewlett-Packard				200,993		Student Laptops
Husch Blackwell	66,567					Legal Services
Insight		84,282				Microsoft Licensing
Lab Midwest		1,154,391				Training Equipment (majority WIG)
Lamar	82,485					Billboard Marketing
Les Mack Chevy		42,121		9,516		Malibus; work orders
Marianna				99,480		Bookstore
Medical Solutions		60,360				Med/Surg Equipment
Fennimore Times	77,903					Marketing/Advertising
National Business		127,117				Lenz & Public Safety Furniture
Northcentral	76,638					Palo Alto, Adobe, Smartsheet, etc.
Olson Chevrolet		59,811				2021 Chevy Silverado
4imprint				50,951		Bookstore
Ritchie Imp		66,056				Bobcat
Sloan Imp		85,203				Ag program equipment
Snap On		74,747				Auto program equipment
Sysco				50,311		Café
Garland			225,791			2223-1600 Roof Project
Thesis	128,423					CAMS Renewal
Trane			60,949			HVAC
Vanguard			518,309			IT equipment/computers
WE	59,158					College Utilities

Totals	\$1,104,210	\$3,777,833	\$1,731,033	\$1,065,303	\$0
Grand Total	\$7,678,379				

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

B. Staffing Update


Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. 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	Eesha Gongula	10/4/2023	C43 \$54,575- \$76,406 Hired at \$66,560
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
9	Replacement	Child Care Aide - Part-time	Abby Meier	8/28/2023	A12: \$19.56 - \$22.87 Hired at \$19.56/hour
10	Replacement	Director of Development and Major Gifts	Angela Herting	10/18/2023	D61: \$64,582 - \$93,645 Hired at \$79,000
11	Replacement	Academic Success Coach	JoLynn Moss	10/11/2023	B24: \$22 - 28.61/hourly Hired at \$26/hour
12	Replacement	Advisor	Beth Cummins	10/17/2023	C42: \$51,742 - \$72,438 Hired at \$67,477

Information and Correspondence

A. Enrollment Reports

1. FY 2024 FTE Year-Over-Year Comparison Report

		October 09 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison									
Program Code	Program Title	SY 21-22 10/11/21 Students	SY 22-23 10/10/22 Students	SY 23-24 10/09/23 Students	20 to '22 Student Change	23 to '24 Student Change	SY 21-22 10/11/21 FTE	SY 22-23 10/10/22 FTE	SY 23-24 10/09/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
10-101-1	Accounting	54	50	38	(16)	(12)	22.73	19.77	15.93	(6.80)	(3.83)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	11	13	16	5	3	5.97	7.73	8.83	2.87	1.10
10-006-5	Agribusiness Science & Technology - Agronomy	10	12	11	1	(1)	5.17	6.67	5.40	0.23	(1.27)
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	90	85	88	(2)	3	36.63	37.30	37.30	0.67	-
10-530-X	Cancer Information Management	75	57	70	(5)	13	28.23	22.07	24.60	(3.63)	2.54
10-504-X	Criminal Justice	40	33	40	-	7	20.93	16.33	17.10	(3.83)	0.77
10-316-1	Culinary Arts	5			(5)	-	3.43			(3.43)	-
10-102-1	Data Analytics	1	5	7	6	2	0.50	2.33	3.07	2.57	0.73
10-510-6	Direct Entry Midwife	96	108	104	8	(4)	35.47	40.67	42.33	6.87	1.67
10-307-1	Early Childhood Education	43	48	54	11	6	17.70	20.30	22.00	4.30	1.70
10-620-1	Electro-Mechanical Technology	26	22	23	(3)	1	12.40	11.37	11.83	(0.57)	0.47
10-325-1	Golf Course Management	12	14	17	5	3	6.27	7.53	8.77	2.50	1.23
10-201-2	Graphic And Web Design	25	25	37	12	12	10.53	11.93	17.30	6.77	5.37
10-530-1	Health Information Technology	48	38	36	(12)	(2)	14.60	12.67	11.77	(2.83)	(0.90)
10-520-3	Human Services Associate	29	33	24	(5)	(9)	14.63	15.70	12.03	(2.60)	(3.67)
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)	11.20	10.03	2.47	(8.73)	(7.57)
10-196-1	Leadership Development	10	12	11	1	(1)	3.87	5.10	3.60	(0.27)	(1.50)
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)	1.47	3.97	3.50	2.03	(0.47)
10-543-1	Nursing-Associate Degree	201	193	187	(14)	(6)	62.00	61.50	60.23	(1.77)	(1.27)
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	30	26	25	(5)	(1)	10.03	10.53	10.57	0.53	0.03
10-512-1	Surgical Technology		8	15	15	7		4.07	6.97	6.97	2.90
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		902	876	887	(15)	11	351.20	357.93	358.04	6.84	0.10

October 09 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison

Program Code	Program Title	SY 21-22 10/11/21 Students	SY 22-23 10/10/22 Students	SY 23-24 10/09/23 Students	20 to '22 Student Change	23 to '24 Student Change	SY 21-22 10/11/21 FTE	SY 22-23 10/10/22 FTE	SY 23-24 10/09/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
31-101-1	Accounting Assistant	9	8	7	(2)	(1)	3.50	2.40	2.77	(0.73)	0.37
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	17.63	(0.70)	2.73
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	29	10	9	8.37	9.43	12.47	4.10	3.04
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)
31-444-1	CNC Machine Operator/Programmer	6	4		(6)	(4)	2.40	1.80		(2.40)	(1.80)
31-502-1	Cosmetology	25	35	44	19	9	11.93	17.00	21.50	9.57	4.50
30-504-2	Criminal Justice-Law Enforcement 720 Academy	7	10		(7)	(10)	5.13	8.00		(5.13)	(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)	8.87	9.30	6.83	(2.03)	(2.47)
30-812-1	Driver and Safety Education Certification	7	12	16	9	4	1.00	2.50	3.20	2.20	0.70
31-413-2	Electrical Power Distribution	44	43	45	1	2	20.07	20.93	21.47	1.40	0.53
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	39	33	4	(6)	4.57	5.53	3.37	(1.20)	(2.17)
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	1.57	1.33	2.00	0.43	0.67
31-513-1	Laboratory Science Technician	9	6	2	(7)	(4)	2.17	0.60	0.33	(1.83)	(0.27)
31-509-1	Medical Assistant	32	23	19	(13)	(4)	14.53	11.90	7.73	(6.80)	(4.17)

October 09 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison

Program Code	Program Title	SY 21-22 10/11/21 Students	SY 22-23 10/10/22 Students	SY 23-24 10/09/23 Students	20 to '22 Student Change	23 to '24 Student Change	SY 21-22 10/11/21 FTE	SY 22-23 10/10/22 FTE	SY 23-24 10/09/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
31-530-2	Medical Coding Specialist	85	56	50	(35)	(6)	31.40	17.77	17.37	(14.03)	(0.40)
30-504-4	Nail Technician	1	5	5	4	-	0.17	0.73	0.83	0.67	0.10
30-543-1	Nursing Assistant	119	114	120	1	6	10.83	13.13	12.17	1.33	(0.97)
50-427-5	Plumbing Apprentice	21	22	24	3	2	2.00	1.88	2.40	0.40	0.52
31-182-1	Supply Chain Assistant	1	2	1	-	(1)	0.37	0.87	0.37	-	(0.50)
31-442-1	Welding	32	41	34	2	(7)	16.07	21.40	16.47	0.40	(4.93)
	Total Technical Diploma	601	571	563	(38)	(8)	192.13	185.91	171.80	(20.33)	(14.11)
20-800-1	Liberal Arts - Associate of Arts	42	32	32	(10)	-	10.93	5.87	10.97	0.03	5.10
20-800-2	Liberal Arts - Associate of Science	8	8	17	9	9	2.30	1.77	6.20	3.90	4.43
	Undeclared Majors	481	612	608	127	(4)	65.43	86.10	93.13	27.70	7.03
	Total Liberal Arts & Undeclared Majors	531	652	657	126	5	78.67	93.73	110.30	31.63	16.57
	Total	2,034	2,099	2,107	73	8	622.00	637.57	640.14	18.14	2.56
	Percent of Change									2.92%	0.40%
	Vocational Adult (Aid Codes 42-47)	1,830	1,890	2,047	217	157	37.02	35.74	35.99	(1.03)	0.25
	Community Services (Aid Code 60)	-	169	-	-	(169)	-	0.04	-	-	(0.04)
	Basic Skills (Aid Codes 73,74,75,76)	153	13	243	90	230	16.40	17.10	18.20	1.80	1.10
	Basic Skills (Aid Codes 77 & 78)	46	72	123	77	51	1.03	0.17	1.27	0.23	1.10
	Grand Total	4,063	4,243	4,520	457	277	676.45	690.62	695.59	19.14	4.97
	Total Percent of Change									2.83%	0.72%
					Budgeted/Goal FTEs		1,250	1,250	1,300		
					% of Budgeted/Goal FTEs Achieved to date		54.1%	55.2%	53.5%		
					Final Actual FTEs Achieved		1,253	1,304			
					% of Final Actual FTEs Achieved to date		54.0%	53.0%			
					23/24 Projected Ending FTEs using historical trend		1,288	1,313			
					Will budget be met		NO	YES			

2. Program Application Comparison 2023/24 vs. 2024/25

Program Application Comparison 2023/24 vs. 2024/25

PROGRAM	CAP	10/19/22			10/05/23			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting		4	0	4	10	0	10	6
Accounting Assistant		1	0	1	2	1	3	2
Agribusiness Science & Technology - Agbus Mgmt			11	11		8	8	-3
Agribusiness Science & Technology - Agronomy			6	6		3	3	-3
Agribusiness Science & Technology - Agronomy Tech			2	2		0	0	-2
Agribusiness Science & Technology - Animal Science			10	10		9	9	-1
Agricultural Power & Equipment Technician	22		13	13		17	17	4
Auto Collision Repair & Refinish Technician	22		10	10		4	4	-6
Automotive Technician	22		9	9		15	15	6
Building Performance Technician					1	0	1	1
Building Trades-Carpentry			5	5		4	4	-1
Business Management		19	3	22	9	1	10	-12
Cancer Information Management		7	10	17	9	4	13	-4
Cancer Information Management (ATC)					2	0	2	2
Child Care Services		4	0	4	1	0	1	-3
CNC Machine Operator/Programmer			0	0		0	0	0
Cosmetology	24		16	16		30	30	14
Criminal Justice Studies		7	1	8	3	0	3	-5
Criminal Justice-Law Enforcement 2		7	2	9	3	3	6	-3
Data Analytics		2	0	2		0	0	-2
Dental Assistant		3	1	4	1	1	2	-2
Early Childhood Education		12	5	17	10	8	18	1
Electrical Power Distribution	44		62	62		43	43	-19
Electro-Mechanical Technology	24		11	11		4	4	-7
Golf Course Management			3	3		4	4	1
Graphic and Web Design	25		10	10		8	8	-2
Health Information Technology		4	5	9	4	2	6	-3
Human Services Associate			10	10		3	3	-7
Industrial Mechanic			1	1		1	1	0
Instrumentation and Controls Technology			0	0		0	0	0
IT-Computer Support Technician			5	5				-5
IT-Cybersecurity Specialist						10	10	10
IT-Network Specialist			1	1				-1
IT-Network Systems Specialist						2	2	2

		10/19/22			10/05/23			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Laboratory Science Technician			0	0		0	0	0
Leadership Development		1	0	1		0	0	-1
Liberal Arts - Associate of Arts		7	0	7				-7
Liberal Arts - Associate of Arts (SWTC)					5	1	6	6
Liberal Arts - Associate of Science		6	0	6				-6
Liberal Arts - Associate of Science (SWTC)					4	1	5	5
Medical Assistant	32		6	6		16	16	10
Medical Coding Specialist		4	7	11	5	10	15	4
Medical Laboratory Technician	16	5	1	6	1	0	1	-5
Nail Technician			3	3		2	2	-1
Nursing-Associate Degree	54	65	15	80	39	12	51	-29
Nursing-Associate Degree-Part-time	28		1	1		1	1	0
Pharmacy Tech (shared)			0	0		0	0	0
Physical Therapist Assistant	18	9	0	9	3	0	3	-6
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management		2	0	2	1	0	1	-1
Surgical Technology	15	10	0	10	6	3	9	-1
Technical Studies-Journeyworker		2	0	2		0	0	-2
Undecided		14	0	14	12	0	12	-2
Welding	40		17	17		13	13	-4
TOTAL		195	262	457	131	244	375	-82

		10/19/22			10/05/23			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting			1	1		2	2	1
Accounting Assistant			1	1		1	1	0
Agribusiness Science & Technology - Agbus			1	1		1	1	0
Agribusiness Science & Technology - Agronomy			0	0		2	2	2
Agribusiness Science & Technology - Animal			1	1		1	1	0
Business Management			2	2		2	2	0
Cancer Information Management			8	8		4	4	-4
Criminal Justice-Law Enforcement 2			0	0		2	2	2
Data Analytics			0	0		1	1	1
Direct Entry Midwife	32	81	86	167	118	80	198	31
Early Childhood Education			4	4		6	6	2
Electro-mechanical Technology			4	4		1	1	-3
Golf Course Management			1	1		0	0	-1
Graphic and Web Design			3	3		1	1	-2
Health Information Technology			3	3		2	2	-1
Human Services Associate			6	6		0	0	-6
Industrial Mechanic			1	1		1	1	0
IT-Computer Support Technician			2	2				-2
IT-Cybersecurity Specialist						2	2	2
IT-Network Systems Technician						1	1	1
Leadership Development			0	0		0	0	0
Liberal Arts - Associate of Arts			1	1		1	1	0
Liberal Arts - Associate of Science			0	0		0	0	0
Medical Assistant			0	0		2	2	2
Medical Coding Specialist			5	5		10	10	5
Medical Laboratory Technician			0	0		0	0	0
Nail Technician			0	0		0	0	0
Nonprofit Leadership			0	0		0	0	0
Nursing-Associate Degree			6	6		11	11	5
Nursing-Associate Degree-Part-time			3	3		15	15	12
Physical Therapist Assistant			0	0		0	0	0
Production Planner Certificate			0	0		1	1	1
Supply Chain Management		1	1	2		0	0	-2
Welding			0	0		1	1	1
TOTAL		82	140	222	118	151	269	47

B. Chairperson's Report

- 1. Board Member Question: What does it mean to you to be a SWTC Board Trustee?**
- 2. ACCT Leadership Congress Update**

C. College President's Report

- 1. Project RISE ERP Update**
- 2. Adult Education Update**
- 3. Aspen: Unlocking Opportunities Update**
- 4. Guided Pathways Presentation Update**
- 5. College Happenings**

D. Other Informational Items

Establish Board Agenda Items for Next Meeting

A. Agenda

- 1. Fund & Account Transfers (2022-23 Budget Modifications)**
- 2. 2024-25 Budget Process**
- 3. Review of Alternative FTE Reporting Options**

B. Time & Place

Thursday, November 16, 2023. At 7:00 p.m. at Southwest Tech Campus

Adjournment