Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

September 28, 2021

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809

Contents

Annotated Agenda

BOARD MEETING NOTICE/AGENDA
Tuesday, September 28, 2021

6:15 p.m. – Accreditation Criterion One: Mission
6:45 p.m. - Dinner
7:15 p.m. – Regular Board Meeting

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

ANNOTATED AGENDA

OPEN MEETING
The following statement will be read: "The September 28, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA
A. Approval of Agenda
A copy of the agenda is included with the electronic Board material.

B. Minutes of the Regular Board Meeting of August 26, 2021
Minutes of the August 26, 2021, Board meeting are included with the electronic Board packet.

C. Financial Reports
1. Purchases Greater than $2,500
2. Treasurer's Cash Balance
3. Budget Control
Each report is available electronically with all other Board material. Kelly Kelly, Controller, will be at the meeting and available for any questions.

D. Contract Revenue
There were six contracts totaling $22,300.00 in August 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items
The Personnel Report includes one employment recommendation, one promotion, and two resignations being presented for approval. The report is included with the Board material.
Recommendation – *Approve the Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

A. Dodgeville Paramedic Site Lease
Dan Imhoff, Director of Facilities, Safety & Security, will present a lease agreement for a location at the Dodgeville Fire Department to house the Paramedic Program being offered by Lakeshore Technical College in collaboration with Southwest Tech. The lease is a 12-month lease commencing on January 1, 2022, at 401 N. Level Street, Dodgeville, WI. The lease agreement is included with the electronic Board meeting information.
Recommendation: *Approve the lease agreement with the City of Dodgeville to lease space to be used for the Paramedic Program, located at 401 N. Level Street, Dodgeville, WI, for an annual cost of $1200.*

B. 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.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Listening and Learning Round Robin: Policy Governance
A description of Carver's Model of Policy Governance and the Governance Policy Manual is included in the electronic Board material. Jason Wood will lead a discussion on the topic.

B. Wisdom and Guidance Round Robin: COVID Re-Opening Plan
Included in the electronic Board material is the COVID-19 Return to Campus Plan – Phase 4.1. Dr. Wood will lead a discussion on COVID and the College's response.

C. Project RISE (ERP) Update
The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delegge, Project RISE

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

D. Board Monitoring Report - Compliance
Included in the electronic Board material is the Compliance Board Monitoring Report. The focus of this report is on the Higher Learning Commission accreditation. Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, will present the report.

E. Academic Master Plan Update
Katie Garrity, Chief Academic Officer, will present an update on Academics. Included with the electronic Board material are the Academic Master Plan and the Platteville Outreach Site schedule and events.

F. Real Estate Foundation Quarterly Update
Dan Imhoff will present the quarterly Real Estate Foundation report to the Board highlighting the activities and results. The FY21 Fourth Quarter report is available with the electronic Board material.

G. October Board Retreat
An agenda outlining the October 14 Board retreat is included in the electronic Board material. Jason Wood will go through the agenda with the Board.

H. Staffing Update
Krista Weber will provide an update on College staffing. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE
   A. Enrollment Report
      1. FY 2022 Comparison FTE Report
      2. FY 2023 Application Report
      Katie Glass, Executive Director of Marketing, will be available for any questions on the reports. The two reports are included in the electronic Board packet.

   B. Chairperson's Report
      1. Executive Board Leadership Ad Hoc Committee Update
         The ad hoc committee met on September 1, 2021. Included in the electronic Board packet are the draft meeting minutes.

   C. College President's Report
      1. College Happenings

   D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
A. Agenda
1. Resolution for Adoption of 2021 Tax Levy
2. Fund & Account Transfers (2020-21 Budget Modifications)
3. Review of Purchasing Activity
4. Foundation Quarterly Report
5. Student Access Monitoring Report

B. Time and Place
Thursday, October 14, 2021, at 12:00 pm on Southwest Tech's Campus at 1800 Bronson Boulevard, Fennimore, WI, in Conference Room 430.

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to closed session for the purpose of
1. Discussing a student issues per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
B. Approval of Closed Session Minutes from August 26, 2021

RECONVENE TO OPEN SESSION
A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The September 28, 2021, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

    A. ***Roll Call***

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

Consent Agenda

A. Approval of Agenda

SouthwestWisconsin
TECHNICAL COLLEGE

BOARD MEETING NOTICE/AGENDA
Tuesday, September 28, 2021

6:15 p.m. – Accreditation Criterion One: Mission
6:45 p.m. - Dinner
7:15 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
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AGENDA

OPEN MEETING
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    A. Roll Call
    B. Reports/Forums/Public Input

CONSENT AGENDA
    A. Approval of Agenda
    B. Minutes of the Regular Board Meeting of August 26, 2021
    C. Financial Reports
        1. Purchases Greater than $2,500
        2. Treasurer's Cash Balance
        3. Budget Control
    D. Contract Revenue
    E. Personnel Items

Other Items Requiring Board Action
    A. Dodgeville Paramedic Site Lease
    B. Wisconsin Code of Ethics Resolution

Board Monitoring of College Effectiveness
    A. Listening and Learning Round Robin: Policy Governance
    B. Wisdom and Guidance Round Robin: COVID Re-Opening History and Plan
    C. Project RISE (ERP) Update
    D. Board Monitoring Report - Compliance
    E. Academic Master Plan Update
    F. Real Estate Foundation Quarterly Update
    G. October Board Retreat
    H. Staffing Update

Information and Correspondence
    A. Enrollment Report
        1. FY 2022 Comparison FTE Report
        2. FY 2023 Application Report
    B. Chairperson's Report
        1. Executive Board Leadership Ad Hoc Committee Update
    C. College President's Report
    D. Other Information Items

Establish Board Agenda Items for Next Meeting
    A. Agenda
    B. Time and Place

Adjourn to Closed Session
    A. Consideration of adjourning to closed session for the purpose of
        1. Discussing a student issues per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
    B. Approval of Closed Session Minutes from August 26, 2021

Reconvene to Open Session
    A. Action, if necessary, on Closed Session Items

Adjournment

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

B. *Minutes of the Regular Board Meeting of August 26, 2021*

Southwest Wisconsin TECHNICAL COLLEGE

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
AUGUST 26, 2021**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:10 p.m. on August 26, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

>   David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Jane Wonderling, Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Deb Ihm, Dan Imhoff, Cynde Larsen, Kim Maier, Kim Schmelz, Krista Weber, and Caleb White.

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

BOARD MEETING NOTICE/AGENDA
Thursday, August 26, 2021

6:00 p.m. – Assurance Argument Presentation
6:30 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

AGENDA

OPEN MEETING
The following statement will be read: "The August 26, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, at the Fennimore City Office, and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA
    A. Approval of Agenda
    B. Minutes of the Annual Meeting of July 12, 2021
    C. Financial Reports
       1. Purchases Greater than $2,500
       2. Treasurer's Cash Balance
       3. Budget Control
    D. Contract Revenue
    E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
    A. Second Reading of Governance Policy 2.6: Acting President Policy
    B. Ad Hoc Committee: Executive Board Leadership
    C. 2021-22 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS
    A. Foundation Quarterly Report
    B. Staffing Update

INFORMATION AND CORRESPONDENCE
    A. Enrollment Report
    B. Chairperson's Report
    C. College President's Report
    D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
    A. Agenda
    B. Time and Place

ADJOURN TO CLOSED SESSION
    A. Consideration of adjourning to closed session for the purpose of
       1. Discussing a specific personnel issue per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
       2. Discussing an accident on campus that may result in litigation per Wisconsin Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning

> > strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
> B. Approval of Closed Session Minutes from May 21, 2021

RECONVENE TO OPEN SESSION
> A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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After a review of the Consent Agenda, including the August 26, 2021, agenda; July 12, 2021, Board meeting minutes; financial reports; four contracts totaling $6,032.89 in July 2021; employment recommendations for Alecia Hach – Part-time, LTE Day Custodian and Vickie Udelhoven – Part-time, LTE Academic Success Coach; and the retirement of Darnell Wiegman – Grants Manager, Mr. Enright moved to approve the Consent Agenda, as presented. Mr. Bolstad seconded the motion; motion carried.

President Wood brought a recommendation for approval of the second reading of the revision to Governance Policy 2.6: Acting and Interim President Policy. The Board approved the first reading at the July 12, 2021, Board meeting. Several changes were made to the policy including reordering the two positions for the interim position with a third person to be added in 2022. President Wood also stated the intent of the policy is that the Board chair will determine who the interim president will be. Mr. Blume moved to approve the second reading of the revision to Governance Policy 2.6: Acting and Interim President Policy. Ms. Wallin seconded the motion; motion unanimously carried.

An Ad Hoc Committee: Executive Board Leadership had been discussed at previous meetings. Modifications have been made to the outline of the ad hoc committee based on previous feedback. The ad hoc committee will meet on September 1, 2021; November 3, 2021; March 2, 2022; and May 4, 2022, from 2:30 – 4:00. The ad hoc committee includes the current Board Chair, the immediate past Board Chair, Vice President, and one other Board member serving in their first term. Ms. Wallin volunteered to be on the ad hoc committee. Mr. Prange moved to appoint Chairperson Donald Tuescher, Vice Chairperson Chris Prange, immediate past Board Chairperson Charles Bolstad, and Crystal Wallin to the ad hoc committee. Ms. Jordie seconded the motion; motion carried.

The Board approved their 2021-22 Board Monitoring Schedule at the July 12, 2021, Board meeting. New dates were proposed for September, October, February, and April. Ms. Fillback moved to approve moving the October Board retreat/meeting to October 14, 2021; moving the February board meeting to February 24, 2022; and adding April 22, 2022, as the spring Board retreat. Ms. Jordie seconded the motion. The motion carried.

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

- In FY21, $1,252,735.53 in total gifts were received from 1,066 donors;
- 93% of full-time employees gave a gift to the Foundation;
- The Phonathon raised $72,284;
- The 2021-22 projected scholarship awards are 554 scholarships for a total of $382,680; and
- New officers of the Foundation Board include President Theresa Braudt, Vice President Beth Mikrut-Gilles; two new members were welcomed – Deb Wehrle and Natalie Tollefson, and two members completed their terms – Sheila Ruchti and Connie Haberkorn.

Krista Weber, Chief Human Resources Officer, provide an update on College staffing noting the two positions that were approved under the Consent Agenda.

Caleb White, Vice President for Administrative Services, provided an enrollment update noting the FY2021 FTEs are currently at 1255.66 and will not change much. The FY2022 FTE Comparison Report reflected a two percent increase compared to last year at the same time.

Under the Chairperson's Report, Chairperson Tuescher asked the Board members to considering giving a donation to the Foundation.

The College President's Report included the following highlights.
1. Caleb White shared with the Board an update on the 2021-23 State Budget noting the budget was signed in July, State Aid has been increased $70,000 annually for Southwest Tech, and personal property tax relief for taxpayers will be funded through additional State Aid with no budgetary impact for the College.
2. Mr. White provided the Board with a comparison by functional area of the budget expenditures for 2009-10 and 2019-20. He noted the difference is mainly due to regulatory compliance.
3. The College will explore doing a Request for Proposals for grant development in either grant writing or management. With the two retirements in the department this calendar year, a position will be posted for a high-level grant writer.
4. There will be a lease brought to the board at the next meeting for the paramedic program being offered in Dodgeville starting January 2022.
5. Dr. Wood reviewed the October 14 Board Retreat schedule. The retreat will focus on Board ENDS with an emphasis on College Health Indicators, the Charger Vision listening sessions, and leadership.
6. The college is actively looking at what is next with the pandemic and doing due diligence in looking at the research.

7. Project RISE will be presented at the September Board meeting. Currently there are some concerns with deliverables from Anthology. On September 1, the mobile application will be available to the public.

Under Other Information Items, Jane Wonderling thanked staff for the great partnerships in expanding K-12 interactions with Southwest Tech. The Ag and Auto trailers were at the Fennimore Fair and received a great response; a thank you to Holly Straka and George Whiteaker. Kim Maier, Katie Garrity, and Mary Johannesen were thanked for providing a remedial Math course offered for Fennimore High School students in conjunction with the College's adult basic education courses. Ms. Wonderling thanked Brian Kitelinger and Dan Imhoff for providing Alice safety training to the Fennimore Schools staff.

Mr. Bolstad moved to adjourn to closed session for the purpose of discussing a specific personnel issues per Wis. Stats. 19.85(1)(f) and discussing an incident on campus that may result in litigation per WIs. Stats. 19.85(1)(g). Ms. Wallin seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:37 p.m.

The Board reconvened to open session at 8:56 p.m. with no action taken. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 8:56 p.m.

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Crystal Wallin, Secretary

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN $2,500				
FOR THE PERIOD 08/01/2021 - 08/31/2021				
Expenditure				
Vendor	**Invoice #**	**Description**	**Amount**	
Insight	1100859183	Licensure	53,794.11	
Fennimore Utilities	6.26-7.26.21	July billing	20,378.87	
H & N	7249	Electrical Work	16,950.00	
CCJ	Roof 2021	New Steel Roof Farm house	11,200.00	
WTA Properties	July/Aug Rent	July/Aug rent	6,800.00	
Garys Auto	2021-146	2018 Chevy Cruze	5,450.00	
ServiceMaster	177	Barn clean up	5,000.00	
PJR	July/Aug Rent	July/Aug Rent	4,800.00	
The College Agency	5122-1	Text Breakers	3,250.00	
Greater Dubuque	8/12/21	8/12/21 -8/12/22	3,125.00	
SWTC Foundation	8.20.21 PR Ded	8.20.21 PR Ded	3,045.76	
TDS	608.822.3262 8.1.21	July and Aug billing	2,788.86	
Total Invoices				**$136,582.60**
Bank Withdrawals				
Vendor	**Transaction Date**	**Audit Trail**	**Amount**	
WI Tech EE Benefit Aug 2021	8/5/2021	GNJL000086	301,765.55	
WI employee Trust Funds 251403	8/31/2021	GNJL000162	71,612.76	
WI Employee Trust Funds 251403	8/31/2021	GNJL000161	68,040.54	
941 ER Fed Tax #85379292	8/20/2021	GNJL000137	60,235.02	
941 ER Fed Tax #4201597	8/6/2021	GNJL000094	57,857.08	
941 ER Fed Tax #85379292	8/20/2021	GNJL000139	41,398.78	
941 ER Fed Tax #4201597	8/6/2021	GNJL000096	40,081.30	
WI DOR July EE Tax Payment	8/20/2021	GNJL000136	23,663.46	
WI DOR PR Tax	8/6/2021	GNJL000088	22,919.02	
941 ER Fed Tax #85379292	8/20/2021	GNJL000138	14,406.52	
941 ER Fed Tax #4201597	8/6/2021	GNJL000095	13,850.14	
GREAT-WEST TRUST	8/23/2021	GNJL000142	8,428.46	

GREAT-WEST TRUST PAYMENTS 70165(	8/9/2021	GNJL000101	8,426.06	
Delta Dental #484024	8/11/2021	GNJL000105	7,732.50	
Delta Dental #482851	8/4/2021	GNJL000084	7,325.61	
Delta Dental #485197	8/18/2021	GNJL000132	4,742.16	
Delta Dental #489632	8/25/2021	GNJL000145	4,723.50	
SYMETRA LIFE INS	8/6/2021	GNJL000090	4,099.86	
Wage Works #2957749	8/5/2021	GNJL000085	2,777.59	
WageWorks #2947589	8/3/2021	GNJL000080	2,575.06	
Merchant Services July 2021 Fee	8/2/2021	GNJL000066	2,564.99	
Total Bank Withdrawals				**$769,225.96**
		Payroll		
Payroll Date	**Transaction #**	**Audit Trail**	**Amount**	
08/20/2021 Payroll	8/20/2021	PRIMP000007	361,612.98	
08/06/2021 Payroll	8/6/2021	PRIMP000005	345,047.72	
08/23/2021 Payroll	8/23/2021	PRIMP000006	2,981.47	
				$709,642.17
		Purchase Cards		
Vendor	**Transaction #**	**Audit Trail**	**Amount**	
US Bank ending 8.03.2021	8/18/2021	GNJL000127	63,399.35	
US Bank ending 7.20.2021	8/4/2021	GNJL000082	12,393.61	
Total Purchase Cards				**$75,792.96**
Total Purchases >= $2,500				**$1,691,243.69**

2. *Treasurer's Cash Balance*

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 08/31/2021			
Receipts			
Fund			
1 General	3,363,392.00		
2 Special Revenue			
3 Capital Projects	9,439.00		
4 Debt Service			
5 Enterprise	471,682.00		
6 Internal Service	328,814.00		
7 Financial Aid/Activities	489,540.00		
Total Receipts		**4,662,867.00**	
Expenses			
Fund			
1 General	1,831,291.00		
2 Special Revenue			
3 Capital Projects	67,581.00		
4 Debt Service			
5 Enterprise	65,323.00		
6 Internal Service	334,952.00		
7 Financial Aid/Activities	653,844.00		
Total Expenses		**2,952,991.00**	
Net cash change - month			**1,709,876.00**
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	13,353,978.68		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,774.84		
Ending Cash/Investment Balance		**14,589,693.52**	

3. Budget Control

	Southwest Wisconsin Technical College						
	YTD Summary for Funds 1-7						
	For 2 Months ended August 2021						
	2021-22 Budget	**2021-22 YTD Actual**	**2021-22 Percent**	**2020-21 Percent**	**2019-20 Percent**	**2018-19 Percent**	**2017-18 Percent**
General Fund Revenue	25,822,200.00	3,954,612.05	15.31	18.36	17.20	17.47	17.28
General Fund Expenditures	26,558,800.00	3,254,221.78	12.25	14.93	15.00	16.61	14.50
Capital Projects Fund Revenue	335,000.00	9,439.19	2.82	0.01	0.00	0.30	99.11
Capital Projects Fund Expenditures	4,352,500.00	787,820.85	18.10	2.22	0.92	2.89	3.87
Debt Service Fund Revenue	6,090,500.00	-	-	0.00	0.00	0.00	0.66
Debt Service Fund Expenditures	7,080,000.00	-	-	0.00	0.00	0.00	0.49
Enterprise Fund Revenue	1,621,500.00	508,468.69	31.36	39.65	34.37	36.26	26.78
Enterprise Fund Expenditure	1,541,300.00	97,205.06	6.31	15.66	17.95	16.61	19.91
Internal Service Fund Revenue	4,425,000.00	659,682.93	14.91	14.33	13.78	16.15	15.28
Internal Service Fund Expenditures	4,435,000.00	665,242.06	15.00	15.61	15.58	23.20	16.47
Trust & Agency Fund Revenue	9,800,000.00	989,159.30	10.09	3.00	3.24	4.17	4.59
Trust & Agency Fund Expenditures	9,800,000.00	846,385.22	8.64	2.31	2.37	2.32	2.96
Grand Total Revenue	**48,094,200.00**	**6,121,362.16**	**12.73**	**12.13**	**11.71**	**12.35**	**17.92**
Grand Total Expenditures	**53,767,600.00**	**5,650,874.97**	**10.51**	**9.54**	**9.86**	**12.00**	**10.57**

D. Contract Revenue

There were six contracts totaling $22,300.00 in August 2021 being presented for Board approval. The Contract Revenue Report is included below.

2021-2022 CONTRACTS
8/1/2021 to 8/31/2021

Contract Holder	Contract #	Service Provided	Contact	Number Served		Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
Iowa Grant School District	03-2022-0019-I-11	Drivers Ed Theory Courses	Annette Biggin	38	$	4,560.00	No		X	
Platteville School District	03-2022-0027-I-11	Drivers Ed Theory Courses	Annette Biggin	83	$	9,960.00	No		X	
SW Cap - Weatherization	03-2022-0083-I-41	Heartsaver CPR/AED w/ First Aid	Ken Bartz	10	$	900.00	No		X	
Hearts & Hands Children's Center	03-2022-0088-I-41	Heartsaver First Aid	Ken Bartz	20	$	1,200.00	No		X	
Dillman Equipment	03-2022-0090-I-41	Heartsaver CPR/AED w/ First Aid	Ken Bartz	11	$	1,080.00	No		X	
WIN Technology	03-2022-0095-I-41	Leadership Academy	Dennis Cooley	16	$	4,600.00	No		X	

INDIRECT COST FACTOR

TOTAL of all Contracts	178 $	22,300.00
Exchange of Services	- $	-
For Pay Service	178 $	22,300.00

E. Personnel Report

One employment recommendation, one promotion, and two resignations are being presented for approval in the Personnel Report. The Personnel Report follows:

PERSONNEL REPORT
September 28, 2021

Employment: NEW HIRES

Name:	Wanda Ware
Title:	Student Services Administrative Assistant
Number of Applicants & Interviewees:	General Application Pool/1/1
Start Date:	09/01/2021
Salary/Wages:	$18.00/hour
Classification:	Full-Time, Limited-Term until December 31, 2022
Education and/or Experience:	23 years of experience as Engineering Technician Administrative Assistant

PROMOTIONS / TRANSFERS

Katie Snitker (effective 9/7/2021)	Academic Services Supervisor

RETIREMENTS / RESIGNATIONS

Melissa Klinkhammer (Resignation 9/03/2021)	Academic Services Manager
Jaime Flogel, LTE (Resignation (8/26/21)	Student Services Administrative Assistant

Recommendation – Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. *Dodgeville Paramedic Site Lease*

Dan Imhoff, Director of Facilities, Safety & Security, will present a lease agreement for a location at the Dodgeville Fire Department to house the Paramedic Program being offered by Lakeshore Technical College in collaboration with Southwest Tech. The lease is a 12-month lease commencing on January 1, 2022, at 401 N. Level Street, Dodgeville, WI. The lease agreement is included below.

Recommendation: *Approve the lease agreement with the City of Dodgeville to lease space to be used for the Paramedic Program, located at 401 N. Level Street, Dodgeville, WI, for an annual cost of $1200.*

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2021 by and between City of Dodgeville, Lessor, and Southwest Wisconsin Technical College, Lessee:

1.   PREMISES AND TERM.

    1.1   Demised Premises.   Lessor leases to Lessee the following: nonexclusive use of the Dodgeville Fire Station meeting room at 401 N Level St., Dodgeville, WI during the following time periods: Mondays, Wednesdays and Fridays from 8:00 am to 1:00 pm
    and Tuesdays from 8:00 am to 5:00 pm.

    1.2   Term.   This lease is for a term of 12 months commencing on January 1, 2022, and ending December 31, 2022.

    1.3   Termination   This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

    1.4   Renewal.   This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

2.   RENT.

    2.1   Payments.   The Lessee shall yield and pay the sum of $1,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments January

15 and July 15.

3.   USE AND SIGNS.

    3.1   <u>Use.</u>   Lessee shall use and occupy the demised premises solely for educational and office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

4.   CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

    4.1   <u>Utilities.</u>

        (a)   Lessor shall be responsible for water, sewer, heat, electricity, and gas and WiFi/broadband service expenses.

    4.2   <u>Maintenance.</u>

        (a)   Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.

        (b)   Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.

        (c)   Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.

        (d)   Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permitees excepted.

6. ASSIGNMENT AND SUBLETTING.

    6.1   Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

7. OTHER FACILITIES.

    7.1   Lessor will provide available tables and chairs for use be lessee when in use.

    7.2   Lessee shall have nonexclusive access to restrooms and any off-street parking available on the premises.

8. INDEMNITY - LIABILITY INSURANCE

    8.1   <u>Liability insurance</u>.   The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

    8.2   <u>Contents insurance.</u> During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

    9.1   Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

        (a)   if to Lessor, to Mayor, City of Dodgeville, 100 E. Fountain Street, Dodgeville, WI 53533

        (b)   if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

    or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

    10.1   <u>Complete agreement.</u>   Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

10.2   Paragraph headings.   Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

10.3   Form of agreement.   With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

10.4   Construction.   This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

10.5   Choice of law.   The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.

10.6   Severability.   Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

11.   MISCELLANEOUS PROVISIONS.

11.1   Revision or modification   Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

11.2   Access to premises.   Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

11.3   Interruption of services.   Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessor's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent

during the period of such unfitness.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____ day of _____ 2021.

CITY OF DODGEVILLE

BY: _____
Todd Novak, Mayor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this _____ day of _____ 2021.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____
Caleb White, Vice President for Administrative Services

B. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies follows the recommendation. 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
Kathleen E. Garrity	Chief Academic Officer
Katie Glass	Executive Director of Marketing
Krista M. Weber	Chief Human Resources Officer
Caleb J. White	Vice President for Administrative Services

Approved this 28th day of September, 2021.

_____
Donald L. Tuescher, Chairperson

ATTEST:

_____
Crystal Wallin, Secretary

Southwest Wisconsin
TECHNICAL COLLEGE

September 2021

Board Monitoring of College Effectiveness

A. _Listening and Learning Round Robin: Policy Governance_

A description of Carver's Model of Policy Governance and the Governance Policy Manual is included in the electronic Board material. Jason Wood will lead a discussion on the topic.

Carver's Model of Policy Governance

POLICYGOVERNANCE.COM

The Authoritative Website for the Carver Policy Governance® Model

homethe modelpublicationseventsfaq

The Policy Governance® Model

Policy Governance®, an integrated board leadership paradigm created by Dr. John Carver, is a groundbreaking model of governance designed to empower boards of directors to fulfill their obligation of accountability for the organizations they govern. As a generic system, it is applicable to the governing body of any enterprise. The model enables the board to focus on the larger issues, to delegate with clarity, to control management's job without meddling, to rigorously evaluate the accomplishment of the organization; to truly lead its organization.

In contrast to the approaches typically used by boards, Policy Governance separates issues of organizational purpose (ENDS) from all other organizational issues (MEANS), placing primary importance on those Ends. Policy Governance boards demand accomplishment of purpose, and only limit the staff's available means to those which do not violate the board's pre-stated standards of prudence and ethics.

The board's own Means are defined in accordance with the roles of the board, its members, the chair and other officers, and any committees the board may need to help it accomplish its job. This includes the necessity to "speak with one voice". Dissent is expressed during the discussion preceding a vote. Once taken, the board's decisions may subsequently be changed, but are never to be undermined. The board's expectations for itself also set out self-imposed rules regarding the delegation of authority to the staff and the method by which board-stated criteria will be used for evaluation. Policy Governance boards delegate with care. There is no confusion about who is responsible to the board or for what board expectations they are responsible. Double delegation (for example, to a board committee as well as to the CEO) is eliminated. Furthermore, boards that decide to utilize a CEO function are able to hold this one position exclusively accountable.

Evaluation, with such carefully stated expectations, is nothing more than seeking an answer to the question, "Have our expectations been met?" The board, having clarified its expectations, can assess performance in that light. This focused approach reduces the mountains of paperwork boards often feel obliged to review. Moreover, those boards which worry that they are only furnished the data management wants to give them find that, in stating their expectations and demanding a relevant and credible accounting of performance, they have effectively taken over control of their major information needs. Their staff no longer has to read their minds.

Policy Governance is a radical and effective change in the way boards conceive of and do their job. It allows greater accountability. Board leadership isn't just rhetoric. It's a reality.

For a comprehensive discussion of Policy Governance®, we suggest:

- *Boards That Make A Difference: A New Design for Leadership in Nonprofit and Public Organizations*, by John Carver,
- *Reinventing Your Board: A Step by Step Guide to Implementing Policy Governance*, by John and Miriam Carver,
- *John Carver on Board Leadership: Selected Writings from the Creator of the World's Most Provocative and Systematic Governance Model*, by John Carver, or
- *Corporate Boards That Create Value: Governing Company Performance from the Boardroom*, by John Carver with Caroline Oliver.

Learn more about these books on the publications page. All are available at josseybass.com.

A number of individual articles by John and/or Miriam Carver on corporate, NGO, and governmental governance can be found in John's bibliography or in Miriam's bibliography.

Southwest Tech's Governance Policy Manual

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

DISTRICT BOARD
GOVERNANCE
POLICY MANUAL

Southwest Tech
1800 Bronson Boulevard
Fennimore, Wisconsin 53809
www.swtc.edu

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Section 4 – Ends

1.1 - GOVERNANCE COMMITMENT

The Board of Trustees will govern Southwest Wisconsin Technical College in accordance with the Constitution and laws of the State of Wisconsin. The Board will always act in the best interest of the College and the community as a whole. Educational programs and other services of the College shall be of high quality consistent with the needs of the community. The Board is committed to excellence and to the values which define the College's operational atmosphere by assuring that it

1. Achieves results for its constituencies at an appropriate cost

2. Avoids unacceptable activities, conditions, and decisions

3. Self-monitors its processes and performances

In fulfillment of this charge, the Board is committed to rigorous, continual improvements of its capability to define values and vision.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised:

1.2 - GOVERNING PHILOSOPHY

The Board embraces a view toward governance that is democratic, strategic, future-oriented, proactive, positive, and deliberative. The Board takes a long-term view in its decision making. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making, and empowers the President with clear direction.

The Board will:

1. Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy. The Board will use the expertise of individual members to enhance the ability of the Board as a body.

2. Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.

3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, board member conduct, and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling its commitments.

4. Seek input from various sources including staff, students, alumni, employers, and other community members on Board policies on Ends.

5. Make decisions, to the extent possible, on a consensus basis.

6. Annually review the Board's activities and discipline relative to Governance Process and Board/Staff Relationship policies.

7. At the Board's annual organizational meeting in July, review and authorize a Signatory Authority Policy to define who in the organization has the authority to sign for the College.

8. Act as a Board of the whole refraining from small group or individual discussion of Board business, whether in person or through communication devices.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised: 1/16/03, 6/21/07, 2/28/13, 1/24/19

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1.3 - BOARD RESPONSIBILITY

The Board of Trustees functions as a collective body to promote a positive image for the College while representing the community in determining and assuring appropriate organizational performance. Board responsibilities are distinguished from staff responsibilities by the following:

1. Serving as the official governance link between the College and the community.

2. Employing and supervising the College President.

3. Selecting and retaining the services of District legal counsel and financial auditor.

4. Enacting written governing policies which address:

   a. ENDS: College services, impacts, benefits, outcomes, recipients, and their relative worth. Ends include College vision, mission, purposes, and strategic directions.

   b. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.

   c. GOVERNANCE PROCESS: Specification of how the Board conceives, carries out, and monitors its own tasks.

   d. BOARD-STAFF RELATIONSHIP: How authority and accountability is delegated to the President and its proper use monitored.

5. Monitoring College performance and effectiveness, and evaluating the President's performance (against Board policies on Ends, Executive Limitations, and Presidential Responsibilities).

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07
Revised: 10/24/02

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1.4 - BOARD POLICY CREATION AND REVIEW

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be incorporated into a single, unified, and comprehensive compilation of all Board policy statements. These policy statements will comply with provisions of Wisconsin Statutes.

1. When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.

2. The Board may approve new policies or revise existing policies by introduction at one meeting and adoption at a subsequent meeting by action of a majority vote of the entire Board.

3. It is intended that Board policies be living documents. All Ends policies shall be reviewed annually to ensure that they continue to be pertinent.

4. All other policies shall be reviewed whenever their use indicates the need.

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07
Revised:

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1.5 - BOARD MEMBER'S ROLE

The Board of Trustees functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

1. Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.

2. Understanding and supporting the Board governance concept and Board policies.

3. Being knowledgeable concerning the College Means for accomplishing its Ends such as organization, facilities, instructional programs, budget, and key processes.

4. Being responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.

5. Accepting the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to students of the College.

6. Engaging in Board- and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.

7. Attending College events.

8. Representing the College to the community.

9. Representing the community to the College.

10. Being active in legislative advocacy.

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07, 12/20/18
Revised:

1.6 - BOARD OFFICERS

The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office "upon adjournment" of the organizational meeting.

2. No person may serve as Chairperson for more than two (2) successive annual terms.

3. If a vacancy occurs in any of the Board officer positions after the annual organizational meeting, the Board shall elect an officer to fill the vacancy at a subsequent Board meeting.

4. In the case of a temporary absence of a Board officer, the ranking officer available may appoint another Board member to fulfill the duties of the absent officer.

1.7 - CHAIRPERSON'S ROLE

The Chairperson is elected by the Board. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

1. The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.

   a. The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.

   b. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.

   c. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.

   d. The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.

   e. The Chairperson will counsel with members who are not attending meetings on a regular basis.

2. The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of Chairperson.

3. The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.

4. The Chairperson is responsible for the professional relationship between the Board and President and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.

5. The Chairperson shall inform the President of any temporary absence or lack of availability to perform the duties of the Chairperson.

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6. The Chairperson shall ensure that Board members are informed of current and pending Board issues and processes.

7. The Chairperson shall appoint members to all other internal and external committees as needed and will distribute Board assignments among all members.

8. The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:

   a. The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.

   b. The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board.

1.8 - VICE CHAIRPERSON'S ROLE

The Vice Chairperson is elected by the Board.

1. The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.

2. The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

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1.9 - SECRETARY'S ROLE

The Secretary is elected by the Board.

1. The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.

2. The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board.

3. The Secretary shall make a record of and ensure that minutes are taken of all meetings of the Board.

4. Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.

5. On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.

6. Annually by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.

7. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the Board meeting to order and shall serve as Chairperson.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised: 2/28/13

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1.10 - TREASURER'S ROLE

The Treasurer is elected by the Board.

1. The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding $2,500 shall be approved by the Board.

2. By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature.

3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.

4. In the absence of the Chairperson, the Vice Chairperson and the Secretary, the Treasurer shall call the Board meeting to order and shall serve as Chairperson.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

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1.11 - BOARD COMMITTEES

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose. The Board may form ad-hoc committees as follows:

1. The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge as well as a timeline for the completion of the committee's work.

2. The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.

3. It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.

4. Ad hoc committees do not exercise control or authority over the President or the staff.

5. Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority by the Board for specific and time-limited purposes.

Adopted: 1/24/02
Reviewed: 11/21/02, 9/27/07
Revised: 1/24/19

1.12 - BOARD PLANNING AND AGENDA

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.

1. The College Vision, Mission, Purposes, Values (Governance Commitment), and Strategic Directions will be reviewed annually.

2. Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.

3. The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administrating the Oath of Office to newly elected Board Members and for the election of Board Officers.

Adopted: 1/24/02
Reviewed: 11/21/02, 9/27/07
Revised:

1.13 - BOARD MEMBERS' CODE OF CONDUCT

The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members. Board members are specifically classified as "public officials" under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, are subject to the Wisconsin Code of Ethics for Public Officials and Employees.

1. Board members must maintain unconflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of College services.

2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.

   a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.

   b. Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends, or associates.

   c. When a Board member's spouse is employed by the College, the Board member is prohibited from participating in any way on matters in which his/her spouse may have a financial interest or personal benefit and is also prohibited from taking any role in matters related directly to his/her spouse's employment, such as disciplinary matters and negotiations of future employment contracts for him/her.

3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

   a. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above in Board policies.

   b. Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.

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   c. Board members will express no judgments of the President or staff's performance except as that performance is assessed in accordance with explicit Board policies.

4. Board members will participate in educational activities, including state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's governing Board.

5. Board members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances.

6. Board members will not violate confidentiality including discussions which occur at legally held closed meetings of the Board.

7. Board members will not present an item for action or discussion at a Board meeting which is not on the agenda.

Adopted: 1/24/02
Reviewed: 12/19/02, 9/27/07
Revised:

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1.14 - COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

The Board will delegate to the President the responsibility to prepare the annual budget, budget reports, and detailed schedules as required by state statute and applicable rules.

The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Vision, Mission, Purposes, Values, financial assumptions (local, state, and federal funds) and other plans and related materials (e.g., strategic plan, capital budgeting plan, debt retirement schedule, etc.).

2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.

3. The Board will review the budget process calendar which includes the timetables for completion of the budget process in. November.

4. The Board will review the President's proposed direction statements and establish budget assumptions and parameters in February.

5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the three-year facilities plan.

6. The Board will review the President's final proposed College budget during the month of May.

7. Public hearings on the proposed budget will take place during the month of June.

8. Following the public hearings, the Board shall approve the budget by July 1.

Adopted: 1/24/02
Reviewed: 12/19/02, 9/27/07
Revised: 11/29/07, 2/28/13

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2.1 - PRESIDENT'S RESPONSIBILITIES

The President is the chief executive officer of the College. The President is the Board's single official link with the College as an organization. The President is accountable to the Board acting as a collective body. The Board will instruct the President through written policies delegating implementation to the President.

The President's responsibilities are:

1. Accomplishment of the Board's policies on Ends.

2. College operation within the boundaries established in Board policies on Executive Limitations.

3. Accomplishment of the responsibilities set forth in the President's position description.

4. Accomplishment of annual goals and objectives established by the Board in consultation with the President.

The President has five major functions:

1. Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the Board policies on Ends.

2. Provide leadership and direction so that College operation is within the boundaries established in Board policies on Executive Limitations.

3. Accomplish the responsibilities set forth in the President's position description.

4. Accomplish annual goals and objectives established by the Board in consultation with the President.

5. Represent the College to the general public and all its diverse constituencies.

The Board as collective body will assess presidential performance in meeting the above responsibilities through a formal review each June. The President's performance will be considered synonymous with the organizational performance of the College as a whole.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07
Revised:

2.2 - DELEGATION TO THE PRESIDENT

The Board appoints the President as chief executive officer of the College and directs the President to achieve certain results through the establishment of Ends policies (including goals and objectives).

1. The Board will limit the latitude the President may exercise in practices, methods, conduct, and other "means" through establishment of Executive Limitations policies.

2. The president is authorized to establish and implement administrative policies and procedures.

3. The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies.

4. The Board may change its Ends and Executive Limitations policies. However, as long as a policy is in effect, the Board will respect and support the President's decisions.

5. The President is obligated to follow decisions made by the Board as a collective body.

6. Requests or instructions from individual Board members are not binding on the President except when the Board has specifically authorized such exercise of authority.

7. The President shall seek direction from the Board Chairperson on requests from individual Board members that in the President's judgment may require a material amount of staff time, funds, or that are potentially disruptive.

8. The President shall request a waiver of a Board policy if the President believes a waiver is in the best interest of the College.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07
Revised: 11/29/07

2.3 - MONITORING COLLEGE EFFECTIVENESS

The Board shall monitor College effectiveness in meeting Board policies. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

College effectiveness may be monitored in one or more of three ways:

1. INTERNAL REPORTS – Disclosure of compliance information to the Board from the President. Internal reports follow a yearly established Monitoring Plan and include but are not limited to:

    a. Monitoring Reports (Template attached to the policy as Exhibit A)
        1) Compliance
        2) Student Access
        3) Campus Safety and Security
        4) Quality Teaching and Learning
        5) Financial Sustainability
        6) College Culture
    b. Budget Priorities
    c. Foundation and Real Estate Foundation Quarterly Reports
    d. State of the College
    e. Three-Year Master Facilities Plan
    f. Board Special Requests

2. EXTERNAL REPORTS – Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include but are not limited to:

    a. Financial Audit/Management Reports
    b. Licensing Examination Results
    c. Accreditation Reports
    d. WTCS Outcomes-Based Funding Report

3. DIRECT BOARD INSPECTION – Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.

As a result of the Board's monitoring, the Board shall review policies and make any adjustments necessary to improve College effectiveness with monitoring charts to be developed.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07
Revised: 1/24/19

Exhibit A

Board Monitoring Report
Council – College Health Indicator - Date

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Alignment with Strategic Directions

Competitive Positioning Statement (What matters now? What are the opportunities?)

RECOGNIZING AND VALUING PEOPLE

PRESENTATION OF THE DATA

1. Broad College Health Indicators
2. Key Trend Data
3. Lead Data
4. Analysis

STRENGTHS

1.
2.
3.

WEAKNESSES

1.
2.
3.

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Charter, or similar information, for top priority
2. Charter, or similar information, for second priority
3. Charter, or similar information, for third priority

APPENDIX

1. Raw Data
2. Exhibits

2.4 - PRESIDENT'S PERFORMANCE REVIEW

Monitoring the President's performance is synonymous with monitoring organizational performance against Board policies on Ends and on Executive Limitations. The Board will evaluate performance in a manner as to have systematic assurance of policy compliance, including accomplishments of Ends. Performance review for the President will occur at a minimum of once a year.

An annual evaluation will occur according to the following timetable:

1. Prior to the May Board meeting, the President will provide a written summary related to the performance review since the previous July. At the May Board meeting, the President will provide an oral summary of the report and answer questions.

2. The Board will discuss the report and the job performance of the President.

3. The Board Chairperson will draft a narrative performance report based upon the Board's discussion at the May meeting. The Board's final written performance report will be shared with the President prior to June 30.

4. The Board will provide direction to the President for the following year's initiatives and take appropriate action for contract renewal at the June Board meeting.

5. The Board will take action on the President's compensation annually.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07

2.5 - EMPLOYEE COMPLAINT AND APPEAL POLICY FOR DISCIPLINARY DEMOTION, SUSPENSION WITHOUT PAY, DISCIPLINARY TERMINATION AND WORKPLACE SAFETY ISSUES – Pursuant to Wis. Stats. Sec. 66.0509

Purpose
The purpose of this document is to establish an administrative complaint and appeal procedure with respect to discipline and workplace safety consistent with Sec. 66.0509 (1m) of the Wisconsin Statutes. This document applies when an employee ("complainant" as defined below) believes that he or she has been subjected to unfair or illegal discipline and/or unsafe working conditions (as defined below) provided the alleged wrongful behavior had a significant connection to employment of complainant and the activities of the College.

To the extent that the provisions of Sec. 118.22, Wis. Stats. are applicable, those statutory procedures shall be followed as required by law.

Definition
"Discipline" for the purposes of this procedure is defined as disciplinary demotion, suspension without pay, or disciplinary termination.

"Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, and training.

"Complainant" is defined as any College employee, not to include student employees, on the payroll of Southwest Wisconsin Technical College who has a personal complaint as defined in this procedure.

"Complaint" is defined as any written allegation of impropriety regarding discipline or workplace safety as defined in this procedure. The written signed complaint shall include a clear and concise statement of the facts upon which the complaint is based, the specific policies alleged to have been violated, if any, and the relief sought. If mutually agreed upon by both parties, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any time.

"Days" are defined as Monday through Friday when the College is open for business. Weekends, holidays, and days when the College is closed are excluded.

Procedure
Step 1
If an issue related to employee terminations, employee discipline, or workplace safety as defined in this procedure has not been resolved informally with the complainant's immediate supervisor, the complainant has the right to present a formal written

complaint to the immediate supervisor within ten (10) days after the facts upon which the complaint is based first occurred. The supervisor will meet with the complainant within seven (7) days and provide his or her written response within ten (10) days of the meeting.

Step 2
The complainant may, within seven (7) days after receipt of the written response of the immediate supervisor, request a review of the decision of his or her supervisor in writing to his or her Vice President or designee.

A. Review of Complaint.

The Vice President or designee, within ten (10) days of receipt of the request for review, shall review the complaint to determine whether the complaint is valid and notify the complainant. Validity is not a determination of whether or not the actions that gave rise to the complaint occurred, but whether or not the action underlying the complaint is within the scope of the complaint procedure. The Vice President or designee shall establish validity upon determining all of the following:

- That the complaint involves discipline or workplace safety as defined in this procedure.

- That the alleged conduct occurred on College-owned, College-leased, or College-controlled property or had a significant connection to the employment of the individual complainant and activities of the College.

- That the complainant is a College employee as defined in this procedure.

- That the complainant was the party harmed by the activity or action set forth in the complaint.

If the Vice President or designee concludes that the complaint lacks validity, he or she shall dismiss the complaint.

B. In-Person Meeting regarding merits.

If the Vice President or designee concludes the complaint is valid, he or she shall meet with the complainant within seven (7) days of receipt of the request for review to evaluate the merits. The Vice President or designee shall provide a written decision on the merits of the complaint within seven (7) days after the meeting.

The written complaint may not be amended following this decision; however, the remedy requested may be modified at any time without prejudice to the complainant's position in the appeal.

Step 3
The complainant may submit a written request for a hearing on the Vice President or designee's decision with regard to merit within seven (7) days of the written response from the Vice President or designee. The written request for hearing shall state the specific basis for disagreement and shall be submitted to the Director of Human Resources. Upon receipt of the request, the College shall retain the services of an Impartial Hearing Officer (IHO) and a hearing shall be scheduled within thirty (30) days after receipt of the request for hearing.

A record of the hearing shall be made. The complainant shall have the burden of proof that the complaint is meritorious, which must be shown by evidence that is clear, satisfactory, and convincing. In his or her written decision, the IHO shall make relevant findings of fact, shall decide for or against the complainant, and state his or her reasons. The decision of the IHO shall be limited to the issues raised in the request for hearing. The IHO shall have no authority to add to, modify, or delete from the policies of the College. If the IHO rules in favor of the complainant, the IHO will determine the appropriate remedy. The IHO's decision will be provided in writing to the parties within thirty (30) days of the hearing.

Step 4
Either party may, within seven (7) days after receipt of the written decision of the IHO, appeal the decision of the IHO to the Southwest Wisconsin Technical College Board of Trustees by filing a written appeal specifically stating the basis for contesting the findings and/or decision of the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President/Board. Upon receipt of a request for an appeal, the College will provide a record of the IHO hearing for use by the Board. Upon receiving the record, the Board shall schedule the appeal within thirty (30) days. The deliberations will be conducted according to procedures established by the Board. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.

The Board shall issue its written decision within fifteen (15) days following the conclusion of the Board's deliberations. The decision shall be by simple majority vote and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.

Timeline Requirements
If the College fails to give a written answer at Steps 1 or 2 within the designated timeframe, the complainant may immediately proceed to the next step. Failure by complainant to meet applicable deadlines may be the basis for dismissal of any complaint. If it is impossible to comply with the time limits specified because of extenuating circumstances, these time limits may be extended by mutual consent in writing by the complainant and the President or designee of the College.

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Representation
Either party may utilize a designated representative at their own expense.

Confidentiality
All participants in all proceedings under this procedure shall observe confidentiality to the extent reasonably possible.

**Southwest Wisconsin Technical College Complaint
And Appeal Procedures for the District Board**

Per the Southwest Wisconsin Technical College Employee Complaint and Appeal Procedure for Discipline and Workplace Safety Issues Pursuant to Wis. Stats. Sec. 66.0509, either party may, within seven (7) days after receipt of the written decision of the Impartial Hearing Officer (IHO), appeal the decision of the IHO to the Southwest Wisconsin Technical College District Board by filing a written appeal specifically stating the basis for contesting the findings and/or decision of the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President/Board. This appeal procedure relates only to a complaint submitted under the above Board Policy. Neither party in the appeal may engage in communication with any Board member(s) on any substantive issues. Board members must not discuss the complaint with any person prior to the meeting.

The Board may designate a person to handle all procedural issues and communications associated with this appeal. The procedures below may be modified at the option of the Board, so long as they are consistent with the above policy.

Procedures

1. Upon receipt of a written request for an appeal of the decision of the IHO to the Board, the College will provide a record of the IHO hearing for use by the Board. Copies of all documents and the record from the proceedings before the IHO will be made available to the Board members at least ten (10) days prior to the meeting.

2. Upon receipt of the record, the Board Chair shall schedule the appeal within thirty (30) days. Board deliberations on the appeal will be conducted in closed session. Only Board members and the Board's legal counsel shall be present.

3. The Board must consider only evidence submitted during the hearing before the IHO.

4. At its sole discretion, the Board may request clarification of the IHO record in writing from either party, prior to the scheduled deliberations.

5. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.

6. The decision shall be by simple majority vote of the Board and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.

7. The Board shall issue a written decision within fifteen (15) days following the conclusion of the Board's deliberations.

Adopted: 2/28/13
Reviewed:
Revised:

2.6 – ACTING PRESIDENT

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

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

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

1. Chief Financial Officer, Caleb White
2. Chief Human Resources Officer, Krista Weber
3. To Be Determined by April 2022

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

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

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

Prior to appointing an Interim President, the Board will determine if it intends to conduct a full search or make an appointment at the conclusion of a successful term. It is clearly understood if the Board determines to replace the current President for any reason, they will have full autonomy to appoint a new President using the process and parameters of their choosing. This policy provides a plan for their consideration in the event a presidential transition occurs and facilitates professional development and training.

In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the

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next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. An Interim President will be appointed by the Board Chair and considered by the entire Board at the next Board meeting during which time they will adjust the compensation for the Interim President according to the situation. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board for consideration through the policy approval process

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

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

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

Adopted: 7/9/18
Reviewed:
Revised: 1/24/19, 3/28/19, 8/26/21

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POSITION DESCRIPTION

JOB TITLE: Acting College President

REPORTS TO: College President

SUMMARY: Under the authority delegated by the President, the Acting College President serves in the place of the President when he/she is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, American Association of Community Colleges, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversite ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.
- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.

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- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

EDUCATION AND QUALIFICATIONS:

- Pursue an Ed.D. or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.

3.1 - GENERAL EXECUTIVE CONSTRAINT

The President is specifically classified as a "public official" under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, is subject to the Wisconsin Code of Ethics for Public Officials and Employees. The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.

2. Make decisions except by a process where openness is maintained.

3. Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.

4. Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.

5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.

6. Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College.

7. Manage the College without adequate administrative policies.

8. Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.

9. Enter into any lease, purchase, sale of any land or lease, purchase, sale or construction of facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 10/28/10

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3.2 - HUMAN RELATIONSHIPS

Treatment of and interaction with students, staff, and persons from the community shall not be inhumane, unfair, or undignified and will not be in violation of the Wisconsin Code of Ethics for Public Officials and Employees.

Accordingly, the President may not:

1. Operate without policies and/or procedures which set forth staff and student rules.

2. Fail to provide for effective handling of grievances.

3. Fail to insure due process.

4. Fail to protect against wrongful actions against or by staff or students.

5. Fail to comply with all state and federal laws, rules and regulations pertaining to employees and students including those pertaining to discrimination, equal opportunity, sexual harassment, and rights of privacy.

6. Prevent students and staff from using established grievance procedures.

7. Fail to acquaint students and staff with their rights and responsibilities.

8. Fail to maintain confidentiality where appropriate.

9. Fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules or regulations or of Board policies.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 10/28/10

3.3 - COMPENSATION AND BENEFITS

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

Accordingly, the President may not:

1. Change his or her own compensation and benefits.

2. Provide for or change the compensation and benefits of other employees except in accordance with policies of the Board.

3. Promise or imply permanent or guaranteed employment.

4. Employ persons not properly certified/certifiable for the position.

5. Grant fringe benefits not approved by the Board.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 2/28/13, 4/23/15

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3.4 - BUDGETING/FORECASTING

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

Accordingly, the President shall:

1. Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, use of fund balance, separation of capital and operational items, and disclosure of planning assumptions.

2. Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.

3. Propose a budget which takes into account Board Ends priorities.

4. Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.

5. Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.

6. Propose an operating budget which meets guidelines established by the Board and is within limits mandated by State Statute.

7. Submit any budget changes resulting in increases, decreases, or transfers by fund and /or function to the Board for a roll-call vote per Section 65.90(5), Wisconsin Statutes. (A two-thirds affirmative vote of the entire membership is required.)

Adopted: 1/24/02
Reviewed: 4/24/03, 5/1/07, 1/17/08, 10/15/10
Revised: 9/26/13

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3.5 - FINANCIAL CONDITION

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

It is a material deviation to:

1. Expend more funds than have been received in the fiscal year without prior Board approval.

2. Indebt the College in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.

3. Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.

4. Make any purchase or commit to any expenditure greater than funds available in the contingency fund without Board approval.

Furthermore, the President may not:

1. Make any purchase:

   a. Without prudent protection against conflict of interest;
   b. Over $10,000 without having obtained at least three competitive quotes, if available; and
   c. Over $50,000 without receipt of sealed bids or proposals, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code or the purchase is made via a cooperative purchasing contract whose competitive purchasing process has been recognized as acceptable by the Wisconsin Technical College System.

2. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.

3. Fail to maintain adequate combined operating fund balance reserves sufficient to provide for an average of two (2) months' operating expenses.

4. Fail to apply for aid from all sources of funding when eligible except when not in the best interests of the College.

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

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3.6 - ASSET PROTECTION

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

Accordingly, the President may not:

1. Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.

2. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.

3. Unnecessarily expose the College, the Board, or staff to claims of liability.

4. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.

5. Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law.   Further, no investments shall be made without compliance with, in order of priority, the following principles:
   a. Security of the investment;
   b. Receiving favorable consistent interest earned on the investment; and
   c. Local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.

6. Acquire, encumber, or dispose of real property without Board approval.

7. Fail to protect property, information, and files from loss or damage.

8. Fail to protect the College's trademarks, copyrights, and intellectual property interests.

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

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3.7 - COMMUNICATION AND COUNSEL TO THE BOARD

The President shall keep the Board adequately informed. Accordingly, the President shall:

1. Submit monitoring data required by the Board (see Policy 2.3, Monitoring College Effectiveness) in a timely, accurate, and understandable fashion, and directly addressing provisions of the Board policies being monitored.

2. Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

3. Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board/Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.

4. Present information in an appropriate form that is accurate, complete, concise, and is not misleading.

5. Provide a mechanism for official Board, officer, or ad hoc committee communications.

6. Interact with the Board on matters within the area of Board responsibility.

7. Report in a timely manner on actual or anticipated non-compliance with any Board policy.

4.1 - 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.

4.2 - 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
Revised: 3/24/05, 8/28/08, 2/22/14

4.3 - 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 ~~opportunities~~ 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.

4.4 - 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.

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4.5 - COLLEGE STRATEGIC DIRECTIONS

➢ 2019-2022
   1. Engage Students in High-Quality Learning
   2. Strengthen a Culture of Accountability
   3. Enhance the College's Economic Impact

B. *Wisdom and Guidance Round Robin: COVID Re-Opening Plan*

Included below is the COVID-19 Return to Campus Plan – Phase 4.1. Dr. Wood will lead a discussion on COVID and the College's response.

COVID - 19

Returning to Campus

GUIDELINES & POLICIES

Southwest Wisconsin TECHNICAL COLLEGE

THIS IS WHERE **PEOPLE CARE**

Phase 4.1 – August 10, 2021

Southwest Wisconsin TECHNICAL COLLEGE

COVID-19 RETURNING TO CAMPUS
GUIDELINES AND POLICIES

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Infectious Diseases Reduction Effort

COVID-19 and other infectious diseases and viruses are active in our local communities. While the College cannot guarantee that our campus is free of infectious disease, with everyone working together we can reduce the risk of transmission of these diseases within our school community.

The College has adopted rules that are designed to reduce the risk of transmission of these diseases and viruses on campus. The rules are based on guidance and recommendations from a variety of sources including, but not limited to the Center for Disease Control and public health authorities. The rules can be found here. (https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html) The rules are subject to change from time-to-time.

The College expects that all students, staff and faculty will become familiar with the rules and comply with them as part of an overall effort to make our campus as safe as possible. We take the safety of our students, faculty and staff seriously. Failure to comply with the rules may lead to disciplinary action up to and including exclusion from campus. Questions about the rules should be directed to Dan Imhoff, Director of Facilities, Safety & Security, at 608.822.2401 or dimhoff@swtc.edu.

Thank you for your cooperation.

Introduction

Southwest Wisconsin Technical College cares about people including the students and communities we serve and the faculty and staff we employ. We hope this COVID-19 Return to Campus Guidelines and Policies – Phase 4 will help individuals feel more comfortable returning to campus. Our goal is to be deliberate about returning to campus as we take the health and safety of everyone very seriously.

The Emergency Operations Team (EOT) has been actively gathering information to inform our multi-scenario plan for reopening campus. The team was closely following the trends and striving to understand the entirety of the crisis better. The team consulted with health care experts, the college's insurance company, and attorneys before finalizing the Return to Campus Guidelines and Policy. Planning began by collecting feedback from each employee, and then the EOT met with all supervisors at the college. Last, the team reviewed all the submitted documents and then used compiled data to inform the plan for faculty, staff, and students to return to campus. A similar process has been used for the Phase 4 process.

In the document, you will find guidelines on our phased return to campus; safety protocols including Personal Protective Equipment (PPE), instructional safety protocols, and personal safety; positive COVID-19 response action plan; frequently asked questions; training plan, policies, and our phase chart. These guidelines are intended to provide guidance for Phase 4.1 of the Return to Campus initiative. The guidelines have been developed in conjunction with county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US Centers for Disease Control and Prevention (CDC) guidelines, and principles of infectious disease control. ***The effectiveness of operational protocol for mitigating spread of COVID-19 is based upon current data and assumptions about the virus. Review of this proposal and protocol is recommended to take place monthly or as validated CDC guidelines become available and will be updated on a regular basis.***

All PPE requirements and safety protocols are put in place by Southwest Tech rule or policy and enforced through the Student Code of Conduct and Employee Handbook.

The better we do limiting the spread of the virus, the sooner we can move forward together. Simple reminders to help protect ourselves and others from getting sick:
1. Wash your hands frequently
2. Stay home as much as possible - If you do have to go out, practice social distancing
3. Use a cloth face cover when around others in public
4. Cover coughs and sneezes
5. Clean and disinfect frequently touched surfaces

If an employee has a question or concern about their health and safety or that of a student, they should work directly with their supervisor or Human Resources. Everyone's situation is unique, and the college is committed to offering assistance to those who need additional resources.

Please remember that kindness and compassion for each other will be the best antidote for the obstacles and opportunities the college has when employees return to campus. And, as we welcome students back this summer and fall, empathy and trust will help our strategies be more successful.

Southwest Tech Plan for Resuming In-Person College Operations

12.4.20

Phase 1 – Identified Essential Programs Resume to Finish Required Hands-on Learning (March 2020 – May 31, 2020)

Conditions:

- Necessary personal protective equipment (PPE) is in stock and available for use.
- Appropriate cleaning/disinfectants in stock.
- Instructional safety protocols established and implemented.
- Limited support personnel on site in related facilities (e.g. custodians, aides).
- Student signed risk waivers are completed.
- Scheduled to minimize number of personnel in any given building at a time.
- Faculty and staff follow personal safety protocols on campus.
- Facilities staff have deep cleaned instructional areas.
- Employer sites for off-campus learning follow the College's personal safety protocols.
- Work duty out-of-district travel ban remains in place.
- Work duty 14-day quarantine for any out-of-state personal travel remains in place.

Phase 2 – Limited In-Person Operations (June 1, 2020 - August 2, 2020)

(Summer 2020 programming and college-wide operations)

Conditions:

- The College's COVID-19 Safety Plan is in place.
- Personal Protective Equipment (PPE) requirements apply based on the advice of county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US Centers for Disease Control and Prevention (CDC) guidelines, principles of infectious disease control, and the Badger Bounce Back Plan.
- PPE is in stock and available for use per the Safety Plan.
- Individual department and program plans where staff will be on campus must be developed and maintained in conjunction with Dan Imhoff.
- All courses are offered online except required hands-on learning components.
- Instructional safety and personal protocols are established and implemented college-wide (see Safety Plan).
- Minimal staff to complete on-site department duties; significant work from home continues.
- In-person departments implement staggered schedules.
- No non-classroom gatherings of more than 10 people.
- Educational activities will be limited dependent upon the size of the training space.
- Child care center remains closed.

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- The College will be closed on Fridays except for preapproved programming and for Crossing Rivers Health Clinic.
- Charley's and the Fitness Center remains closed. Locker room/showers are open for Criminal Justice/Law Enforcement students only.
- Dining Services remains closed.
- Work duty out-of-district travel ban remains in place except for direct course-related needs or as granted by the President (see Travel Guidelines).
- Work duty 14-day quarantine for any out-of-state personal travel is lifted.

Phase 3 – Expanded In-Person Operations (August 3, 2020 - April 4, 2021)
(Fall programming and college-wide operations)
Conditions:

- Personal Protective Equipment (PPE) requirements apply based on the advice of county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US Centers for Disease Control and Prevention (CDC) guidelines, principles of infectious disease control, and the Badger Bounce Back Plan.
- Instructional safety and personal protocols are established and implemented college-wide (see Safety Plan).
- Temperature checks will be required starting December 7. All guests will be checked at the Main Entrance. Support and administrative staff will be checked at the Main Entrance if there is not a thermometer in their area. Faculty and students will be checked when they enter their instructional area.
- Minimal staff to complete on-site department duties; mostly work from home continues. Any variations from the Staffing Plan should be communicated through Facilities.
- No non-classroom gatherings.
- Educational activities will be limited dependent upon the size of the training space.
- All guests must enter through the Main Entrance.
- All visitors, including contractors, vendors, and delivery personnel, are prohibited from using gaiters and bandanas for a mask. Face masks must include, at minimum, a two-layered cloth or surgical mask.
- Child Care Center – Will re-open August 17 with students having first priority for child care; safety protocols have been established in conjunction with the Department of Family Services
- Charley's is closed as an activity center and repurposed for classroom space.
- Fitness Center remains closed; locker room/shower are open for Criminal Justice/Law Enforcement students only.
- Bookstore is limited to having eight people in the bookstore (including the Bookstore staff). Books will be mailed to all students.
- Dining room is closed.

Southwest Wisconsin TECHNICAL COLLEGE

- Limited food service – Dining Services will have food available for window pick-up. Orders must be placed via the app that will be available soon. More information will be sent out separately regarding this app.
- Students are allowed to eat in their assigned seat in their learning area. They must maintain social distance (6 feet between individuals) at all times and masks must be put back on when they are done eating and drinking.
- There will be no out-of-district travel for work except for direct course-related needs (i.e., clinicals, internships) or as granted by the President (see Travel Guidelines).
- Creative Elements Salon will remain closed.

Phase 4 – Expanded In-Person Operations (April 5, 2021 – May 20, 2021)
Conditions:
- Personal Protective Equipment (PPE) requirements are determined based on the advice of county health officials, Districts Mutual Insurance Company and legal counsel while adhering to the guidelines set by the US Centers for Disease Control and Prevention (CDC) guidelines and principles of infectious disease control.
- Instructional safety and personal protocols are established and implemented college-wide (see Safety Plan).
- Temperature checks will be required on a program specific basis depending on educational content and delivery method.
- Minimal staff to complete on-site department duties; mostly work from home continues. Any variations from the Staffing Plan should be communicated through Facilities.
- Masks are required for all employees, students, and visitors including contractors, vendors, and delivery personnel. Face masks must include, at minimum, a two-layered cloth or surgical mask. All employees, students and visitors including contractors, vendors, and delivery personnel are prohibited from wearing gaiters and bandanas in lieu of the two-layered mask or surgical mask.
- Non-classroom gatherings are limited to 10 or fewer people and must maintain social distancing. Exceptions to the number of people will be made for business-related College public meetings that follow open meetings laws (i.e., District Board) with all safety protocols in place.
- Lecture-based classes will continue to be delivered in face-to-face and remote capacity.
- Educational activities will be limited, dependent upon the size of the training space and ability to social distance.
- All visitors must enter through the Main Entrance.
- Child care center remains open.
- Charley's remains closed.

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- Fitness Center remains closed; locker room/showers are open for Criminal Justice/Law Enforcement students only or for other pre-approved instructional purpose.
- Dining room is closed.
- Limited food service – Dining Services will have food available for window pick-up. Orders must be placed via the Chow Cow app.
- Creative Elements Salon remains closed.
- Bookstore capacity is ten (10) people not including staff.
- Knox Learning Center is open to ten (10) or fewer people not including staff.
- Charger Technology Support Center remains open.
- Work duty out-of-district travel ban remains in place except for direct course-related needs or as granted by the COVID Operations Team (see Travel Guidelines).
- Open to the public on a limited basis.

Phase 5 – Expanded In-Person Operations *(May 21, 2021 – August 9, 2021)*
Conditions:

- Personal Protective Equipment (PPE) requirements are determined based on the advice of county health officials, Districts Mutual Insurance Company and legal counsel while adhering to the guidelines set by the US Centers for Disease Control and Prevention (CDC) guidelines and principles of infectious disease control.
- Instructional safety and personal protocols are established and implemented college-wide (see Safety Plan).
- Temperature checks will be required on a program specific basis depending on educational content and delivery method.
- All departments staffed with minimal staff to complete on-site department duties. Any variations from the Staffing Plan should be communicated through Facilities.
- Effective May 21, SWTC will adopt the CDC's new guidance regarding the use of face masks and social distancing for fully vaccinated people. Face masks are no longer required for those who are fully vaccinated nor is social distancing required for those who are fully vaccinated. Face masks continue to be required for those who are not fully vaccinated or for those considered high-risk. If the CDC changes its guidance, we will reevaluate our protocols. For those who fall under other regulatory agencies, they must follow those regulatory agencies' guidelines (i.e., child care center and clinical settings).
- When employees that are not fully vaccinated are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are leaving their work station and moving around common areas (e.g., in classrooms, labs, hallways and stairwells, going to the restroom, etc.). For employees working in congregate settings (e.g., direct student and public contact areas, meeting rooms, areas

open to the public, or similar settings), those workers shall wear a face covering as above, as well as when they are at their work station. In addition, continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6ft of other employees. Some areas will require other Personal Protective Equipment (PPE) such as gloves, gowns, etc.

- Non-classroom gatherings are limited to 50 or fewer people and must maintain social distancing. Exceptions to the number of people will be made for business-related College public meetings that follow open meetings laws (i.e., District Board) with all safety protocols in place.
- Lecture-based classes will continue to be delivered in face-to-face and remote capacity.
- All visitors must enter through the Main Entrance.
- Child care center remains open.
- Charley's will be open with limited capacity.
- Fitness Center will be open.
- Dining room will be open with spaced seating.
- Limited food service – Dining Services will have food available for window pick-up. Orders must be placed via the Chow Cow app.
- Bookstore will be open with no capacity limits.
- Knox Learning Center is open to fifty (50) or fewer people not including staff.
- Charger Technology Support Center remains open.
- Work duty out-of-district travel:
    - o Travel will be by supervisor approval, unless out of state then it is President's approval. (the same policy we had before COVID)
    - o If there is an effective virtual option, the virtual option should be used.
    - o Field and Club trips will be reviewed and approved by Dean/Director. (crowd size and event setup will weigh in the approval process). If there are questions, contact Dan Imhoff, Director of Facilities, Safety & Security.
    - o Must fit in the parameters of the budget.
    - o Vehicle travel will be limited to a percentage of the total capacity of 50% for Phase V.
    - o Masks will be required while in the vehicle.
- Open to the public.

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COVID-19 RETURNING TO CAMPUS GUIDELINES AND POLICIES

Phase 4.1 – Expanded In-Person Operations (August 10, 2021 – To Be Determined)
Conditions:
- Personal Protective Equipment (PPE) requirements are determined based on the advice of county health officials, Districts Mutual Insurance Company and legal counsel while adhering to the guidelines set by the US Centers for Disease Control and Prevention (CDC) guidelines and principles of infectious disease control.
- Instructional safety and personal protocols are established and implemented college-wide (see Safety Plan).
- Temperature checks will be required on a program specific basis depending on educational content and delivery method.
- All departments staffed with minimal staff to complete on-site department duties.
- Masks are to be worn at all times in all places (Masks may be removed for brief periods for eating and drinking). Fully vaccinated employees may remove their mask while at their work stations if they are not working directly with the public once they have provided official documentation of vaccination to Human Resources via the Proof of Vaccination Form. All employees, students, and visitors including contractors, vendors, and delivery personnel are prohibited from wearing gaiters and bandanas in lieu of the two-layered mask or surgical mask.
- All classes that are not designated as an online class will be delivered face-to-face.
- All visitors must enter through the Main Entrance.
- Child care center remains open.
- Charley's will be open with limited capacity.
- Fitness Center will be open. Masks must be worn in the Fitness Center.
- Dining room will be open with spaced seating.
- Limited food service – Dining Services will have food available for window pick-up. Orders must be placed via https://southwest-tech.square.site/.
- Bookstore will be open with no capacity limits.
- Knox Learning Center is open.
- Charger Technology Support Center remains open.
- Work duty out-of-district travel:
  - Travel will be by supervisor approval, unless out of state then it is President's approval. (the same policy we had before COVID)
  - If there is an effective virtual option, the virtual option should be used.
  - Field and club trips will be reviewed and approved by dean/director. (crowd size and event setup will weigh in the approval process). If there are questions, contact Dan Imhoff, Director of Facilities, Safety & Security.
  - Must fit in the parameters of the budget.
  - Masks will be required while in the vehicle.
- Open to the public.

Southwest Wisconsin
TECHNICAL COLLEGE

Frequently Asked Questions (FAQs) Related to Returning to Campus During Phase 4.1 (August 10, 2021 – To Be Determined)

How should I prepare to come to campus?
- All guests will be checked at the Main Entrance.
- Protective partitions have been put in place in service areas around the College.
- There is limited on-site refrigerators and microwaves on campus. Sanitation of equipment will occur throughout the day.
- Food service will be available.
- Vending will be available and sanitized throughout the day.
- Bottle filling stations will be activated and cleaned several times throughout the day by Facilities. Water fountains will not be available.

Are gaiters and bandanas considered approved face coverings?
- Gaiters are not approved face coverings for faculty, staff, students, and visitors.

What social distancing criteria is Southwest Tech following?
- Southwest Tech is recommending 3-foot social distancing when possible and practical.

What is considered on campus and campus?
- On campus and campus are defined as college-owned/leased spaces or college-controlled areas/premises being used as learning environments at other facilities.

If an employee is doing Southwest Tech business off campus, do they need to follow our protocols or the protocols where they are doing business?
- Southwest Tech employees doing Southwest Tech business off campus must follow Southwest Tech's protocols unless where they are going has stronger protocols in place.

What is the definition of a close contact?
- For COVID-19, a close contact is anyone who was within 6 feet of an infected person or in an enclosed space for a total of at least 15 minutes. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

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COVID-19 RETURNING TO CAMPUS
GUIDELINES AND POLICIES

What do I do if I am or a close contact is experiencing symptoms of COVID-19, test positive for COVID-19, or is awaiting a test result unless test is scheduled related to work and no symptoms are present or exposure has occurred, or is showing symptoms? (See the COVID-19 Positive Response Action Plan)

> **Report symptoms, a positive test, waiting for test results for yourself and close contacts using the COVID-19 Reporting Form** OR
>
> For employees, contact one of the Human Resources staff:
> | | | |
> |---|---|---|
> | Krista Weber | kweber@swtc.edu | 608.822.2315 |
> | Connie Haberkorn | chaberkorn@swtc.edu | 608.822.2310 |
> | Annetta Smith | asmith@swtc.edu | 608.822.2314 |
>
> For students, notify one of the Student Notification Team consisting of Dan Imhoff, Director of Facilities, Safety and Security; Holly Clendenen, Chief Student Services Officer; or Brian Kitelinger, Safety Coordinator.
>
> | | |
> |---|---|
> | dimhoff@swtc.edu | 608.822.2401 |
> | hclendenen@swtc.edu | 608.822.2362 |
> | bkitelinger@swtc.edu | 608.822.2376 |

What should I do if someone is showing symptoms of COVID-19 (fever, cough, difficulty breathing, etc.) or notifies me they are showing symptoms, have tested positive for COVID-19, or have been in close contact with someone who has tested positive for COVID-19, is waiting test results, or is showing symptoms?

- Give them the following advice:
  - Stay home
  - Call ahead to your care provider and report symptoms (if you have not been in contact with your care provider)
- Report someone who is showing symptoms or notifies me they are showing symptoms, have tested positive for COVID-19 or have been in close contact with someone who has tested positive for COVID-19 or is showing symptoms using the COVID-19 Reporting Form.
- Identify in the report any recent campus contacts. (Ex. They were in class on XX-XX-XXXX, held in room X.)
- Have them report it to the appropriate team – employees report to HR and students report to the Student Notification Team

In compliance with the Jeanne Clery Act, any incident creates a threat to the students, employees, or campus guests, which will result in a timely warning.

These steps are essential to our efforts in reporting and mitigating the spread of COVID-19.

What kind of resources are available for my well-being?

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For Students:
- The College has a licensed Mental Health Counselor on campus for students. https://www.swtc.edu/student-resources/student-services/counseling-services Contact the Mental Health Counselor at 608.822.2357.
- Submit a concern at https://www.swtc.edu/student-resources/student-services/report-a-concern.
- Contact covid19response@swtc.edu.

For Staff:
- Contact the Employee Assistance Program at Life Matters. (Password: SWTC1)
- Check out the Wellness page on The Charger Hub.
- Contact the Human Resources department at humanresources@swtc.edu.
- Contact covid19response@swtc.edu.

Who should I report a concern to if someone does not follow the guidelines?
- Ask the person to follow the guidelines.
- If the person does not adhere, dial 0 for the front desk and send an email to covid19response@swtc.edu. The person at the front desk is trained in how to handle these situations and will respond to the situation.

Are staff, faculty, and students allowed to eat together in groups? May I order or bring food in for employee or student groups?
- Group meals, such as potlucks and cookouts, are not allowed.
- Social distancing (3 feet between individuals) is required when eating.

Will the dining room be open for eating on campus? Will employees have to eat at their desks? Will Dining Services have food available to purchase?
- Yes, the dining room will be open with spaced seating. If not eating in the dining room, employees are encouraged to eat at their work station or any location with minimal traffic where they can maintain social distancing.
- Dining Services will have food available for pick-up. Orders must be placed via https://southwest-tech.square.site/

Should I take my laptop home when I leave the college at the end of my work day?
- You should always take your laptop home at the end of each day.

Are employees allowed to be on campus during weekends and "non-business" hours?
- We request you do not access the buildings on weekends and "non-business" hours, except for the Fitness Center. This time is set aside to clean and sanitize the campus. Entry would cause the facilities crew to have to clean and sanitize these areas again, causing extra work for the facilities staff.

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Is there a timeline for when all campus employees will be back on campus at the same time?

- The COVID-19 Return to Campus Phases chart provides a projected timeline. However, the ever-changing nature of this situation makes it impossible to determine exactly when campus will fully reopen. Final determination will be based on CDC guidelines, infection control, and county health and other governmental mandates.

Southwest Tech's COVID-19 Safety Plan

Infectious Disease Reduction Effort

Covid-19 and other infectious diseases and viruses are active in our local communities. While the College cannot guarantee that our campus is free of infectious disease, with everyone working together we can reduce the risk of transmission of these diseases within our school community.

The College has adopted rules that are designed to reduce the risk of transmission of these diseases and viruses on campus. The rules are based on guidance and recommendations from a variety of sources including, but not limited to the Center for Disease Control and public health authorities. The rules can be found here. (https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html) The rules are subject to change from time-to-time.

The College expects that all students, staff and faculty will become familiar with the rules and comply with them as part of an overall effort to make our campus as safe as possible. We take the safety of our students, faculty and staff seriously. Failure to comply with the rules may lead to disciplinary action up to and including exclusion from campus. Questions about the rules should be directed to Dan Imhoff, Director of Facilities, Safety & Security, at 608.822.2401 or dimhoff@swtc.edu.

Thank you for your cooperation.

Purpose:
The health and safety of our students and staff is of the greatest importance. This plan has been created based on the advice of county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US Centers for Disease Control and Prevention (CDC) guidelines, and principles of infectious disease control. This safety plan is the foundation for face-to-face (f2f) instructional safety plans and operational protocol.

The coronavirus causing COVID-19 is spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 3 feet).

- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Studies have shown COVID-19 is spread by people who are not showing symptoms.
- Maintaining good social distance (6 feet) is very important in preventing the spread of COVID-19.

It may be possible a person can get COVID-19 by touching a surface or object which has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus. CDC recommends people practice frequent "hand hygiene," which is either washing hands with soap and water or using an alcohol-based hand rub. CDC also recommends routine cleaning of frequently touched surfaces.

While on campus we ask that everyone practice good hygiene practices.

Wash your hands frequently: Wash your hands with soap and water for at least 20 seconds. Use of alcohol-based hand rub also kills viruses that may be on your hands.

Avoid touching eyes, nose and mouth: Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose and mouth. From there, the virus can enter your body and make you sick.

Practice respiratory hygiene: Make sure you and the people around you follow good respiratory hygiene. This means covering your mouth and nose with a bent elbow or tissue when you cough or sneeze. Dispose of tissue, if used, immediately in the nearest garbage receptacle. Then wash your hands with soap and water.

If you have a fever, cough, and difficulty breathing, seek medical care early: Stay home if you feel unwell. If you have a fever, cough or difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. Your instructor will work with you on the completion of your required curriculum.

Remember these guidelines are for the protection of you, your fellow students, and the staff of Southwest Wisconsin Technical College. We take your safety and protection seriously and want to protect your health.

The effectiveness of operational protocol for mitigating spread of COVID-19 is based upon current data and assumptions about the virus. Review of this proposal and protocol is recommended to take place monthly or as validated CDC guidelines become available.

Southwest Wisconsin TECHNICAL COLLEGE

Cleaning/Disinfecting Practices:

Southwest Tech Facilities Department will deep clean and disinfect all areas of campus prior to students, faculty, and staff returning to classrooms, instructional labs, office spaces, and common areas. Common touch points and key areas will be cleaned and sanitized periodically throughout the day. Areas will be cleaned and disinfected after use each day. Common use areas and high traffic areas will be fogged daily as an added precaution. Employees working on campus are encouraged to wipe their own area down before they leave each day and are asked to place their garbage and recycling receptacles in the nearest corridor to conserve time for custodial staff allowing them to focus on disinfecting campus. Proper Personal Protective Equipment (PPE) should be worn when disinfecting and removing trash.

The HVAC systems have been modified to maximize the amount of fresh air being brought into the buildings. This will create more fresh air exchanges during the day improving the air quality throughout the day.

Personal Protective Equipment (PPE):
PPE requirements will apply for Phase V 2021 based on CDC guidance.

PPE & Social Distancing Requirements

- Effective August 10, 2021, masks are to be worn at all times in all places (Masks may be removed for brief periods for eating and drinking). All employees, students, and visitors including contractors, vendors, and delivery personnel are prohibited from wearing gaiters and bandanas in lieu of the two-layered mask or surgical mask.
- Fully vaccinated employees may remove their mask while at their work stations if they are not working directly with the public once they have provided official documentation of vaccination to Human Resources via the Proof of Vaccination Form.
- Social distancing requirements are three (3) feet.

Sanitizers:

Sanitizers are suggested to keep surfaces and hands clean and reduce spread of coronavirus.

- Surface & tool sanitation must be done between participant use of common items and areas. Southwest Tech has three forms of surface disinfectant available. Instructional teams and managers will determine the most appropriate method and PPE to use in each area.
  - Bulk disinfectant spray concentrate & Wypalls are the most cost effective and are recommended as a first choice.
  - Pre-moistened towelettes are effective where liquid spray is not practical. Care should be exercised around sensitive materials, some plastics, and electronics. Pre-moistened towelettes should only be used in rare instances and approved by the division dean or instructional manager.
  - Hand sanitizer is not a replacement for regular hand washing. After using common areas and shared tools or equipment, students and staff should wash hands thoroughly. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and

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water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.

- Hand sanitizer stations will be positioned throughout Southwest Tech facilities, primarily in locations where additional personal disinfectant is needed or where hand washing is not readily available.
- Personal hand sanitizer dispensers are approved and encouraged to be used in addition to regular hand washing. Personal dispensers will not be provided by the College and should be procured by students and staff at their own expense.

Group Meals:

- Group meals, such as potlucks and cookouts, are not allowed.
- Social distancing (3 feet between individuals) is required when eating.

Addressing Symptoms and Positive COVID-19 Test Results

COVID-19 Notification Response Action Plan

This document outlines a response plan to notify the Southwest Tech community about any risk related to Coronavirus Disease (COVID-19) suspected or confirmed positive cases. In this document, we will be providing a holistic overview of the plan in sections:
- COVID-19 Overview and Behavioral Expectations
- Employee Tests Positive
- Student / Training Participant Tests Positive

Fully vaccinated individuals must still report symptoms and exposures to the appropriate team but may not be required to isolate if they are symptom free.

COVID-19 Overview and Behavioral Expectations

COVID-19 is thought to spread mainly through contact from person-to-person in respiratory droplets from someone who is infected. Instances of spread through aerosol particles have also been reported. Symptoms typically include fever, cough and shortness of breath. Infected individuals, with or without symptoms, may be able to spread the virus.

Symptomatic Employees and Students on SWTC Owned or Operated Property

Employees and students developing one of the following while on SWTC owned or operated property must leave immediately:
- Fever (At or Greater than 100.4)
- Cough
- Shortness of Breath or difficulty breathing
- Any symptoms of illness including those which one may attribute to a sinus infection or conjunctivitis (pink eye) or allergies

- If the employee or student is not able to leave immediately, they will be isolated in an empty room closest to the classroom or workspace until arrangements for departure can be made.
- Employees and students in the workspaces or classrooms occupied by the ill person for a period of at least 10 minutes at a time will be relocated to a vacant room or the class will be rescheduled.
- The isolation room and other workspaces occupied by the ill employee or student for a period of 10 minutes at a time will be closed and locked until cleaning is complete.
- The employee or student may return to the college after symptom free for 72 hours without the use of fever-reducing medication, and at least 10 days from when symptoms first occurred (CDC, June 2020), without the use of medication.
- Faculty will work with students to provide alternative (class meeting) dates or mode of delivery to complete the course.

Employees or a close contact of the employee with symptoms of COVID-19, **awaiting a test result unless test is scheduled related to work and no symptoms are present or exposure has occurred,** or a confirmed positive COVID-19 test result, regardless of whether they are working on campus or at home, are required to notify Human Resources (HR) by contacting Krista Weber, Connie Haberkorn or Annetta

Smith to determine eligibility for use of COVID-19 MTO, managed time off (MTO) or Family Medical Leave Act (FMLA).

Report symptoms, a positive test, waiting for test results for yourself and close contacts using the COVID-19 Reporting Form OR

kweber@swtc.edu	608.822.2315
chaberkorn@swtc.edu	608.822.2310
asmith@swtc.edu	608.822.2314

Employee Tests Positive or Has Direct Contact with a Positive Individual On or Off Campus

What to do if an employee reports having a confirmed positive COVID-19 test?

1. Chief Human Resources Officer or their designee will call the employee and ask the employee the following questions:

   Speak with the employee diagnosed:
   a. Will be asked if they have personally contacted or been contacted by a representative from the Wisconsin County Health Department.
   b. Will be requested to identify specific buildings, classrooms, offices, etc. they were in for a prolonged period (more than 10 minutes at a time). In collaboration with local county health officials, a decision will be made on areas of campus to decontaminate. The decontamination process will be based on the CDC guidelines on Cleaning and Disinfection for Community Facilities and may take up to three days to complete. See Cleaning and Disinfection for additional information.
   c. Will be asked to provide the names of employees who were in the *close contact* (within six feet for a period of more than 10 minutes at a time) while on a SWTC owned or operated property and within 14 days of experiencing symptoms. Obtain permission to disclose the diagnosis to other employees/discuss confidentiality.
   d. Discuss pay during time off (e.g., COVID-19 MTO, MTO or FMLA)
2. Three-way call with health department (determined by the county the employee lives in, or if they reside out of state, the Grant County Health Department), HR, and Public Information Officer (PIO) for an official recommendation that we can include in the statement
3. Director of Facilities, Safety and Security - Determine whether shutdown of entire location is necessary for cleaning
4. Director of Facilities, Safety and Security - Have all areas where infected employee went sanitized immediately
5. HR will request phone numbers and email addresses from supervisor of employee and or students who may be impacted
6. PIO or designee will activate the notification response team and speak with employees who had close contact – maintain confidentiality
   a. Give directions on quarantine period
   b. PIO will communicate an official statement via email for documentation
7. Communicate confidentially with other employees at the location about the positive test [and possible shutdown]

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    a. If shutting down
        I.   Provide information regarding shut down period
        II. Communicate decisions related to pay during shut down period
    b. PIO work with the Director of Facilities, Safety and Security regarding Clery notice or other communication that may be needed

8. Where possible, consider allowing impacted employees to work remotely
9. At all times, contact Legal, Communications, and other stakeholders
10. PIO will document communications in Smartsheet and follow up questions to share with HR

Additional close contacts may be identified and contacted based on the touching of shared workspace or equipment.

Employees who have been Fully Vaccinated (required proof of vaccine with Human Resources):
- Must report exposure (testing is recommended 3-5 days after exposure)
- Will not have to isolate if they have not tested positive and are asymptomatic
- If positive test exists, must isolate for 10 days
- If symptomatic without positive test, must be asymptomatic for 48 hours

Employees who have <u>not</u> been Fully Vaccinated:
- Must report exposure (testing is recommended 3-5 days after exposure)
- Will have to isolate from campus for 14 days after an exposure even with a negative test
- If you test positive, you must isolate from campus for 10 days after symptoms
- If showing symptoms with no know exposure but test negative, you may return to campus if asymptomatic for 48 hours.

~~Employees may return to work based on the CDC guidelines for discontinuing isolation or upon health care provider's authorization to return to work. Return to work is generally at least 72 hours fever free (<100.4), without the use of fever-reducing medication, and at least 10 days from initial onset of symptoms.~~

Employee Close Contacts
<mark>Fully vaccinated individuals must still report symptoms and exposures to the appropriate team but may not be required to isolate if they are symptom free.</mark>

For COVID-19, a close contact is anyone who was within three (3) feet of an infected person or in an enclosed space for a total of at least five (5) minutes. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

Close contacts related to SWTC owned or operated property will be notified via phone or email and will be asked to leave campus immediately if on campus. Close contacts are medium risk and are encouraged to monitor symptoms and consult with a health care provider. Close contacts will be required to work from home and will not be allowed on campus for 14 days, unless fully vaccinated. If work from home is not an option, close contact employees may be eligible for use of COVID-19 MTO, MTO or FMLA.

Employees who have been Fully Vaccinated (required proof of vaccine with Human Resources):
- Must report exposure (testing is recommended 3-5 days after exposure)
- Will not have to isolate if they have not tested positive and are asymptomatic
- If positive test exists, must isolate for 10 days
- If symptomatic without positive test, must be asymptomatic for 48 hours

Employees who have <u>not</u> been Fully Vaccinated:
- Must report exposure (testing is recommended 3-5 days after exposure)
- Will have to isolate from campus for 14 days after an exposure even with a negative test
- If you test positive, you must isolate from campus for 10 days after symptoms
- If showing symptoms with no know exposure but test negative, you may return to campus if asymptomatic for 48 hours.

~~Employees may return to work based on the CDC guidelines for discontinuing isolation or upon health care provider's authorization to return to work. Return to work is generally at least 72 hours fever free (<100.4) and at least 10 days from the initial onset of symptoms, without the use of fever reducing medication. Continual communication with supervisor should continue through duration of illness.~~

In addition, the following practices must be followed upon return:
- Adhere to self-monitoring requirements established by county health department recommendations
- Remain three (3) feet apart and practice social distancing from students or training participants

Contact not considered to be close contacts of close contacts are low risk and should self-monitor for symptoms for 14 days and are allowed to remain on campus.

Southwest Wisconsin TECHNICAL COLLEGE

COVID-19 RETURNING TO CAMPUS
GUIDELINES AND POLICIES

Student/Training Participant Has Symptoms of COVID-19, is awaiting a test result unless test is scheduled related to work and no symptoms are present or exposure has occurred, Tests Positive, or Has Direct Contact with a Positive Individual On or Off Campus or a Close Contact is Awaiting a Test Result, or is Experiencing COVID like Symptoms

What to do if a student or training participant reports having a confirmed positive COVID-19 test.

When students have been exposed to a person who has tested positive for COVID-19, they should:

Report symptoms, a positive test, waiting for test results for yourself and close contacts using the COVID-19 Reporting Form OR

Notify the Student Notification Team consisting of Dan Imhoff, Director of Facilities, Safety and Security; Holly Clendenen, Chief Student Services Officer; or Brian Kitelinger, Safety Coordinator.

dimhoff@swtc.edu	608.822.2401
hclendenen@swtc.edu	608.822.2362
bkitelinger@swtc.edu	608.822.2376

In order to promote safety and infection control, please follow Personal Protective Equipment (PPE) plan.

1. If possible, the division dean or Instructor will reach out to the Student Notification Team to speak with the student/participant diagnosed
   a. Determine if the student/participant has contacted or been contacted by a representative of a Wisconsin County Public Health Department. If so, determine which department has been contacted
   b. Determine where the student was (for sanitizing purposes) and with whom the student had close contact (for notice and possible additional quarantine purposes)
   c. Give direction on quarantine period
   d. Obtain permission to disclose the diagnosis to others (student/participant/employees etc.)
   e. Discuss confidentiality
2. Student Notification Team will speak with employee(s) who had close contact – maintain confidentiality
   a. Provide info on testing/symptoms etc. (involve health officials as appropriate)
   b. Given directions on quarantine period
   c. Communicate decisions related to pay
3. Director of Facilities, Safety and Security and PIO will consider Clery notice to other students or other general communications
4. PIO will notify the Response Team and request a contact list from dean and HR
   a. Speak with students about the possible exposure and that they should watch for symptoms or be tested (do not release name of the diagnosed student without permission).
5. At all times, loop in Legal, Communications, and other stakeholders

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6. PIO will share documentation of calls and communications with Director of Facilities, Safety and Security

In collaboration with local county health officials, a decision will be made on areas of the campus to decontaminate. The decontamination process will be based on the CDC guidelines on Cleaning and Disinfection for Community Facilities.

Students may return to the classroom based on the CDC guidelines for discontinuing isolation or upon health care provider's authorization to return to work. Return to campus is generally at least 72 hours fever free (<100.4) and 10 days from the initial onset of symptoms, without the use of fever reducing medication.

Close contacts that are employees of SWTC are encouraged to notify Human Resources for eligibility information on the use of COVID-19 MTO, MTO or FMLA.

Syllabi language regarding PPE and reporting:

When students have been exposed to a person who is showing symptoms, is awaiting COVID test results unless test is scheduled related to work and no symptoms are present or exposure has occurred, or has tested positive for COVID-19, they should:

Notify the Student Notification Team consisting of Dan Imhoff, Director of Facilities, Safety and Security; Holly Clendenen, Chief Student Services Officer; or Brian Kitelinger, Safety Coordinator.

dimhoff@swtc.edu	608.822.2401
hclendenen@swtc.edu	608.822.2362
bkitelinger@swtc.edu	608.822.2376

In order to promote safety and infection control, please follow Personal Protective Equipment (PPE) plan.

PPE Requirements
- Effective August 10, 2021, masks are to be worn at all times in all places (Masks may be removed for brief periods for eating and drinking). All employees, students, and visitors including contractors, vendors, and delivery personnel are prohibited from wearing gaiters and bandanas in lieu of the two-layered mask or surgical mask.

Faculty members are responsible to assure College policies are followed in the classroom settings. Staff members are responsible to assure College policies are followed throughout campus.

See the SWTC Student Handbook regarding conduct and compliance with College policies. Failure to comply may result in disciplinary action up to and including dismissal.

Southwest Wisconsin
TECHNICAL COLLEGE

COVID-19 Vaccine Systems Protocol

If you are experiencing symptoms after you have received a COVID-19 vaccine, please follow the chart below as to whether you can be on campus or engaged in face-to-face work or whether you should report your symptoms and quarantine.

Employee Vaccinated

Within 24 Hours of Vaccination

Signs and symptoms associated with COVID-19 vaccination – tenderness or swelling in arm, fatigue, headache, body aches, temperature of less than 100.0 F

Signs & Symptoms UNLIKELY to be from the COVID-19 vaccine – Including cough, shortness of breath, rhinorrhea, sore throat, loss of taste or smell, temperature of 100.0 F or higher

May report to work if onset of these signs and symptoms was within 24 hours of vaccination.

Do not report to campus or face-to-face work – Email COVID Response, regardless of relation to COVID-19 vaccination administration timing

Southwest Wisconsin TECHNICAL COLLEGE

Policies

There are additional policies located on The Hub – COVID-19 – Employee FAQs 2020 which affect employees during this time. The Employee Handbook (found on the Hub) is also available for human resources-related questions. The Student Handbook (found on the College's website) is also available for student policies.

Safety and Health

The College is committed to providing a safe and healthful work environment. The College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The College's policy is aimed at minimizing the exposure of students, employees, customers, and visitors to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures that are designed to prevent injuries and illnesses.

Each employee of the College holds the following responsibilities in regards to safety:

1. Exercise maximum care and good judgment at all times to prevent accidents and injuries.
2. Report the incident on the College Incident Report form and seek first aid for all injuries immediately, regardless of how minor.
3. Report unsafe conditions, equipment, or practices.
4. Use safety equipment provided by the College.
5. Observe conscientiously all safety rules and regulations.
6. Help students understand their responsibilities in maintaining a safe and healthful work environment.
7. Prepare and help students prepare for fire, tornado, crises, and other natural and unnatural disasters.

Guidelines for Appropriate Conduct

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

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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 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

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.

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Travel Guidelines – Effective Until Further Notice

- Travel will be by supervisor approval, unless out of state then it is President's approval. (the same policy we had before COVID)
- If there is an effective virtual option the virtual option should be used.
- Field and Club trips will be reviewed and approved by Dean/Director. (crowd size and event setup will weigh in the approval process)
- Must fit in the parameters of the budget.
- Masks will be required while in the vehicle.

For personal travel, it is recommended the CDC guidelines on travel be followed. If you do travel, it is important to protect yourself and others during your trip by:

- Washing your hands with soap and water for at least 20 seconds. If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol.
- Avoiding touching your eyes, nose, or mouth.
- Avoiding close contact with others – keep 6 feet of physical distance from others.
- Wearing a cloth face covering in public.
- Covering coughs and sneezes.
- Picking up food at drive-throughs, curbside restaurant service, or stores.

The College reserves the right to put faculty, staff, and students on self-quarantine if they do not comply with CDC travel guidelines.

Southwest Wisconsin TECHNICAL COLLEGE

COVID-19 RETURNING TO CAMPUS GUIDELINES AND POLICIES

COVID-19 Return to Campus Phases

	Phase 1	Phase 2	Phase 3	Phase 3.1	Phase 4	Phase 4.1	Phase 5	Phase 6
Masks Required	Yes	Yes	Yes	Yes	Yes	Yes	CDC guidelines masks not required if vaccinated	Dependent on CDC recommendation
Social Distancing	Yes	Yes	Yes	Yes	Yes	Recommended where possible and practical	CDC guidelines social distancing not required if vaccinated	No
Training Required	No	Yes	Yes	Yes	Yes	No	No	No
Temperature checks	Program based	Program based	Program based	Yes	Program based	Program based	No	No
Support Personnel Working on Site	Minimal	Minimal significant work from home (staffing plan)	Minimal significant work from home (staffing plan)	Minimal significant work from home (staffing plan)	All student facing areas open, minimally staffed for operation; nonstudent facing staffed on an as-needed basis. (staffing plan)	All student facing areas open, minimally staffed for operation; nonstudent facing staffed on an as-needed basis. (staffing plan)	All areas open and staffed (staffing plan)	Open and fully staffed
Out-of-District Travel	None	No work related	No work related unless President approved	No work related unless President approved	No work related unless COVID Operations Team approved	Student based activities take priority. Supervisor must approve.	Permited with Dean/Directors approval	Permitted on supervisor approval
Open to the Public	No	No	No	No	Limited	Yes	Yes	Yes
Group Gathering Other than Instructional	None	Less than 10	None	None	10 or less	200 or less	200 or less	400
Educational Activities	Remote unless program based plan	Remote unless program based plan	Remote Lecture and Face-to-Face Lab	Remote Lecture and Face-to-Face Site	Remote Gen Eds and Face-to Face	Face to Face unless an online course	Face to Face	Face to Face
Check in at Front Desk	All	All	Guests	Guests	Guests	Guests	Guests	None
Bookstore	Online only	Online only	Staffed 6 people + staff	Staffed 6 people + staff	Staffed 10 people + staff	Staffed and open	Staffed and open	Staffed and Open
Tours Allowed	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Child Care	Closed	Closed	Open	Open	Open	Open	Open	Open
Dining Services	Closed	Closed	Open	Open	Open	Open	Open	Open
Charley's	Closed	Closed	Closed	Closed	Closed	Open limited to 50 or less	Open limited to 50 or less	Open
Tech Support Center	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fitness Center	Closed	Closed	Closed	Program based	Program based	Open	Open	Open
Knox Learning Center	Remote	Remote	Remote Face to Face by appointment	Remote Face to Face by appointment	Open limited to 10 or less people	Open	Open	Open and fully staffed
Food sharing/cookouts	No	No	No	No	No	No	No	No

Phase 1	March 13, 2020 - May 31, 2020		Phase 4	April 5, 2021 - May 31, 2021
Phase2	May 31, 2020 - August 2, 2020		Phase 5	June 1, 2021 - August 9, 2021
Phase3	August 3, 2020 - November		Phase 4.1	August 10, 2021 - To Be Determined
Phase 3.1	November 7, 2020 - April 4, 2021		Phase 6	To Be Determined
			All Phase 6 is based on recommendations as of today and subject to change based on CDC guidelines, infection control, county health, and governmental mandates.	

C. *Project RISE (ERP) Update*

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delegge, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services will provide an update on the new Enterprise Resource System (ERP) project. A PowerPoint is below.

Southwest Wisconsin TECHNICAL COLLEGE

What have we accomplished?

RISE — RAISING & INNOVATING THE STUDENT EXPERIENCE

Keeping our eye on the Student Experience

Registration

Highlighted Accomplishments

- ✓ Finance
- ✓ Student Application
- ✓ Balance Score Card & KPI Development

THIS IS WHERE **PURPOSE UNFOLDS**

Southwest Wisconsin TECHNICAL COLLEGE

Finance is LIVE!

RISE — RAISING & INNOVATING THE STUDENT EXPERIENCE

- Outstanding Budget Control
  - SWTC now encumbers purchases before they are made allowing for better budget control
- Ensures purchasing policies are being adhered to
- Reduce the risk of fraud
- Ensure compliance with the Wisconsin Supplier Diversity Program
- ADA Compliance on software
- Will allow for a clean audit from our Internal Auditors as well as the WTCS Auditors
- Users have the ability to see all purchase requisitions, pcards and expense reimbursements that they have prepared.

THIS IS WHERE **PURPOSE UNFOLDS**

Application - Old & New Side by Side

CAMS

Anthology Apply

New Application Results

APPLIED

ADMITTED

The new application is leading to great results!

Project RISE – <u>Expected</u> Student and Staff Experience Enhancements

'Project KPI' by Staff and Student Experience
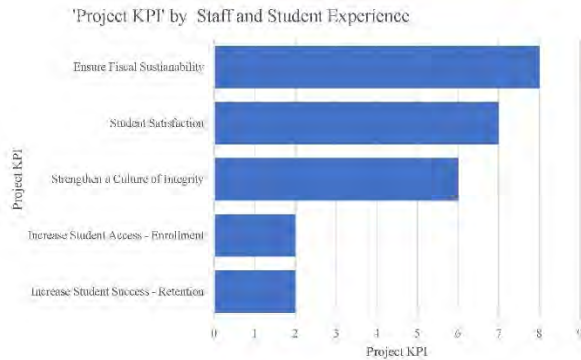
- 28 tasks and/or experiences identified as of 9/10/21
  - Employee Timekeeping
  - Coaching Session reporting and storing
  - Continuing Ed portal
  - Tracking Reasons for Student Withdrawals and Follow-Up
  - Class Registration

THIS IS WHERE **YOU BEGIN**

Project RISE – <u>Expected</u> Process Efficiencies

'Project KPI by Expected Process Efficiencies'
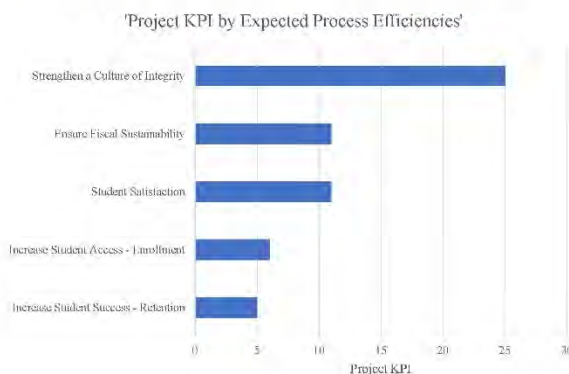
- 58 processes identified as of 9/10/21
  - Central timekeeping system for all employees
  - Student Name Changes
  - Notifying students of schedule changes and waitlist changes
  - Application Entering in System
  - Accepting Loans
  - Employee and Payroll Reports
  - Staff Notification on Enrollment Changes ex. course drops, withdrawals

THIS IS WHERE **YOU BELONG**

D. *Board Monitoring Report – Compliance*

Included below is the Compliance Board Monitoring Report. The focus of this report is on the Higher Learning Commission accreditation. Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, will present the report.

Board Monitoring Report
Compliance/Accreditation – September 2021

EXECUTIVE SUMMARY

Accreditation provides the opportunity for our college to prove how well our processes and procedures are supporting our mission, vision, and purposes. Accreditation is a pathway for continuous improvement. We assure quality standards for the education we provide to our students through accreditation.

Southwest Tech is accredited by the Higher Learning Commission (HLC). In the 2021-2022 academic year, Southwest Tech will be in the fourth year of our 10-year cycle of accreditation on HLC's Standard Pathway. In March 2022, the college will submit our Assurance Filing, including a narrative and evidence demonstrating the institution meets HLC's five Criteria for Accreditation. Peer Reviewers will then be conducting an on-site Comprehensive Evaluation visit on April 25-27, 2022, followed by HLC's decision and/or action on the Comprehensive Evaluation. A reaffirmation comprehensive evaluation visit is scheduled for the 2025-26 academic year, the tenth year in the cycle.

The visual below displays how the five Criteria for Accreditation align with our college governance and operations.

ALIGNMENT OF HIGHER LEARNING COMMISSION (HLC) ACCREDITATION CRITERIA TO COLLEGE GOVERNANCE & COLLEGE OPERATIONS
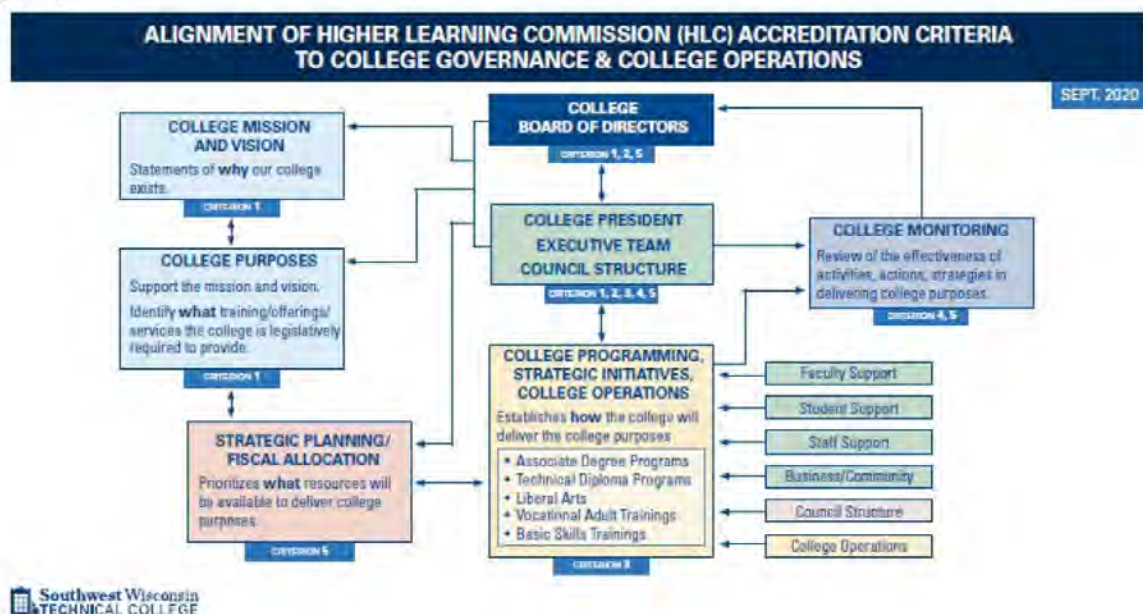
Alignment with Mission, Vision, Values, and Purposes

Providing quality education and training to meet the workforce needs within our district is critical to our college mission, vision, purposes, and values. The Higher Learning Commission (HLC) validates the college's quality and processes, and this system creates a framework of checks and balances for continuous

Board Monitoring Report
Compliance/Accreditation – September 2021

improvement efforts. By maintaining accreditation, Southwest Tech is able to receive and distribute federal financial aid to our student population. Accreditation also assists in promoting Southwest Tech's vision as a preferred provider of education, and creates a level of confidence from employers in the educational quality we provide to students. Thirteen programs offered at Southwest Tech have third-party program accreditations which require college accreditation as a prerequisite for consideration for program accreditation. These programs include:

Program	Professional Accreditation	Cycle of Accreditation	Most Recent Accreditation Date	Outcome of Accreditation Review	Next Accreditation Review Date
Associate Degree Nursing	Accreditation Commission for Education in Nursing (ACEN)	9 years	2017	Reaccredited for 9 years	2025
Medical Laboratory Technician	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	5 years	2017	Reaccredited for 5 years	2022
Medical Assistant	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the curriculum review board of the Association of Medical Assistants Endowment (AAMAE)	10 years	2016	Reaccredited for 10 years	2026
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE)	10 years	2017	Reaccredited for 10 years	2027
Midwifery	Midwifery Education Accreditation Council (MEAC)	6 years	2019	Reaccredited for 6 years	2025
Automotive Technician	NATEF Master Automobile Service Technology Accreditation by the National Institute for Automotive Service Excellence (ASE) Education Foundation	5 years	2018	Accredited for 5 years	2024
Certified Firefighter Courses	International Fire Service Accreditation Congress (IFSAC)	5 years	2018	Accreditation renewed for 5 years	2023
Cancer Information Management	National Cancer Registrars Association (NCRA)	3 years	2016	Initial Accreditation 2018	2022
Health Information Technology	Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	10 years	2018	Initial Accreditation 2018	2028-29
Law Enforcement 720 Academy	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2018	No issues	Fall 2020
200 Hour Jail Academy	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2018	No issues	Fall 2020

Board Monitoring Report
Compliance/Accreditation – September 2021

| Emergency Medical Training (EMS) | Department of Health and Human Services license | 2 years | 2000 | Licensed for 2 years | 2020 |
| Welding | American Welding Society (AWS) | 3 years | 2017 – initial visit | Initial accreditation, self-audit approved for 2019 | 2020 |

Mission: Our mission compels us to be responsive to our students, employers, and community. Accreditation aligns with our mission by encouraging us to continually review and improve the processes used to meet the needs of our customers.

Vision: Being a preferred provider of education relates directly to the quality of education we provide our students. HLC verifies our quality based on evidence of our performance and student success. These quality assurances reinforce our mission. We do improve the lives of our students.

Our **College Value** of Continuous Improvement is synonymous with the HLC accreditation process. We also pride ourselves on our integrity. We strive to be true to our mission and transparent in our communications to both our external and internal customers. Efforts of the Data Governance Team validate the quality of our data used in making decisions. The continued updating of the HUB supports improved internal communication, and our commitment to implementing a new ERP system for better data collection and communication to students demonstrates our integrity and desire for continuous improvement.

Our legislatively mandated **purposes** direct what learning and services we provide. Engaging with our community partners allows us to prioritize resources to meet the most pressing workforce needs in our district. Accreditation is comprehensive and ensures we are systematically reviewing how well our college-wide performance is meeting district needs.

Alignment with Strategic Initiatives, college programming, and college operations

College accreditation is a validation of our college's quality – a critical characteristic for attracting students, staff, and donors to our college. Implementing actions that continuously improve student learning demonstrates a commitment to quality - a foundation of accreditation. The annual strategic planning/budgeting process prioritizes actions and resources related to our college purposes in support of meeting the most critical needs of students, employers, and community. Our college strategic priorities for 2019, 2020, and 2021 academic years include:

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

The process of accreditation encourages us to use data to inform decision making to maximize our resources in fulfilling our mission. In 2017, the college was introduced to our College Health Indicators. Through review of the effectiveness and clarity of these indicators, adjustments are made to best measure the success of the institution and align with actionable goals. In 2020, new indicators were introduced for Equity in Student Learning (CHI.1.) and Economic Impact (CHI.11.), as shown in the table below.

The Board of Directors reviews the mission, vision, purposes, values, strategic directions and College Health Indicators annually during their October retreat. In addition, each monitoring report presented to the Board includes data and progress towards established goals related to improving our performance on College Health Indicators. The Executive Team, taking direction from the Board of Directors, establishes the metric goals for the College Health Indicators during the budget development process which begins annually in November. The budget process (Appendix A) begins on November 15 and closes with the adoption of the budget by the Board in June of the following year. Our strategic directions are aligned with the College Health indicators and associated metrics and help guide the council work for the coming year. The development, review, and updating of our College Health Indicators promotes accountability in setting and reviewing annual college-wide performance goals. The alignment of the College Health Indicators with the College's strategic directions is shown below.

COLLEGE HEALTH INDICATORS

Strategic Direction: Engage Students in High-Quality 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 Accountability	
CHI.8. Employee Satisfaction	CHI.9. Employee Retention
Strategic Direction: Enhance the College's Economic Impact	
CHI.10. FTE's	CHI.11. Economic Impact – Job Placement In-District & 5-Year Graduate Wage Growth

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

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Alignment with College Monitoring

Continually assessing how well the operations of the college support the college mission and vision is the essence of accreditation. Several processes ensure the practice of self-evaluation and continuous improvement including:

- Instructional and Institutional Vitality Process (IVP)
- Course Assessment
- Program Outcome Assessment
- Coaching Sessions
- Staff and Instructor Evaluations
- Student Perception of Teaching (SPOT) surveys
- Student Satisfaction Survey
- Employee Satisfaction Survey
- Graduate Follow-up Survey
- Employer Satisfaction Survey
- Program Viability Process
- Program Review Process
- Board Monitoring Reports

It is through monitoring activities, initiatives, and efforts for improvement that college accreditation is maintained.

<u>**ACCREDITATION work to prepare for upcoming visit.**</u>
April 25-27, 2022 is HLC's scheduled Comprehensive Evaluation visit.

<u>Items of note:</u>
- Appendix B is a summary and description of the Criteria for Accreditation including core and sub-components.
- During the April 2022 Comprehensive Evaluation visit, the HLC team will review and make a decision on how well we meet the 5 Criteria and the associated 18 Core Components and that we are pursuing institutional improvement. *We must meet each of the core components within a criterion to successfully meet that criterion.*
- We participate in the Standard Pathway process for accreditation and reaffirmation:
  - This is a 10-year cycle with Comprehensive Evaluations conducted in years 4 and 10.
  - Year 4 includes an assurance review and an on-site visit (April 25-27, 2022). HLC takes action from this comprehensive evaluation to determine if follow-up monitoring is needed.

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- o Year 10 includes an assurance review, a federal compliance review, and an on-site visit (2025-26). HLC takes action on feedback from the comprehensive evaluation to reaffirm the college's accreditation, recommend follow-up monitoring, or recommend sanctions.
- o The Standard Pathway requires evidence of continuous improvement as it relates to the 5 Criteria for Accreditation.

Standard Pathway 10-Year Cycle

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

To sustain and validate these improvements, the following actions have been taken:

- Faculty-led Assessment Workgroup with focused attention on assessment and improving student learning.
- Currently in the 2nd year of the 4-year Higher Learning Commission Assessment Academy to help develop institutional knowledge and skills related to assessment; promote assessment as a responsibility of all college staff; and support the understanding that assessment is piece of continuous improvement to improve student learning.
- Streamlining the assessment of student attainment of college Core Abilities, whether through co-curricular and/or program coursework, by incorporating the use of Schoology for co-curricular assessment allowing a complete record of student mastery in one system as opposed to several.

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The 2020-21 academic year was predominantly focused on creating the assurance argument (narrative) describing how our college complies with the 5 criterion, 18 core components, and gathering evidence to support this argument. Together, the narrative and evidence must clearly demonstrate the processes and improvements we have taken in the past 10 years to show compliance with the five criteria. These pieces of information, the assurance argument narrative and the associated evidence, are uploaded into HLC's electronic assurance system for easy access by HLC reviewers prior to and during the visit to campus.

To complete the assurance argument work, we first created an Accreditation Core Team, and subsequently five Criterion Teams. These teams are supported by the Leadership Council and all college staff.

The Accreditation Core and Criterion teams gathered the information needed and wrote the narrative using the following questions as a guide as they related to each of the 5 Criteria for Accreditation:

1. *Process:* What actions does our college take related to the core component? Who is involved in the actions? How often does the action take place?
2. What *evidence* exists to show we are completing the actions/work we say we are to meet this requirement?
3. *Result*: How effective are our actions/processes in meeting this requirement? How are we reviewing processes/activities to assess effectiveness? How, who, and how often? What data supports the opinion on level of effectiveness?
4. *So What?* Have steps been taken to make this action/process better? What evidence supported making a change? How do we know if the change resulted in improvement? What data supports the opinion on improvement?

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The Accreditation Core Team will ensure the entire argument is thorough, complete, and persuasive. The Criterion Teams have worked to ensure the narrative is representative of the college, and with the support of the Leadership Council, gathered evidence to support the argument. A detailed summary of the team membership and responsibilities follows:

Teams	Members	Responsibilities
Accreditation Core Team	Katie Garrity, Derek Dachelet, Karen Campbell, Mandy Henkel (Jason adhoc, and Barb Tucker, retired)	• Creation of draft narrative • Finalize narrative and evidence documents • Ensure timeline for assurance argument is being met
Criterion Teams		
Team 1 Sept 14 - Oct 30, 2020	**Co-Leads:** Holly Clendenen and Ken Bartz **Members:** Holly Crubel, Kyle Bennett, Paul Cutting, Chantel Hampton, Mary Johannesen	• Review and update initial draft narrative with information pertinent to each core component • Gather all evidence related to each core component and upload to the HUB Accreditation page • Help college community understand and speak to actions taken to comply with criterion
Team 2 Oct 2 – Nov 20, 2020	**Co-Leads:** Katie Glass/Dan Imhoff **Members:** Kelly Kelly, Tiffany Cote, Pauline Wetter, Connie Haberkorn, Beth Cummins, Joe Randall	
Team 3 Nov 2, 2020 – Jan 4, 2021	**Co-Leads:** Katie Garrity/Kim Maier **Members:** Connor Zingarelli, Melissa Klinkhammer, Stacy Place, Joan Young, Heather Swatek, Krista Demo	
Team 4 Feb 1 – Mar 26, 2021	**Co-Leads:** Cynde Larsen/Deb Ihm **Members:** Sara Biese, Robin Hamel, Natalie Long, Gary Roberts, Christina Winch	
Team 5 Jan 11 – Mar 5, 2021	**Co-Leads:** Caleb White/Krista Weber **Members:** Camille Chappell, Heather Fifrick, Melinda Nicely, Jody Millin, Ashley Crubel	
Summer 2021 Reviewers	**Members:** Ed Anderson, Christena Bowers, Haylee Freymiller, Jen Lame, Kim Maier, Craig Peterson, Stacey Place, Jordyn Poad, Betsy Tollefson, Kelsey Wagner, Christina Winch, Joan Young	• Review and update entire draft narrative and evidence
Leadership Council Brainstorm Evidence - Monthly meetings Aug 2020 – March 2021 Review Criterion Team draft- April – May, 2021	All Leadership	• Brainstorm evidence for all core components – be prepared to discuss the evidence prior to team meeting • Support Criterion Teams by responding to evidence requests promptly & thoroughly

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		• Review and provide input into final draft narrative and evidence
College Community Review final draft Sep – Oct, 2021	ALL Staff	• Review and provide input into final draft narrative and evidence

The timeline for completion of the Assurance Argument in the next seven (7) months can be viewed below.

HLC Assurance Argument - Steps to Completion

Tasks to be completed	2021				2022		
	September	October	November	December	January	February	March
Core Team Incorporates Edits of Assurance Argument Narrative Complete 3rd Draft	September						
Assurance Narrative available to Entire College for Review	September						
Assurance Argument Narrative Finalized		Oct	Nov	Dec			
Evidence Documents Finalized			Nov	Dec			
Assurance Argument Locked - 4 weeks prior to visit							March

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

The college's 2021-22 strategic plan prioritizes work for the current year in support of our college health indicators, strategic directions, and college mission. This work is fundamental for prioritizing resources to deliver programming aligned with our college priorities. The strategic initiatives outlined below display the alignment between the strategic directions, strategic initiatives, college health indicators, and sponsoring councils. During the month of September, workgroups and project teams will set outcome metrics in order to gauge the impact of their work. The progress toward achieving the metric will be highlighted at College Forums, in-services, Leadership Council Meetings, Executive Team meetings, and will be considered during strategic planning for the 2022-23 year.

<u>2021-22 Strategic Initiatives:</u>

Southwest Tech uses our strategic initiatives as the infrastructure to achieve continuous improvement. We continue to develop the Southwest Tech education model using the strengths of our faculty, staff, employers, alumni, and other stakeholders. We have experienced many changes in higher education due to the COVID-19 pandemic. Recognizing these continued challenges, we have maintained a limited number of strategic initiatives to focus our time, attention, and expertise. Focusing our efforts on the most pressing

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needs for the year will allow our college community to assist students the best we can, while acknowledging the workload and current stresses of both students and employees.

Strategic Initiatives – 2021-2022

College Mission: Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.		
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.		
Strategic Directions: (1) Engage Students in High-Quality Learning; (2) Strengthen a Culture of Accountability; (3) Enhance the College's Economic Impact		
Council	**Strategic Initiative**	**Strategic Directions**
Executive Team	• COVID Operations • Charger Vision • Quality Improvement through Accreditation	Engage Students in High-Quality Learning
Leadership Council	• Succession Planning • Student Recruitment & FTE	Strengthen a Culture of Accountability
Academic Council	• Academic Master Plan – New Program Development	Engage Students in High-Quality Learning
College Council	• Universal Design for Student Success • Digital Accessibility	Strengthen a Culture of Accountability
Operations Council	• Project RISE including Student Experience	Strengthen a Culture of Accountability

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An annual calendar of college planning for continuous improvement is shown below:

	Activity
August	Instructional IVP: Faculty review of Program Outcome Mastery Reports, student enrollment, student retention, student graduation, student job placement, and student and employer satisfaction. Develop Team Action Plans (TAPs) to improve areas of lower than desired performance.
October	Strategic Planning: Board of Directors reviews mission, vision, purposes, values, and strategic directions. Changes made as needed.
Nov/Dec	Strategic Planning: Executive Team, Leadership Council and cross-section of college staff work on strategic priorities by reviewing TAPs, College Health Indicators, and external and internal weaknesses and opportunities. Strategic Initiatives for the following year are established. Executive Team also identifies a College Health Indicator of focus (graduation enrollment 2019-20 and graduation 2020-21).
January	Planning for strategic priorities are incorporated into the budget planning
Nov-Feb	Fiscal Services work with Budget Managers to compile the college's aggregate budget with annual comparisons.
February	Board of Directors reviews college strategic priorities and initiatives. Establish budget assumptions, budget parameters, and strategic priorities.
March	Strategic priorities and initiatives are shared with entire college. Staff sign-up for initiatives to work on.
April	Board of Directors perform detailed review of proposed budget and modify assumptions and parameters as needed.
May	Budget changes reviewed by Department Leads.
May	Second update of proposed budget is reviewed by District Board.
May	Institutional IVP: Staff review and focus on College Health Indicators set by Executive Team. Develop Team Action Plans (TAPs) to establish goals for continuous improvement.
June	Final adjustments to budget.
June	Public Hearing on proposed budget and District Board review and approval.
June-Sept	Strategic Initiatives clearly defined and work begins.

A review of continuous improvement actions taken as a result of these planning efforts are included in the Board Monitoring Reports presented throughout the year.

> September – Compliance Monitoring Report
> October – Student Access Monitoring Report
> January – Safety & Security Monitoring Report
> March – Quality Teaching & Learning Monitoring Report
> May – Financial Sustainability Monitoring Report
> June – College Culture Monitoring Report

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PRESENTATION OF THE DATA FOR 2020-21

The 2020-21 academic year continued the unprecedented challenges for the college which altered the way business was completed as a result of the COVID-19 virus. Our 3 strategic directions: (1) Engage students in High-Quality Learning, (2) Strengthen a Culture of Accountability, and (3) Enhance the College's Economic Impact, influenced the decisions of the college.

2020-21 Strategic Initiatives

While our college focus pivoted as a result of COVID-19, work on the 2020-21 strategic initiatives continued. A summary of the 2020-21 strategic initiatives and outcomes for the year is shown below.

2020-21 Strategic Directions	Strategic Initiative	College Health Indicator	Council Responsible	Outcome
Engage Students in High-Quality Learning	Online Orientation Platform	Student Satisfaction	Executive Team	Goal: 90% of new students will complete the orientation. 80% will rate the orientation as helpful and informative. Outcome: tbd
	Enterprise Resource Planning Phase III	Student Satisfaction	Operations Council	Goal: World-class STUDENT EXPERIENCE, from initial point of contact through graduation and becoming an alumnus. Outcome: Continued implementation of Finance, Student Information System (SIS), HR & Payroll.
	Promoting Academic Innovation	Student Satisfaction	Academic Council	Goal: Measurable use of instructional technologies that promote currency and relevancy in our academic offerings. Outcome: The Technology Workgroup was formed to address 4 goals designed to promote academic Innovation.
Strengthen Accountability	Diversity, Equity, & Inclusion	Employer Satisfaction	College Council	Goal: Create a college value of inclusivity. Create a SWTC "crosswalk" of diversity that focuses on the strategies and priorities. Outcome: Inclusivity Value was approved by the Board of Directors.

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				Crosswalk was completed and incorporated into the DEI Action Plan.
Enhance the College's Economic Impact	More Students Learning More – Student Recruitment	FTEs Enrollment	Leadership Council	Goal: Year 2: Continuous improvement, expansion and promotion of Tour & Lunch Program Outcome: Pivoted from Tour & Lunch to Tour & Swag, utilizing the bookstore for swag. Tour & Swags were used to connect and introduce prospective students to other resources. 8 student ambassadors participated in online Ask A Charger Facebook Live events, as well as program specific Tour & Swags. Created annual Charger Day event. Launched a student referral page on the website.

College Health Indicators:

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

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College Health Indicators	Benchmark	2018-19 Actual	2019-20 Target	2019-20 Actual	2020-21 Target
Engage Students in High Quality Learning					
CHI.1. Equity in Student Learning - Graduation	61%	42%	na	tbd	61%
CHI.2. Enrollment Headcount	na	6932	7000	6595	6900
CHI.3. Retention Rate	60%	69%	83%	69%	83%
CHI.4. Graduation Rate	41%	61%	65%	61%	65%
CHI.5. Job Placement	93%	93%	97%	94%	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	6.00	na	6.00
CHI.7. Employer Satisfaction	97%	97%	98%	tbd	98%
Strengthen a Culture of Accountability					
CHI.8. Employee Satisfaction	3.84	4.26	4.30	4.44*	4.50
CHI.9. Employee Retention	90%	95%	95%	96%	95%
Enhance the College's Economic Impact					
CHI.10. FTEs	na	1332.3900	1300.0000	1296.7900	1275.0000
CHI.11. Economic Impact					
CHI.11.A. Job Placement In-District	71%	52%	na	50%	56%
CHI.11.B. 5-Year Graduate Wage Growth	67%	na	na	56%	61%

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: 02/23/2021

* data availability delayed due to Covid19

Instructional/Institutional Vitality Process (IVP)

Faculty and college staff review data tied to College Health Indicators (CHI) at the annual instructional/institutional vitality process (IVP) days. Faculty compare program performance to the annual CHI target metric with college department staff reviewing metrics and/or procedures tied to the CHI's. This information is used to create Team Action Plans (TAPs) to improve overall college performance. One hundred and seventeen (117) total TAPs were created in fall 2020 to support college health indicators/strategic priorities. A summary of the TAP alignment is shown below.

College Health Indicator	Number of TAP's	College Health Indicator	Number of TAP's
Graduation Rate	6	Employer Satisfaction	2
Enrollment Headcount	7	Job Placement	0
Retention Rate	9	Student Satisfaction	21
Student Learning	39	Employee Satisfaction	30
Economic Impact	3	FTE's	0

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Strategic Priority	Number of TAP's	Strategic Priority	Number of TAP's
Engage Student in High Quality Learning/Education	83	Culture of Accountability	31
Enhance the College's Economic Impact	3		

A mastery bridge links each course competency assessment to the associated program learning outcome. Program faculty assess students' attainment of program learning outcomes using this mastery bridge. The summary of attainment of program learning outcomes for all programs compiled in May 2021 is shown in the table below.

2020-21 Program Learning Outcomes			
Number of Programs	56	% of Total Students	% of Students Assessed
Number of Program Students*	2069		
Number of Students FULLY Assessed for Program Outcomes	**876**	42.3%	100%
Number Passed	828	40.0%	**94.5%**
Number Did Not Pass	48	2.3%	5.5%
Number Not Fully Assessed**	1193	57.7%	

*includes duplicate students

** includes students not finished with program and students waiting to complete licensure or third party assessments

Of the 876 students fully assessed for program outcomes, 94.5% successfully completed all required program outcomes. Faculty reviewed their individual program TSA mastery bridge data during the Fall IVP in August and used this information to create at least one Team Action Plan (TAP) to improve one or more competencies related to a student learning program outcome.

STRENGTHS

1. We have supported a team approach to accreditation by creating and maintaining a Core Accreditation Team of four employees who are working collaboratively to bring together the required evidence and narrative for the Higher Learning Commission's planned Comprehensive Evaluation visit in April 2022, while also educating the college community in preparation for the visit.

2. Succession Planning has been prioritized in several areas of the college in an effort to recognize where retirements and other employee attrition create gaps of knowledge, skills and abilities. This proactive approach provides opportunities for employee growth and continuous improvement.

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3. We are actively participating in the 4-year HLC Assessment Academy which will provide guidance from assessment experts on processes to assess and improve the quality of our collective college work in delivering our mission.

WEAKNESSES

1. TIME. We continue to experience challenges associated with COVID-19, including a mixed approach of face-to-face and virtual for both staff and students. These challenges, coupled with the continued implementation of the new Enterprise Resource Planning (ERP) system, and the time and attention needed for everyday tasks continues to burden everyone with increased workloads.

2. FOCUS. The current focus on preparing for HLC's April 2022 comprehensive evaluation and visit pulls our attention away from other areas of compliance. We strive to create a steady cadence in our accreditation efforts in the future, which would mitigate the risk of losing focus in other areas, and would also embed accreditation into a regular cycle and structure throughout the campus.

APPENDIX

Appendix A – College Budget Process

DISTRICT BUDGETARY PROCESS

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

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

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

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

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Appendix B – Criteria for Accreditation

Source: HLC Policy Book, June 2021

Policy Title: Criteria for Accreditation

Number: CRRT.B.10.010

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

Criterion 1. Mission

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

Core Components

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

> 1. The mission was developed through a process suited to the context of the institution.

> 2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.

> 3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.

> 4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.

> 5. The institution clearly articulates its mission through public information, such as statements of purpose, vision, values, goals, plans or institutional priorities.

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

> 1. The institution's actions and decisions demonstrate that its educational role is to serve the public, not solely the institution or any superordinate entity.

> 2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.

> 3. The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.

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

> 1. The institution encourages curricular or cocurricular activities that prepare students for informed citizenship and workplace success.

> 2. The institution's processes and activities demonstrate inclusive and equitable treatment of diverse populations.

> 3. The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.

Criterion 2. Integrity: Ethical and Responsible Conduct

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

Core Components

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

> 1. The institution develops and the governing board adopts the mission.

> 2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

2.B. The institution presents itself clearly and completely to its students and to the public.

> 1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.

> 2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

2.C. The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

> 1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.

> 2. The governing board's deliberations reflect priorities to preserve and enhance the institution.

> 3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.

> 4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.

> 5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

2.D. The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

> 1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.

> 2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.

> 3. The institution provides students guidance in the ethics of research and use of information resources.

> 4. The institution enforces policies on academic honesty and integrity.

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

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

Core Components

3.A. The rigor of the institution's academic offerings is appropriate to higher education.

> 1. Courses and programs are current and require levels of student performance appropriate to the credential awarded.

> 2. The institution articulates and differentiates learning goals for its undergraduate, graduate, postbaccalaureate, post-graduate and certificate programs.

      3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

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

      1. The general education program is appropriate to the mission, educational offerings and degree levels of the institution. The institution articulates the purposes, content and intended learning outcomes of its undergraduate general education requirements.

      2. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.

      3. The education offered by the institution recognizes the human and cultural diversity and provides students with growth opportunities and lifelong skills to live and work in a multicultural world.

      4. The faculty and students contribute to scholarship, creative work and the discovery of knowledge to the extent appropriate to their offerings and the institution's mission.

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

      1. The institution strives to ensure that the overall composition of its faculty and staff reflects human diversity as appropriate within its mission and for the constituencies it serves.

      2. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance, assessment of student learning, and establishment of academic credentials for instructional staff.

      3. All instructors are appropriately qualified, including those in dual credit, contractual and consortial offerings.

      4. Instructors are evaluated regularly in accordance with established institutional policies and procedures.

      5. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.

      6. Instructors are accessible for student inquiry.

      7. Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities are appropriately qualified, trained and supported in their professional development.

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

      1. The institution provides student support services suited to the needs of its student populations.

      2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.

      3. The institution provides academic advising suited to its offerings and the needs of its students.

      4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites and museum collections, as appropriate to the institution's offerings).

Criterion 4. Teaching and Learning: Evaluation and Improvement

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

Core Components

Board Monitoring Report
Compliance/Accreditation – September 2021

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

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

2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.

3. The institution has policies that ensure the quality of the credit it accepts in transfer.

4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It ensures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.

5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.

6. The institution evaluates the success of its graduates. The institution ensures that the credentials it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission.

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

1. The institution has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings.

2. The institution uses the information gained from assessment to improve student learning.

3. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members.

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

1. The institution has defined goals for student retention, persistence and completion that are ambitious, attainable and appropriate to its mission, student populations and educational offerings.

2. The institution collects and analyzes information on student retention, persistence and completion of its programs.

3. The institution uses information on student retention, persistence and completion of programs to make improvements as warranted by the data.

4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

Criterion 5. Institutional Effectiveness, Resources and Planning

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

Core Components

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

1. Shared governance at the institution engages its internal constituencies—including its governing board, administration, faculty, staff and students—through planning, policies and procedures.

Board Monitoring Report

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2. The institution's administration uses data to reach informed decisions in the best interests of the institution and its constituents.

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

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

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

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

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

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

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

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

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

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

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

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

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

E. *Academic Master Plan Update*

Katie Garrity, Chief Academic Officer, will present an update on Academics. Included below are the Academic Master Plan and the Platteville Outreach Site schedule and events.

Academic Master Plan

The Academic Master Plan is a living document meant to change on a frequent basis.   The first page contains a glossary as some of the terms can mean different things. The four-year Academic Master Plan begins on page two.

GLOSSARY OF TERMS

Program:
AD – Associate Degree (2 Years)
TD – Technical Diploma (1 and 2 Years)
HS – High School

Program Phase:
New Program – Program has been approved by the WTCS and will start enrolling students.
Program Development – In process of developing the program following the WTCS Approval Process
Program Modification – In process of making changes to the curriculum; reviewing faculty, student, industry, and advisory committee input.
Re-designing Program Mix – Looking at a career area to identify what is needed for programming; gathering industry input
Program Suspended – Enrollment has been suspended and the program is being evaluated.
Program Discontinued – The program has been evaluated, and the College will no longer offer the program.
Teach Out – The program has been suspended/discontinued and teaching out the students who are enrolled in the program.
Delivery Mode Change – Focus on the type of student has changed; face-to-face, online, hybrid, high school, adult students
Added Section – An extra section of students has been added permanently or for a short period of time.

Timeline for Enrollment:
Fall – Program will accept students for the fall term
Spring – Program will accept students for the spring term

Enrollment Projections:
Headcount – the number of students enrolled
FTE – number of credits enrolled students are taking divided by 30 (30 credits = 1 FTE)

Investment:
Current Operational Costs – Current operational costs in the budget
Additional Operational Costs – The additional cost to offer the program, extra section, or make any changes to the delivery mode
Capital Budget – Equipment, facilities remodeling??
Grant Funds – Percent of funds received from grants

ACADEMIC MASTER PLAN
2020-2024
2020-21

Program	Person(s) Responsible	Program Phase									Timeline for Enrollment		Enrollment Projections		Investment			
		New Program	Program Development	Program Modification	Re-designing Program Mix	Program Suspended	Program Discontinued	Teach Out	Delivery Mode Change	Added Section	Fall	Spring	Head-count	FTE	Current Operational Costs	Additional Operational Costs	Capital Budget	Grant Funds
Non-Profit Leadership (AD)	K. Maier	X										X	10	4.0		$44,000	$0	100%
Data/Business Analytics (AD)	K. Maier		X															
DE-Midwife (AD)	C. Larsen									X		X	123 (40)	48.8 (T)	$250,730	$102,282	$0	
Leadership Development (AD)	K. Maier			X								X	10	4.0	$42,940	$0	$0	Partial
Surgical Technology (AD)	C. Larsen		X															
Agribusiness, Science & Technology and Farm Operations & Mgt. Programs (AD & TD)	D. Dachelet/ D. Ihm				X													
Farm Operations Mgt. – Crop & Crop Operations (TD)	D. Dachelet/ D. Ihm					X												
Culinary Programs (AD)	K. Garrity					X		X			X	X	9	6.4	$105.000		$1,000	

2021-22																		
Program	Person(s) Responsible	Program Phase									Timeline for Enrollment		Enrollment Projections		Investment			
		New Program	Program Development	Program Modification	Re-designing Program Mix	Program Suspended	Program Discontinued	Teach Out	Delivery Mode Change	Added Section	Fall	Spring	Head-count	FTE	Current Operational Costs	Additional Operational Costs	Capital Budget	Grant Funds
Data/Business Analytics (AD)	K. Maier	X	X								X		10	4.0	$0	$44,000	$0	?
Supply Chain Mgt (AD)	K. Maier			X							X		15	15.0	$72,000	$0	$0	
Paramedic (TD-Shared Program with LTC)	K. Garrity / K. Wubben	X									X							?
Surgical Technology (AD)	C. Larsen		X								X		15	15.0	$179,300 (1st Op Year – 1 Cohort)	$89,300	$90,000	?
CNC (1-year TD) at Platteville High School	D. Dachelet								X		X		10	8.5	$110,700	$0	$15,000	
Lab Science (TD) at Richland & Platteville High Schools	C. Larsen									X	X		18	9.3	$24,800 (1 K-12) $54,600 (2 K-12s)	$24,800	$5,000	
Golf Course Mgt. / Hospitality (AD)	K. Garrity			X							X	X	27				$0	
Ag Programs (AD & TD)	D. Dachelet/ D. Ihm			X	X								70	50	$147,900	$0	$30,000	
Farm Operations Mgt —Crop & Crop Ops (TD)	D. Dachelet/ D. Ihm					X												
Farm Business & Prod. Mgt (Develop / offer a Direct Farm-to-Market non-degree certificate program)	D. Dachelet/ D. Ihm			X												$0		North Central ERME Grant
Medical Coding Specialist (TD)	K. Maier									X	X		100	50	$75,000	TBD	$0	

Program	Person(s) Responsible	New Program	Program Development	Program Modification	Re-designing Program Mix	Program Suspended	Program Discontinued	Teach Out	Delivery Mode Change	Added Section	Fall	Spring	Head-count	FTE	Current Operational Costs	Operational Budget	Capital Budget	Grant Funds
Culinary Programs (AD) Transition to High School	K. Garrity					X	X				X		4 (HS = 30)	12.9	$107,000	$0	$0	

2022-23

| Program | Person(s) Responsible | **Program Phase** | | | | | | | | | **Timeline for Enrollment** | | **Enrollment Projections** | | **Additional Operational Costs** | | | |
		New Program	Program Development	Program Modification	Re-designing Program Mix	Program Suspended	Program Discontinued	Teach Out	Delivery Mode Change	Added Section	Fall	Spring	Head-count	FTE	Current Operational Costs	Operational Budget	Capital Budget	Grant Funds
Spanish CNA																		
Spanish Midwifery																		
Surgical Technology (AD)	C. Larsen		X								X		30	30.0	$183,800 (2nd Op Year – 2 Cohorts)	$163,800	$20,000	?
Agribusiness, Science & Technology and Farm Operations & Mgt. Programs (Mix AD & TD)	D. Dachelet/ D. Ihm			X														

2023-24

| Program | Person(s) Responsible | **Program Phase** | | | | | | | | | **Timeline for Enrollment** | | **Enrollment Projections** | | Current Operational Costs | **Additional Operational Costs** | | |
		New Program	Program Development	Program Modification	Re-designing Program Mix	Program Suspended	Program Discontinued	Teach Out	Delivery Mode Change	Added Section	Fall	Spring	Head-count	FTE		Operational Budget	Capital Budget	Grant Funds
Spanish Lab Science	C.Larsen																	

Platteville Outreach Site Calendar

September 2021

	September 2021							October 2021					
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4						1	2
	5	6	7	8	9	10	11	3	4	5	6	7	8	9
	12	13	14	15	16	17	18	10	11	12	13	14	15	16
	19	20	21	22	23	24	25	17	18	19	20	21	22	23
	26	27	28	29	30			24 / 31	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 29	30	31	Sep 1 6:00pm Group Dynamics - Ken Straka (Platteville Outreach Center)	2 10:00am Adult Basic Education (Platteville Outreach Site)	3	4
5	6 10:00am Adult Basic Education (Platteville Outreach Site)	7 9:00am Adult Basic Education (Platteville 9:00am Jump Start Your GED 6:30pm Financial	8 9:00am Jump Start Your GED 6:00pm Group Dynamics - Ken Straka (Platteville	9 9:00am Adult Basic Education (Platteville 9:00am Jump Start Your GED 6:30pm Financial	10	11
12	13 10:00am Adult Basic Education (Platteville Outreach Site) 6:00pm Group Dynamics - Ken	14 11:30am Adult Basic Education (Platteville Outreach Site)	15 6:00pm Group Dynamics - Ken Straka (Platteville Outreach Center)	16 10:00am Adult Basic Education (Platteville Outreach Site)	17	18
19	20 10:00am Adult Basic Education (Platteville Outreach Site) 6:00pm Group Dynamics - Ken	21 11:30am Adult Basic Education (Platteville Outreach Site)	22 6:00pm Group Dynamics - Ken Straka (Platteville Outreach Center)	23 10:00am Adult Basic Education (Platteville Outreach Site)	24 10:00am Adult Basic Education	25
26	27 10:00am Adult Basic Education (Platteville Outreach Site) 6:00pm Group Dynamics - Ken	28 11:30am Adult Basic Education (Platteville Outreach Site)	29 6:00pm Group Dynamics - Ken Straka (Platteville Outreach Center)	30 10:00am Adult Basic Education (Platteville Outreach Site)	Oct 1	2

Platteville Outreach Site

Fall 2021 Events

Adult Basic Education, Terry Temperly, Instructor

Mondays, 10:00 a.m. – 3:00 p.m.
Tuesdays, 12:00 p.m.- 500 p.m.
Thursdays, 10:00 a.m. – 3:00 p.m.

We have served 5 adults and 5 high school contract students since August 24. One has already earned her HSED Credential this semester. We have generated 1.43 FTE since August 24, which is the highest in the district.

Jump Start Your GED, Terry Temperly, Instructor

September 7, 8, & 9
9:00 a.m. – 3:00 p.m.

Financial Literacy, Terry, Temperly, Instructor

September 7, 8, & 9
6:30-8:30
This course was offered at the request of the Ruxton Building.

Group Dynamics, Clark Thelemann Instructor

September 7, 9, 14, 16, 21, 23, 28, 30
6:00 -9:00 p.m.
12 Students

Beginning Farm Management – Third Wednesday of the Month, Kory Stalsberg

Oct. 20, Nov. 17, Dec. 15, Jan. 19, Feb. 16, Mar. 16, Apr. 20, May 18
All Classes will be the third Wednesday of the month from 7-9 pm

Nutrient Management Planning, Kory Stalsberg

November 11, 18, December 2, 9 and 16
All classes will be Thursdays from 10:30 – 2:30

F. *Real Estate Foundation Quarterly Report*

Dan Imhoff will present the quarterly Real Estate Foundation report to the Board highlighting the activities and results. The FY21 Fourth Quarter report is available below.

Southwest Tech Real Estate Foundation Report
Fourth Quarter – Fiscal Year 2021

- Summer leases – 12 students, 80 migrant workers
- Fall leases – 109 compared to 114 last August for fall semester (capacity = 148)
- Real Estate Foundation board meeting was September 1. 2021-22 operating budget was approved with no new construction for the year, strategic planning session held
- REF Board officers remain the same – Ben Wood as President, Mindy Johnson as Vice President, and Kevin Raisbeck as Secretary/Treasurer

G. *October Board Retreat*

An agenda outlining the October 14 Board retreat is included below. Jason Wood will go through the agenda with the Board.

<u>October 14, 2021 Board Retreat</u>
1. Noon-1:30 Leadership and Learning – Celebrate our Guests of Honor
   Invitees:
   - Connie Haberkorn, Director of Human Resources
   - CoraBeth Schmitz, Student Financial Assistance Manager
   - Chris Bowers, Disability & Support Services Manager
   - Giulio Reyes, Multicultural Success Coach
   - Kelly Kelly, Director of Fiscal Services/Controller
   - Heath Ahnen, Executive Director of Information Technology Services
   - Dennis Cooley, Charger Leadership Director
   - Josh Bedward, Facilities Manager/Master Electrician
   - Kris Schoville, Medical Assistant Instructor
   - Ryan Weigel, Animal Science Instructor
   - Paula Timmerman, Child Care Lab Assistant
   - Joe Randall, Electrical Power Distribution Instructor

2. 1:45-3:00 Review Ends – emphasize College Health Indicators – Lead by College Effectiveness Team

3. 3:15 – 4:00 Goals with the President

4. 4:15 – 5:45 Regular Board Meeting

5. 6:00 – Dinner Joint Boards – Foundation/REF/College – Visioning for the Future: We are actively interviewing businesses and industries in our service district to learn about their hiring and training needs. The Project Team responsible for leading the efforts will present the initial trends. Board Members from all three Boards will then discuss how to incorporate those trends in our vision for the future including strategic directions.

H. *Staffing Update*

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

Staffing Update 2021-2022

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

Information and Correspondence

A. *Enrollment Report*

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

1. **2021-22 FTE Comparison YOY Report**
2. **FY 2023 Application Report**

	Southwest Wisconsin TECHNICAL COLLEGE	School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 09/16/19 Students	SY 20-21 09/14/20 Students	SY 21-22 09/13/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 09/16/19 FTE	SY 20-21 09/14/20 FTE	SY 21-22 09/13/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	45	57	54	9	(3)	19.17	23.30	22.70	3.53	(0.60)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	9	11	(5)	2	9.03	3.90	5.97	(3.07)	2.07
10-006-5	Agribusiness Science & Technology - Agronomy	14	17	10	(4)	(7)	7.70	9.47	5.17	(2.53)	(4.30)
10-006-6	Agribusiness Science & Technology - Animal Science	28	17	30	2	13	16.50	8.60	13.23	(3.27)	4.63
10-102-3	Business Management	109	112	91	(18)	(21)	44.07	45.77	37.50	(6.57)	(8.27)
10-530-5	Cancer Information Management	72	91	73	1	(18)	23.50	29.80	27.87	4.37	(1.93)
10-504-X	Criminal Justice	39	46	40	1	(6)	17.13	19.93	20.83	3.70	0.90
10-316-1	Culinary Arts	3	5	5	2	-	0.77	2.17	3.43	2.67	1.27
10-317-1	Culinary Management	7	3		(7)	(3)	3.50	1.47		(3.50)	(1.47)
10-102-1	Data Analytics			1	1	1			0.50	0.50	0.50
10-510-6	Direct Entry Midwife	49	59	96	47	37	15.27	18.63	35.47	20.20	16.83
10-307-1	Early Childhood Education	42	52	42	-	(10)	17.50	20.83	17.50	-	(3.33)
10-620-1	Electro-Mechanical Technology	35	33	26	(9)	(7)	16.33	16.77	12.40	(3.93)	(4.37)
10-325-1	Golf Course Management	19	10	11	(8)	1	9.07	4.93	6.17	(2.90)	1.23
10-201-2	Graphic And Web Design	23	16	25	2	9	9.43	6.87	10.43	1.00	3.57
10-530-1	Health Information Technology	48	38	48	-	10	16.13	12.70	14.60	(1.53)	1.90
10-520-3	Human Services Associate	35	30	29	(6)	(1)	16.53	14.63	14.63	(1.90)	-
10-825-1	Individualized Technical Studies	3	3		(3)	(3)	1.57	1.13		(1.57)	(1.13)
10-620-3	Instrumentation and Controls Technology	9	4		(9)	(4)	3.50	0.63		(3.50)	(0.63)
10-150-2	IT-Network Specialist	31	22	26	(5)	4	13.03	9.47	11.33	(1.70)	1.87
10-196-1	Leadership Development	23	7	10	(13)	3	7.43	1.40	3.87	(3.57)	2.47
10-513-1	Medical Laboratory Technician	21	19	18	(3)	(1)	8.97	7.13	7.07	(1.90)	(0.07)
10-196-6	Nonprofit Leadership			3	3	3			1.27	1.27	1.27
10-543-1	Nursing-Associate Degree	193	216	201	8	(15)	55.27	69.30	61.97	6.70	(7.33)
10-524-1	Physical Therapist Assistant	31	27	18	(13)	(9)	11.53	9.27	6.93	(4.60)	(2.33)
10-182-1	Supply Chain Management	40	26	29	(11)	3	15.07	8.73	9.73	(5.33)	1.00
10-499-5	Technical Studies-Journeyworker			1	1	1			0.20	0.20	0.20
	Total Associate Degree	**935**	**919**	**898**	**(37)**	**(21)**	**358.00**	**346.83**	**350.77**	**(7.23)**	**3.93**

Program Code	Program Title	SY 19-20 09/16/19 Students	SY 20-21 09/14/20 Students	SY 21-22 09/13/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 09/16/19 FTE	SY 20-21 09/14/20 FTE	SY 21-22 09/13/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-101-1	Accounting Assistant	3	9	7	4	(2)	0.83	2.13	2.70	1.87	0.57
30-531-6	EMT-IV (Advanced EMT)			12	12	12			1.73	1.73	1.73
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		0.53	0.10	0.10	(0.43)
32-070-1	Agricultural Power & Equipment Technician	35	36	36	1	-	17.63	18.73	18.33	0.70	(0.40)
31-405-1	Auto Collision Repair & Refinish Technician	10	11	9	(1)	(2)	3.47	5.07	5.10	1.63	0.03
32-404-2	Automotive Technician	26	34	19	(7)	(15)	12.47	14.20	8.47	(4.00)	(5.73)
31-408-1	Bricklaying & Masonry	1		1	-	1	0.07		0.03	(0.03)	0.03
30-443-1	Building Maintenance & Construction	1	1	1	-	-	0.07	0.07	0.07	-	-
31-475-1	Building Trades-Carpentry	10	9	9	(1)	-	5.10	4.73	4.70	(0.40)	(0.03)
31-307-1	Child Care Services	6	5	3	(3)	(2)	1.90	2.00	1.30	(0.60)	(0.70)
30-420-2	CNC Machine Operator/Programmer	8	2	6	(2)	4	3.90	0.93	2.40	(1.50)	1.47
31-502-1	Cosmetology	26	18	25	(1)	7	13.00	8.80	11.93	(1.07)	3.13
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	7	(10)	(7)	12.23	9.33	3.00	(9.23)	(6.33)
31-317-1	Culinary Specialist	3			(3)	-	0.67			(0.67)	-
30-508-2	Dental Assistant	16	11	18	2	7	8.53	5.87	9.27	0.73	3.40
30-812-1	Driver and Safety Education Certification	13	16	7	(6)	(9)	2.50	3.10	1.00	(1.50)	(2.10)
31-413-2	Electrical Power Distribution	45	44	43	(2)	(1)	22.40	21.33	19.90	(2.50)	(1.43)
50-413-2	Electricity (Construction) Apprentice	19	20	24	5	4	1.27	1.43	1.60	0.33	0.17
30-531-3	Emergency Medical Technician	45	48	29	(16)	(19)	6.73	6.87	4.47	(2.27)	(2.40)
32-080-4	Farm Operations & Management - Ag Mechanics	2	8	11	9	3	0.87	3.73	5.53	4.67	1.80
31-080-6	Farm Operations & Management - Crop Operations	1	1		(1)	(1)	0.10	0.07		(0.10)	(0.07)
32-080-3	Farm Operations & Management - Dairy	16	8	8	(8)	-	9.63	3.30	4.10	(5.53)	0.80
31-080-3	Farm Operations & Management - Dairy Technician	4	2	2	(2)	-	1.00	0.20	1.07	0.07	0.87
31-080-2	Farm Operations & Management - Farm Ag Maintenance	11	2	2	(9)	-	2.30	0.50	0.20	(2.10)	(0.30)
32-080-6	Farm Operations & Management - Livestock		1	3	3	2		0.57	1.53	1.53	0.97
31-080-7	Farm Operations & Management - Livestock Tech	2		1	(1)	1	1.00		0.37	(0.63)	0.37
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	0.67	0.87	0.40	(0.27)	(0.47)
31-620-1	Industrial Mechanic	2	2	2	-	-	1.07	1.13	1.03	(0.03)	(0.10)
31-154-6	IT-Computer Support Technician	17	11	6	(11)	(5)	7.83	5.00	1.60	(6.23)	(3.40)
31-513-1	Laboratory Science Technician	4	4	9	5	5	1.07	1.20	2.40	1.33	1.20
50-620-1	Mechatronics Technician Apprentice	6	6		(6)	(6)	0.80	0.80		(0.80)	(0.80)
31-509-1	Medical Assistant	31	37	32	1	(5)	15.73	19.03	14.53	(1.20)	(4.50)
31-530-2	Medical Coding Specialist	44	53	84	40	31	14.60	17.07	31.33	16.73	14.27

Program Code	Program Title	SY 19-20 09/16/19 Students	SY 20-21 09/14/20 Students	SY 21-22 09/13/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 09/16/19 FTE	SY 20-21 09/14/20 FTE	SY 21-22 09/13/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
30-504-4	Nail Technician		2	1	1	(1)		0.53	0.17	0.17	(0.37)
30-543-1	Nursing Assistant	90	144	108	18	(36)	11.27	15.17	9.43	(1.83)	(5.73)
50-427-5	Plumbing Apprentice	21	15	21	-	6	1.93	0.97	2.00	0.07	1.03
31-504-5	Security Operations	3			(3)	-	1.27			(1.27)	-
31-182-1	Supply Chain Assistant	3		1	(2)	1	0.37		0.37	-	0.37
31-442-1	Welding	36	42	32	(4)	(10)	16.10	20.50	16.07	(0.03)	(4.43)
	Total Technical Diploma	**585**	**627**	**586**	**1**	**(41)**	**200.37**	**195.77**	**188.23**	**(12.13)**	**(7.53)**
20-800-1	Liberal Arts - Associate of Arts	22	28	42	20	14	4.30	6.53	10.93	6.63	4.40
20-800-2	Liberal Arts - Associate of Science	10	10	8	(2)	(2)	3.37	2.27	2.30	(1.07)	0.03
	Undeclared Majors	338	347	404	66	57	50.33	52.17	57.33	7.00	5.17
	Total Liberal Arts & Undeclared Majors	**370**	**385**	**454**	**84**	**69**	**58.00**	**60.97**	**70.57**	**12.57**	**9.60**
	Total	**1,890**	**1,931**	**1,938**	**48**	**7**	**616.37**	**603.57**	**609.57**	**(6.80)**	**6.00**
	Percent of Change									**-1.10%**	**0.99%**
	Vocational Adult (Aid Codes 42-47)	1,504	1,563	1,638	134	75	29.82	33.35	33.21	3.39	(0.14)
	Community Services (Aid Code 60)	-	35	-	-	(35)	-	0.12	-	-	(0.12)
	Basic Skills (Aid Codes 73,74,75,76)	150	76	110	(40)	34	9.83	6.20	9.17	(0.67)	2.97
	Basic Skills (Aid Codes 77 & 78)	89	82	52	(37)	(30)	2.73	-	1.03	(1.70)	1.03
	Grand Total	**3,633**	**3,687**	**3,738**	**105**	**51**	**658.75**	**643.23**	**652.97**	**(5.78)**	**9.74**
	Total Percent of Change									**-0.88%**	**1.51%**
						Budgeted/Goal FTEs	1,300	1,275	1,250		
						% of Budgeted/Goal FTEs Achieved to date	**50.7%**	**50.4%**	**52.2%**		
						Final Actual FTEs Achieved	1,297	1,256			
						% of Final Actual FTEs Achieved to date	50.8%	51.2%			
						21/22 Projected Ending FTEs using historical trend	1,286	1,275			
						Will budget be met	**YES**	**YES**			

FY 2023 Application Report

Program Application Comparison 2021/22 vs. 2022/23								
			09/14/20			09/14/21		
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting			1	1	1	1	2	1
Accounting Assistant			0	0		0	0	0
Agribusiness Science & Technology - Agbus Mgmt	20		3	3		0	0	-3
Agribusiness Science & Technology - Agronomy	20		0	0		1	1	1
Agribusiness Science & Technology - Agronomy Tech	20		0	0		0	0	0
Agribusiness Science & Technology - Animal Science	20		2	2		3	3	1
Agricultural Power & Equipment Technician	22		6	6		2	2	-4
Auto Collision Repair & Refinish Technician	22		3	3		1	1	-2
Automotive Technician	22		8	8		3	3	-5
Building Trades-Carpentry	20		4	4		0	0	-4
Business Management		5	3	8	8	2	10	2
Cancer Information Management	30	3	34	37	2	6	8	-29
Child Care Services	13	3	0	3	1	2	3	0
CNC Machine Operator/Programmer	5		0	0		0	0	0
Cosmetology	24		4	4		4	4	0
Criminal Justice Studies	70		5	5	3	0	3	-2
Criminal Justice-Law Enforcement 2			1	1		0	0	-1
Dental Assistant	18		1	1		10	10	9
Driver and Safety Education Certification			0	0		0	0	0
Early Childhood Education	28	6	1	7	7	1	8	1
Electrical Power Distribution	44		45	45		66	66	21
Electro-Mechanical Technology	24		3	3		2	2	-1
Farm Operations & Management - Ag Mechanics	20		2	2		1	1	-1
Farm Operations & Management - Crops Operations	20						0	0
Farm Operations & Management - Crops	20						0	0
Farm Operations & Management - Dairy	20		0	0		0	0	0
Farm Operations & Management - Dairy Technician	20		0	0		0	0	0
Farm Operations & Management - Farm Ag Mntc	20		0	0		0	0	0
Farm Operations & Management - Livestock	20		2	2		2	2	0
Farm Operations & Management - Livestock Tech	20		0	0		0	0	0
Golf Course Management			1	1		3	3	2
Graphic and Web Design	25		2	2		3	3	1
Health Information Technology	22	1	6	7		2	2	-5
Human Services Associate	31		3	3		4	4	1
Industrial Mechanic	6		0	0		0	0	0
Instrumentation and Controls Technology	6		0	0		0	0	0
IT-Computer Support Technician			4	4		1	1	-3
IT-Network Specialist			4	4		0	0	-4
Laboratory Science Technician	15		0	0		0	0	0
Leadership Development			0	0		0	0	0
Liberal Arts - Associate of Arts		2	0	2	1	1	2	0
Liberal Arts - Associate of Science		1	0	1	1	0	1	0
Medical Assistant	32		7	7		6	6	-1
Medical Coding Specialist	23	4	7	11		6	6	-5
Medical Laboratory Technician	16	2	1	3		0	0	-3

PROGRAM	CAP		IP	ACCEPT	TOTAL		IP	ACCEPT	TOTAL		YOY
Nail Technician Certificate				0	0			3	3		3
Nursing-Associate Degree	54		32	38	70		24	17	41		-29
Nursing-Associate Degree-Part-time	28			16	16			6	6		-10
Pharmacy Tech (shared)				1	1			0	0		-1
Physical Therapist Assistant	18		3	1	4		2	3	5		1
Supply Chain Assistant				0	0			0	0		0
Supply Chain Management				0	0			1	1		1
Surgical Technology							6	0	6		6
Technical Studies-Journeyworker								0	0		0
Undecided			11	0	11		8	0	8		-3
Welding	40			6	6			2	2		-4
TOTAL			73	225	298		64	165	229		-69

PROGRAM	CAP		IP	ACCEPT	TOTAL		IP	ACCEPT	TOTAL		YOY
Accounting				0	0			3	3		3
Accounting Assistant				0	0		1	1	2		2
Business Management				0	0			3	3		3
Cancer Information Management				0	0		3	0	3		3
Direct Entry Midwife	32		32	36	68		45	82	127		59
Early Childhood Education				0	0		2	0	2		2
Liberal Arts - Associate of Arts				0	0		1	0	1		1
Liberal Arts - Associate of Science				0	0			1	1		1
Medical Laboratory Technician				0	0		1		1		1
Nail Technician				0	0			1	1		1
Nonprofit Leadership				0	0			1	1		1
Supply Chain Management				0	0			1	1		1
Welding (January Start)	20			7	7			7	7		0
TOTAL			32	43	75		53	100	153		78

B. *Chairperson's Report*

1. Executive Board Leadership Ad Hoc Committee Update

The ad hoc committee met on September 1, 2021. Included below are the draft meeting minutes.

Southwest Wisconsin TECHNICAL COLLEGE

MINUTES OF THE EXECUTIVE BOARD LEADERSHIP AD HOC COMMITTEE OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 1, 2021

The Executive Board Leadership Ad Hoc Committee of the Board of Directors of Southwest Wisconsin Technical College met in open session commencing at 2:32 p.m. on September 1, 2021, in Conference Room 341 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Chris Prange, Donald Tuescher, Crystal Wallin

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

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

DISTRICT BOARD
EXECUTIVE BOARD LEADERSHIP AD HOC COMMITTEE

Wednesday, September 1, 2021 - 2:30 p.m.

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

AGENDA

The following statement will be read: "The September 1, 2021, Southwest Wisconsin Technical College Board's Executive Board Leadership Ad Hoc Committee is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, at the Fennimore City Office, and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

    A.   Roll Call

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

    B.   Review potential Board agenda items and design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.

    C.   Recommend people outside of the college who can help with specific projects based on their interest or expertise with a special focus on improving the success of our Special Populations as prescribed in our College Health Indicators.

    D.   Review District Board Association activities and design discussions to engage the full board in developing a platform or plan of action based on the topic.

    E.   Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.

ADJOURNMENT

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

Ms. Weber led the group in writing congratulatory cards to faculty and staff who are new to the college or celebrating a milestone work anniversary.

Potential Board agenda items discussed included COVID protocol, policy governance, strategic planning, results from the employer visioning outreach, items the President would like the Board to support, and a joint meeting with the Foundation and Real Estate Foundation Board. The outline for the Board Retreat is as follows:
    1.   Noon to 1:30 Lunch with Leaders
    2.   1:45 to 3:00 Board Ends with an emphasis on College Health Indicators

3. 3:15 to 4:00 Goals for the College President
4. 4:15 to 5:45 Regular Board meeting
5. 6:00 to 8:00 Joint Dinner and Business Listening Tour Update with Board, Foundation Board, and Real Estate Foundation Board

Mr. White asked the Board for suggestions on people who can help the college with future construction projects either as partners or donors. Several suggestions and ideas were shared including groups interested in economic development, educational entities, and business/community leaders.

Discussed the WTCS strategic plan and the importance of aligning our efforts to mesh with broader goals when possible. In the spring a legislative platform will need to be developed.

Board members will discuss with the full board the idea of a self-assessment being conducted during the spring retreat. Participants shared previous experiences in this area and will research new ideas and share with the full Board for deliberation and a decision.

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

_____
Crystal Wallin, Secretary

C. College President's Report
1. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda
1. Boscobel Outreach Site Lease
2. Resolution for Adoption of 2021 Tax Levy
3. Fund & Account Transfers (2020-21 Budget Modifications)
4. Review of Purchasing Activity
5. Foundation Quarterly Report
6. Student Access Monitoring Report

B. Time and Place
Thursday, October 14, 2021, at 12:00 pm on Southwest Tech's Campus at 1800 Bronson Boulevard, Fennimore, WI, in Conference Room 430.

Adjourn to Closed Session

A. _Consideration of adjourning to closed session for the purpose of:_

1. Discussing a student issues per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}

B. _Approval of Closed Session Minutes of August 26, 2021_

Reconvene to Open Session

A. _Action, if necessary, on Closed Session Items_

Adjournment