Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

March 28, 2024

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

Contents

Annotated Agenda

Southwest Wisconsin TECHNICAL COLLEGE

BOARD MEETING NOTICE/AGENDA
Thursday, March 28, 2024
6:00 p.m. – Regular District Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The March 28, 2024, Southwest Wisconsin Technical College Board regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, posted on campus, CESA 3, and at the Fennimore City Office in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

C. Student Senate Update

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to a closed session for the purpose of
   1. **Discussing property acquisition per Wis. Statutes 19.85(1)(e**) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}

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

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

B. Approval of Minutes from the February 22, 2024, Regular Board Meeting
   Minutes of the February 22, 2024, regular Board meeting are included with the electronic Board packet.

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

D. Contract Revenue
   There were thirteen contracts totaling $23,021.23 in February 2024 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items
   The Personnel Report includes a recommendation for three new hires, four resignations, and one retirement.
Recommendation *– Approve the Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

A. Resolution Approving Acquisition of 85 Acres located at 4022 U.S. Highway 18, Fennimore, WI
   During prior meeting closed sessions, the Board authorized the College to offer and negotiate with the intent to acquire property located at 4022 U.S. Highway 18, Fennimore, WI. Caleb White, Vice President for Administrative Services, will present to the Board a resolution that authorizes the College to purchase the 85-acre property. The resolution is included in the electronic packet of Board material.
Recommendation *– Approve the resolution authorizing the College to purchase 85 acres located at 4022 U.S. Highway 18, Fennimore, WI.*

B. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing
   Included in the Board packet of materials is a resolution authorizing the College to purchase 85 acres located at 4022 U.S. Highway 18, Fennimore, WI, using reserves. The reserves will then be reimbursed through the College's 2024-25 borrowing at a later date. Mr. White will present this resolution to the Board.
Recommendation *– Approve the resolution declaring official intent to reimburse expenditures from proceeds of borrowing that authorizes the College to finance its purchase of 85 acres located at 4022 U.S. Highway 18, Fennimore, WI, by using reserves noting that the reimbursement of the reserves will be made through the College's 2024-25 borrowing at a later date.*

C. Approval of Parking Lot Maintenance Bid
Bids were sought for the maintenance and enhancement of the College's parking lots. The public bid opening was held on campus on March 15, 2024, with three vendors responding to the bid request from a list of fourteen plan holders. Dan Imhoff, Executive Director of Facilities, Safety & Security, will present a summary of the bids received, which is included in the electronic Board material.
Recommendation: Award a contract for a bid amount of $112,980 for SWTC parking lot maintenance and enhancement to Arrow Precision Asphalt Maintenance, LLC, of Plover, WI.

D. Approval of Board Monitoring Report – Quality Teaching & Learning
Cynde Larsen, Chief Academic Officer, will present the March 2024 Board Monitoring Report – Quality Teaching & Learning.
Recommendation: Approve the March 2024 Board Monitoring Report – Quality Teaching & Learning, as presented.

E. First Reading of Governance Policy 2.6: Acting and Interim President
The Board Governance Policy 2.6: Acting and Interim President was reviewed during the closed session on February 22, 2024. It was agreed that Dr. Wood would update the policy as discussed and bring it to the Board as the first reading in open session at the March meeting. Included in the Board packet of materials is the first reading of Governance Policy 2.6: Acting and Interim President (a marked-up copy showing changes made, followed by a clean copy).
Recommendation: Approve the first reading of Governance Policy 2.6: Acting and Interim President, as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 2024-25 Budget Update
Caleb White will present information on the 2024-25 budget status, which is available electronically with all other Board material.

B. Staffing Update
Krista Weber, Chief Human Resources Officer, will provide an update on college staffing. A summary is included within the Board packet.

INFORMATION AND CORRESPONDENCE

A. Enrollment Reports
  1. FY 2024 Comparison FTE Report

  2. FY 2025 Application Report

  3. Student Success Scoreboard
  Katie Glass, Executive Director of Marketing & Recruitment, and Holly Clendenen, Chief Student Services Officer, will present the reports in the Board's packet of electronic material.

B. Chairperson's Report
   1. **Board Member Reflection: What it means to be a SWTC Board Trustee**

   2. **District Boards Association Update**

C. College President's Report
   1. **Banking RFP Update**

   2. **Legal Counsel Process**
       Included in the electronic packet of materials is a recommendation for the Board to consider regarding the procurement process of the college's legal services.

   3. **Facilities Update**
       A summary of facility projects (completed/in progress/on-hold/planned) is included in the electronic Board packet.

   4. **Overview of Camps and Cohorts**

   5. **Tuition Rate Update**

   6. **WTCS Grant Update**

   7. **Review 2024-25 District Board Monitoring Schedule (Draft)**
       Included in the electronic packet of materials is the draft of the 2024-25 District Board Monitoring schedule.

   8. **April 18, 2024 – WTCS Eagle Award Luncheon, Ambassador Banquet**

   9. **Request for Board Feedback, "What do you think are important considerations for incorporating Artificial Intelligence (AI) into College instruction and/or operations?"**

   10. **College Happenings**

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
A. Agenda
   1. **SWTC Foundation Quarterly Report**
   2. **SWTC Real Estate Foundation Quarterly Report**

B. Date, Time, and Place
   Friday, April 26, 2024: Board Professional Development, time to be determined
   Saturday, April 27, 2024: District Board Meeting, time to be determined
   Lenz Center, Southwest Tech

ADJOURN TO CLOSED SESSION

A. Consideration of adjourning to a closed session for the purpose of
   1. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
   2. Discussing preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
   3. Discussing legal issues per Wis. Stats. 9.85(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 February 22, 2024

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

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A. Roll Call

B. Reports/Forums/Public Input

C. Student Senate Update

Adjourn to Closed Session

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

1. **Discussing property acquisition per Wis. Statutes 19.85(1)(e)**
   {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}

Reconvene to Open Session

A. Action, if necessary, on Closed Session items

Consent Agenda

A. Approval of Agenda

Southwest Wisconsin TECHNICAL COLLEGE

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CONSENT AGENDA

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B. Approval of Minutes from the February 22, 2024, Regular Board Meeting
C. Financial Reports
    1. Purchases Greater than $2,500
    2. Treasurer's Cash Balance
    3. Budget Control
D. Contract Revenue
E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

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B. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing
C. Approval of Parking Lot Maintenance Bid
D. Approval of Board Monitoring Report – Quality Teaching & Learning
E. First Reading of Governance Policy 2.6: Acting and Interim President

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 2024-25 Budget Update
B. Staffing Update

INFORMATION AND CORRESPONDENCE
A. Enrollment Reports
   1. FY 2024 Comparison FTE Report
   2. FY 2025 Application Report
   3. Student Success Scoreboard
B. Chairperson's Report
   1. Board Member Reflection: What it means to be a SWTC Board Trustee
   2. District Boards Association Update
C. College President's Report
   1. Banking RFP Update
   2. Legal Counsel Process
   3. Facilities Update
   4. Overview of Camps and Cohorts
   5. Tuition Rate Update
   6. WTCS Grant Update
   7. Review 2024-25 District Board Monitoring Schedule (Draft)
   8. April 18, 2024 – WTCS Eagle Award Luncheon, Ambassador Banquet
   9. Request for Board Feedback, "What do you think are important considerations for incorporating Artificial Intelligence (AI) into College instruction and/or operations?"
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ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
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   2. SWTC Real Estate Foundation Quarterly Report
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A. Consideration of adjourning to a closed session for the purpose of
   1. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
   2. Discussing preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
   3. Discussing legal issues per Wis. Stats. 9.85(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 February 22, 2024

RECONVENE TO OPEN SESSION
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. *Approval of Minutes from the February 22, 2024, Regular Board Meeting*

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 22, 2024

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 6:00 p.m. on February 22, 2024, in Conference Room 430, on the District Campus located at 1800 Bronson Boulevard, in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Jeanne Jordie, Donald Tuescher, Steve Williamson. Absent: Tracy Fillback, Chris Prange, Jane Wonderling

Others present for all, or a portion, of the meeting included:

Southwest Tech President Jason Wood and College Staff: Holly Clendenen, Dennis Cooley, Katie Glass, Dan Imhoff, Kelly Kelly, Kim Maier, Lori Needham, Krista Weber, Caleb White

Jordan Scott, SWTC Student Senate President; Candace Pesch, Richland County Administrator; Jordan Boehm, Clifton Larson Allen LLP (Zoom)

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

BOARD MEETING NOTICE/AGENDA
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6:00 p.m. – Regular District Board Meeting
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Room 430

AGENDA

OPEN MEETING
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A. Roll Call
B. Reports/Forums/Public Input
C. Student Senate Update
D. Richland County Administrator Update

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to a closed session for the purpose of
    1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
    2. Discussing legal issues per Wis. Stats. 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
    3. Discussing staff performance evaluations per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
B. Approval of Minutes from the January 25, 2024, Closed Session

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

CONSENT AGENDA
A. Approval of Agenda
B. Approval of Minutes from the January 25, 2024, Regular Board Meeting
C. Financial Reports
    1. Purchases Greater than $2,500
    2. Treasurer's Cash Balance
    3. Budget Control
D. Contract Revenue
E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
A. 2022-23 Financial Audit
B. RFP – Board and Leadership Training
C. RFP – Interactive Video Platform
D. Bid– Telehandler/Forklift
E. Richland Center Outreach Site Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. 2024-25 Budget Assumptions & Parameters
B. Staffing Update

INFORMATION AND CORRESPONDENCE

A. Enrollment Report
 1. FY 2024 Comparison FTE Report
 2. Program Application Comparison 2023/24 vs. 2024/25
B. Chairperson's Report
 1. Board Member Reflection: What it means to be a SWTC Board Trustee
 2. District Boards Association (DBA) Officer Nomination
 3. WTCS Eagle Award Presentation and Student Ambassador Banquet – 4/18/24
C. College President's Report
 1. Student Success Strategic Directions Progress Report
 2. College's Legal Counsel Process
 3. ACCT Legislative Summit Update
 4. Sabbatical Planning
 5. ERP Update
 6. ERP Heroes
 7. Crucial Conversations: High Stakes, Differing Opinions, Strong Emotions. Feedback and guidance on the quote, "When it comes to risky, controversial, and emotional conversations, skilled people find a way to get all relevant information (from themselves and others) out into the open."
 8. College Happenings
D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
A. Agenda
 1. Board Monitoring Report – Quality Teaching & Learning
B. Date, Time, and Place
 Thursday, March 28, 2024, 7:00 p.m., Southwest Tech's Campus, Room 430

ADJOURNMENT

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

Student Senate President, Jordan Scott, briefed the Board on current Student Senate initiatives including bylaw updates, an analysis of climate survey results, and a review of funding for program-related activities.

Richland County Administrator, Candace Pesch, spoke to the Board about county updates which involve restructuring to a unified commitment.

Mr. Tuescher moved, seconded by Mr. Blume, to adjourn to a closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e), legal issues per Wis. Stats. 19.85(1)(g), and staff performance evaluations per Wis. Stats. 19.85(1)(c). Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Tuescher, and Mr. Williamson. The motion unanimously carried, and the meeting adjourned to a closed session at 6:29 p.m. Without any action taken, the Board reconvened to an open session at 7:29 p.m.

After a review of the Consent Agenda, including the February 22, 2024, agenda; January 25, 2024, Board meeting minutes; financial reports; 11 contracts totaling

$55,915.61 in January 2024; the employment recommendations of JoAnn Wiederholt, Academic Success Coach, and Renuka Vallarapu, Business Analyst-Student Information System, the promotion/transfer of George Whiteaker, Automotive Technician Instructor, the resignation of Haylee Freymiller, Administrative Assistant (Public Safety), and the retirement of Brian Kitelinger, Safety Coordinator; Mr. Williamson moved, seconded by Ms. Jordie, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Caleb White, Vice President for Administrative Services, and Jordan Boehm, of Clifton Larson Allen LLP, presented the College's 2022-23 Financial Audit. Mr. Boehm's presentation indicated that the independent auditors' 2022-23 report is an unmodified ("clean") audit opinion without compliance or internal control matters noted. Mr. Tuescher moved, seconded by Mr. Enright, to approve the 2022-23 financial audit, as presented. The motion was unanimously adopted.

Mr. White informed the Board that proposals were sought from qualified vendors for Board Member and College Leadership Professional Development. The purpose of the professional development is to advance the College's achievements in access, completion, and post-graduate success (transfer and wage outcomes) of all students especially emphasizing on Special Populations. The public opening for the request for proposals was held on January 24, 2024, with three proposals received. Mr. Tuescher moved, seconded by Mr. Williamson, to award the request for proposal (RFP) for Board and Leadership Training to The Aspen Institute, Inc. of Washington DC for $38,000 plus travel expenses, including the College's ability to utilize the Aspen Institute, Inc. for future similar scoped engagements at a rate of $80/hour for a three-year period. The motion unanimously carried.

Mr. White reviewed the summary of the request for proposals for an Interactive Video Platform describing that the project's purpose is to support learning needs for the College's diverse student community. The platform's support includes but is not limited to, the ability to create interactive videos for faculty and students, analytics, Schoology Gradebook integration, and interventions regarding the information contained within the videos. The public opening for the request for proposals was held on February 2, 2024, with three proposals received. Mr. Blume moved, seconded by Mr. Enright, to award the request for proposal (RFP) for an Interactive Video Platform to The We Video Inc. of Lake Forest, CA for $16,753 for a one-year term with two optional one-year renewals. The motion was unanimously adopted.

Bids were sought for a new 23/24 Telehandler/Forklift with outlined specifications required. Mr. White informed the Board the public bid opening of bids was held on February 7, 2024, with five vendors responding from a list of 12 plan holders. Mr. Tuescher moved, seconded by Mr. Williamson, to award a contract for a bid amount of $114,513.41 to Fairchild Equipment of Green Bay, WI. The motion was unanimously adopted.

The existing lease with TWA Properties of Richland Center, WI, for 3,400 square feet of office/classroom space located at 373 W. Sixth Street, Richland Center, WI, was

reviewed by the Board. Mr. White reminded the Board that this has been the location for Southwest Tech's Outreach Site in Richland Center for approximately five years when the lease ends on May 31, 2024. Mr. Williamson moved, seconded by Mr. Enright, to approve exercising the 60-month lease renewal option with TWA Properties of Richland Center, WI, beginning June 1, 2024, and ending on May 31, 2029, for 3,400 square feet of office and classroom space located at 373 W. Sixth Street, Richland Center, WI 53581, contingent upon Wisconsin Technical College System board approval. The motion unanimously carried.

The 2024-25 Budget Priorities and Assumptions were reviewed. Mr. White led an interactive activity in which the Board provided engagement and feedback on opportunities, risks, and threats that will affect fiscal college health over the next five years. Information collected from the discussion will help guide budget-building over the coming months. The preliminary budget will be brought to the Board in April 2024.

A summary of open positions was provided under the College Staffing report by Krista Weber, Chief Human Resources Officer.

Mr. White presented the FY 2024 FTE Year-Over-Year report noting that the FTE report in this month's packet is inaccurate due to the timing of switching to the new Anthology system. The review of the Application Comparison report indicates that when discounting application variations above program caps, the numbers increase from down 22 year-over-year to up 16 applications for Fall, 2024, and an increase from down 26 to down 7 for Spring, 2025.

Under the Chairperson's Report:
- Mr. Tuescher reflected on the rich personal rewards and challenges of serving as SWTC board trustee for the last thirty years.
- Mr. Chuck Bolstad was nominated by Mr. Tuescher, seconded by Mr. Blume, as a nomination for President of the District Boards Association (DBA). The motion unanimously carried. The nomination paperwork will be sent to the DBA for the upcoming 2024 election process.
- The next DBA meeting is March 22-23, 2024, at Nicolet College. Attendance is encouraged.
- Save the date for the upcoming WTCS Eagle Award Luncheon and Student Ambassador Banquet on April 18, 2024, at the Wilderness Resort, Wisconsin Dells.

Under the President's Report:
- Currently, fourteen students have completed the first phase of their Student Success Plans. Specifically, they have worked through a facilitated career exploration process, completed a budget, identified the gap in resources, and agreed to their plan for support while taking classes. Over 700 people (future students) are working through the process before classes this summer/fall.
- Identification of the College's Legal Counsel was discussed. Options will be brought forth at the March 28, 2024, meeting.

- Dr. Wood and Katie Glass, Executive Director of Marketing, attended the ACCT Legislative Summit Update in Washington DC earlier this month.
- Dr. Wood may be taking a sabbatical leave this summer and leadership plans are being discussed.
- The ERP Anthology Student module (student portal, faculty portal, enrollment, degree audit, grades, transcripts, payments, and financial aid) and the Lumens Continuing Education portal went live earlier this month. Our staff is working diligently with Anthology to overcome hurdles with the transition to the new systems.
- ERP Heroes include Matthew Baute, Director of Enterprise Applications; Danielle Seippel, Registrar; and CoraBeth Schmitz, Student Financial Assistance Manager. The Board expressed their sincere appreciation and gratitude to them and all of those on the front lines during this project.
- The Board offered guidance to Dr. Wood about a quote from Crucial Conversations coursework.

There was nothing discussed under College Happenings or Other Informational Items.

Mr. Tuescher moved, seconded by Mr. Enright, to adjourn to a closed session to continue discussion on legal issues per Wis. Stats. 19.85(1)(g). Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Tuescher, and Mr. Williamson. The motion unanimously carried, and the meeting adjourned to a closed session at 9:20 p.m. Without any action taken, the Board reconvened to an open session at 9:38 p.m.

Without any further business to come before the Board, Ms. Jordie moved to adjourn, with Mr. Williamson seconding the motion. The motion carried, and the meeting adjourned at 9.38 p.m.

_____
Kent Enright, Secretary

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN $2,500
FOR THE PERIOD 2/01/2024 - 2/29/2024

Vendor	Expenditure Invoice #	Description	Amount
Sikich	2.1.24	HSA PLAN	298,614.10
WRS-PR	2.29.24	1/2024 REPORTING MONTH	146,484.81
IRS	2.16.24 PR	IRS 2.16 PR	126,613.21
IRS	2.2.24 PR	2.2.24 PR	125,517.99
EMC	117972	58% COMPLETION	74,047.00
Constellation	3957985	UTILTIES	24,315.90
WI DOR- PR	2.16.24 PR	WI DOR	20,974.23
WI DOR- PR	2/2/24 PR	STATE TAXES	20,840.42
Healthequity	2.2.24 PR	HEALTH INSURANCE	19,639.83
Healthequity	2.16.24 PR	HEALTHEQUITY	19,639.83
DQE Inc	156025	FIRE TRAINING EQUIPMENT	10,013.97
Bluum	967483	MEDIA PLAYER/HOSTED SUBSC	9,441.02
Great West	2.16.24 PR	WI DEFERRED COMP	9,358.60
Great West	2.2.24 PR	WI DEFERRED COMP	9,075.44
Delta	764744	DENTAL CLAIMS	6,607.56
US Omni	2.16.24 PR VANGUARD	VANGUARD	5,608.00
Kessenich	212810711	MEAT TALENT EQUIPMENT	5,221.02
US Omni	2.2.24 PR	VANGUARD	5,191.95
Garys Auto	1G1JF5SB1L4119583	2020 Chevy Sonic	4,800.00
Madison National	1604298	LIFE INS	4,438.79
Delta	772195	DENTAL CLAIMS	4,250.72
DMI	2119	OUT OF STATE W/C AUDIT	3,920.00
Performance Food Gro	643639	CAFE	3,718.74
ZS LLC	247018-2	LOAD TESTING/REPORT	3,630.00
WTA Properties	MARCH '24 RENT	RENT	3,607.06
WageWorks	INV6166415 HRA	HRA 2021	3,566.88
Delta	766012	DENTAL CLAIMS	3,185.31
Performance Food Gro	630460	CAFE	2,988.97
WageWorks	INV6173630	HRA 2021	2,925.00
PCARD - HLC	M HENKEL 2.13.24	2024 HLC CONFERENCE	2,900.00
Delta	773461	DENTAL CLAIMS	2,815.45
WageWorks	INV6188643	HRA 2021	2,653.33

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN $2,500
FOR THE PERIOD 2/01/2024 - 2/29/2024

Expenditure			
Vendor	**Invoice #**	**Description**	**Amount**
Performance Food Gro	633160	CAFE	2,647.35
Gordon Flesch	IN14562903	TONER	2,612.60
SP Marketplace	8426	LICENSES	2,585.00
Garden Hills	4336	POLOS	2,550.00

Total Invoices $997,000.08

Bank Withdrawals			
Vendor	**Transaction Date**	**Audit Trail**	**Amount**
OUTGOING WIRE TRANSFER State of Wisconsin Local Govt Inve	2/20/2024	GNJL009573	7,000,000.00
OUTGOING WIRE TRANSFER State of Wisconsin Local Govt Inve	2/26/2024	GNJL009642	2,000,000.00
OUTGOING WIRE TRANSFER State of Wisconsin Local Govt Inve	2/22/2024	GNJL009702	1,750,000.00

Total Bank Withdrawals $10,750,000.00

Payroll		
Payroll Period	**Payroll Date**	**Amount**
02/16/2024 Payroll	2/16/2024	407,551.31
02/02/2024 Payroll	2/2/2024	401,674.06

Total Payroll $809,225.37

Total Purchases >= $2,500 $12,556,225.45

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College
Report of Treasurers Cash Balance 2/29/2024

Receipts			
Fund			
1 General	7,620,712.00		
2 Special Revenue	-		
3 Capital Projects	1,426.00		
4 Debt Service	-		
5 Enterprise	114,439.00		
6 Internal Service	315,359.00		
7 Financial Aid/Activities	1,972,845.00		
Total Receipts		10,024,781.00	
Expenses			
Fund			
1 General	1,785,790.00		
2 Special Revenue	-		
3 Capital Projects	123,213.00		
4 Debt Service	-		
5 Enterprise	117,616.00		
6 Internal Service	334,514.00		
7 Financial Aid/Activities	2,416,253.00		
Total Expenses		4,777,386.00	
Net cash change - month			5,247,395.00
EOM Cash Balances			
-Midwest One Operating 0356	2,833,723.06		
-Midwest One Investment 1324	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	22,733,591.08		
Ending Cash/Investment Balance		25,570,254.14	

3. Budget Control

	2023-24 Budget	2023-24 YTD Actual	2023-24 Percent	2022-23 Percent	2021-22 Percent	2020-21 Percent	2019-20 Percent
Southwest Wisconsin Technical College **YTD Summary for Funds 1-7** **For 8 Months ended February 2024**							
General Fund Revenue	24,772,300.00	21,614,950.73	87.25	80.62	76.38	85.56	83.20
General Fund Expenditures	25,409,000.00	16,316,344.59	64.21	62.52	56.28	63.11	59.80
Capital Projects Fund Revenue	5,471,000.00	4,063,265.75	74.27	97.66	2.98	100.13	0.69
Capital Projects Fund Expenditures	5,947,000.00	3,447,759.05	57.97	33.50	20.68	36.45	23.66
Debt Service Fund Revenue	6,656,000.00	4,243,557.87	63.76	66.67	69.86	64.95	63.38
Debt Service Fund Expenditures	6,710,000.00	386,150.00	5.75	16.03	16.35	17.91	8.03
Enterprise Fund Revenue	1,300,000.00	1,376,412.63	105.88	57.17	103.72	80.17	72.18
Enterprise Fund Expenditure	1,905,300.00	1,002,247.90	52.60	56.27	119.42	64.52	73.17
Internal Service Fund Revenue	4,455,000.00	2,540,285.01	57.02	59.19	59.73	59.04	56.05
Internal Service Fund Expenditures	4,455,000.00	2,740,863.70	61.52	68.54	62.02	62.99	59.33
Trust & Agency Fund Revenue	8,525,500.00	5,100,476.85	59.83	46.47	57.16	51.62	36.80
Trust & Agency Fund Expenditures	7,830,500.00	5,827,021.87	74.41	67.72	68.06	58.92	63.64
Grand Total Revenue	**51,179,800.00**	**38,938,948.84**	**76.08**	**71.92**	**65.33**	**75.80**	**63.04**
Grand Total Expenditures	**52,256,800.00**	**29,720,387.11**	**56.87**	**54.07**	**52.57**	**53.34**	**51.05**

D. *Contract Revenue*

There were thirteen contracts totaling $23,021.23 in February 2024 being presented for Board approval:

2023-2024 CONTRACTS
2/1/2024 to 2/29/2024

						INDIRECT COST FACTOR		
Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
Mexican Cheese Producers	03-2024-0051-I-41	Hydraulic-Pneumatic (WIG)	Dennis Cooley	7	$ 364.00	No		X	
Mexican Cheese Producers	03-2024-0051-I-41	Intro to PLCs (WIG)	Dennis Cooley	5	$ 2,005.50	No		X	
USA Clay Target League	03-2024-0056-T-42	League Director Duties - January	Caleb White		$ 500.00	No		X	
USA Clay Target League	03-2024-0056-T-42	League Director Duties - February	Caleb White		$ 949.69	No		X	
Vortex Optics	03-2024-0102-I-41	Productive Conflict (WIG)	Dennis Cooley	22	$ 1,673.00	No		X	
Prairie du Chien Dentistry	03-2024-0103-I-41	BLS for Healthcare Provider-CPR Recertification	Gin Reynolds	11	$ 660.00	No		X	
People's State Bank	03-2024-0106-I-41	Becoming CFO of Your Farm	Dennis Cooley	24	$ 4,400.00	No		X	
Shullsburg Creamery	03-2024-0107-I-41	Leadership Academy 36 (WIG)	Dennis Cooley	16	$ 5,296.50	No		X	
Livingston First Resonders	03-2024-0126-I-42	BLS for Healthcare Provider-CPR Recertification	Gin Reynolds	10	$ 600.00	No		X	
Vortex Optics	03-2024-0135-I-41	Speed of Trust (WIG)	Dennis Cooley	6	$ 1,067.50	No		X	
Livingston Fire Department	03-2024-0139-I-42	Heartsaver CPR/AED	Gin Reynolds	13	$ 1,400.00	No		X	
3M	03-2024-0141-I-41	Bearings (WIG)	Dennis Cooley	20	$ 696.50	No		X	
3M	03-2024-0141-I-41	Hydraulics-Pneumatics (WIG)	Dennis Cooley	18	$ 3,408.54	No		X	

TOTAL of all Contracts	152	$ 23,021.23
Exchange of Services	-	$ -
For Pay Service	152	$ 23,021.23

E. *Personnel Items*

The Personnel Report includes a recommendation for three new hires, four resignations, and one retirement:

PERSONNEL REPORT
March 28, 2024

EMPLOYMENT: NEW HIRE

Name:	Michelle Young
Title:	Associate Degree Nursing Instructor
How many applicants & interviewed	3 applicants, 2 interviews
Start Date:	03/18/2024
Salary/Wages:	$67,000
Classification:	Full-Time
Education and/or Experience:	Bachelor's Degree in Nursing from University of Phoenix (currently enrolled in MSN program), Licensed Practical Nurse, CPR Certified, 15+ years of experience as a practicing Nurse

EMPLOYMENT: NEW HIRE

Name:	Natalie Volberding
Title:	Administrative Assistant - College Effectiveness
How many applicants & interviewed	30 applicants, 5 interviews
Start Date:	04/01/2024
Salary/Wages:	$21/hr
Classification:	Full-Time
Education and/or Experience:	Associate's Degree in Human Resources from Fox Valley Technical College, 3 years' experience in Administrative/Office/Secretary work

EMPLOYMENT: NEW HIRE

Name:	Gary Bakken
Title:	Welding Instructor
How many applicants & interviewed	10 applicants, 3 interviews
Start Date:	05/01/2024
Salary/Wages:	$66,500
Classification:	Full-Time
Education and/or Experience:	Associate's Degree in Welding from SWTC, 15 years of Welding experience, has been a Welding Adjunct Instructor for SWTC

PROMOTIONS/TRANSFER **NEW POSITION**

None	

RETIREMENTS / RESIGNATIONS

Simon Chappell (Last Day 03/01/2024)	System Analyst – Finance/HR
Deb Ihm (Last Day 03/08/2024)	Agriculture Development Officer/Outreach Specialist
Brian Waldner (Last Day 04/01/2024)	Automotive Technician Instructor
Brittany Sherman (Last Day 04/03/2024)	Student Life Coordinator/Athletic Director
Julie Pluemer (Retirement 04/04/2024)	Adult Education/Outreach Coordinator

Recommendation: *Approve the March 28, 2024, Consent Agenda as presented.*

Other Items Requiring Board Action

A. *Resolution Approving Acquisition of 85 Acres located at 4022 U.S. Highway 18, Fennimore, WI*

During prior meeting closed sessions, the Board authorized the College to offer and negotiate with the intent to acquire property located at 4022 U.S. Highway 18, Fennimore, WI. Caleb White, Vice President for Administrative Services, will present to the Board a resolution that authorizes the College to purchase the 85-acre property. The resolution follows.

Recommendation – *Approve the resolution authorizing the College to purchase 85 acres located at 4022 U.S. Highway 18, Fennimore, WI.*

Southwest Wisconsin
TECHNICAL COLLEGE

RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, Southwest Wisconsin Technical College has statutory authority to acquire property, and

WHEREAS, Southwest Wisconsin Technical College recognizes the need to acquire property sufficiently adjacent to the Southwest Tech Public Safety Complex, and

WHEREAS, Southwest Wisconsin Technical College has recognized adjacent property located at 4022 US Highway 18, Fennimore WI consisting of an 85-acre farm as available to acquire, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the acquisition of property via capital funds obtained through district borrowing,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves the acquisition of 85 acres located at 4022 US Highway 18, Fennimore, WI to enhance the functionality of the College and provide additional training opportunities.

Adopted and recorded this 28th day of March 2024.

Charles J. Bolstad
Chairperson

ATTEST:

Kent Enright
Secretary

B. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Included below is a resolution authorizing the College to purchase 85 acres located at 4022 U.S. Highway 18, Fennimore, WI, using reserves. The reserves will then be reimbursed through the College's 2024-25 borrowing at a later date. Mr. White will present the resolution to the Board.

__Recommendation__ – Approve the resolution declaring official intent to reimburse expenditures from proceeds of borrowing that authorizes the College to finance its purchase of 85 acres located at 4022 U.S. Highway 18, Fennimore, WI, by using reserves noting that the reimbursement of the reserves will be made through the College's 2024-25 borrowing at a later date.

RESOLUTION NO. _____

**RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING**

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "Issuer") plans to undertake the acquisition of approximately 85 acres of land and purchase of buildings at the Fennimore Campus (collectively, the "Project");

WHEREAS, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt promissory notes or other tax-exempt obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the District Board (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interest of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed $1,300,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the office of the Issuer within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted, approved and recorded March 28, 2024.

_____

Charles J. Bolstad
Chairperson

ATTEST:

(SEAL)

_____

Kent Enright
Secretary

C. *Approval of Parking Lot Maintenance Bid*

Bids were sought for the maintenance and enhancement of the College's parking lots. The public bid opening was held on campus on March 15, 2024, with three vendors responding to the bid request from a list of fourteen plan holders. Below is the summary of the bids received.

Recommendation: Award a contract for a bid amount of $112,980 for SWTC parking lot maintenance and enhancement to Arrow Precision Asphalt Maintenance, LLC, of Plover, WI.

Bid # 2324-08 Parking Lot Maintenance

Southwest Wisconsin Technical College (SWTC) invited bids for the maintenance and enhancement of its parking lots located at the college's Fennimore campus.
Scope of Work:
- Crack Sealing
- Sealcoating
- Striping and curb painting
- Materials and Specifications
- Environmental Considerations
- Completion of work: must be completed between May 20 and August 15, 2024

The public opening of bids was held on March 15, 2024 @ 11:00 a.m. in room #440. Three vendors responded to the bid request from a list of fourteen plan holders. A summary of the bid from the responsive bidders is included below.

Vendor	Total with Alternates
Arrow Precision Ashpalt Maintenance, LLC **Plover, WI**	$ 112,980.00
Seven Hills Striping, Inc. **Fitchburg, WI**	$ 137,994.38
Fahrner Asphalt Sealers, LLC **Plover, WI**	$ 199,420.95

*Alternates include patching areas and premium sealer.
Recommendation: Award a contract for bid amount of $112,980 to Arrow Precision Asphalt Maintenance, LLC of Plover, WI.

D. Approval of Board Monitoring Report – Quality Teaching & Learning

The March 2024 Board Monitoring Report – Quality Teaching & Learning follows. Cynde Larsen, Chief Academic Officer, will present and be available for any questions.

Recommendation: Approve the March 2024 Board Monitoring Report – Quality Teaching & Learning, as presented.

Board Monitoring Report, March 2024 – Quality Teaching and Learning
Executive Summary

Alignment with Mission, Vision, Values, Purposes

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

The College's purposes are enumerated in Wisconsin State Statute 38 and include the provision of teaching and learning services that:

- Provide occupational education and training and retraining programs, including general education courses, to facilitate student achievement in occupational skills training.
- Contract with secondary schools to provide educational opportunities for high school-age students.
- Coordinate and cooperate with secondary schools to facilitate the transition of a secondary school student to postsecondary education.
- Provide a collegiate transfer program
- Provide education in basic skills to enable students to function in society effectively
- Provide education and services which promote success and equity in post-graduation outcomes

Teaching and learning endeavors are guided by our College Values:

- Inclusivity
- Learning
- Integrity
- Accountability
- Continuous Improvement

Alignment with Strategic Directions

SWTC's Strategic Directions Comprise Student:

1.0 Access
2.0 Completion and
3.0 Post-Graduate Success

Competitive Positioning Statement

SWTC is committed to providing students with high-quality experiential learning that prepares them for strong post-graduate outcomes, including high-paying jobs and transfer to bachelor's level study, should that be their goal. Programs are designed to meet the demands of regional, state, and national job markets. Learning outcomes at the course and program levels guide teaching and student learning. Faculty teams comprise industry experts who bring their real-world experiences to the classroom. An extensive network of program advisory committees provides insights that help programs remain on the cutting edge of their fields. Students participate in various hands-on learning activities, including internship, clinical, and practicum experiences.

Recognizing and Valuing People

Dual Credit Learning:

Mary Johannesen and Kim Maier have collaborated with the SWTC district's 30 K-12 districts and have achieved the third-highest rates of Wisconsin Technical College System (WTCS) dual credit utilization in the CollEdge Up and Start College Now credit categories, generating approximately 10% of the College's FTE. Mary and Kim have supported their colleagues, Brianna Williamson, and Katie Glass as they assume leadership for dual credit student recruitment and onboarding.

Academic Leadership:

Stacey Place, Karen Farner, Kris Schoville, Joe Randall, Vicky Rundle, Jen Lame, Christina Winch, and Betsy Tollefson have raised the level of service to our faculty and students through their roles at Academic Leads. Along with Katie Glass, Caleb White, Dan Imhoff, and Heath Ahnen, who lead academic programs, they are extending and strengthening the importance of effective teaching and learning principles across the College.

Student Learning:

The Assessment Workgroup, led by Ed Anderson, Michael Madsen, and Christina Winch, including Stacey Place, Sara Biese, and Mandy Henkel, provides consistent leadership, assuring we measure and continuously improve teaching and student learning.

Presentation of the Data

College 1.0

Student Access Goal: We know we will be successful when more people choose to be students at Southwest Tech, especially if they live in the College's five-county district.

Table 1

Program Enrollment

Program enrollment has remained relatively consistent across the five cohort years 2016-2020.

	2016	2017	2018	2019	2020
Client Count	1,800	1,875	2,003	1,941	1,934

Note: Source: WTCS OLAP Cube – Program Enrollment

Figure 1
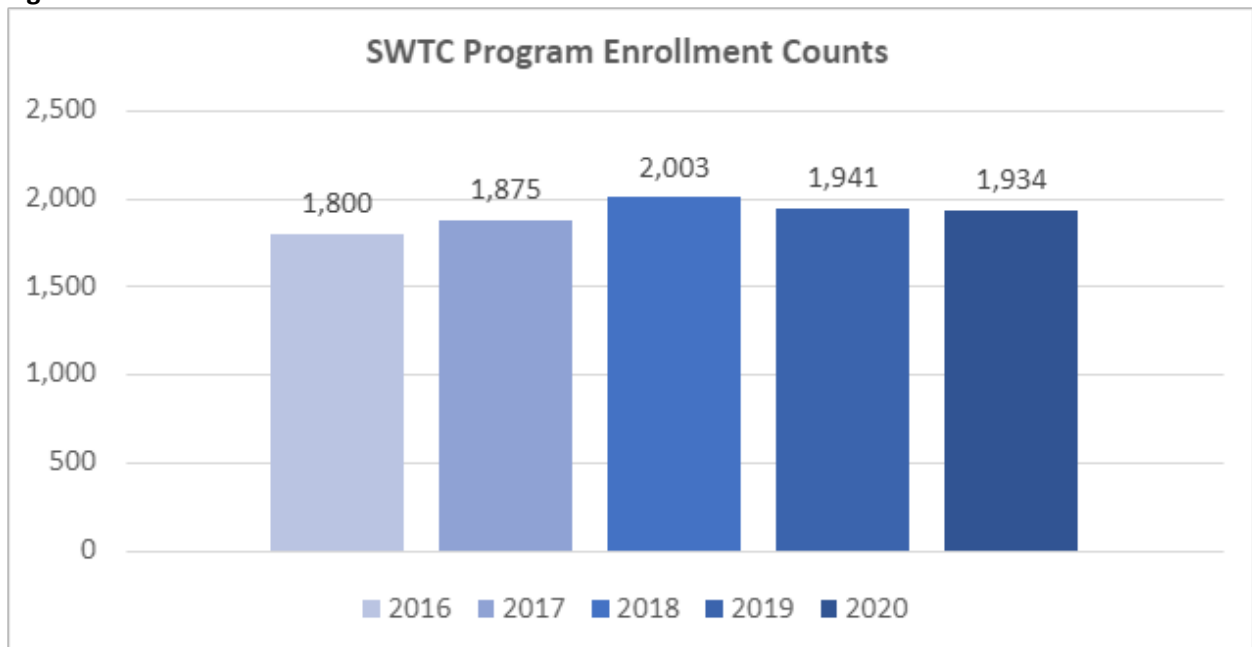
In the twenty-five largest programs, Associate degree Nursing is the largest program by full-time equivalency (FTE). The Direct Entry Midwife program has been increasing in size and moved into the second largest position in 2023. When the three associate degree agriculture programs are combined, these would represent a fourth position with 68.2 FTE. The nine-week Nursing Assistant program educates approximately 200 students per year, creating 49.35 FTEs per year.

Table 2

Full-Time Equivalents by Fiscal Year – Largest Programs 2023

	2019	2020	2021	2022	2023
105430- Nursing Associate Degree	130.39	126.33	138.54	114.40	125.45
105106 - Direct Entry Midwife	25.76	33.72	50.60	66.40	72.07
101023 - Business Management	93.96	91.75	87.52	73.71	69.61
305431 - Nursing Assistant	55.10	37.27	49.64	30.38	49.35
314132 - Electrical Power Distribution	26.27	46.06	41.49	38.70	42.18
314421 - Welding	36.68	34.75	42.14	33.30	40.53
105305 - Cancer Information Management	51.98	51.43	56.13	54.20	38.77
315302 - Medical Coding Specialist	32.24	34.00	45.94	61.91	38.65
101011 - Accounting	20.77	42.26	48.44	41.97	37.40
100066 - Agribusiness Science & Technology - Animal	33.00	32.76	18.79	25.84	36.12
103071 - Early Childhood Education	45.67	35.47	44.63	32.18	34.63
105203 - Human Services Associate	29.56	32.73	27.09	29.84	30.14
315021 - Cosmetology	23.13	20.30	13.63	19.90	28.67
320701 - Agricultural Power & Equipment Technician	32.68	32.44	34.54	34.63	28.57
105301 - Health Information Technology	34.51	32.30	28.07	29.53	26.35
102012 - Graphic And Web Design	28.97	19.26	15.97	20.20	25.30
105046 - Criminal Justice - Law Enforcement 2			14.80	27.49	23.41
106201 - Electromechanical Technology	38.05	36.62	30.85	24.06	22.43
101821 - Supply Chain Management	23.42	25.91	14.89	18.50	21.17
315091 - Medical Assistant	31.02	27.70	35.27	24.70	20.42
100067 - Agribusiness Science & Technology - AgBus	22.69	18.34	7.82	15.60	19.07
101502 - IT - Network Specialist	34.91	29.73	21.34	20.13	18.73
324042 - Automotive Technician	26.97	24.77	23.05	16.13	17.92
305313 - Emergency Medical Technician	12.05	11.28	21.73	8.89	16.28
103251 - Golf Course Management	21.20	15.47	9.80	12.23	14.83
208001 - Liberal Arts - Associate Of Arts	10.40	10.96	11.42	21.47	13.58
100065 - Agribusiness Science & Technology - Agronomy	15.10	18.41	19.80	9.87	13.01

Delivery Method

Enrollment by Delivery Mode

Face-to-face enrollment remains the most common delivery method, while online delivery is increasing in frequency.

Table 3

FTE by Course Delivery Method

Course Delivery Method	2019	2020	2021	2022	2023	Grand Total
00 - Normal Delivery	685.42	637.18	222.93	490.95	512.56	2,549.04
04 - Online Courses (Internet)	308.01	296.63	357.88	367.85	334.13	1,664.50
05 - Hybrid Courses^	0.87	2.93	17.21	17.27	18.77	57.05
06 - Blended Courses*	141.61	123.53	14.06	139.01	155.34	573.56

Hybrid Course – The course contains both synchronous and asynchronous content with 50% or < of course time being asynchronous.

Blended Course – The course contains both synchronous and asynchronous content, with 50% or > of the course time being asynchronous

Figure 2
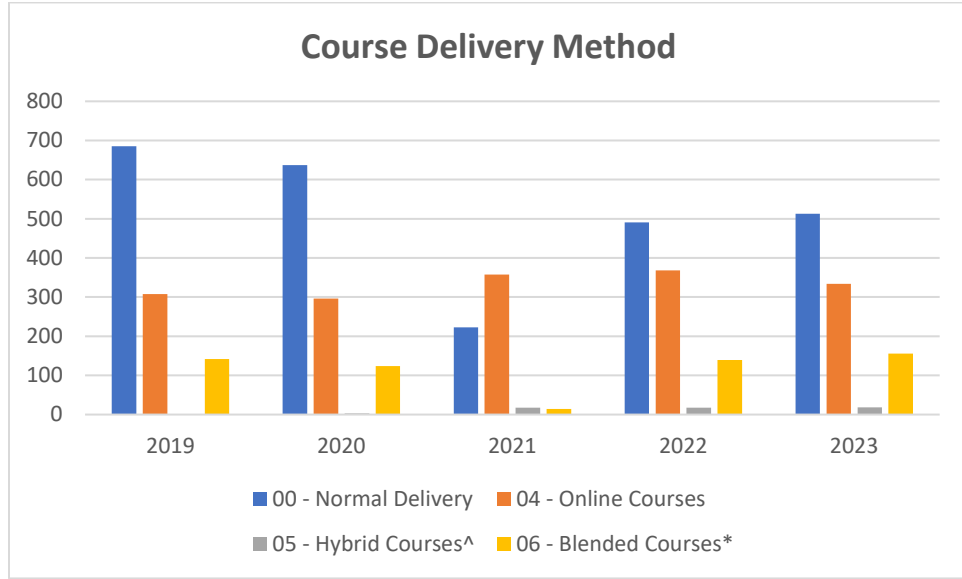
Source: Charger Dashboard – Overview

Figure 3

Online Student FTEs
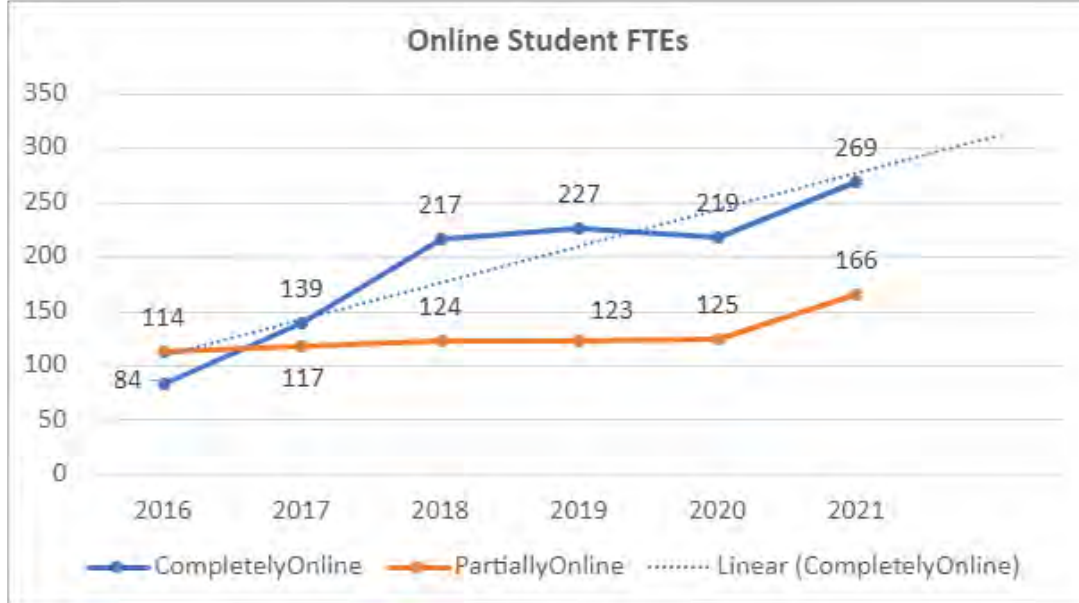
College 2.0 Completion

We will know we are successful when more students graduate, and we decrease the achievement gaps for special populations students. Southwest Tech emphasizes work-based learning so students learn from industry experts how to excel in the workforce or successfully transfer to a four-year university.

College Health Indicators

College Health Indicators (CHI) measure factors critical to student success. CHIs 1 and 2 provide data regarding student completion through the course completion rate and the graduation rate, which is disaggregated by those students who are members of a special population group and those who are not members of one of the six special population groups listed below. Our first and most important CHI measures the gap in graduation rates between these two cohorts. Students' Success Plans and the associated processes are the primary vehicle for addressing and closing this gap.

Table 4
College Health Indicators

College Health Indicators	2020 Actual	2021 Actual	2022 Actual	2023 Actual	Goal
CHI.1. Promoting Equity in Student Learning - Graduation Rate Comparison					
Graduation Rate for Special Population	49%	49%	42%	45%	70%
Graduation Rate for Non-Special Population	66%	68%	60%	54%	
CHI.2. Course Completion Rate	90%	91%	91%	88%	95%
CHI.3. Year-to-Year Graduate Wage Growth	2%	6%	8%	1%	10%
CHI.4. 5-Year Graduate Wage Growth	56%	47%	67%	–	75%

Actual: Current or Most Recent measure available   Dated: February 2024
Goal: Metric to achieve after implementing strategic projects/initiatives
The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.

Course Completion

Course completion at SWTC closely mirrors that of the WTCS.

Table 5

SWTC and WTCS Course Completion Rates
SWTC vs Statewide

Courses - % Successfully Completed	2016	2017	2018	2019	2020
SWTC	86%	83%	84%	84%	84%
All other WTCS	83%	83%	83%	83%	82%

Source: WTCS OLAP Cube - Course Completions - FTE

Online course completion steadily increased from 2016 to 2020. At the current rate of increase, it may soon reach the completion rates of face-to-face courses.

Table 6
Course Completion Rates by Delivery Method

Courses - % Successfully Completed	2016	2017	2018	2019	2020
00 - Normal Delivery	88%	85%	87%	87%	86%
04 - Online Courses (Internet)	78%	76%	78%	80%	82%
05 - Hybrid Courses				79%	82%
06 - Blended Courses				80%	78%

Academic Versus Technical Course Completion

Completion rates of technical courses are higher than those of academic courses. The Team Action Plan (TAP) work to close this gap has largely focused on contextualizing academic courses, increasing collaboration between program and general education faculty members, and integrating evidence-based teaching and learning interventions. Our Universal Design initiative is an important source of high-quality teaching and learning resources and information.

Table 7

Technical and Academic Course Completion Rates

Courses - % Successfully Completed	2016	2017	2018	2019	2020
Academic Course	76%	72%	75%	72%	74%
Technical Course	88%	87%	87%	87%	87%

Source: WTCS OLAP Cube - Course Completions - FTE Generating

Figure 4
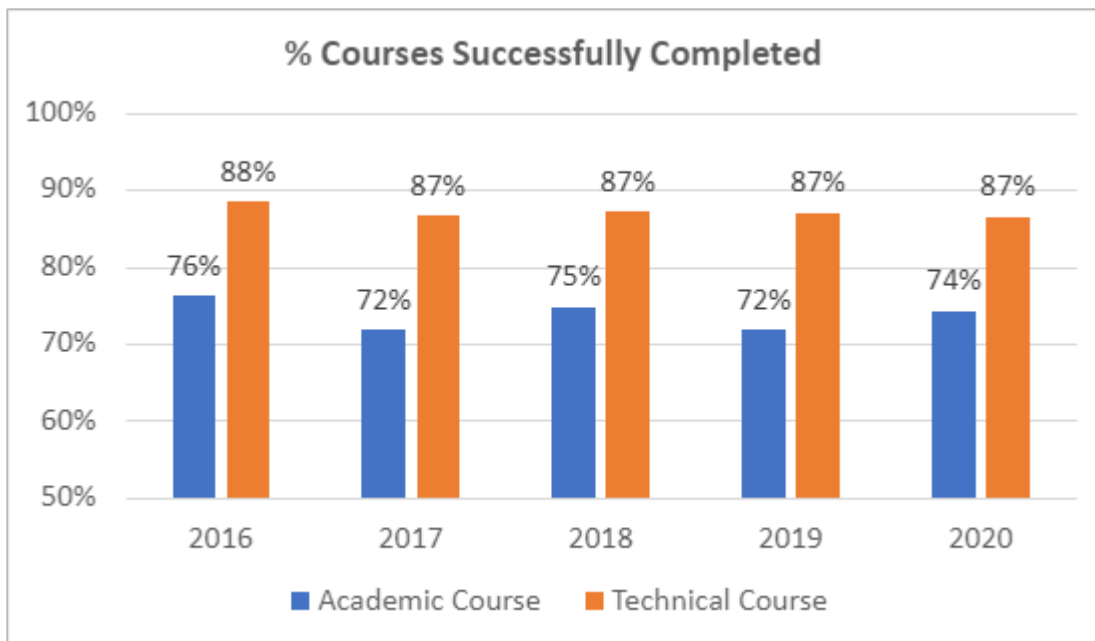
Retention

The semester-to-semester retention rate measures the rate at which students from semester 1 graduate or remain in semester 2. The SWTC semester-to-semester retention rate is higher than that of the greater WTCS.

Figure 5
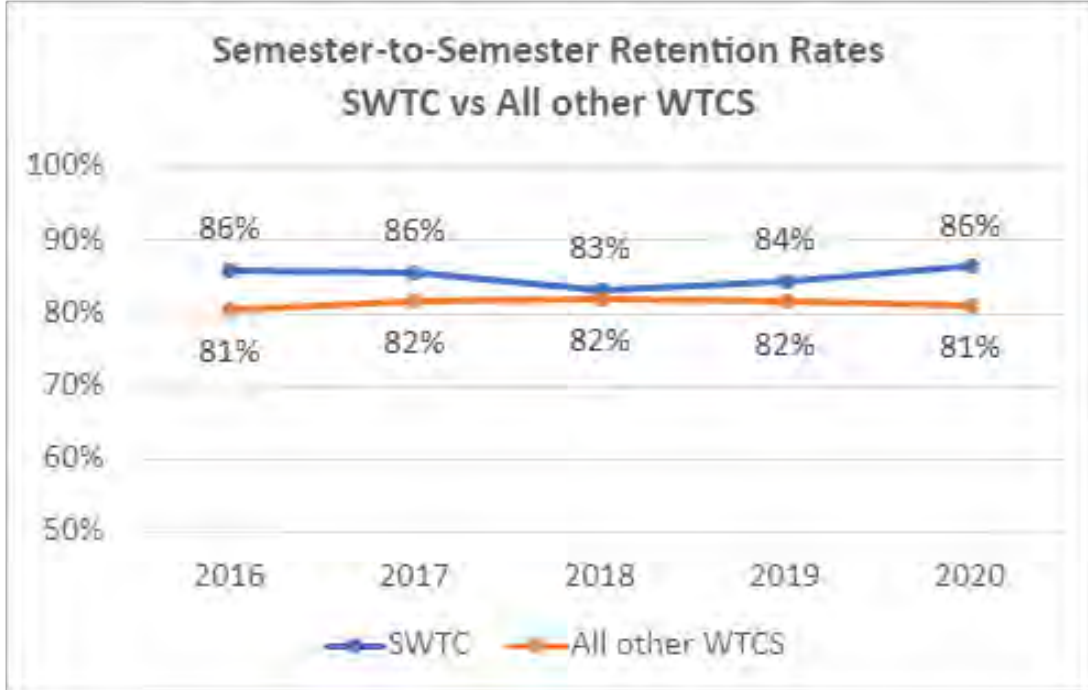
The Second-year retention rate reflects the rate at which students from the second semester either graduate or retain into the third semester of their programs. Second-year retention rates are significantly higher at SWTC than in the greater WTCS. The importance of Student Success Plans in helping students choose a path a stay on that path will be reflected in these rates.

Figure 6
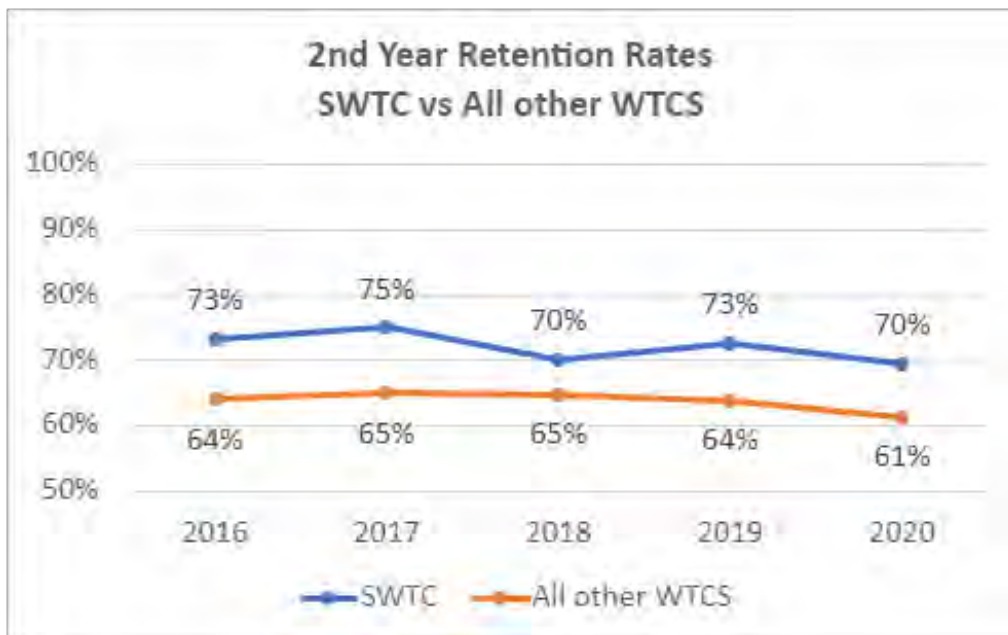
Retention of Students by Population

Semester to Semester Retention by Population

Retention rates of students from special populations cohorts are a leading indicator for graduation rates. In the 2018 through 2022 cohorts, students from special population cohorts had higher rates of semester-to-semester retention than did students from non-special population cohorts. This is an area of strength on which we can work to improve second-year retention rates for all students.

Figure 7

Semester to Semester Retention by Population
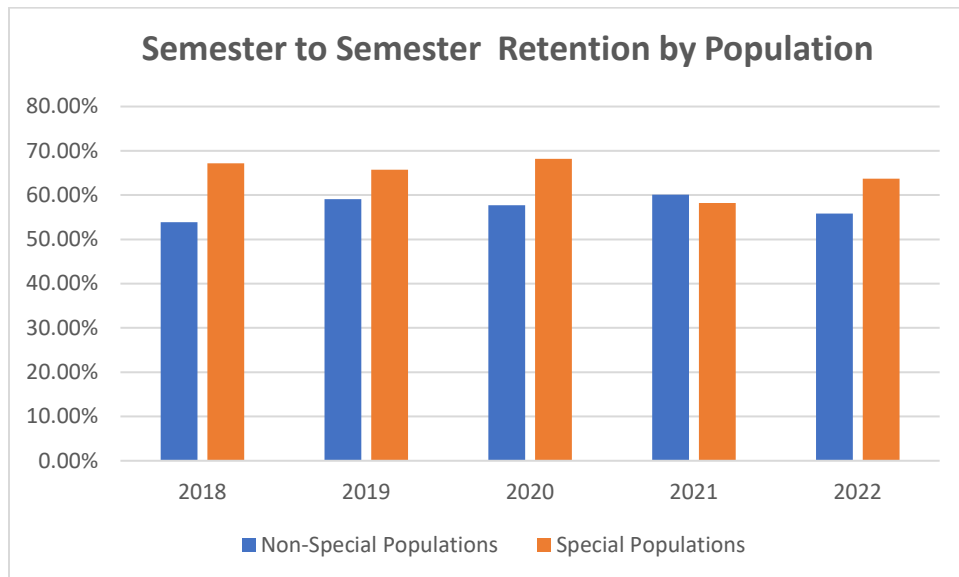
Second-Year Retention by Population

Retention rates for students from special populations groups drop below those from non-special populations groups between the Spring term and the second year Fall term. Learning what is occurring to influence this difference is important to designing the most effective supports.

Figure 8

Second Year Retention by Population
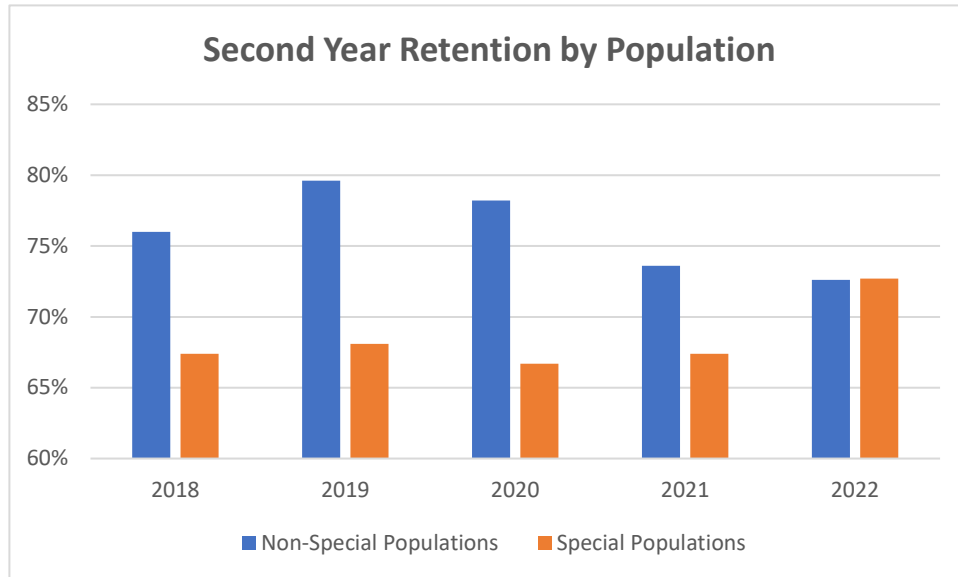
Measuring and Improving Student Learning of Program Outcomes

Every program at Southwest Test has clearly identified Program Learning Outcomes along with an identified method for assessing each student's learning of those outcomes. This assessment process is the Technical Skills Attainment (TSA) process. TSA data provide key assessment information for the improvement of student learning.

Table 8

Technical Skill Attainment Rates by Programs

10/25/2023 2:56:18 PM /State Reporting/TSA Program Status					
TSA Program Status - FY 2023					
Prg. #	**Program Name**	**Approved**	**Passed (1)**	**Did Not Pass (2)**	**Total**
30-543-1	Nursing Assistant	Yes	173	19	**192**
31-502-1	Cosmetology	Yes	12	19	**31**
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	Yes	7	9	**16**
10-510-6	Direct Entry Midwife	Yes	10	9	**19**
10-325-1	Golf Course Management	Yes	6	8	**14**
31-509-1	Medical Assistant	Yes	13	7	**20**

TSA Program Status - FY 2023

Prg. #	Program Name	Approved	Passed (1)	Did Not Pass (2)	Total
10-524-1	Physical Therapist Assistant	Yes	11	2	**13**
30-812-1	Driver and Safety Education Certification	Yes	18	2	**20**
31-413-2	Electrical Power Distribution	Yes	41	2	**43**
32-080-4	Farm Operations & Management - Ag Mechanics	Yes	3	2	**5**
10-504-6	Criminal Justice-Law Enforcement 2	Yes	7	1	**8**
30-513-3	Laboratory Science Technician (2020)	Yes	6	1	**7**
30-531-3	Emergency Medical Technician	Yes	71	1	**72**
31-530-2	Medical Coding Specialist	Yes	28	1	**29**
10-006-5	Agribusiness Science & Technology - Agronomy	Yes	5	0	**5**
10-006-6	Agribusiness Science & Technology - Animal Science	Yes	18	0	**18**
10-101-1	Accounting	Yes	3	0	**3**
10-102-3	Business Management	Yes	32	0	**32**
10-182-1	Supply Chain Management	Yes	8	0	**8**
10-196-1	Leadership Development	Yes	6	0	**6**
10-201-2	Graphic and Web Design	Yes	9	0	**9**
10-307-1	Early Childhood Education	Yes	16	0	**16**
10-504-5	Criminal Justice Studies	Yes	3	0	**3**
10-513-1	Medical Laboratory Technician	Yes	5	0	**5**
10-520-3	Human Services Associate	Yes	14	0	**14**
10-530-1	Health Information Technology	Yes	13	0	**13**
10-530-5	Cancer Information Management	Yes	13	0	**13**
10-543-1	Nursing-Associate Degree	Yes	50	0	**50**

TSA Program Status - FY 2023

Prg. #	Program Name	Approved	Passed (1)	Did Not Pass (2)	Total
10-620-1	Electro-Mechanical Technology	Yes	9	0	9
10-620-3	Instrumentation and Controls Technology	Yes	2	0	2
30-502-4	Nail Technician	Yes	5	0	5
30-504-2	Criminal Justice-Law Enforcement 720 Academy	Yes	10	0	10
30-508-2	Dental Assistant	Yes	13	0	13
30-531-6	Advanced EMT	Yes	7	0	7
31-006-3	Agribusiness Science & Technology - Agronomy Tech	Yes	0	0	0
31-405-1	Auto Collision Repair & Refinish Technician	Yes	7	0	7
31-442-1	Welding	Yes	46	0	46
31-444-1	CNC Machine Operator/Programmer	Yes	10	0	10
31-475-1	Building Trades-Carpentry	Yes	6	0	6
31-620-1	Industrial Mechanic	Yes	2	0	2
32-070-1	Agricultural Power & Equipment Technician	Yes	15	0	15
32-404-2	Automotive Technician	Yes	4	0	4
		TOTALS:	**737**	**83**	**820**
		PERCENTAGES:	**90%**	**10%**	

Graduation Rates

Graduation rates at SWTC are also significantly higher than in the WTCS average, though significant gaps are noted between graduation rates of students from special population groups versus those not from that cohort. Closing this gap is our key objective, measured by our College Health Indicator #1.

Table 8

College Health Indicator 1

College Health Indicator	2020 Actual	2021 Actual	2022 Actual	Goal
CH.1. Promoting Equity in Student Learning – Graduation Rate Comparison	**49%**	**49%**	**42%**	**70%**
	Graduation Rate – Special Populations Cohort			
	66%	**68%**	**60%**	
	Graduation Rate – Non-Special Populations			

Figure 9

3rd Year (150%) Graduation Rates SWTC vs All other WTCS
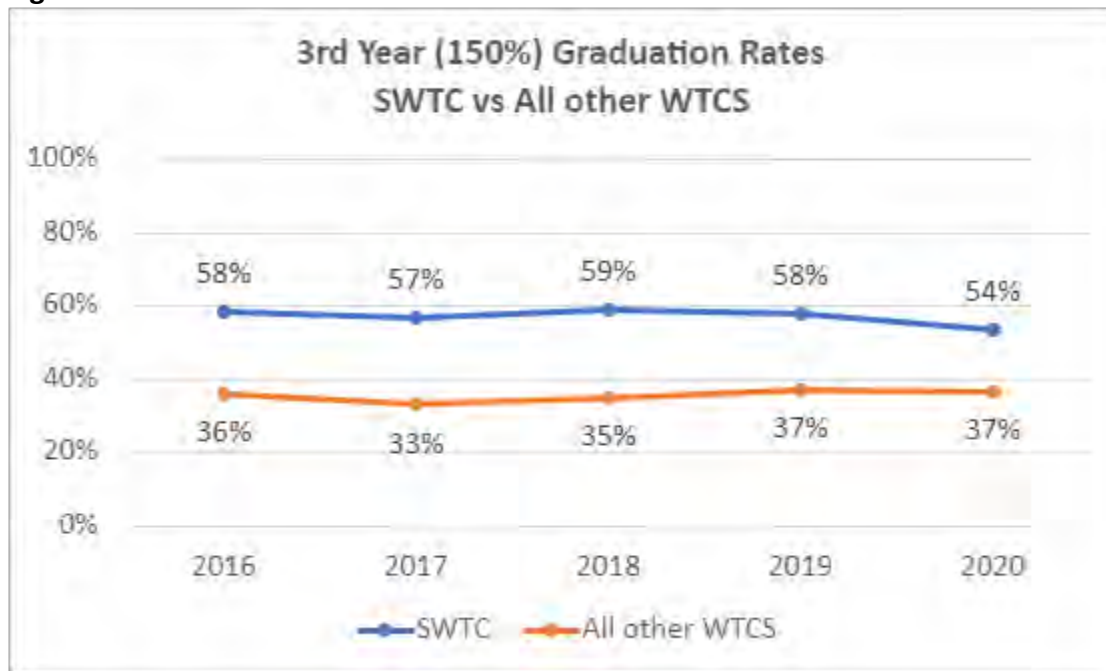
Graduation by Cohorts

Students from special populations cohorts enroll in their Spring term from their first Fall term (semester-to-semester retention) at high rates – often higher than students from non-special populations cohorts. However, their retention from their first Spring term to their second Fall term (2nd year retention) is significantly lower than that of students from non-special populations groups, and graduation rates lag even further behind second-year retention rates for students from special populations.

Figure 10

Third Year Graduation Rates by Population
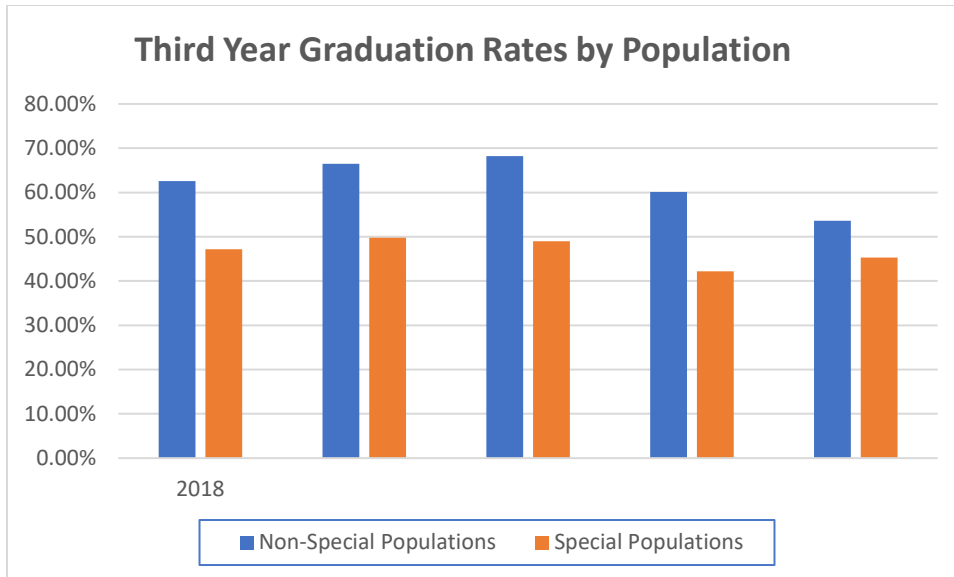
Program Length and Graduation Rates

Program length is strongly correlated with completion rates. These data are useful in program planning and Success Plan strategizing.

Figure 11

3rd Year (150%) Graduation Rates by Program Aid Code

The average semesters to completion by program follow. The ten with the greatest number of semesters to completion are high- and medium-wage programs. Four of the 10th to 15th greatest time to completion are low-wage programs. Two high-wage programs, Industrial Mechanic and Electrical Power Distribution are among the shortest paths to completion. This information can be used to inform programmatic decisions for the future.

Table 9
Average Semesters to Completion by Program

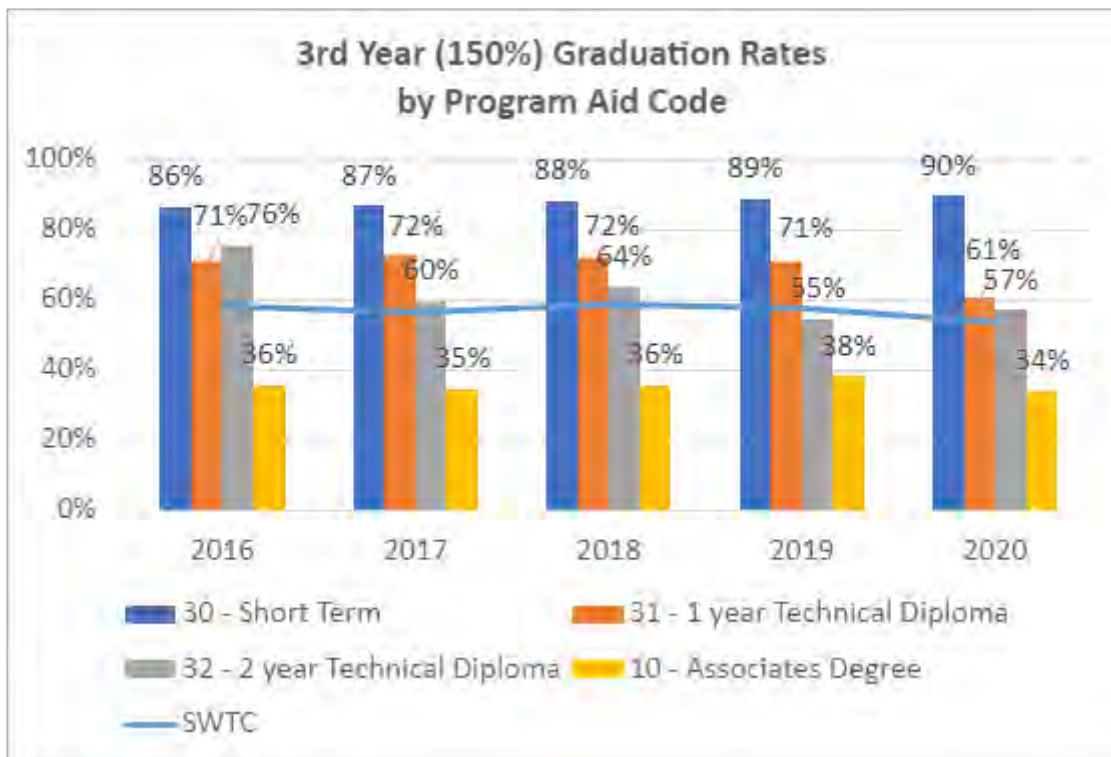| Program	Average Semesters To Completion	Median Semesters To Completion
Plumbing Apprentice	11.33	12
Electricity (Construction) Apprentice	10.59	12
Industrial Electrician Apprentice	8.63	10
Direct Entry Midwife	7.79	8
Supervisory Management	7.30	6
Nursing-Associate Degree	7.30	7
Supply Chain Management	6.55	5.5
Cancer Information Management	6.12	6
Physical Therapist Assistant	6.11	7
Leadership Development	6.07	5
Business Management	5.95	4
Health Information Technology	5.92	6
Accounting	5.56	4
Human Services Associate	5.38	4
Early Childhood Education	5.27	4
Agri-Business/Science Technology	5.26	4
IT-Network Communication Specialist	5.18	4
Graphic and Web Design	5.13	4
Nonprofit Leadership	5.00	5
Criminal Justice-Law Enforcement	4.93	4
Agribusiness Science & Technology - Agbus Mgmt	4.79	4
IT-Network Specialist	4.73	4
Criminal Justice Studies	4.72	4
Electro-Mechanical Technology	4.71	4
Medical Laboratory Technician	4.58	4
Farm Operations & Management - Livestock	4.50	4
Automotive Technician	4.41	4
Golf Course Management	4.36	4
Agribusiness Science & Technology - Animal Science	4.33	4

Agricultural Power & Equipment Technician	4.22	4
Agribusiness Science & Technology - Agronomy	4.08	4
Instrumentation and Controls Technology	3.50	3.5
Criminal Justice-Law Enforcement 2	3.38	3
IT-Web & Software Developer	3.25	4
Auto Collision Repair & Refinish Technician	3.04	3
Cosmetology	2.81	3
Barber/Cosmetologist	2.70	3
Medical Assistant	2.67	2
Laboratory Science Technician	2.62	3
Welding	2.15	2
Electrical Power Distribution	2.11	2
Industrial Mechanic	2.04	2

College 3.0 Post-Graduate Outcomes

Goal: We will know we are successful when local employers report graduate have increased knowledge, skills, and abilities and recognize the higher value by increasing wages.

Wage Growth

Southwest Tech measures the success of our post-graduate outcomes through College Health Indicators 3 and 5, which measure year-to-year and 5-year graduate wage growth.

Table 8
College Health Indicators 3 and 5

College Health Indicator	2020 Actual	2021 Actual	2022 Actual	Goal
CHI.3. Year-to-Year Graduate Wage Growth	2%	6%	8%	10%
CHI.5. 5-Year Graduate Wage Growth	56%	47%	67%	75%
	All Populations			

Programs are categorized by low-, medium-, and high-wage outcomes using data from post-graduate surveys and Lightcast. Living wage data by district county were analyzed. The following criteria were used to guide establishment of categories:

High-Wage Programs: Lead to credentials that enable completers to secure jobs paying living wages in our district. The current wage range is $25 per hour and higher.

Medium-Wage Programs: Lead to credentials that enable completers to secure jobs that pay more than the prevailing wage for low-skill work but less than living wages AND provide opportunities for learning and advancement on the job that, together with further education and training, can serve as

stepping stones leading to living-wage jobs in the same field. The current wage range is $16.51 to $24.99.

Low-Wage Programs: Lead to credentials from which completers are generally only able to secure jobs that pay the prevailing wage for low-skill work and do not provide opportunities for advancement in the same occupational field without extensive further education or training. The current wage range is $16.50 and below.

Workforce Upskilling Programs: Lead to credentials that help completers develop and document skills of value in the labor market but may not by themselves (i.e., absent degrees or job experience) enable students to secure or advance to better-paying jobs.

Table 9
Post-Graduate Wage by Program Classification

Classification	Range	2020	2021	2022	2023
Workforce high-value		26.695	29.255	31.36	33.895
Workforce medium-value		17	20	21	23
Workforce upskilling*		22	14.75	21	24.5
Workforce low-value		15	15.13	17.5	17.54

Job Placement

Southwest Tech graduates are employed at high rates.

Figure 12
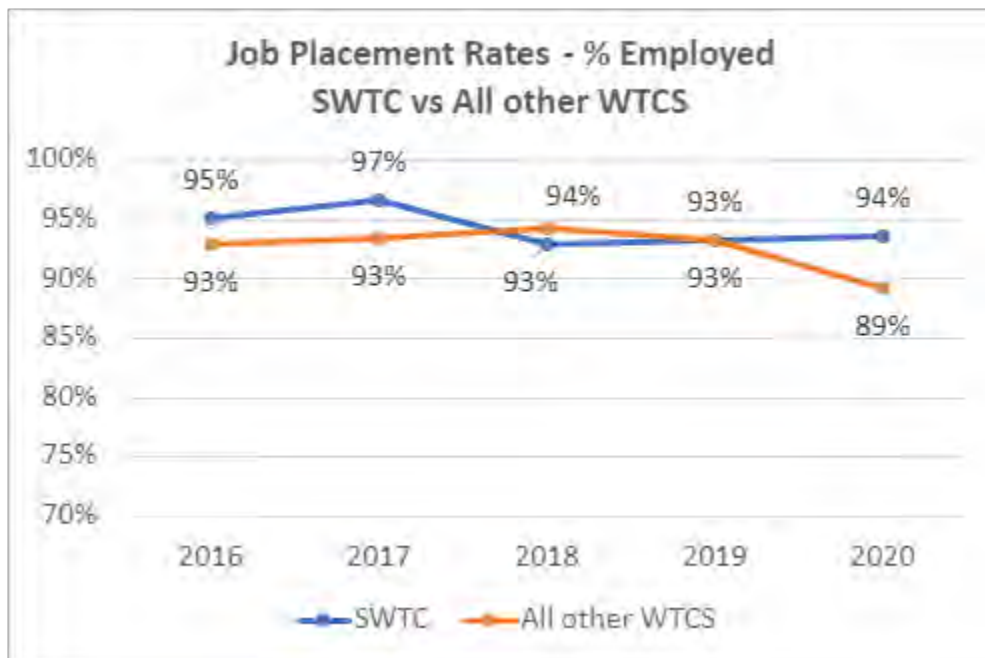
Satisfaction – Post-Graduate Reporting

Graduates express high rates of satisfaction with their education at SWTC and throughout the WTCS.

Table 10
Post-Graduate Satisfaction Rates

% Satisfied or Very Satisfied	2016	2017	2018	2019	2020
SWTC	98%	97%	97%	97%	97%
All other WTCS	97%	98%	97%	97%	97%

Source: WTCS OLAP Cube - Job Placement

Transfer On

SWTC graduates transfer on to further their educations at rates similar to that of other WTCS graduates. Transfer on is the subject of several 2023-2024 TAP plans and an important factor in our strategic initiatives to improve program value.

Table 11

Graduate Transfer On – SWTC and WTCS

	2012	2013	2014	2015	2016	2017	2018	2019	2020
SWTC	0.31%	1.76%	9.73%	11.27%	11.22%	10.19%	9.84%	10.51%	4.14%
All other WTCS	0.26%	2.48%	10.65%	10.76%	10.68%	10.89%	10.82%	11.06%	4.75%

Source: WTCS OLAP Cube - Transfers (data obtained through WTCS partnership with National Student Clearinghouse)

Licensure/Certification Exam Success Rates

Student learning is directly measured through graduate performance in normed and standardized theory and skill-based examinations. Southwest Tech graduates perform strongly on licensure and certification examinations.

Table 12

Associate Degree Nursing – National Council State Boards of Nursing Registered Nursing Exam Pass Rates

	2021	2022	2023
Southwest Tech – State Yearly All-Time	92.86	97.3	100%

Southwest Tech Academic Year First-Time	Apr 21-Mar 22 79%	Apr 22-Mar 23 89%	Apr 23-Mar 24 Pending
National A.D.N.	78.78	77.91	87.75

Table 13

Emergency Medical Technician EMT Licensure Exam Pass Rates

	01.01.21-04.06.22
Southwest Tech EMR	
Southwest Tech EMT	

Southwest Tech EMR	Attempted The Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible For Retest	Did Not Complete Within 2 Years
	71	76% (54)	80% (57)	80% (57)	0% (0)	20% (14)	0% (0)

Southwest Tech EMT	Attempted The Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible For Retest	Did Not Complete Within 2 Years
	59	61% (36)	71% (42)	73% (43)	0% (0)	27% (16)	0% (0)

Table 14

North American Registry of Midwives Registry Exam Pass Rates

	2020	**2021**	**2022**
Southwest Tech	100%	100%	100%
National Average	78%	81%	80%

Table 15

Cancer Information Management – Cancer Tumor Registrar Certification Examination-First Attempt

	2021	**2022**	**2023**
Southwest Tech	83%	68%	67%
National Average	Does Not Provide (DNP)	DNP	DNP

Table 16

Nursing Assistant – Certification Exam Pass Rates

	2021-2022	**2022-2023**	**03.2023- 02.2024**
Southwest Tech Written Exam	94%	81%	86%
Southwest Tech Skills Exam	83%	86%	83%
Comparison Group			According to the certification agency, Headmaster, "Southwest Tech students performed 8.9% higher than the state average on the written and 1.5% higher than the state average on the skills exams during the above period."

Table 17

Physical Therapist Assistant – National Physical Therapist Examination

Year	2020	2021	2022	2023
Southwest Tech	100%	77.8%	83%	100%
National Average	93.6%	91.6%	92.3%	89%

Table 18

Medical Laboratory Technician - American Society for Clinical Pathologists (ASCP) Certification Exam

Certification Exam within 1 year of graduation.

Year	SWTC Graduates Taking the Exam	Number of Graduates Passing	Pass Rate for SWTC Graduates	National Pass Rate
2019	4	4	100%	81.0%
2020	4	4	100%	85.2%
2021	9	8	88.9%	80.6%
2022	7	7	100%	83.2%

Summary

Strengths

Strong semester-to-semester and second-year retention rates and strong graduation rates provide indirect measures of student learning.

Semester-to-semester special populations retention rates outperformed non-special population rates in four of the five years studied.

High graduate satisfaction and strong job placement rates indicate strong student learning.

Normed and standardized certification and licensure examination pass rates provide direct evidence of strong student learning.

Student success plans and high-wage strategic work focus on achieving outcomes that matter to students.

Weaknesses

Poor special populations cohort second-year retention rates erase their stronger semester-to-semester retention rates.

Though SWTCS retention and graduation rates are high compared to WTCS, we are not satisfied. Our student success plans and high-wage work will improve student achievement and drive these numbers higher.

Lower completion rates of academic versus technical courses.

Negative correlation between program length and graduation rate.

Need to improve post-graduation wages and/or transfer rates in low-wage programs.

Our AA and AS programs launched in Fall of 2023 and we continue to develop the systems that make transfer success inevitable for students.

Strategic Initiatives Designed to Improve Our Performance

College-wide brainstorming is occurring in March of 2024 to identify year-two work in promoting strong post-graduate outcomes.

Program and transfer maps are being created and enhanced.

2.0 Completion

2.1 – Incorporate or enhance work-based learning experiences
- Auto Collision Repair & Refinishing – Spring 2025 internship
- Accounting – Internship planning
-Business Management – Internship planning

2.2 – Advisory Committees considering student success rates and outcomes and are identifying curriculum and industry changes to increase wages

3.0 Post-Graduation Success

3.1 – Five new high-wage programs have been added
-    -2025 – IT Computer Software
-    -2024 – Radiography Technologist
-    -2023 – AA and AS; Sustainable Energy Technology
-    -2022 – Surgical Technology

3.2 – Plan and Implement Curriculum Modification for each low-wage program
    Modify Curriculum to:
    Promote Transfer:
        Early Childhood Education; Human Services Associate; Dental Assistant; Golf Course
            Management; Business Management; Nursing Assistant
    Increase Value of Graduate's Learning:
        Auto Collision; Business Management; Graphic and Web Design
    Improve Data Accuracy:
        Computer Numerical Control Machining; Cosmetology

3.3 – Strengthen Relationship with the University of Wisconsin Platteville (UW-P)
    The third UW-P Transfer Summit was held on March 1st, 2024, and the Fall 2024 Summit is in the planning stages
    Three articulation agreements with UW-P are pending for Spring 2024 signing –
        Accounting to Accounting
        Business to Business and
        AA to School of Education
    Jason Wood is serving on the UW-P Strategic Planning Committee

E. First Reading of Governance Policy 2.6: Acting and Interim President

The Board Governance Policy 2.6: Acting and Interim President was reviewed during the closed session on February 22, 2024. It was agreed that Dr. Wood would update the policy as discussed and bring it to the Board as the first reading in open session at the March meeting. A marked-up copy showing the changes made, followed by a clean copy of the first reading of Governance Policy 2.6: Acting and Interim President follows.

Recommendation: *Approve the first reading of Governance Policy 2.6: Acting and Interim President, as presented.*

2.6 – ACTING and INTERIM 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 provisions 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 In this situation, the order of succession for President of the College will be as followsPresident will designate a member of the Cabinet to serve as the Acting President. The President will then inform the Board Chair.:

1. Chief Financial Officer, Caleb White
2. Chief Human Resources Officer, Krista Weber
3. Chief Student Services Officer, Holly Clendenen

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
2.1. 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

~~next position. In the event nobody on the list is available to serve, the President shall designate an Acting President.~~ If the President is unable to name an Acting President, the Board Chair will appoint someone until the full Board can take action at the next Board meeting. 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. If there is a change in the personnel listed, there will be a review of the policy at the next board meeting.~~

The President's Office will notify the ~~Leadership Team~~Cabinet 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:
              7/11~~9~~/
22
Revised: 1/24/19, 3/28/19, 8/26/21

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.

- 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.

2.6 – ACTING and INTERIM 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 provisions 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. In this situation, the President will designate a member of the Cabinet to serve as the Acting President. The President will then inform the Board Chair.

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 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.

If the President is unable to name an Acting President, the Board Chair will appoint someone until the full Board can take action at the next Board meeting. 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.

The President's Office will notify the Cabinet 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: 7/11/22
Revised: 1/24/19, 3/28/19, 8/26/21

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.

- 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.

Board Monitoring of College Effectiveness

A. 2024-25 Budget Update

The status of the development of the 2024-25 Budget will be reviewed by Caleb White. The summary is included below.

Southwest Wisconsin Technical College
General Fund 2024-2025 Budgetary Development Status

	2022-23 Actual	2023-24 Budget	2024-25 Budget	Change
REVENUES				
Local Government	5,020,419	5,118,300	5,267,000	148,700
State Aids	11,586,409	11,400,000	11,653,100	253,100
Program Fees	4,490,977	4,629,000	4,868,000	239,000
Material Fees	256,308	270,000	280,000	10,000
Other Student Fees	647,281	511,000	722,000	211,000
Institutional	2,662,708	1,994,000	2,917,700	923,700
Federal	1,876,872	850,000	1,713,700	863,700
Total Revenues	26,540,974	24,772,300	27,421,500	2,649,200
EXPENDITURES				
Instruction	15,837,617	14,200,000	16,996,600	2,796,600
Instructional Resources	297,990	309,000	286,500	(22,500)
Student Services	2,925,392	2,800,000	3,037,600	237,600
General Institutional	5,869,948	5,900,000	6,088,400	188,400
Physical Plant	2,298,273	2,200,000	2,327,000	127,000
Auxiliary	10,491	-	-	-
Total Expenditures	27,239,711	25,409,000	28,736,100	3,327,100
Net Revenue (Expenditures)	(698,737)	(636,700)	(1,314,600)	
Operating Transfer In (Out)	1,270,021	251,000	233,000	
Change in Fund balance	571,284	(385,700)	**(1,081,600)**	
Beginning Fund Balance	11,140,250	11,471,250	11,085,550	
Ending Fund Balance	11,711,534	11,085,550	10,003,950	

B. *Staffing Update*

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

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New	Sustainable Energy Management Instructor/Energy Coordinator	Ashley Wojtalewicz	7/31/2023	BS: $50,365 - $80,083 AS: $52,977 - $84,234 MS: $55,588 – $88,385 Hired at $70,000
2	Replacement	Communication Instructor	Sarah Gleisner	8/9/2023	MS: $56,533 – $89,888 Hired at $65,000
3	Replacement	Disability Services Specialist	Tracy Allen	7/17/2023	C4 $51,471-$72,438 Hired at $68,000
4	New	IT Systems Analyst (Student Services, Fin Aid, Student Accounts) Re-posted: Business Analyst - Student Information System	Renuka Vallarapu	2/6/2024	C42: $24.88 - $34.83 Hired at $34/hour
5	Replacement	Accounting Instructor	Julie Johll	8/7/2023	BS: $51,221 - $81,444 AS: $53,878 - $85,666 MS: $56,533 – $89,888 Hired at $63,000
6	Replacement	Web Designer	Eesha Gongula	10/4/2023	C43 $54,575- $76,406 Hired at $66,560
7	Replacement	Multicultural Success Coach	Karla Escobar	8/28/2023	C41: $48,908 - $68,472 Hired at $63,000
8	Replacement	Student Engagement Coordinator	Brittany Sherman	8/1/2023	C41: $48,908 - $68,472 Hired at $56,000
9	Replacement	Child Care Aide - Part-time	Abby Meier	8/28/2023	A12: $19.56 -$22.87 Hired at $19.56/hour

10	Replacement	Director of Development and Major Gifts	Angela Herting	10/18/2023	D61: $64,582 - $93,645 Hired at $79,000
11	Replacement	Academic Success Coach	JoLynn Moss	10/11/2023	B24: $22 - 28.61/hourly Hired at $26/hour
12	Replacement	Advisor	Beth Cummins	10/17/2023	C42: $51,742 - $72,438 Hired at $67,477
13	Replacement	Associate Degree Nursing Instructor	Michelle Young	3/18/2024	BS: $51,221 - $81,444 AS: $53,878 - $85,666 MS:$56,533 - $89,888 Hired at $67,000
14	New	Radiography Program Director & Instructor	Rachel McGuire	1/5/2024	MS: $56,533 – $89,888 Hired at $65,000
15	Replacement	Administrative Assistant - Academic Division	Tina Leis	1/28/2023	B22: $19.56 - $25.37/hourly Hired at $23/hour
16	New	Academic Success Coach (Part-Time)	JoAnn Wiederholt	1/26/2024	B24: $22.00 – $28.61/hourly Hired at $25/hour
17	New	Automotive Technician Instructor	George Whiteaker	2/5/2024	BS: $51,221 - $81,444 AS: $53,878 - $85,666 MS:$56,533 - $89,888 Hired at $64,000
18	Replacement	Welding Instructor	Gary Bakken	5/1/2024	BS: $51,221 - $81,444 AS: $53,878 - $85,666 MS:$56,533 - $89,888 Hired at $66,500
19	Replacement	Administrative Assistant - College Effectiveness	Natalie Volberding	4/1/2024	B22: $19.56 - $25.37/hr Hired at $21.00/hour
20	Replacement	Continuing Education Specialist	Interviews Scheduled	3/22/2024	B22: $19.56 - $25.37/hr

Information and Correspondence

A. Enrollment Report

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

Program Code	Program Title	SY 21-22 03/21/22 Students	SY 22-23 03/20/23 Students	SY 23-24 03/20/24 Students	22 to 24 Student Change	23 to 24 Student Change	SY 21-22 03/14/22 FTE	SY 22-23 03/20/23 FTE	SY 23-24 03/20/24 FTE	22 to 24 FTE Change	23 to 24 FTE Change
	March 20 2024: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison										
10	Associate Degree						853.63	857.40	866.09	12.45	8.69
20	Liberal Arts Tranfer						-	-	14.40	14.40	14.40
30-31-32	Technical Diploma - Short Term/One year/Two year						237.93	266.93	279.23	41.29	12.29
42-47	Adult Continuing Education - Gen Adult/Occup Adult						58.82	60.89	56.16	(2.66)	(4.73)
50	Apprenticeship						7.40	8.86	8.99	1.59	0.13
60	Community Service						-	0.43	-	-	(0.43)
73-74	Adult Education - Beginning/Intermediate						30.53	34.33	23.73	(6.80)	(10.60)
75	English Language Learners						2.30	5.53	5.80	3.50	0.26
76	Adult High School						19.43	18.77	14.89	(4.55)	(3.88)
77	Developmental						1.83	3.83	3.76	1.93	(0.07)
78	Remedial						4.83	4.73	0.03	(4.80)	(4.70)
	Grand Total	5,787	6,526	6,760	973	234	1,216.72	1,261.71	1,273.07	56.35	11.36
	Total Percent of Change									4.63%	0.90%
	Budgeted/Goal FTEs						1,250	1,250	1,300		
	% of Budgeted/Goal FTEs Achieved to date						97.3%	100.9%	97.9%		
	Final Actual FTEs Achieved						1,254	1,304			
	% of Final Actual FTEs Achieved to date						97.0%	96.8%			
	23/24 Projected Ending FTEs using historical trend						1,312	1,316			
	Will budget be met						YES	YES			

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

Program Application Comparison 2023/24 vs. 2024/25

Fall 2024 Starts		3/20/2023			03/19/24			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting		11	3	14	21	10	31	17
Accounting Assistant		3	0	3	5	1	6	3
Agribusiness Science & Technology - Agbus Mgmt			22	22		24	24	2
Agribusiness Science & Technology - Agronomy			9	9		10	10	1
Agribusiness Science & Technology - Agronomy Tech			4	4		1	1	-3
Agribusiness Science & Technology - Animal Science			25	25		19	19	-6
Agricultural Power & Equipment Technician	22		25	25		21	21	-4
Artisanal Modern Meat Butchery	15					8	8	8
Auto Collision Repair & Refinish Technician	22		14	14		12	12	-2
Automotive Technician	22		33	33		27	27	-6
Building Trades-Carpentry			22	22		14	14	-8
Building Performance Technician					1	0	1	1
Business Management		30	20	50	28	17	45	-5
Cancer Information Management		18	30	48	19	7	26	-22
Cancer Information Management (ATC)					15	5	20	20
Child Care Services		3	5	8	3	1	4	-4
CNC Machine Operator/Programmer	15		0	0		0	0	0
Cosmetology	24		47	47		54	54	7
Criminal Justice Studies		10	5	15	11	4	15	0
Criminal Justice-Law Enforcement 2		9	21	30	1	9	10	-20
Dairy and Livestock Technician						2	2	2
Data Analytics		9	0	9	1	1	2	-7
Dental Assistant		3	8	11	6	12	18	7
Driver and Safety Education Certification		6	0	6	2	1	3	-3
Early Childhood Education		20	23	43	14	7	21	-22
Electrical Power Distribution	44		97	97		73	73	-24
Electro-Mechanical Technology	24		20	20		10	10	-10
Golf Course Management			8	8		10	10	2
Graphic and Web Design	25		25	25		21	21	-4
Health Information Technology		2	13	15	13	4	17	2
Human Services Associate			19	19		14	14	-5
Industrial Mechanic	6		3	3		0	0	-3
Instrumentation and Controls Technology	6		0	0		0	0	0
IT-Computer Support Technician			8	8				-8
IT-Cybersecurity Specialist						18	18	18
IT-Network Specialist			10	10				-10
IT-Network Systems Technician						6	6	6

Program Application Comparison 2023/24 vs. 2024/25

Fall 2024 Starts

PROGRAM	CAP		IP	ACCEPT	TOTAL		IP	ACCEPT	TOTAL		YOY
			\multicolumn{3}{}{3/20/2023}			\multicolumn{3}{}{03/19/24}			
Laboratory Science Technician	15			0	0			0	0		0
Leadership Development				0	0		3	0	3		3
Liberal Arts - Associate of Arts (SWTC)			15	8	23		13	13	26		3
Liberal Arts - Associate of Science (SWTC)			11	4	15		8	4	12		-3
Logistics				2	2			1	1		-1
Medical Assistant	32			20	20			20	20		0
Medical Coding Specialist			11	25	36		11	2	13		-23
Medical Laboratory Technician	16		5	3	8		6	1	7		-1
Nail Technician	4			12	12			11	11		-1
Nonprofit Leadership			2	0	2			1	1		-1
Nursing-Associate Degree	54		118	52	170		102	31	133		-37
Nursing-Associate Degree-Part-time	28			6	6						-6
Payroll Assistant				1	1			0	0		-1
Physical Therapist Assistant	18		6	10	16		9	7	16		0
Radiography	10						40	10	50		50
Solar Installation Technician								1	1		1
Supply Chain Assistant			3	0	3			0	0		-3
Supply Chain Management			6	1	7		2	2	4		-3
Surgical Technology	10		10	7	17		10	4	14		-3
Sustainable Energy Management				1	1			0	0		-1
Tax Preparer Assistant				1	1			0	0		-1
Technical Studies-Journeyworker			1	0	1		3	0	3		2
Undecided			29	0	29		37	0	37		8
Welding	40			42	42			44	44		2
TOTAL			341	714	1055		384	575	959		-96

Spring 2025 Starts

PROGRAM	CAP		IP	ACCEPT	TOTAL		IP	ACCEPT	TOTAL		YOY
Accounting				0	0		1	0	1		1
Direct Entry Midwife	40		42	33	75		43	10	53		-22
Nursing-Associate Degree				0	0		1	0	1		1
TOTAL			42	33	75		45	10	55		-20

3. Student Success Scoreboard

Southwest Wisconsin
TECHNICAL COLLEGE

College 1.0 Access
Southwest Tech Student
Success Plans

March 28, 2024 Update

Southwest Wisconsin
TECHNICAL COLLEGE

Southwest Tech Student Success Plans

- Lessons Learned July – March
  - Improvements to Student Success Plan template and budget template
  - Collaboration with adult education, ELL, and dual enrollment
  - Clarity of what makes up a Southwest Tech Student Success Plan
  - Importance of being inevitable and part of the Southwest Tech experience

THIS IS WHERE **ANYTHING IS POSSIBLE**

Southwest Tech Student Success Plans

Progress = 19 Complete Plans, 777 Plans Started

- Complete Plans: 19 with Student Success Plan & 'Budgeting for Life' Financial Plan
- In Progress: 777
  - 33 with Career and Supports and Services Plan & 'Paying for College' Financial Plan -> These will need to be updated to 'Budgeting for Life' Plan to be complete.
  - 641 with Career and Supports and Services Plan only -> These need 'Budgeting for Life' Financial Plan to be complete.
  - 12 with 'Budgeting for Life' Financial Plan only -> These need Career and Supports and Services Plan to be complete.
  - 91 with 'Paying for College' Financial Plan -> These need to be updated to 'Budgeting for Life' Plan and Career and Supports & Services Plan completed.

THIS IS WHERE **ANYTHING IS POSSIBLE**

Southwest Tech Student Success Plans

Progress = 19 Complete Plans, 777 Plans Started

- Combination of current students, new students for summer & fall 2024, dual enrollment students, and adult education students.
  - Student Success Plan work being done by:
    - Advisors
    - Recruiters
    - Financial Aid
    - Dual Enrollment Coordinator
    - Adult Education Instructors

THIS IS WHERE **ANYTHING IS POSSIBLE**

Southwest Tech Student Success Plans

Progress = 19 Complete Plans, 777 Plans Started

- 39 adult education (AE) and English Language Learners (ELL) students
  - Goal is 50
- 217 dual enrollment students
  - Goal is 150
- 138 students in one or more Special Population Category
  - Goal is 300
- 64 students are University Transfer Students
  - Goal is 50

THIS IS WHERE **ANYTHING IS POSSIBLE**

Southwest Tech Student Success Plans

Going Forward

- Three Components of a Southwest Tech Student Success Plan
  - Choosing a Program –> Career Facilitation
  - Financial Budget –> Budget with funding gap identified
  - Academic Map with Supports & Services -> Program map with prescribed supports and services to help a student be successful

THIS IS WHERE **ANYTHING IS POSSIBLE**

Southwest Tech Student Success Plans

Going Forward

- The goal is for Program Selection/Career Assessment to happen before application as much as possible.
- 'Budgeting for Life' Financial Success Plan has been used since end of November. This will be the deliverable going forward.
- Academic Map and Supports & Services – The goal is that every new program student will have this plan started at or before class registration starting in April.

THIS IS WHERE **ANYTHING IS POSSIBLE**

What's Next?

- New Student Registration in April includes the creation of Student Success Plans for program students starting in the Summer and Fall of 2024.
  - Program Selection & Career Assessments – for pre-identified programs & students
  - Financial budgets – for all
  - Academic Map with identified Supports & Services – for all

Hey,
CHARGER
It's time to register for classes!

FLIP OVER CARD FOR
NEW STUDENT
REGISTRATION INFO!

THIS IS WHERE **YOU GROW**

What's Next?

- Katie Glass, Holly Clendenen, Kyle Bennett, and Stephanie Brown are working to design an organizational structure and college processes 2024-25 that will make Student Success Plans inevitable for all applicants and students.

- Create a new scorecard for measuring the progress of student success plans from creation to completion.

Proposed New Scoreboard

1. Career Assessments

- A = Total number of career assessments completed
  - 693 Career and Academic Map Plans are done, but we did not track type of career assessment until November.
  - 213 have a Career Assessment type listed: O'Net, Career Cluster, Narrative, Xello, and WTCS Survey
- B = New Students (Summer & Fall 2024 starts) and Continuing Students (Started Prior to Summer 2024)
  - Not currently tracked – will begin September 1
  - 31 are New Student for 24/25, 8 are Prospects
- C = New Students – Assessment Pre-Application vs Assessment Post-Application
  - Not currently tracked – will begin September 1
- D = New Students – Special Population Students AND Continuing Students Special Population Students
  - Do not have New and Continuing student status on current list
  - 138 are Special Population Students (this status is not confirmed until after registration)

Southwest Wisconsin TECHNICAL COLLEGE

Proposed New Scoreboard

2. Financial Budget and Gap
   - A = Applied Students with a Financial Plan vs Applied Students without a Financial Plan
     - Do not have applied status on current list
     - 31 students have the Financial Budget complete
   - B = Applied Special Population Students with a Financial Plan and Applied Non-Special Population Students with a Financial Plan
     - Not currently tracking all applied students – will begin September 1

THIS IS WHERE **YOU GROW**

Southwest Wisconsin TECHNICAL COLLEGE

Proposed New Scoreboard

3. Academic Map with Supports & Services
   - A = Total number of educational plans completed
     - 693 Academic Map with Supports and Services Plans are complete
   - B = New Students (Summer & Fall 2024 starts) vs Continuing Students (Started Prior to Summer 2024)
     - Student status is not currently tracked
     - 31 are New Student for 24/25, 8 are Prospects
   - C = New Students – Special Population Students AND Continuing Students - Special Population Students
     - Student status is not currently tracked
     - 89 are Special Population Students
   - D = What supports & services are being recommended vs completed (Phase 2)

THIS IS WHERE **YOU GROW**

Proposed New Scoreboard

4. Complete Student Success Plans
- A = Total Number of Students with Career Assessment, Financial Budget, and Supports & Services with Educational Plan BEFORE classes start
  - Completion before classes starting was not tracked and student status is currently not tracked
- B = Special Population Students with Complete Plan and Non-Special Population Students with Complete Plan
  - 9 of the completed student success plans are Special Population Students
  - 10 of the completed student success plans are Non-Special Population Students

THIS IS WHERE **YOU GROW**

Student Success Plans

THIS IS WHERE **YOU GROW**

B. *Chairperson's Report*

1. Board Member Reflection: What it Means to be a SWTC Board Trustee

2. District Boards Association Update

C. *College President's Report*

1. Banking RFP Update

2. Legal Counsel Process

Below is a recommendation for the Board to consider regarding the procurement process of the college's legal services:

Southwest Wisconsin TECHNICAL COLLEGE

<u>Procurement of Legal Services Process Recommendation</u>

For many years, the college has utilized Eileen Brownlee for local municipal and student-related legal issues and Jon Anderson for labor-related legal issues. As rules and laws have been added and complexities around higher education regulation compliance have increased, colleagues of Eileen and Jon have been utilized for their unique expertise at an increasing rate. Partnering with both a local law firm as well as a regional firm has afforded the college the ability to engage the appropriate lawyer for each situation and has worked well for the college. Unfortunately, Eileen is retiring this summer and the college would like to maintain the current arrangement of partnering with two legal firms to maintain maximum flexibility and redundancy.

Per the WTCS Financial and Administrative Manual, the college can obtain outside legal counsel by using the RFP process on a regular basis or through an annual letter of engagement.

Recommendation:
1. Issue a letter of engagement to Jon Anderson, Husch Blackwell LLP for labor law-related issues.
2. Issue an RFP for legal services allowing firms to proposal on the areas of law that the choose (municipal, criminal, Title IX, disability issues, etc.)
3. Continue to utilize Quarles and Brady LLP for bond counsel under the authority of the Wisconsin Technical College's Purchasing Consortium contract via annual letters of engagement

3. **Facilities Update**

A summary of facility projects (completed/in progress/on-hold/planned) follows:

Facilities Update - 3/28/2024

Completed Projects 23/24

1600 Roof Replacement

- In the summer of 2023, a new multi-ply roof system with a 30-year "watertight" warranty was installed.

1700 Roof Replacement

- This January 2024, installation of a new flood and gravel surface perimeter roof system that provides a 30-year "watertight" warranty was completed.

Projects in Progress 23/24

400 Solar Array and Battery Storage

- Contracts have been delayed due to the scope shift requiring extended approvals.
- A 297 kW-DC ground-mount solar system, interconnected to a 125kW/220 kWh battery system, is scheduled to be installed in the summer of 2024.

Access Control System

- Design and installation of an updated access control system, switching to proximity sensors and more intuitive software.
- A vital feature of the new system will be the addition of a campus lockdown feature for exterior doors.
- Work began in September 2023 and is scheduled to be completed in June 2024.
- The project is 65% complete, and new locks are operating in the following buildings: 1700, 600, 500, 400, 300, and 200.

Radiography Lab

- Work on a new lab in space on the first floor of the Health and Science building for two X-ray labs has begun.
- SWTC is working with a physicist and GE on drawings and shielding reports to submit to the state.
- Machines from Darlington Hospital will be available in January 2025

Parking lot upgrades

- SWTC requested bids on a Campus Parking Lot Maintenance project that closed on March 15, 2024
- The project entails crack sealing, seal coating, and striping of a parking lot to maintain and enhance its condition.
- Timeline: May 20 through August 15

Code Blue Project

- As part of a DMI grant, SWTC was awarded $15,000 to upgrade campus emergency phones.
- The 400 main entrance pedestal and phone was ordered and will be installed as soon as it arrives.
- The remainder of the grant funds will go towards continual entrance phone updates.

Range Improvements

- Improvements to "Range C" include shooting wall partitions, added gravels, and filling as
needed.
- Two shelters have been enclosed to provide more adequate shelter from the elements. The Building Trades Carpentry Program completed this work.

Project on Hold 23/24
1600/1700 Lighting Upgrade

- The proposed project upgraded all interior lighting in the Auto/Ag and Health and Science buildings to LED lighting.
- Bid Opening was held September 18, 2023 (lowest Bid was $293,000)
- The project was put on hold to reallocate funds.

Planned Projects 24/25
Caulk Building 1600

- Caulking between span Crete joints are wearing thin and failing in some areas; recaulking is necessary to prevent damage.
- This will be a recurring maintenance cost every ten years.

Software Development Room (201)

- Room 201 will be slightly remodeled with a new ceiling and lighting upgrade.
- Hybrid technology is also being proposed.

212 Classroom

- Minimal updates to this area with a new layout, furniture option, and added monitors.
- The changes are to accommodate a need for technology conducive to graphic web students.
- Changes to the room will also benefit other classes and programs, such as dual monitors.

Headmaster Testing Room (219)

- Headmaster testing is typically held in 2639 but needs to be reassigned because the X-ray tech program is occupying the space.
- 219 is a small, underutilized space that can be easily modified to fit the need.
- Modifications include hospital beds, exam equipment, and a sink.

Student Housing Construction Project

- The Building Trades program will build a duplex on the previous lot of 1955 Brownwood Road.
- Construction will align with the program curriculum.
- Timeline: August 2023 – June 2024

4. **Overview of Camps and Cohorts**

5. **Tuition Rate Update**

6. **WTCS Grant Update**

7. **Review 2024-25 District Board Monitoring Schedule (Draft)**
   The draft of the 2024-25 District Board Monitoring schedule follows:

SOUTHWEST TECH BOARD MONITORING SCHEDULE
JULY 2024 – JUNE 2025

DATE	ACTIVITY/PURPOSE	LOCATION
Monday, July 8, 2024	**Southwest Tech Annual Board Meeting** ➢ Oath of Office ➢ Election of Officers ➢ Three-year & Ten-Year Facilities Plan ➢ Aspen Institute Professional Development (Virtual)	**Southwest Tech**
July 16-17	WTCS Board Meeting	Northwood
TBD	Real Estate Foundation Board Meeting	Southwest Tech
TBD	Foundation Board Meeting	Southwest Tech
Thursday, August 22, 2024	**Southwest Tech Board Meeting** ➢ Foundation Quarterly Report ➢ Real Estate Foundation Quarterly Report ➢ **College Culture Monitoring Report** was previously scheduled for June	**Southwest Tech**
September 10-11	WTCS Board Meeting	Northcentral
Thursday, September 26, 2024	**Southwest Tech Board Meeting** ➢ **Compliance Monitoring Report**	**Southwest Tech**
Friday, October 18, 2024 (3rd Friday)	**Southwest Tech Board Meeting/Half-Day Retreat – (Will include the Foundation Donor Luncheon and working retreat with Foundation & Real Estate Boards.)???** ➢ Resolution for Adoption of 2024 Tax Levy ➢ Fund & Account Transfers (2023-24 Budget Modifications) ➢ Review of Purchasing Activity ➢ WI Code of Ethics Resolution ➢ Foundation Quarterly Report ➢ Real Estate Foundation Quarterly Report ➢ **Student Access Monitoring Report** ➢ Aspen Institute Professional Development (In-Person)	**Southwest Tech**
October 23-26	Association of Community College Trustees Leadership Congress	Seattle, WA
TBD	Real Estate Foundation Board Meeting	Southwest Tech
TBD	Foundation Board Meeting	Southwest Tech
November 8-9	District Boards Association – Fall Meeting	Fox Valley Tech
November 12-13	WTCS Board Meeting	Midstate
Thursday, November 21, 2024 (3rd Thursday) Potential Conflict with Unlocking Opportunities Cohort Collaboration. The location of this collaboration is TBD.	**Southwest Tech Board Meeting** ➢ 2025-26 Budget Process	**Southwest Tech**

DATE	ACTIVITY/PURPOSE	LOCATION
Friday, December 13	Southwest Tech Winter Graduation	Southwest Tech
Thursday, December 19, 2024 (3rd Thursday)	**Southwest Tech Board Meeting** ➢ Financial Audit	**Virtual**
January 21	WTCS Board Meeting	WTCS Office - Madison
Thursday, January 23, 2025	**Southwest Tech Board Meeting** ➢ Foundation Quarterly Report ➢ Real Estate Foundation Quarterly Report ➢ **Safety & Security Monitoring Report**	**Southwest Tech**
TBD	Real Estate Foundation Board Meeting	Southwest Tech
TBD	Foundation Board Meeting	Southwest Tech
February 9-12	Association of Community College Trustees National Legislative Summit	Washington DC
Thursday, February 27, 2025	**Southwest Tech Board Meeting** ➢ Budget Assumptions & Parameters	**Southwest Tech**
March 11-12	WTCS Board Meeting	Madison Area Technical College
Thursday, March 27, 2025	**Southwest Tech Board Meeting** ➢ **Quality Teaching & Learning Monitoring Report**	**Southwest Tech**
TBD	WTCS Student Ambassador Banquet	Wisconsin Dells
Friday & Saturday, April 25-26, 2025	**Southwest Tech Board Retreat** ➢ Foundation Quarterly Report ➢ Real Estate Foundation Quarterly Report ➢ Aspen: Unlocking Opportunities Update ➢ President's Evaluation & Contract ➢ Aspen Institute Professional Development (In-Person)	**Southwest Tech**
TBD	Real Estate Foundation Board Meeting	Southwest Tech
TBD	Foundation Board Meeting	Southwest Tech
Saturday, May 17	Southwest Tech Graduation	Southwest Tech
May 20	WTCS Board Meeting	WTCS Office – Madison
Thursday, May 22, 2025	**Southwest Tech Board Meeting** ➢ Proposed Budget ➢ President's State of the College ➢ **Financial Sustainability Monitoring Report**	**Southwest Tech**
Thursday, June 19, 2025 (3rd Thursday)	**Southwest Tech Board Meeting** ➢ Public Budget Hearing/Approval ➢ ~~College Culture Monitoring Report~~	**Southwest Tech**
Monday, July 7, 2025	**Southwest Tech Annual Board Meeting**	**Southwest Tech**

8. **April 18, 2024 – WTCS Eagle Award Luncheon, Ambassador Banquet**

9. **Request for Board Feedback, "What do you think are important considerations for incorporating Artificial Intelligence (AI) into College instruction and/or operations?"**

10. **College Happenings**

   D. Other Information Items

Establish Board Agenda Items for Next Meeting

 A. Agenda
   1. **SWTC Foundation Quarterly Report**
   2. **SWTC Real Estate Foundation Quarterly Report**

 B. Date, Time, & Place
   Friday, April 26, 2024: Board Professional Development, time (TBD)
   Saturday, April 27, 2024: District Board Meeting, time (TBD)
   Lenz Center, Southwest Tech

Adjourn to Closed Session

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

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

   2. **Discussing preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

   3. **Discussing legal issues per Wis. Stats. 9.85(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 February 22, 2024

Reconvene to Open Session

A. Action, if necessary, on Closed Session items

Adjournment

Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2023 - 2026)

Who We Are

Mission

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

Vision

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

Values

Integrity

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

Lori Needham, executive assistant, is known around campus for her unwavering kindness and infectious positivity. She extends trust generously and helps the entire campus community to feel like they belong here.

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.

Kelly Kelly, Director of Fiscal Services, regularly seeks opportunities to provide work-based learning opportunities for students in the accounting program. She considers them an essential part of her team and holds them accountable for demonstrating professional behavior, communication, and the technical skills needed for today's workforce.

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.

Stacey Place, Physical Therapist Assistant program instructor, recently took on the role of academic lead for several health science programs. The primary role of academic leads is to serve as coaches, mentors, and guides on a peer-to-peer basis, with the overarching goal of enhancing student learning outcomes.

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.

Holly Straka, Workforce Innovation Grant coordinator, is working on her masters degree while also leading the $2.9 million Workforce Innovation Grant which funds Southwest Tech's Advance Southwest Wisconsin project. The project helps the Southwest Wisconsin workforce excel and increase their career potential in the post-pandemic manufacturing sector by providing job site training, educational pathways, and advanced support.

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.

Matt Nation, evening custodian, regularly seeks opportunities to support students who need it the most by hiring them for the evening custodian crew. Matt makes adjustments to job duties to make sure students feel confident and supported. Matt answers many after-hours calls and is the first to extend a helping hand.

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

The front cover shows a recruiter meeting with students from Darlington High School, a non-traditional occupation student in the Building Trades-Carpentry program, and the first cohort of students in the high wage Surgical Technology program.

College Health Indicators

COLLEGE 1.0 ---- COLLEGE 2.0 ---- COLLEGE 3.0 -->

		POST-COLLEGE SUCCESS
	COMPLETION	COMPLETION
ACCESS	ACCESS	ACCESS

COLLEGE HEALTH INDICATORS (CHI)		2023 ACTUAL	2024 GOAL
CHI 1A.	Promoting Equity in Student Learning-Graduation Rate Comparison:		
	For Special Population* Students	42%	70%
	For Non-Special Population Students	60%	
CHI 2A.	Course Completion Rate	91%	95%
CHI 3A.	Year-to-Year Graduate Wage Growth	8%	10%
CHI 4A.	5-Year Graduate Wage Growth	67%	75%

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

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

Each year, the Wisconsin Technical College District Boards Association recognizes individuals and business leaders in the state who exemplify the very best of Wisconsin's technical education system and colleges. The Association also recognizes partners in our communities who promote the value of a technical college education. For the last two years in a row, Southwest Tech District Board Chairs Donald Tuescher and Charles Bolstad were honored as the Wisconsin Technical College System Board Member of the Year.

▲ Charles Bolstad
Donald Tuescher ▶

College Governance

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

The Aspen Institute College Excellence Program selected Holly Clendenen as one of 35 leaders for the 2023-24 class of the Aspen Rising Presidents Fellowship.

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

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

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

Cynde Larsen, Ph.D., chief academic officer and executive dean, leads the Academic Council.

Operations Council
Leads the achievement of sustainable college operations.

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

COLLEGE 1.0-ACCESS

STRATEGIC DIRECTION: Create transformational student success plans to improve access for all students.

This Is Where People Care. At Southwest Tech we want every person to know we care about their success. Faculty and staff unite to help students design plans to achieve their goals. Student success plans include: career goals, an academic map, financial planning and budgeting, and a network of professionals to ensure supports and services are inevitable.

PERFORMANCE

We know we will be successful when more people chose to be students at Southwest Tech, especially if they live in the college's five-county district.

GOALS

a. 50 Adult Basic Education and English Language Learners students will have a student success plan by the end of the spring 2024 semester.

b. 150 dual enrollment high school students will have a student success plan by the end of the spring 2024 semester.

c. 300 special population* degree-seeking students will have a student success plan by the end of the spring 2024 semester.

d. 50 university transfer students have a student success plan by the end of the spring 2024 semester.

e. All program students will have a success plan before their first course begins in the 2024 fall term.

An eager group of adults in Darlington is on their way to learning English. A partnership between Southwest Wisconsin Technical College and the Darlington Community School District, has drawn approximately 60 adult learners to weekly classes since September.

Cody M. Burke completed the HSED program at our Richland Center Outreach Center. He is from Soldiers Grove, Wisconsin, and was a student at North Crawford High School. Cody will attend Southwest Tech in Fennimore this fall as a part of the Agricultural Power and Equipment Technology program. Good luck with your future, Cody!

COLLEGE 2.0-COMPLETION

STRATEGIC DIRECTION: Enhance high-quality work-based learning to improve course completion and graduation for all students.

This Is Where You Succeed. Graduation Matters. We help every student complete their courses and finish their degrees because we know students with degrees have more earning power and better opportunities to improve their lives.

PERFORMANCE

We know we will be successful when more students graduate and we make improvements to decrease achievement gaps for special population students. Southwest Tech emphasizes work-based learning so students learn first-hand from industry experts how to excel in the workforce or successfully transfer to a four-year university.*

GOALS

a. All academic programs will incorporate or enhance at least one formal work-based learning initiative into the curriculum before the fall 2024 semester.

b. During the 2023-24 academic year, all academic program advisory committees will consider student success rates and outcomes and identify curriculum or industry innovations that will increase wages.

c. The Boards of Directors for the College, Foundation, and Real Estate Foundation will adopt fundraising priorities aligned with supporting needs-based scholarships and work-based learning by November of 2023 and establish fundraising goals for each of the next three years.

d. Universal Design initiatives will be assessed for impact on student success with investments in the opportunities that will have the most impact on students during the 2024-25 budget development cycle.

All students are better off when they have authentic work-based learning opportunities similar to what they will experience in the workplace. The internal partnerships between marketing and the Graphic & Web Design program create meaningful experiences that align with program outcomes. Pictured are Graphic & Web Design students Sabrina Splinter and Alexa Weber whose t-shirt designs were selected to be sold in the Chargers Bookstore.

*Work-based learning is a course-based opportunity to engage and interact with industry experts while learning to demonstrate essential employability and technical skills necessary for today's workforce. Work-based learning can take various forms, such as practicum, clinical, and internship courses; apprenticeships, and other course-based learning experiences in which students interact directly with potential employers.

COLLEGE 3.0-POST-COLLEGE SUCCESS

STRATEGIC DIRECTION: Innovate the curriculum and workforce to improve wage and transfer success for all graduates.

This is Where You Excel. Southwest Tech graduates experience high levels of job placement. We seek to improve the wages they earn as our alumni increase their value to employers.

PERFORMANCE

We know we will be successful when local employers report graduates have increased knowledge, skills, and abilities and recognize the higher value by increasing wages.

GOALS

a. Add five new high-wage programs by 2026. We will pursue radiology technician, respiratory therapist, software developer, paramedic, and one still to-be-determined.

b. Through the Team Action Plan process of Instructional Vitality, we will plan and implement curriculum modifications for at least one element of each low-wage program during the 2023-24 academic year.

c. Strengthen the college's relationship with the University of Wisconsin-Platteville to help more Southwest Tech students complete their bachelor's degree.

As a Nursing student Kylie Meier participated in the Southwest Tech sponsored trip to Haiti.

While working as an LPN and working her way through the Nursing-Associate Degree program, Kylie was selected as the DRIVEn Award recipient at Southwest Health in Platteville, Wisconsin. Kylie is described as "A nurse who shows compassion for people every day." Kylie is known for her energy, empathy, flexibility in meeting others' needs, dedication, and caring nature.

After working for seven years as an LPN, ADN, and BSN, Kylie has started seeing her own patients as an Advanced Practice Nurse Prescriber in 2023.

Kylie Meier

- 2018 Nursing-Associate Degree
- 2020 Bachelor of Science in Nursing
- 2022 Advanced Practice Nurse Prescriber

COLLEGE EXCELLENCE PROGRAM
aspen institute

The Aspen Institute College Excellence Program (Aspen) and its partners at the Community College Research Center (CCRC) have launched a first-of-its-kind initiative that reflects the next wave of the two-year college student success movement: a bold focus on excellence and equity in post-completion outcomes. In the spring of 2023, Southwest Tech was selected to join a ten-college network to work closely with Aspen, CCRC, expert coaches, and field practitioners over three years on comprehensive reforms and then three additional years of evaluation, all with one overarching goal: thousands more community college students, including students of color and those from lower-income backgrounds, entering and completing programs that lead directly to jobs that pay a family-sustaining wage or to efficient and effective completion of a bachelor's degree.