



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**January 22, 2015**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

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

Thursday, January 22, 2015

6:00 p.m. – Tour of Karen R. Knox Learning Center

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

### **REVISED ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The January 22, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

1. Paul Gabriel, Wisconsin Technical College District Boards Association

#### **CONSENT AGENDA**

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

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

#### **B. Minutes of the Regular Board Meeting of December 18, 2014**

Minutes of the December 18, 2014, Board meeting are included with the electronic Board material.

#### **C. Financial Reports**

1. Purchase Orders 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**

Twelve contracts totaling \$280,549.30 in December 2014 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

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

One employment recommendation and two resignations are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

**Recommendation:** Approve the consent agenda.

## **PRESIDENTIAL SEARCH**

### **A. Search Update**

Eileen Nickels, Board Chairperson, will provide an update on the Presidential Search

### **B. Search Committee**

#### **1. Search Committee Charge**

The Board of Directors will finalize and approve the Presidential Search Committee charge.

**Recommendation:** *(Will be available at the Board meeting.)*

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. WTCS Health Insurance Consortium**

Caleb White will provide an update on the WTCS Health Insurance Consortium.

### **B. Student Services Report**

Laura Nyberg, Dean of Students, will present a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the meeting.

### **C. Staffing Update**

An update on College staffing will be provided at the Board meeting. A summary is available electronically with all other Board material.

## **INFORMATION AND CORRESPONDENCE**

### **A. Enrollment Report**

The 2014-15 Comparison FTE and 2015-16 Application Reports are available electronically with all other Board material.

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

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

1. Board Retreat Agenda
2. Statute 118.22 Timeline

### **D. Other Information Items**

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

### **A. Agenda**

1. Board Retreat
2. Budget Parameters & Assumptions
3. Student & Academic Affairs Report
4. Administrative Services Report

**B. Time and Place**

Friday, February 27, 2015, at 12:30 p.m. at the Quality Inn, Mineral Point, WI, and  
Saturday, February 28, 2015, at 8:30 a.m. at the Quality Inn, Mineral Point, WI.

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussion of Presidential Search Committee per Wis. Stats. 19.85(1)(e) (f).  
{(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.} {(f)Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par.(b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The January 22, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

#### ***1. Paul Gabriel, Wisconsin Technical College District Boards Association***

## **Consent Agenda**

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

## **BOARD MEETING NOTICE/AGENDA**

Thursday, January 22, 2015

6:00 p.m. – Tour of Karen R. Knox Learning Center

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: “The January 22, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input
  - 1. Paul Gabriel, Wisconsin Technical College District Boards Association

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of December 18, 2014
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

### **PRESIDENTIAL SEARCH**

- A. Search Update
- B. Search Committee
  - 1. Search Committee Charge

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

- A. WTCS Health Insurance Consortium
- B. Student Services Report
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

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

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussion of Presidential Search Committee per Wis. Stats. 19.85(1)(e) (f).  
{(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.} {(f)Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par.(b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

## **RECONVENE TO OPEN SESSION**

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

## **ADJOURNMENT**

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail [accom@swtc.edu](mailto:accom@swtc.edu)}



## ***B. Minutes of the Regular Board Meeting of December 18, 2014***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE DECEMBER 18, 2014**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on December 18, 2014, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Richard Ammon, Laura Bodenbender, Karen Campbell, Derek Dachelet, Jake Mootz, Sue Reukauf, Phil Thomas, and Caleb White. Public present included Natalie Rew and Nick Allen from Wegner CPAs and Rob Callahan, Fennimore Times editor.

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

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

Thursday, December 18, 2014

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: "The December 18, 2014, Board regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

- A. FY2014 Financial Audit

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussion of Presidential Search 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. Approval of November 20, 2014, Closed Session Minutes

### **RECONVENE TO OPEN SESSION**

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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 20, 2014
- C. Financial Reports
  1. Purchase Orders Greater than \$2,500
  2. Treasurer's Cash Balance
  3. Budget Control
- D. Contract Revenue
- E. Personnel Items

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

- A. Grant County Economic Development Corporation Lease for 2015
- B. 2014-2019 Affirmative Action Plan
- C. Concept Review: Precision Machining Technology

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

- A. WTCS Health Insurance Consortium
- B. Business, Management & General Studies Report
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

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

- A. Agenda
- B. Time and Place

### **ADJOURNMENT**

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Natalie Rew and Nick Allen of Wegner CPAs, Madison, WI, presented the audit report for FY2014. Ms. Rew informed the Board that the audit has been given a clean opinion in regards to compliance, and the internal control report identified no material weakness or significant deficiency in internal control. Mr. Allen reviewed the financials with the Board. Mr. Moyer moved to approve the 2013-14 Financial Audit as presented. Mr. Tuescher seconded the motion; motion carried. Ms. Nickels expressed the Board's appreciation to the staff members for their work on the audit.

Mr. Tuescher moved to adjourn to Closed Session with Ms. Messer seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:20 p.m. The Board meeting reconvened in Open Session at 8:37 p.m. Mr. Tuescher moved to approve a contract in an amount not to exceed \$44,000 including travel and identified expenses with Michael Best & Friedrich, LLP, to conduct Southwest Wisconsin Technical College's Presidential Search. Ms. Mickelson seconded the motion; the motion unanimously carried.

After reviewing the Consent Agenda, Mr. Kohlenberg moved to approve the Consent Agenda including the December 18, 2014, agenda; November 20, 2014, Board meeting minutes; financial reports; seven contracts totaling \$6,876; hiring of Heather McLimans, Counselor; Edward Anderson, LTE Welding Instructor, and Amanda Vissers, Math/Science Instructor; and the retirement of Bill O'Herrin, Electrical Power Distribution Instructor. Mr. Tuescher the motion; motion unanimously carried.

The 2015 office space lease with Grant County Economic Development Corporation was presented for approval. Ms. Fitzsimons moved to approve the 2015 lease for Grant County Economic Development Corporation, with Ms. Messer seconding the motion. The motion carried with Ms. Mickelson abstaining.

Laura Bodenbender, Human Resources Director, presented the College's Five-Year Affirmative Action Plan (2014-2019) for approval. Ms. Bodenbender reviewed the plan noting that all staff members are responsible for affirmative action. An annual update will be presented to the Board on the initiatives within the plan. Mr. Tuescher moved to approve the 2014-2019 Affirmative Action/Equal Opportunity Five-Year Plan. Ms. Fitzsimons seconded the motion, which unanimously carried.

Dean of Industry, Trades, and Agriculture, Dr. Derek Dachelet, presented a proposed Concept Review for a one-year technical diploma program in Precision Machining Technology. The program would be developed in FY2016 with implementation in Fall of 2016. Mr. Moyer moved to approve the Concept Review for a one-year technical diploma in Precision Machining Technology and for the Concept Review to be submitted to the Wisconsin Technical College System State Board for approval. Mr. Prange seconded the motion; the motion unanimously carried.

Caleb White, Vice President for Administrative Services, and Laura Bodenbender provided an update on the WTCS Health Insurance Consortium. Progress is being made on development of the consortium with a pharmacy benefit manager being chosen and an RFP has been released for a consultant to engage with once the consortium is active. At the January Consortium meeting, the consortium agreement will be finalized and will start on the development of policies and procedures.

Dr. Richard Ammon, Dean of Business, Management and General Studies, presented a report focusing on major activities for his division and how they help the College achieve its seven Strategic Directions. Dr. Ammon provided an enrollment overview noting three programs were suspended this past year; however, the classes for the Supply Chain Management program will start in January 2015. A competency-based Supervisory Management program commenced in Spring 2014. New and modified programming for FY2016 include an embedded pathway certificate in office receptionist, reduction of cosmetology hours from 1800 to 1550 based on State requirement, business outreach

programs offered at alternative times for adult learners, and the possibility of a 2+2 cohort model with Upper Iowa University.

Activities noted for General Studies included the Nicolet Transfer agreement students have doubled this year and several new courses are being developed for Fall 2015. A course titled, English Composition I, is being developed and Speech and Anatomy & Physiology are being adapted into an online course format.

Faculty in the division have been engaging in out-of-classroom activities such as International Entrepreneur Week, Fennimore Flag Project, and high school visits.

Ms. Bodenbender provided an update on College staffing noting current open positions include the Executive Director of the Foundation, Financial Aid Accounting/Bursar, Adult Career Pathway Coordinator, Farm Business & Production Management Instructor, Electrical Power & Distribution Instructor, and part-time Health Information Technology Virtual Tutors. These positions are in various stages of the hiring process.

In reviewing the enrollment report, Mr. White noted that program student FTEs compared to one year ago reflect a five percent decrease. The enrollment report for Fall 2015 shows a slight decrease in applications. Mr. White noted that several new programs are starting in January, which should help us increase the total FTEs.

Under the Chairperson's Report, Ms. Nickels shared that the Foundation Board toured the Student Housing facilities and thought the District Board would be interested in touring at some point in time. Ms. Nickels asked for suggested agenda items for the Board Retreat and thanked the staff members for their hard work and effort.

Dr. Ford shared that the College has engaged Honkamp Krueger for organizational development services. The employee satisfaction survey reflected issues in the organizational culture. Honkamp Krueger is currently conducting an assessment and will provide the College with a report and plan.

Also included in the President's Report was an update on graduation. Sixty-eight graduation candidates have been identified for the Winter graduation ceremony on December 19. Dr. Ford shared that the Karen R. Knox Learning Center is progressing and staff members will be moving in to the facility during the first two weeks of January.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting; Ms. Messer seconded the motion. The motion carried and the meeting adjourned at 9:28 p.m.

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Darlene Mickelson, Secretary

## ***C. Financial Reports***

### ***1. Expenditures Greater Than \$2500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 12/01/2014 TO 12/31/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
		none this month		
			<b>SUBTOTAL</b>	<b>\$ -</b>
<b><u>CAPITAL FUND</u></b>				
12/17/2014	6266	First Technologies	11,980.00	Electromech: Digital & Analog Multimeters (12 each)
12/22/2014	6269	Sloan Implement Company Inc	42,300.00	Ag Power: 2014 John Deere 3975 Forage Harvester with Windrow
			<b>SUBTOTAL</b>	<b>\$ 54,280.00</b>
<b><u>ENTERPRISE FUND</u></b>				
		none this month		
			<b>SUBTOTAL</b>	<b>\$ -</b>
			<b>TOTAL</b>	<b>\$ 54,280.00</b>

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 12/31/2014

#### Liability End of Month Balances

FICA	47,788.56
Federal Withholding	42,401.98
State Withholding	-
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	337,323.00
Sick Leave Payable	500,798.00
Other (Due To)	8,954,541.93
Total Liability Adjustment	9,882,853.47

Beginning Treasurers Balance 278,654.80

#### Receipt

Fund	
1 General	435,990.65
2 Special Revenue	-
3 Capital Projects	47.38
4 Debt Service	-
5 Enterprise	74,233.39
6 Internal Service	307,831.16
7 Financial Aid/Activities	58,386.83
Total Receipts	876,489.41

Cash Available 1,155,144.21

#### Expenses

Fund	
1 General	1,630,713.09
2 Special Revenue	-
3 Capital Projects	427,365.71
4 Debt Service	-
5 Enterprise	213,862.96
6 Internal Service	434,163.23
7 Financial Aid/Activities	97,684.45
Total Expenses	2,803,789.44

Treasurers Cash Balance (1,648,645.23)  
 Liability Adjustment 9,882,853.47  
 Cash in Bank \$8,234,208.24

### ***3. Budget Control***

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 6 Months ended December 2014**

	<b><u>2014-15 Budget</u></b>	<b><u>2014-15 YTD Actual</u></b>	<b><u>2014-15 Percent</u></b>	<b><u>2013-14 Percent</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>	<b><u>2010-11 Percent</u></b>
General Fund Revenue	24,456,000.00	6,263,934.68	25.61	24.97	27.70	36.86	28.38
General Fund Expenditures	24,756,000.00	10,417,555.00	42.08	44.72	45.04	44.58	44.98
Capital Projects Fund Revenue	2,550,000.00	2,564,464.92	100.57	101.03	101.01	101.95	94.08
Capital Projects Fund Expenditures	3,324,000.00	1,395,714.48	41.99	37.91	15.79	96.60	94.04
Debt Service Fund Revenue	5,132,000.00	178,257.41	3.47	3.62	-	-	-
Debt Service Fund Expenditures	5,180,000.00	726,669.40	14.03	13.74	11.40	12.99	18.17
Enterprise Fund Revenue	1,850,000.00	899,025.57	48.60	48.12	49.04	48.14	58.59
Enterprise Fund Expenditure	1,600,000.00	714,209.84	44.64	41.47	45.14	35.32	50.94
Internal Service Fund Revenue	4,100,000.00	1,931,425.45	47.11	46.28	47.38	38.53	45.55
Internal Service Fund Expenditures	4,050,000.00	2,410,134.03	59.51	48.39	51.76	57.86	49.58
Trust & Agency Fund Revenue	8,500,000.00	3,677,790.37	43.27	48.33	50.92	47.45	52.91
Trust & Agency Fund Expenditures	8,450,000.00	3,751,495.95	44.40	49.11	50.38	47.66	57.83
Grand Total Revenue	46,588,000.00	15,514,898.40	33.30	34.23	35.81	39.38	35.39
Grand Total Expenditures	47,360,000.00	19,415,778.70	41.00	41.88	40.62	46.08	47.25

## D. Contract Revenue

Twelve contracts totaling \$280,549.30 in December 2014 will be presented for Board approval. The Contract Revenue Report follows.

### 2014-2015 CONTRACTS 12/01/14 through 12/31/14

Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
						On-Campus	Off-Campus	Waiver
03-2015-0039-I-18 University of Wisconsin-Platteville	Fall Term: Elementary Algebra	Richard Ammon	174	\$ 75,898.80	No		X	
	Fall Term: Intermediate Algebra		379	\$ 165,319.80	No		X	
03-2015-0099-I-41 Prairie Industries	Heartsaver First Aid	Kris Wubben	17	\$ 255.00	No		X	
03-2015-0101-I-41 Metz Welding	Heartsaver CPR/AED	Kris Wubben	4	\$ 140.00	No		X	
03-2015-0105-I-18 UW-Platteville	Driver Education-Van	Kris Wubben	2	\$ 130.00	No		X	
03-2015-0455-I-11 Argyle School District	WI Statute 118.15	Julie Pluemer	1	\$ 1,563.60	No	X		
03-2015-0408-I-11 Fennimore School District	WI Statute 118.15	Julie Pluemer	4	\$ 7,355.80	No	X		
	WI Statute 118.15	Julie Pluemer	1	\$ 10,569.96	No		X	
03-2015-0410-I-11 Iowa Grant School District	WI Statute 118.15	Julie Pluemer	2	\$ 3,764.80	No	X		
03-2015-0416-I-11 Platteville School District	WI Statute 118.15	Julie Pluemer	2	\$ 3,978.60	No	X		
03-2015-0424-I-11 Riverdale School District	WI Statute 118.15	Julie Pluemer	2	\$ 4,802.50	No	X		
03-2015-0432-I-11 Seneca Area School District	WI Statute 118.15	Julie Pluemer	1	\$ 2,339.89	No	X		
03-2015-0430-I-11 Shullsburg School District	WI Statute 118.15	Julie Pluemer	1	\$ 2,005.55	No	X		
03-2015-0426-I-11 Southwestern Community School District	WI Statute 118.15	Julie Pluemer	1	\$ 2,425.00	No	X		
<b>TOTAL of all Contracts</b>			<b>591</b>	<b>\$ 280,549.30</b>				
Exchange of Services			-	\$ -				
For Pay Service			591	\$ 280,549.30				



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

One employment recommendation and two resignations are being presented for approval in the Personnel Report. The report is available below.

#### **PERSONNEL REPORT**

**January 22, 2015**

##### **Employment: NEW HIRE**

<b>Name</b>	Dennis Cooley
<b>Title</b>	Executive Director of the Foundation
<b>Number of Applicants and Number Interviewed</b>	11 Applicants / 2 Interviewed
<b>Start Date</b>	February 2, 2015
<b>Salary/Wage</b>	\$80,641 Annual
<b>Classification</b>	Regular Full Time Annual
<b>Education and/or Experience</b>	BS from UW-LaCrosse – Mass Communications; Minor in Sociology; 12 years of Foundation experience

##### **PROMOTIONS/TRANSFERS**

None to Report	
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##### **RETIREMENTS / RESIGNATIONS**

Laura Bodenbender (Resignation 1/2/2015)	Director of Human Resources
Mindy Johnson (Resignation 1/13/2015)	Career Connections Supervisor

**Recommendation:** Approve the consent agenda.

## **Presidential Search**

### ***A. Search Update***

Eileen Nickels, Board Chairperson, will provide an update on the Presidential Search.

### ***B. Search Committee***

#### **1. Search Committee Charge**

The Board of Directors will finalize the Presidential Search Committee charge.

**Recommendation:** (Will be available at the Board meeting.)

## **Board Monitoring of College Effectiveness**

### ***C. WTCS Health Insurance Consortium***

Caleb White will provide an update on the WTCS Health Insurance Consortium.

### ***D. Student Services Report***

Laura Nyberg, Dean of Students, will present a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the meeting.

### ***E. Staffing Update***

An update on College staffing will be provided. A summary is below.

### Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	Replacement - Jenny Oyen	Administrative Asst. Public Safety	Transfer in - Tammie Engelke	TBD	Grade 4 Hourly \$16.09 - \$20.78
2	New Position	Part Time Admin. Asst. Public Safety (Even & Weekends)	New Hire - Pam Johnson Loy	7/21/2014	Grade 4 Hourly \$16.09 - \$20.78
3	Replacement - Donna Marchese	Assessment Specialist	Internal Transfer-Mary Jo Sherman		Grade 5 Hourly \$17.14 - \$22.09
4	Replacement - Pam Myhre	Associate Degree Nursing Instructor	New Hire - Christal Foreyt	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
5	New Position	Cancer Infor Mgmnt / H.I.T. Instructor	New Hire - Stacie Kreinbrink	8/14/2014	Grant & District Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
6	Replacement - Jessica Brogley	Communications Instructor	Decision to hire adjuncts		BS \$40,368-\$68,225 MS \$44,159-\$74,437
7	New Position	Culinary Arts/Management Instructor	New Hire - Karen Bast	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
8	New Position - Limited Term Employment (LTE)	Healthcare Lab Asst.	Position is now being shared among faculty.		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
9	New Position - Limited Term Employment (LTE)	Healthcare Tutors/Study Skill Tutors/Tutor Specialist (8 Positions)	New Hires - Marcia Taddy, Clark Benson, Jeff Stauffacher, and Carla Flesch		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
10	Replacement - Robert Hampton (LTE)	Electrical Power Distribution Lab Assistant	New Hire - Chase Varvil	8/14/2014	Grade 5 Hourly \$17.14 - \$22.09
11	New Position	Lab Science/Medical Lab Tech Instructor	New Hire - Linda Kious	8/14/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437

### Position Tracking 2014/2015 Fiscal Year

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range</b>
12	New Position - Limited Term Employment (LTE)	Media Support Specialist	New Hire-Kyle Ebel	7/7/2014	Grant Funded Grade 6 Hourly \$20.74 - \$26.74
13	Replacement - Patti Obma	Nursing Assistant Instructor (1 FT or 2 PT)	New Hire - Jill Henry (1 Full time)	8/14/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
14	New Position - Limited Term Employment (LTE)	General Anatomy & Physiology Instructor (PT)	Decision to hire adjunct	8/21/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
15	Replacement-Dorie Hopkins Studnicka	Auto-Tutorial Lab Assistant	New Hire - Janet Giese	8/14/2014	Grade 4 Hourly \$16.09 - \$20.78
16	Replacement-Heidi Deininger Kinney	Associate Degree Nursing Instructor	New Hire - Nicole Schopf	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
17	Replacement-Sue Elliott	Child Care Lab Assistant	New Hire - Mikayla Bryant	8/14/2014	Grade 1 Hourly \$11.89 - \$15.36
18	Replacement - Mary Jo Sherman (Transfer)	Student Services Specialist	New Hire - Jennifer Taylor	9/2/2014	Grade 2 Hourly \$14.19 - \$18.34
19	Replacement - Tammie Engelke (Transfer)	Grants Accountant	Internal Transfer - Holly Crubel	8/25/2014	Grade 6 Hourly \$21.05 - \$27.14
20	Replacement - Holly Crubel (Transfer)	Accounts Payable	New Hire - Amy Campbell	10/20/2014	Grade 4 Hourly \$16.09 - \$20.78
21	Replacement - Helen Laufenberg	Grant/Finance Accountant	Internal Transfer - Samantha Redman	8/25/2014	Grade 6 Hourly \$21.05 - \$27.14

### Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
22	Replacement - Samantha Redman (Transfer)	Financial Aid Accounting/Bursar	Decision to defer replacement at this time.		Grade 4 Hourly \$16.09 - \$20.78
23	New Position	Online Specialist	New Hire - Amy Poteet	1/12/2015	Grant Funded the first year, then District Funded Grade 7 Salaried Professional \$52,190 - \$70,611
24	Replacement - Kathy Witzig (Retirement)	Counselor	New Hire - Heather Mclimans	12/15/2014	Grade 7 Salaried Professional \$52,190 - \$70,611
25	New Postion (Limited Term Employment) LTE	Welding Instructor	New Hire - Edward Anderson	12/15/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
26	New Position	Administrative Asst. Part Time Business Management & General Studies	Decision to defer hire at this time and to temporarily use internal resources.		Grade 4 Hourly \$16.09 - \$20.78
27	Replacement - Betsy Ralph Tollefson (Resignation)	Executive Director of the Foundation	New Hire - Dennis Cooley	2/2/2015	Grade 6, Salaried Professional \$59,4604 - \$80,641 ( Foundation Funded)
28	Replacement - Kellie Knox (Retirement)	Math/Science Instructor	New Hire - Amanda Vissers	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
29	Replacement - Samantha Redman (Transfer)	Financial Aid Accounting/Bursar	Interviews Scheduled		Grade 4 Hourly \$16.09 - \$20.78
30	New Position	Adult Career Pathway Coordinator	Interviews Scheduled		Grant Funded the first year, then District Funded Grade 7 Salaried Professional \$52,190 - \$70,611

### Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
31	Replacement - JoAnn Peterson (Resignation)	Farm Business Production Management Instructor	Posting/Advertising	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
32	Replacement - Bill O'Herrin (Retirement)	Electrical Power & Distribution Instructor	Posting/Advertising being prepared	Summer 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
33	New Positions (4)	Part Time (Limited Term Employment) Health Information Technology Virtual Tutors	Posting/Advertising		Grant Funded, Grade 6 Hourly \$21.05 - \$27.14
34	Replacement - Laura Bodenbender (Resignation)	Director of Human Resources	Posting closes 1/19/15		Grade 4, Salaried Professional \$74,431 - \$100,700
35	Replacement - Mindy Johnson (Resignation)	Career Connections Supervisor	Posting/Advertising being prepared		Grade 7, Salaried Professional \$52,190 - \$70,611

Updated 1/14/2015

## **Information and Correspondence**

### **A. Enrollment Report**

The 2014-15 Comparison FTE and the 2015-16 Application Reports are available below.




		<b>2013-2014 and 2014-2015 FTE Comparison</b>					
<b>Program Type</b>	<b>Program Title</b>	<b>01-13-14 Students</b>	<b>01-12-15 Students</b>	<b>Student Change</b>	<b>01-13-14 FTE</b>	<b>01-12-15 FTE</b>	<b>FTE Change</b>
10	Accounting	38	23	(15)	27.13	19.53	(7.60)
10	Administrative Professional	15	12	(3)	12.97	9.10	(3.87)
10	Agri-Business/Science Technology	42	63	21	41.47	61.77	20.30
10	Business Management	108	85	(23)	78.03	55.99	(22.03)
10	Cancer Information Management-New	-	8	8	-	4.23	4.23
10	Criminal Justice - Law Enforcement	57	64	7	52.10	47.23	(4.87)
10	Culinary Arts	7	21	14	5.97	17.91	11.94
10	Culinary Management	9	10	1	7.63	8.40	0.77
10	Direct Entry Midwife	26	37	11	14.23	16.00	1.77
10	Early Childhood Education	51	42	(9)	36.47	30.63	(5.83)
10	Electromechanical Technology	59	60	1	57.40	51.76	(5.63)
10	Engineering Technologist-Suspended	23	10	(13)	21.83	8.73	(13.10)
10	Golf Course Management	36	31	(5)	31.37	26.53	(4.83)
10	Graphic And Web Design	34	33	(1)	29.13	25.47	(3.66)
10	Health Information Technology-New	-	34	34	-	17.37	17.37
10	Human Services Associate	63	46	(17)	38.07	34.43	(3.63)
10	Individualized Technical Studies	7	5	(2)	6.37	2.90	(3.47)
10	IT-Computer Support Specialist	1	2	1	0.40	0.53	0.13
10	IT-Network Communications Specialist	32	31	(1)	24.23	20.90	(3.34)
10	IT-Web & Software Developer-Suspended	22	10	(12)	17.27	6.90	(10.37)
10	Marketing-Suspended	11	-	(11)	7.47	-	(7.47)
10	Medical Laboratory Technician	15	17	2	11.33	14.60	3.27
10	Nursing - Associate Degree	256	286	30	125.34	145.18	19.84
10	Physical Therapist Assistant	38	47	9	23.43	28.17	4.73
10	Supervisory Management	-	20	20	-	10.16	10.16
10	Supply Chain Management-New	-	8	8	-	2.70	2.70
10	Technical Studies-Journeyworker	-	1	1	-	0.20	0.20
	<b>Total Associate Degree</b>	<b>950</b>	<b>1,006</b>	<b>56</b>	<b>669.64</b>	<b>667.33</b>	<b>(2.30)</b>
31	Accounting Assistant	8	13	5	4.87	9.00	4.13



Program Type	Program Title	01-13-14 Students	01-12-15 Students	Student Change	01-13-14 FTE	01-12-15 FTE	FTE Change
32	Agricultural Power & Equipment Technician	43	40	(3)	42.50	39.74	(2.77)
31	Auto Collision Repair & Refinish Technician	21	20	(1)	13.37	12.93	(0.43)
32	Automotive Technician	32	30	(2)	24.97	25.50	0.53
31	Bricklaying & Masonry-Suspended	10	-	(10)	8.50	-	(8.50)
30	Building Maintenance & Construction-PDC Correctional	1	-	(1)	0.10	-	(0.10)
31	Building Trades - Carpentry	13	21	8	12.97	18.87	5.90
30	CNC Setup/Operation	12	7	(5)	8.17	3.47	(4.70)
31	Child Care Services	10	15	5	8.43	9.70	1.27
50	Electricity (Construction) Apprentice	18	19	1	2.95	2.57	(0.38)
31	Cosmetology	43	40	(3)	34.47	34.54	0.07
30	Criminal Justice-Law Enforcement 520 Academy	22	15	(7)	11.80	7.80	(4.00)
31	Culinary Specialist	6	6	-	3.10	3.77	0.67
31	Dairy Herd Management	17	18	1	17.43	17.33	(0.10)
30	Dental Assistant - Short Term	29	26	(3)	15.87	13.77	(2.10)
31	Electrical Power Distribution	28	25	(3)	23.23	23.66	0.43
31	Esthetician-Suspended	12	1	(11)	8.73	0.53	(8.20)
50	Industrial Electrician Apprentice	16	11	(5)	2.47	1.33	(1.13)
31	Industrial Mechanic-New	-	6	6	-	2.17	2.17
31	IT-Computer Support Technician	4	16	12	1.80	10.93	9.13
31	Medical Assistant	44	39	(5)	33.31	34.17	0.87
30	Medical Coding Specialist	61	43	(18)	21.33	14.27	(7.07)
31	Medical Transcription-Discontinued	3	-	(3)	1.27	-	(1.27)
30	Nursing Assistant	169	159	(10)	20.43	19.63	(0.80)
31	Office Support Specialist	9	11	2	5.60	8.57	2.97
50	Plumbing Apprentice	12	14	2	1.97	2.04	0.08
31	Welding	44	55	11	40.84	46.00	5.16
	<b>Total Technical Diploma</b>	<b>687</b>	<b>650</b>	<b>(37)</b>	<b>370.48</b>	<b>362.29</b>	<b>(8.19)</b>
	Liberal Studies	11	25	14	6.40	10.13	3.73
	Undeclared Majors	1,808	1,651	(157)	211.88	182.01	(29.87)
	<b>Total</b>	<b>3,456</b>	<b>3,332</b>	<b>(124)</b>	<b>1,258.39</b>	<b>1,221.77</b>	<b>(36.63)</b>
	<b>Percent of Change</b>						<b>-2.91%</b>
	Vocational Adult (Aid Codes 42-47)	4,265	3,188	(1,077)	73.32	58.18	(15.13)
	Community Services	181	62	(119)	0.59	0.15	(0.44)
	Basic Skills (Aid Codes 7x)	207	248	41	19.82	21.05	1.23
	Basic Skills Remedial(Aid Codes 78)	1,434	1,081	(353)	55.62	44.66	(10.96)
	<b>Grand Total</b>	<b>9,543</b>	<b>7,911</b>	<b>(1,632)</b>	<b>1,407.73</b>	<b>1,345.81</b>	<b>(61.92)</b>
	<b>Total Percent of Change</b>						<b>-4.40%</b>

## 2015-16 Application Comparison Report

**APPLICATION COMPARISON of 2015-16 vs 2014-15**

 Program	15-16 (1/13/15)				14-15 (1/13/14)				YOY Change
	Cap	Accepted	Wait List	Total	Accepted	Wait List	Total		
Accounting		4		4	11		11	(7)	
Accounting Assistant		5		5	1		1	4	
Administrative Professional		5		5	5		5	0	
Agri-Business/Science Tech	24	17		17	24	5	29	(12)	
Ag Power & Equipment	22	22	3	25	22	12	34	(9)	
Auto Collision Repair&Refinish	22	5		5	4		4	1	
Automotive Technician	22	8		8	8		8	0	
Building Trades- Carpentry	20	1		1	2		2	(1)	
Business Management		6		6	24		24	(18)	
Cancer Information Management		3		3				3	
Child Care Services	13	6		6	4		4	2	
CNC Setup/Operation	15	1		1	1		1	0	
Cosmetology	24	3		3	6		6	(3)	
Criminal Justice-Law Enforce	48	18		18	12		12	6	
Culinary Arts		3		3	4		4	(1)	
Culinary Management		1		1			0	1	
Culinary Specialist		1		1	3		3	(2)	
Dairy Herd Management	24	6		6	5		5	1	
Dental Assistant	18	8		8	18	5	23	(15)	
Early Childhood Education	28	15		15	9		9	6	
Electrical Power Distribution	24	24	4	28	15		15	13	
Electro-Mech Tech (Aug start)	24	3		3	3		3	0	
Electro-Mech Tech (June Start)				0	6		6	(6)	
Engineering Tech (Discontinued)				0	3		3	(3)	
Esthetician (Discontinued)				0	3		3	(3)	

Program	Cap	15-16 (1/13/15)			14-15 (1/13/14)			YOY Change
		Accepted	Wait List	Total	Accepted	Wait List	Total	
Golf Course Management		3		3	5		5	(2)
Graphic and Web Design	25	10		10	4		4	6
Health Information Technology	22	22	2	24			0	24
Human Services Associate	31	10		10	23		23	(13)
Industrial Mechanic	12	4		4			0	4
IT-Computer Support Tech		1		1	5		5	(4)
IT-Network Communication Spec		3		3	1		1	2
IT-Web&A71Software (Disc.)				0	3		3	(3)
Laboratory Science Technician	15			0				0
Liberal Arts- Associate of Arts				0	1		1	(1)
Liberal Arts-Associate of Science				0			0	0
Marketing (Disc.)				0	4		4	(4)
Medical Assistant	32	26		26	32	5	37	(11)
Medical Coding Specialist	23	21		21	34	9	43	(22)
Medical Laboratory Technician	16	4		4	2		2	2
Nail Technician	4			0			0	0
Nursing-Associate Degree	54	54	60	114	54	71	125	(11)
Nursing-Assoc Degree- Part-time	28	28	13	41	28	4	32	9
Office Support Specialist		2		2	5		5	(3)
Pharmacy Tech (shared)		1		1			0	1
Physical Therapist Assistant	15		1	1	15	16	31	(30)
Supervisory Management				0				0
Undecided				0			0	0
Welding	40	12		12	18		18	(6)
August Sub Total		366	83	449	427	127	554	(105)

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

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

1. Board Retreat Agenda
2. Statute 118.22 Timeline

## ***D. Other Information Items***

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

### ***A. Agenda***

1. Board Retreat
2. Budget Parameters & Assumptions
3. Student & Academic Affairs Report
4. Administrative Services Report

### ***B. Time and Place***

Friday, February 27, 2015, at 12:30 p.m. at the Quality Inn, Mineral Point, WI, and  
Saturday, February 28, 2015, at 8:30 a.m. at the Quality Inn, Mineral Point, WI

### **Adjourn to Closed Session**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussion of Presidential Search Committee per Wis. Stats. 19.85(1)(e) (f).
    - {(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.}
    - ((f)Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par.(b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

### **Reconvene to Open Session**

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

### **Adjournment**