Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

May 28, 2015

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda

BOARD MEETING NOTICE/AGENDA
Thursday, May 28, 2015

5:30 p.m. – Tour of Student Housing
6:15 p.m. - Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING
The following statement will be read: "The May 28, 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. **2015 All-USA Community College Academic Team Recognition**
     Marsha Parker, IT-Web & Software Developer, student will be recognized as a nominee for the All-USA Community College Academic Team.

  2. **Student Haiti Trip**
     Nursing Instructors Colleen Watters and Penny Demert-Neal along with students who went on the trip will provide a presentation on their learning experience in Haiti.

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 April 23, 2015**
   Minutes of the April 23, 2015, regular 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**
Fifteen contracts totaling $16,563.75 in April 2015 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. **Personnel Items**
Four employment recommendations, one resignation, and three retirements are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

F. **WTC District Boards Association Annual Dues Assessment**
A copy of the letter from Paul Gabriel, as well as the Fee Assessment invoice in the amount of $20,788.06 is available electronically with all other Board material.

Recommendation: **Approve the Consent Agenda.**

OTHER ITEMS REQUIRING BOARD ACTION

A. **Platteville Outreach Site Lease (Platteville Schools)**
The 2015-16 rental agreement with Platteville School District for lease of two classroom spaces is being presented for approval. The proposed rental agreement is included with the electronic Board material.

Recommendation: Approve the 2015-16 lease with Platteville School District for two classrooms to be used as an outreach site.

B. **Darlington Outreach Site Lease (Darlington Schools)**
The 2015-16 rental agreement with Darlington Community Schools for lease of one classroom space is being presented for approval. The proposed rental agreement is included with the electronic Board material.

Recommendation: Approve the 2015-16 lease with Darlington Community Schools for one classroom to be used as an outreach site.

C. **Request from the Foundation for Matching Funds for FY2016**
Dennis Cooley, Foundation Executive Director, will present a request for matching funds for FY2016. The request is available with the electronic Board material.

Recommendation: Approve the Foundation's request for matching funds.

D. **Bid for Welding Lab Renovation**
Bids for the Welding Lab renovation will be opened on May 26, 2015. Dan Imhoff, Facilities Director, will present the bid results and recommendation at the Board meeting.

Recommendation: (Will be available at the meeting.)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. **Status Update on FY2016 Budget**
Caleb White will provide an update on the FY2016 budget. Information will be available at the meeting.

B. Teaching, Learning & Academic Outreach Update

Julie Pluemer, Supervisor for Teaching, Learning & Academic Outreach, 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 Board meeting.

C. Year-End College Performance Review

Duane Ford, President, will provide an overview of progress toward the College's Strategic Directions with secondary emphasis on performance relative to the drivers for statutory and outcomes-based General State Aid funding. The report is available with the electronic Board material.

D. Staffing Update

Krista Weber, Director of Human Resources, will provide an update on College staffing 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, 2015-16 Comparison FTE, and 2015-16 Application Reports are available electronically will all other Board material.

B. Chairperson's Report

C. College President's Report
1. Richland County Activities
2. Joint Finance Committee Decisions of Note
3. Prairie du Chien Outreach
4. Around the College Update

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda
1. FY2016 Budget Public Hearing/Approval
2. District Boards Association Report

B. Time and Place

Thursday, June 25, 2015, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

A. Consideration of adjourning to closed session for the purpose of
1. Discussing Presidential Search Expenses per Wis. Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect

upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

B. Approval of Closed Session Minutes of April 23, 2015

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*

1. 2015 All-USA Community College Academic Team Recognition

Marsha Parker, IT-Web & Software Developer, student will be recognized as a nominee for the All-USA Community College Academic Team.

2. Student Haiti Trip

Nursing Instructors Colleen Watters and Penny Demert-Neal along with students who went on the trip will provide a presentation on their learning experience in Haiti.

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA
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AGENDA

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    A. Roll Call
    B. Reports/Forums/Public Input
        1. 2015 All-USA Community College Academic Team Recognition
        2. Student Haiti Trip

CONSENT AGENDA
    A. Approval of Agenda
    B. Minutes of the Regular Board Meeting of April 23, 2015
    C. Financial Reports
        1. Purchase Orders Greater than $2,500
        2. Treasurer's Cash Balance
        3. Budget Control
    D. Contract Revenue
    E. Personnel Items
    F. WTC District Boards Association Annual Dues Assessment

OTHER ITEMS REQUIRING BOARD ACTION
    A. Platteville Outreach Site Lease (Platteville Schools)
    B. Darlington Outreach Site Lease (Darlington Schools)
    C. Request from the Foundation for Matching Funds for FY2016
    D. Bid for Welding Lab Renovation

BOARD MONITORING OF COLLEGE EFFECTIVENESS
    A. FY2016 Budget Update
    B. Teaching, Learning & Academic Outreach Update
    C. Year-End College Performance Review
    D. Staffing Update

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

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

ADJOURN TO CLOSED SESSION
 A. Consideration of adjourning to closed session for the purpose of
    1. Discussing Presidential Search Expenses per Wis. Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
 B. Approval of Closed Session Minutes of April 23, 2015

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}

B. Minutes of the Regular Board Meeting of April 23, 2015

MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 23, 2015

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on April 23, 2015, 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: Karen Campbell, Sue Reukauf, Lisa Riley, Phil Thomas, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times, and future College President Jason Wood.

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, April 23, 2015

6:15 p.m. - Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING
The following statement will be read: "The April 23, 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

CONSENT AGENDA
    A. Approval of Agenda
    B. Minutes of the Regular Board Meeting of March 26, 2015 and Special Board Meetings of March 30, March 31, April 1, and April 2, 2015

C. Financial Reports
  1. Purchase Orders Greater than $2,500
  2. Treasurer's Cash Balance
  3. Budget Control
D. Contract Revenue
E. Personnel Items
F. 2015-16 Out-of-State Tuition Waivers
G. 2015-16 Membership to Association for Community College Trustees

OTHER ITEMS REQUIRING BOARD ACTION
A. Approval of Presidential Contract
B. Second Reading of Board Governance Policy 3.3: Compensation and Benefits
C. Request for Proposals: Enterprise Content Management (ECM) and Document Imaging Solution
D. Request for Proposals: Third Party Administrator for Health Insurance Program
E. Bid for NIR Instrument for Testing of Dairy Products

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. 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 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.}
B. Approval of Closed Session Minutes of December 18, 2014; January 28, 2015; February 27-28, 2015; March 26, 2015; March 30, 2015; March 31, 2015; April 1, 2015; and April 2, 2015

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

ADJOURNMENT

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After reviewing the Consent Agenda, Mr. Kohlenberg moved to approve the Consent Agenda including the April 23, 2015, agenda; March 26, 30, and 31, April 1and 2 Board meeting minutes; financial reports; sixteen contracts totaling $223,121,.45; hiring of Matt Lansing, Farm Business & Production Management Instructor; the transfer of Heather Fifrick to the Career Services Manager position; the resignation of Kyle Ebel, Media Technician; the retirement of Marla Leibfried, Dental Assistant Instructor; out-of-state tuition waivers of 700 credits for 25 needy and worthy students during the 2015-16 academic year; and the 2015-16 Association for Community College Trustees membership for $3,054. Ms. Messer seconded the motion; motion unanimously carried.

Mr. Tuescher moved to approve the three-year contract for Jason S. Wood to serve as College President commencing July 1, 2015. Mr. Kohlenberg seconded the motion; motion unanimously carried.

A revision to remove the references to collective bargaining agreements in Governance Policy 3.3: Compensation and Benefits was presented for the second reading and approval. Mr. Tuescher moved to approve revised Governance Policy 3.3: Compensation and Benefits, as presented. Ms. Fitzsimons seconded the motion, which was unanimously approved.

Lisa Riley, Continuous Improvement/Information Technology Supervisor, presented the summary of the Request for Proposals for an Enterprise Content Management (ECM) and Document Imaging Solution. Ms. Riley summarized the three proposals received noting that two companies presented on-campus demonstrations. The next step is to develop an implementation plan. Mr. Tuescher moved to award the Request for Proposals for an Enterprise Content Management (ECM) and Document Imaging Solution to Gordon Flesch for Laserfiche at a five-year cost of $211,074. Ms. Mickelson seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented a summary of the Request for Proposals for a Third Party Administrator for the Group Health Program. Four proposals were received. Mr. Moyer moved to award a two-year contract for third party administrative services for the College's group health plan to UMR, Milwaukee, WI. Ms. Messer seconded the motion, which was unanimously approved.

Bids for Bid#1415-06 NIR Instrument for testing of dairy products to be used in the Laboratory Science Technician program were received and opened on April 16, 2015. Mr. White noted two bids were received and both bids met the specifications. Mr. Moyer moved to accept the low bid form Unity Scientific for the NIR Instrument in the amount of $39,300.00. Mr. Tuescher seconded the motion; motion unanimously carried.

Duane Ford provided an update on College staffing noting open positions of an Instrumental & Controls Technology/Electro-Mechanical Instructor, Electro-Mechanical Technology Instructor, Midwife Clinical Coordinator, and Dining Services Manager. Interviews have been scheduled for the Electrical Power Distribution (EPD) Instructor and EPD Lab Assistant positions.

The enrollment reports reflected a five (5) percent decrease in FTEs compared to the previous year, with the average decrease across the state being three point six (3.6) percent. The Fall 2015 application comparison report reflected a slight decrease in applications compared to the previous year.

Chairperson Nickels shared with the Board a request from the presidential search consultant. The request will be brought to the May Board meeting. An update on the April District Boards Association conference in Stevens Point was also presented. Mr. Moyer provided an updated on the Executive Director search for the District Boards Association noting two finalist candidates were interviewed and no decision had been made.

In the President's Report, updates on legislative action, FY16 budget development, and the health insurance consortium were provided. Dr. Ford shared the Graduate Success Report and positive feedback received from the Wisconsin Technical College System and the Department of Health Services regarding public safety. He also shared an update on the eight students and two advisors that traveled to Haiti. Dr. Ford informed the Board that the Nick Kramer family would like to move the bust of Mr. Kramer from the City of Fennimore property to the vestibule of the Kramer Administration Building.

Mr. Tuescher moved to adjourn to Closed Session for discussion of notices of non-renewal per Wis. Stats. 19.85(1)(c). Mr. Kohlenberg seconded the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:51 p.m. The Board meeting reconvened in Open Session at 7:55 p.m. with no action taken.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 7:56 p.m.

_____
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 04/01/2015 TO 04/30/2015

PO DATE	PO #	VENDOR NAME	PO AMOUNT	DESCRIPTION
GENERAL FUND				
4/22/2015	6285	Trane US Inc.	13,597.00	Facilities: Annual Service Agreement
4/22/2015	6286	Carmanah Technologies Corp	6,509.00	Facilities: Replacement Lights for Evoc Track
		SUBTOTAL	$ 13,597.00	
CAPITAL FUND				
		none this month		
		SUBTOTAL	$ -	
ENTERPRISE FUND				
		none this month		
		SUBTOTAL	$ -	
		TOTAL	$ 13,597.00	

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2. Treasurer's Cash Balance

Southwest Wisconsin Technical College
Report of Treasurers Cash Balance 04/30/2015

Liability End of Month Balances

FICA		
Federal Withholding	-	
State Withholding	19,923.02	
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)	12,657,769.82	
Total Liability Adjustment	13,515,813.84	
Beginning Treasurers Balance		5,518,469.79
Receipt		
Fund		
1 General	298,994.67	
2 Special Revenue	-	
3 Capital Projects	11,999.00	
4 Debt Service	-	
5 Enterprise	96,439.96	
6 Internal Service	330,351.50	
7 Financial Aid/Activities	86,528.31	
Total Receipts		824,313.44	
Cash Available		6,342,783.23
Expenses		
Fund		
1 General	1,667,273.20	
2 Special Revenue	-	
3 Capital Projects	103,225.91	
4 Debt Service	-	
5 Enterprise	222,577.61	
6 Internal Service	334,565.87	
7 Financial Aid/Activities	69,849.33	
Total Expenses		2,397,491.92	
Treasurers Cash Balance		3,945,291.31
Liability Adjustment		13,515,813.84
Cash in Bank		$17,461,105.15

3. Budget Control

Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 10 Months ended April 2015

	2014-15 Budget	2014-15 YTD Actual	2014-15 Percent	2013-14 Percent	2012-13 Percent	2011-12 Percent	2010-11 Percent
General Fund Revenue	24,456,000.00	22,538,461.58	92.16	86.48	91.05	89.35	84.24
General Fund Expenditures	24,756,000.00	17,728,112.85	71.61	75.36	77.64	75.68	74.17
Capital Projects Fund Revenue	2,550,000.00	2,575,175.06	100.99	101.25	102.36	101.95	94.09
Capital Projects Fund Expenditures	3,324,000.00	2,292,769.06	68.98	52.75	54.00	63.19	123.91
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	1,615,781.22	87.34	78.90	87.24	74.26	107.40
Enterprise Fund Expenditure	1,600,000.00	1,200,596.29	75.04	58.66	64.28	55.78	83.43
Internal Service Fund Revenue	4,100,000.00	3,358,054.12	81.90	76.85	81.61	70.92	77.62
Internal Service Fund Expenditures	4,050,000.00	3,574,793.09	88.27	80.70	77.25	83.81	84.32
Trust & Agency Fund Revenue	8,500,000.00	7,088,544.62	83.39	91.01	96.58	90.09	111.30
Trust & Agency Fund Expenditures	8,450,000.00	7,096,260.70	83.98	91.74	96.18	89.97	110.62
Grand Total Revenue	46,588,000.00	37,354,274.01	80.18	77.57	80.86	77.78	79.86
Grand Total Expenditures	47,360,000.00	32,619,201.39	68.88	70.15	71.00	70.34	77.62

D. Contract Revenue

Fifteen contracts totaling $16,563.75 in April 2015 will be presented for Board approval. The Contract Revenue Report follows.

2014-2015 CONTRACTS
04/01/15 through 04/30/15

Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
						On-Campus	Off-Campus	Waiver
03-2015-0091-F-41 Prosperity Southwest	Administrative & Financial Services	Amy Charles		$ 1,036.00	No		X	
03-2015-0094-I-41 Wisconsin Power & Light	18-Hr Farmstead Rewire Training	Amy Charles	29	$ 5,385.00	No	X		
03-2015-0105-I-18 University of WI-Platteville	Driver Education-Van	Kris Wubben	5	$ 218.75	No		X	
03-2015-0118-I-11 Cassville School District	Heartsaver CPR/AED First Aid Training	Kris Wubben	15	$ 259.00	Yes		X	
03-2015-0122-I-41 Family Health - Lafayette County	BLS for Healthcare Provider-CPR Recert	Kris Wubben	12	$ 480.00	No		X	
03-2015-0124-I-42 Montfort Fire Department	BLS for Healthcare Provider-CPR Recert Heartsaver CPR/AED Training	Kris Wubben	1 9	$ 40.00 $ 360.00	No No		X X	
03-2015-0156-I-42 South Wayne Fire Department	BLS for Healthcare Provider-CPR Recert	Kris Wubben	9	$ 512.00	Yes		X	
03-2015-0159-I-41 Dillman Equipment	OSHA-Cranes & Rigging OSHA-2015 Electrical Arc Safety	Amy Charles	55 9	$ 2,975.00 $ 1,600.00	No No		X X	
03-2015-0161-T-41 Southwest Health Center	Communication Presentation	Amy Charles		$ 1,024.00	No		X	
03-2015-0162-I-41 St. Dominic Villa	BLS for Healthcare Provider-CPR Recert	Kris Wubben	12	$ 480.00	No		X	
03-2015-0163-I-41 Waite Family Dental	BLS for Healthcare Provider-CPR Recert	Kris Wubben	4	$ 228.00	No		X	
03-2015-0165-I-41 Medical Associates	BLS for Healthcare Provider-CPR Recert	Kris Wubben	21	$ 840.00	No		X	

Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
03-2015-0164-I-41 Cuba City Family Dental	BLS for Healthcare Provider-CPR Recert	Kris Wubben	10	$ 400.00	No		X	
03-2015-0166-I-41 Lancaster Care Center	BLS for Healthcare Provicer-CPR Recert	Kris Wubben	12	$ 722.00	No		X	
03-2015-0169-T-21 ADRC of Eagle Country	Customer Services & Sensitivity Presentation	Amy Charles		$ 775.00	No		X	

TOTAL of all Contracts	**203**	**$**	**17,334.75**
Exchange of Services	24	$	771.00
For Pay Service	179	$	16,563.75

E. Personnel Items

Four employment recommendations, one resignation, and three retirements are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT
MAY 28, 2015

Employment: NEW HIRE

Name	Randy Leibfried
Title	Evening Custodian
Number of Applicants and Number Interviewed	13 Applicants / 3 Interviewed
Start Date	April 29, 2015
Salary/Wages	$13.75/hour
Classification	Regular Full Time
Education and/or Experience	5 years custodial experience

Name	Joe Randall
Title	Electrical Power Distribution Instructor
Number of Applicants and Number Interviewed	3 Applicants / 1 Interviewed
Start Date	July 31, 2015
Salary/Wages	$55,000
Classification	Regular Full Time Academic
Education and/or Experience	Journeyman -Chippewa Valley Technical College; 9 years of Journey Lineman experience

Name	Bart Wood
Title	Electrical Mechanical Instructor
Number of Applicants and Number Interviewed	1 Applicant / 1 Interviewed
Start Date	August 2015
Salary/Wages	$55,118
Classification	Regular Full-Time Academic
Education and/or Experience	Bachelor's in Industrial Technology Management-UW-Platteville; Associate degree-UW-Richland Center; 10 years of electrical maintenance/construction experience 2 years of instructing experience

Name	Rex Smith
Title	Dining Services Manager
Number of Applicants and Number Interviewed	12 Applicants / 3 Interviewed
Start Date	June 15, 2015
Salary/Wages	$46,000
Classification	Regular Full Time
Education and/or Experience	Certified Food Protection Professional-Parkland College; 20 years of food service experience

PROMOTIONS/TRANSFERS

None	

RETIREMENTS / RESIGNATIONS

Lena Robinson (Resignation 5/15/2015)	Learning Services Assistant
Beth Whitish (Retirement 6/30/2015)	Early Childhood Education Instructor
Scott Swan (Retirement 5/22/15)	Engineering Technology Instructor
Janet Weigel (Retirement 5/22/15)	Web and Software Development Instructor

F. WTC District Boards Association Annual Dues Assessment

A copy of the letter from Paul Gabriel, as well as the Fee Assessment invoice in the amount of $20,788.06 is available below.

Recommendation: Approve the consent agenda.

DISTRICT BOARDS ASSOCIATION

May 18, 2015

President Duane Ford
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

Attention: Invoice enclosed

Dear President Ford:

The Association's board of directors has unanimously approved a 2015-16 operating budget for the year beginning July 1, 2015. The board also unanimously approved a one-time $1,000 assessment per district. The one-time charge funds the executive director recruitment process, and engaging the new director as of June 2, 2015; four weeks prior to the new fiscal year. The new operating budget represents a 0.7 percent increase over the current year.

Each district's dues are based on a formula with ½ of the budget assessed as a flat fee and ½ assessed *pro rata* by FTE enrollment. The change in your district's core dues will vary from +0.7 percent because of the relative change in district enrollments last year. For 2015-16, four districts have core dues decreases, and twelve districts have dues increases.

We have worked hard to minimize the budget increase, and we will continue to be as fiscally prudent as possible. Your district's membership in this Association is greatly appreciated, and we look forward to a very positive year serving statewide, district, and individual members' interests. Please feel free to contact me if you would like additional information about the budget, dues, or the Association.

Sincerely,

Paul Gabriel
Executive Director

encl.   Invoice

cc: Board of Director Member
        District Board Chairperson

May 18, 2015

INVOICE

2015-16 FEE ASSESSMENT

(July 1, 2015 - June 30, 2016)

Southwest Wisconsin Technical College

$20,788.06

Payment due upon receipt and no later than August 1, 2015.

Please make check payable to:

Wisconsin Technical College District Boards Association

We value your membership! Thank you.

Other Items Requiring Board Action

A. Platteville Outreach Site Lease (Platteville Schools)

The 2015-16 rental agreement with Platteville School District for lease of two classroom spaces is being presented for approval. The proposed rental agreement is available below.

Recommendation: Approve the 2015-16 lease with Platteville School District for two classrooms to be used as an outreach site.

Rental Agreement
Between the Platteville School District and Southwest Technical College
July 1, 2015 - June 30, 2016

This Memorandum of Understanding is between the Platteville School District and Southwest Wisconsin Technical College known in this agreement as "SWTC". It serves as a rental agreement to establish the terms and conditions by which the Platteville School District will rent space to SWTC at the OE Gray School Building. This agreement will be for the 2015-16 school year beginning July 1, 2015 and ending June 30, 2016. The rent will be $340 per room per month through June 30, 2016

Under this rental agreement the following space and conditions will be provided for SWTC:

Classroom #8 in the northwest corner of the OE Gray School Building. The classroom includes an additional storage room, its own outside exit, water, sink, storage cabinets, bookshelves, curtains, white boards and bulletin boards.

Classroom #7 in the northeast corner of the OE Gray School Building

The School District will provide general maintenance, heating, air conditioning and electricity and will provide for routine cleaning.

The School District will provide connections to the computer network and provide access to Internet.

SWTC will provide classroom furnishings for room 7 and 8.

SWTC must obtain permission from Art Beaulieu, Business Manager or Connie Valenza, Superintendent to use any other portion of the OE Gray facility.

SWTC employees will be provided with building key cards and keys as necessary to access their classroom.

This memorandum may be modified to address unanticipated circumstances by mutual agreement of the Platteville School District and SWTC.

At the termination of this rental agreement, SWTC shall leave the rented premises in as good condition as at the beginning of the rental term - ordinary wear and tear and damage by the elements excluded: however, SWTC shall not be required to replace or repair any damage covered by the School District's insurance.

Tenant will not sublet rented premises, or any part thereof, without prior consent of the Platteville School District.
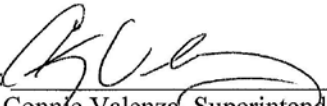
SWTC may not make structural alterations or additions to the premises without prior consent of Art Beaulieu, Business Manager or Connie Valenza, Superintendent of the Platteville School District. Tenant may paint, erect, hang or place upon the interior or

exterior of the building only such identification signs or other advertising displays as may be consented to by Platteville School District.

SWTC shall carry comprehensive public liability insurance on the leased portion of the premises with limits no less than $1,000,000/$5,000,000 bodily injury and $250,000 property damage.

This agreement may be terminated without prejudice by either party with a 90 day written notice.

This agreement contains the option to renew for one year following the expiration of this term.

Signed: _____   Signed: _____
Connie Valenza, Superintendent   Southwest Wisconsin Technical College
School District of Platteville

Date: ___4/24/15___   Date: _____

B. *Darlington Outreach Site Lease (Darlington Schools)*

The 2015-16 rental agreement with Darlington Community Schools for lease of one classroom space is being presented for approval. The proposed rental agreement follows.

Recommendation: Approve the 2015-16 lease with Darlington Community Schools for one classroom to be used as an outreach site.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2015 by and between Darlington Community Schools, Lessor, and Southwest Wisconsin Technical College, Lessee:

1. PREMISES AND TERM.

    1.1   Demised Premises. Lessor leases to Lessee the following: 780 square feet of floor space located in Room 18 of the Darlington High School Building.

    1.2   Term. This lease is for a term of 12 months commencing on July 1, 2015, and ending June 30, 2016.

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

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

2. RENT.

    2.1   Payments. The Lessee shall yield and pay the sum of $3,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

3. USE AND SIGNS.

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

    3.2   Signs. Lessee shall have the privilege of placing on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

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(a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and

(b) Such signs may lawfully be permitted to be erected and maintained; and

(c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

(b) Lessee shall be responsible for telephone expenses.

4.2 Maintenance.

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

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

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

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

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customers, visitors or permitees excepted.

4.2   <u>Lessee property</u>. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by the lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5.   ALTERATIONS.

5.1   Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6.   ASSIGNMENT AND SUBLETTING.

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

7.   OTHER FACILITIES.

7.1   Lessee shall have nonexclusive access to all off street parking available on the premises.

8.   INDEMNITY - LIABILITY INSURANCE

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

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

9.   NOTICES.

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

(a)   if to Lessor, to District Office, Darlington Community Schools, 11630 Center Hill Road, Darlington, WI 53530

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

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

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

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

11. MISCELLANEOUS PROVISIONS.

11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is

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intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

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

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____ day of June 2014.

DARLINGTON COMMUNITY SCHOOLS

BY: _____

Denise Wellnitz, Administrator

Date of Board authorization: May 20, 2015

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this _____ day of June 2014.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____

Caleb White, Vice President for Administrative Services

Date of Board authorization: May 28, 2015

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C. Request from the Foundation for Matching Funds for FY2016

Dennis Cooley, Foundation Executive Director, will present a request for matching funds for FY2016. The request is available below.

Recommendation: Approve the Foundation's request for matching funds.

Southwest◆Tech Foundation
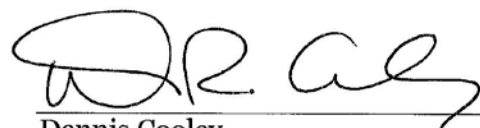
May 8, 2015

Per a resolution passed by its Executive Officers on April 29, 2015, the Southwest Wisconsin Technical College Foundation Board of Directors requests:

- That the Southwest Wisconsin Technical College District Board of Directors authorize payment of $15,000 to the Foundation per its practice of matching the first $15,000 of money donated by College staff members through payroll deduction. Such contributions to-date for 2014-15 have totaled $20,292.

- That the Southwest Wisconsin Technical College District Board of Directors review its commitment and consider increasing its match of donations made by the College Staff Members through payroll contributions for the 2015-16 fiscal year to the following:

    o Match the first $15,000 of employee payroll deduction contributions.

    o Increase the match to $20,000 if the percentage of employee payroll contributions increases to 40% - 49%.

    o Increase the match to $25,000 if the percentage of employee payroll contributions increases to 50% or greater.

Respectfully submitted,

Becky Ferriette
President, Southwest Wisconsin
Technical College Foundation

Dennis Cooley
Executive Director, Southwest
Wisconsin Technical College Foundation

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D. Bid for Welding Lab Renovation

Bids for the Welding Lab renovation will be opened on May 26, 2016. Dan Imhoff, Facilities Director, will present the bid results and recommendation at the Board meeting.

Recommendation: (Will be available at the meeting.)

Board Monitoring of College Effectiveness

A. Status Update on FY2016 Budget

Caleb White will provide an update on the FY2016 budget. Information will be available at the meeting.

B. Teaching, Learning & Academic Outreach Update

Julie Pluemer, Supervisor for Teaching, Learning & Academic Outreach, 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 Board meeting.

C. Year-End College Performance Review

Duane Ford, President, will provide an overview of progress toward the College's Strategic Directions with secondary emphasis on performance relative to the drivers for statutory and outcomes-based General State Aid funding. The report follows.

College Performance Review

Duane M. Ford

President

May 2015

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

2012-2015 Strategic Goals

Increase College Access

Improve Student Completion & Success

Strengthen Partnerships

Create a Cohesive Culture

Prioritize Customer Service

Advance Infrastructure (Facilities and Technology)

Promote Fiscal Efficiency and Sustainability

Increase College Access

(Bold and Italicized Data are Tied to Outcomes-Based Funding)

	2012	2013	2014
Student FTE's	*1643.8*	*1637.75*	*1654.12*
Student Headcount	11,482	11,179	10,746
Student Headcount in Degree/Diploma/Certificate Programs	1840	1824	1658
Number of Degree and Diploma Programs Offered	*53*	*50*	*54*
Number of ABE Students Enrolled in 12 Hours of Instruction	*308*	*352*	*265*
Headcount of Special Population Students			
Students of Color	*631*	*631*	*613*
Pell Grant Recipients	*859*	*836*	*802*
Veterans	*43*	*32*	*30*
Incarcerated	*478*	*361*	*246*
Dislocated Workers	*154*	*110*	*72*
Disabled Students	*649*	*726*	*669*
Displaced Homemaker	*196*	*194*	*168*
Single Parent	*643*	*565*	*605*

Improve Student Completion & Success

(Bold and Italicized Data are Tied to Outcomes-Based Funding)

	2012	2013	2014
Graduation Rate**	39.89%	38.38%	40.7%
Number of All Degrees and Certificates Awarded	*734*	*700*	*675*
Percent of Graduates Placed in Jobs Related to Program of Study	*77.3%*	*77.6%*	*77.7%*
Number of Degrees and Certificates Awarded in High Demand Fields	*587*	*558*	*560*
Number of Degree and Diploma Programs with TSA (Technical Skill Attainment)	*0*	*1*	*13*
Number of Students Enrolled in ABE, AHS, and ELL who Transition to Post-Secondary Training	*54*	*56*	*17*
Percent of ABE Students Showing Educational Gains	*45%*	*41%*	*35%*

**Graduation percentage is determined by dividing the number of degree and certificates awarded into the total headcount of students enrolled in degree/diploma/certificate programs for the year in question. This total includes headcounts of students who are first year and part-time who lack the credits necessary to be considered for graduation.

Strengthen Partnerships
(Bold and Italicized Data are Tied to Outcomes-Based Funding)

	2012	2013	2014
Number of Grants per Year	55	52	50
Dollar Amount of Grants per Year *	$ 2,385,214.31	$ 2,950,072.21	$ 3,737,059.00

*Amount of Dollars Awarded (does not include match dollars)

	2011	2012	2013
Contracts Per Year	*Credits*	*Credits*	*Credits*
Employer Paid	*408.2*	*1120.5*	*946.55*
Apprenticeship	*117*	*150*	*178*
Professional Development Seminars	*96.7*	*174.3*	*373.8*
Customized Instruction	*6,810.30*	*8,022.75*	*9,698.70*
Summary of all workforce training	*7,432.20*	*9,467.55*	*10,926.05*

Dual Enrollment	2012	2013	2014	2015
Advanced Standing Agreements	112	115	97	79
Number of Students Recommended for Advanced Standing	397	749	337	TBD
Transcripted Credit Agreements	54	49	74	84
Number of Students Enrolled Transcripted Credit Agreements	482	614	1148	1263
Total Credits Earned in All Dual Enrollment	*1,554*	*1,961*	*3,010*	*Not Available*
Number of Students Enrolled in Youth Option	57	44	52	44
Number of Courses Taken through Youth Options	84	117	88	132
Number of Students Enrolled in Course Options	N/A	N/A	N/A	4
Number of Courses Taken through Course Options	N/A	N/A	N/A	5
Four-year Articulation				
Number of Agreements	113	115	122	124
Number of Universities with at Least One Program Agreement	27	27	29	30
All associate degree programs associated with one or more universities.				

Create a Cohesive Culture

2014 College Employee Satisfaction Results
Strengths & Challenges

Campus Culture and Policies

Top Strengths	Southwest Tech GAP	Comparison GAP (Two-Year Colleges)
Institution is well-respected in the community	0.96	0.90
Faculty take pride in their work	0.71	0.78
Institution does a good job of meeting the needs of students	1.04	1.03
Staff take pride in their work	0.62	0.81
Institution treats students as its top priority	1.12	1.01
Administrators take pride in their work	0.76	0.85
Institution promotes excellent employee-student relationships	0.76	0.87
Top Challenges		
There is a spirit of teamwork and cooperation at this institution	1.85	1.51
There is good communication between the faculty and the administration at this institution	1.85	1.36
There are effective lines of communication between departments	2.00	1.57
Administrators share information regularly with faculty/staff	1.76	1.33
This institution plans carefully	1.67	1.31
This institution involves its employees in planning for the future	1.66	1.32
There is good communication between staff and the administration at this institution	1.78	1.31
This institution consistently follows clear processes for selecting new employees	1.62	1.19
This institution does a good job of meeting the needs of staff	1.65	1.23

Work Environment

Top Strengths		
The employee benefits available to me are valuable	0.85	0.78
I am proud to work at this institution	0.61	0.43
The work I do is valuable to the institution	0.82	0.57
The type of work I do on most days is personally rewarding	0.55	0.45
Top Challenges		
My department has the staff needed to do its job well	1.56	1.41
I have the information I need to do my job well	1.17	0.94
I am paid fairly for the work I do	1.35	1.38

Strengths: Identified as items at or above mid-point importance score and at or above top quartile satisfaction score.
Challenges: Identified as items above mid-point in importance and in lower quartile of satisfaction scores or in top quartile of gap scores.
GAP: Importance score minus Satisfaction score. The smaller the gap, the better the institution is doing at meeting employee expectations. The larger the gap, the greater the discrepancy between what employees expect and their level of satisfaction with the current situation.

Prioritize Customer Service

Southwest Tech - Noel Levitz Student Satisfaction Inventory (SSI)
Three-Year Comparison

	2012	2013	2014
Organizational Strengths	**Gap**	**Gap**	**Gap**
44. Campus item 4: I feel confident that the skills I have attained prepared me for my career goals.	0.68	0.67	0.73
43. Campus item 3: My overall experience at Southwest Tech has been positive.	0.55	0.59	0.68
42. Campus item 2: Staff on this campus are supportive of students.	0.66	0.6	0.68
20. Students are made to feel welcome here.	0.39	0.28	0.48
38. Most classes deal with practical experiences and applications.	0.55	0.55	0.59
1. The campus staff are caring and helpful.	0.53	0.52	0.51
13. The campus is safe and secure for all students.	0.27	0.31	0.78
34. Faculty are usually available to students outside of class (during office hours, by phone, or by e-mail).	0.4	0.35	0.50
39. On the whole, the campus is well-maintained.	0.12	0.15	0.20
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
24. The equipment in the lab facilities is kept up to date.	0.58	0.53	0.58
28. This campus provides online access to services I need.	0.29	0.31	0.38
36. Tuition paid is a worthwhile investment.	0.7	0.69	0.68
Organizational Challenges	**Gap**	**Gap**	**Gap**
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
9. I am able to register for the classes I need with few conflicts.	0.78	0.77	0.77
41. Campus item 1: Faculty take into consideration student learning styles as they teach a course.	0.85	0.91	1.08
49. Campus item 9: Textbooks and course materials were helpful.	0.74	0.72	0.90
25. Faculty provide timely feedback about my academic progress.	0.84	0.85	1.07
21. The amount of student parking space on campus is adequate.	1.81	1.69	2.18
2. Classes are scheduled at times that are convenient for me.	0.89	0.94	0.91
12. Faculty are fair and unbiased in their treatment of individual students.	0.81	0.74	0.91
37. I seldom get the "run-around" when seeking information on this campus.	0.92	0.97	0.89
35. I receive ongoing feedback about progress toward my academic goals.	0.79	0.91	1.09
3. My academic advisor is available when I need help.	0.79	0.79	0.82

Employer Survey
Three-Year Trend Summary
ALL PROGRAMS

	Number of Responses		
	2011	**2012**	**2013**
Total Employers Contacted	148	145	146
Employer Responses	44	59	77
Mastery of knowledge in the field.			
Exceeds / Meets	39	54	67
Nearly Meets / Does Not Meet	4	4	10
Ability to perform technical skills of the profession.			
Exceeds / Meets	39	54	69
Nearly Meets / Does Not Meet	4	5	8
Effectively communicate with co-workers and/or customers.			
Exceeds / Meets	37	55	68
Nearly Meets / Does Not Meet	7	4	9
Relevancy of graduates' skill and/or knowledge base in relationship to real world applications within industry.			
Exceeds / Meets	35	50	63
Nearly Meets / Does Not Meet	7	9	14
Mastery of science, technology, engineering and math skills needed in the field.			
Exceeds / Meets	33	51	57
Nearly Meets / Does Not Meet	4	3	13
Overall preparedness for employment at your company.			
Exceeds / Meets	39	52	67
Nearly Meets / Does Not Meet	5	6	10
How satisfied are you with the graduates' technical			
Very Satisfied / Satisfied	41	58	75
Unsatisfied / Very Unsatisfied	1	1	4
Would you recommend graduates of this program to another employer?			
Yes	41	52	72
No	1	1	1
Maybe	2	6	6
Would you hire a technical college graduate again?			
Yes	41	53	72
No	0	1	0
Maybe	3	5	6
How important is your local technical college(s) to the overall success of your business?			
Very Important / Important	38	49	62
Somewhat Important / Not Important	8	9	14

Advance Infrastructure
(Facilities & Information Technology)

Facilities Projects Completed in Last Three Years	
2012-13	Renovated Culinary Kitchen / Dining Room and Human Resources Office
	Renovated College Connection to include Student Services, Financial Aid, Career Center, and Bursar's Office
	Renovated Room 415 into Charley's (Student Activity Center)
	Replaced Cracked Sidewalks and Completed Minor Landscaping Projects
2013-14	Replaced Donor Wall
	Replaced Building 200 Roof
	Completed Learning Center Renovation Design
	Moved Electromechanical Lab to Building 1100
	Constructed Shooting Range Storage Building
	Added Second Classroom to Platteville Outreach Site
	Moved to and Renovated Dodgeville Outreach Site
	Landscaped Former Playground Area and Digital Sign
	Closed Building 700 Due to HVAC Failure and Age of Building
	Paved Outdoor Walking Path
	Renovated Room 340 into an ITV Classroom
2014-15	Completed Karen R. Knox Learning Center Renovation
	Updated Emergency Response Plan
	Developing a Business Continuity Plan
	Developed Memorial Tree Program with the Foundation
	Converted Room 107 (formerly Academic Success Center) into Two Classrooms
	Replaced Existing Ceiling Tile in Building 600 Hallway

Information Technology Projects Completed in Last Three Years	
2012-13	Tested and Moved into Production the Application Portal
	Implemented UniTrends Backup Appliances
	Developed and Tested Continuing Education Portal
	Upgraded Student E-mail to Google Apps
	Upgraded Technology at Outreach Sites in Platteville and Dodgeville
	Worked on Development of New Website
	Purchased and Installed new Palo Alto Firewall
	Increased use of TeamViewer to remotely access computers at outreach sites to limit travel costs; also use it to access staff computers to assist with problems and improve resolution timeframe
2013-14	Rolled out new Website January 2014
	Rolled out Continuing Education Portal September 2014
	Installed Business Analytics Software and in Process of Implementation
	Researching and Testing of Greenshades, an online timesheet solution, that integrates with Dynamics GP; anticipated completion August 2014
	Expanding Offerings Available via ITV; Mobile Carts will be Setup at the Outreach Sites
	Set up Degree Audit and will be testing with Student Services before July 1
	Developed and Implemented E-brochure
	Enabled Financial Aid Module on MySWTC; Forms Available for Students to Complete
	Upgraded ITV Classroom to HD
2014-15	Rolled Out Sophos (antivirus software) to All Campus Computers
	Installed ITV Mobile Carts in Outreach Sites
	Awarded Enterprise Content Management (ECM) and Document Imaging Solution to Gordon Flesch for Laserfiche product to replace Image Now: Implementation 2015-16
	Moved Media and ITV Classroom as part of the Karen R. Knox Learning Center Renovation and Added an Additional ITV Classroom

Promote Fiscal Efficiency & Sustainability

Employee FTE

Employment Type	CY2013	CY2014	CY2015
All Regular FTE	179	191	191
Faculty FTE	93	89	83
Support Staff FTE	64	74	79
Salaried Professionals FTE	22	28	29
Adjunct FTE	24	30	61

CY – Calendar Year

Average Cost Per Student FTE

	2012	2013	2014
Average Cost Per FTE	$6,864.46	$7,373.48	$7,120.09

Operational Budget

	2013	2014	2015
Total Revenue	$22,416,183	$22,548,000	$24,456,000
Total Expenditures	$22,800,612	$22,848,000	$24,756,000
Transfer In From Reserves	$300,000	$300,000	$300,000

Project Complete			Project Rolled into another Project			Project Deferred	
Project Complete for this Year, but Ongoing						Project Dropped	

SOUTHWEST WISCONSIN TECHNICAL COLLEGE	Q1

2015 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status (May 15, 2015)

Increase College Access

Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status (May 15, 2015)
Learn Your Way **(HLC AQIP Active Action Project)**	Southwest Tech will continue to expand program offerings and student services aimed at serving adults at times and places as well as with delivery methods and program structures (e.g., those designed for part-time students) that optimize such students' opportunities for success. This project needs to be championed by every faculty and staff member.	SAAC, MJ Dachelet, Amy Poteet	2015-2016	On-going	Numbers of courses offered and students served; goals TBD	The Business faculty are developing a cohort group in Prairie du Chien that will be offering the program in eight-week blocks. They are holding an informational meeting for prospective students to develop the cohort. This program will be offered in partnership with Upper Iowa University to provide a seamless transfer to the bachelor degree offering at UIU.
Marketing to an Adult Population **(HLC AQIP Active Action Project)**	The College will develop an action plan to increase the number of adults served. Purposes include: 1) Recruitment activities; 2) Data analysis; 3) Identify barriers to success & develop strategies to overcome barriers; 4) Develop benchmark information both internally & externally; 5) Recommend Action Plan to create Learner Success for this population. This committee will be part of a larger effort in Learner Success that will encompass action plans from two other committees that have been similarly formed.	Phil Thomas	2015-2016	On-going	Number of and increase in adult students served	Marketing to the adult population in the Prairie du Chien area to assist in developing the cohort above. A marketing plan has been developed and shared internally.
Alternative Delivery Quality Initiative	Develop a comprehensive strategy for high-quality, effective, and efficient alternative delivery, with emphasis on the use of online and video (e.g., ITV) learning. Will result in sub-projects, for example, using a collaborative methodology b) create a standardized template for Blackboard courses and b) review and improve online and ITV course standards.	SAAC, CTL, Media Services	2015-2016	6/1/2016	Completed strategy; initiated implementation	Hired a new online coordinator - Amy Poteet. Amy has been working with Supply Chain Management in developing online curriculum related to TAACCCT 3 grant.

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2015 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status (May 15, 2015)
Program Array - Ongoing Program Development	Planning for the development of new programs in agriculture; implementation of instrumentation and advanced CNC; complete implementation of supply chain management; evaluate need and/or create a short-term certificate for online driver educator certification.	Phil Thomas, Deans, and Coordinators	2015-2016	On-going	Completion of planning and/or implementation of new programs	GPR grants awarded related to new program development in Food Science Technology and potential new program offerings in Agriculture.
College Prep and Exploratory Courses	Offer college prep and remedial courses at our outreach sites to provide opportunities for students to complete their prep work at times and locations that better fit their schedule. Not only will this help improve college readiness and success, but will also allow us to use already existing resources! A few courses were offered during 2014.	Julie Pluemer and Deans	2015-2016	On-going	Number of courses offered and students served; goals TBD	The Learning Center Staff and the Basic Education (BE) staff have been working collaboratively throughout the year to make sure that the students are served in a location that works best for them. Approximately 21 students in 2 different college prep classes have taken advantage of this opportunity.
Expand Opportunities for High School Students to Earn Credit in High School	Develop and expand articulation agreements. Pilot at least one summer learning academy. Continue to participate in workforce development consortium in Richland County. Watch for and take advantage of other opportunities.	Julie Pluemer, Mary Johannesen	On-going	On-going	Number of articulation agreements, students served, academies or courses offered; goals TBD	A total of 13 new transcripted credit and 12 new advanced standing agreements for a total of 25 new articulation agreements were put into place during the 2014-15 fiscal year. A total of 1204 students were enrolled in a transcprited credit course and we anticipate 400 students will earn Advanced Standing. This means approximately 1600 students will earn dual credit this year at a total cost savings of approximately $468,840. A Summer Academy will be offered in July 2015 for students in the Richland Career Education Cooperative. These students will commit to a year-long academy following the youth apprenticeship model. Their commitment will begin by taking two courses at Southwest Tech this summer.

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2015 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Impl. Deadline**	**Assessment**	**Q1/Q2 Status (May 15, 2015)**
Public Safety Enhancement	1) AHA ACLS training center (Advanced Cardiac Life Support). Offer Advanced CPR training for career health care professionals. 2) Increase number of EMT instructors. Offerings are sometimes restricted due to the low number of EMT instructors. 3) Marketing Criminal Justice (CJ). Utilize CJ staff to contact and do presentations to high schools. 4) Short-term diplomas in security, academy, corrections. Create short-term diplomas and or career pathways in the CJ new curriculum. 5) Fire Medic 1st year. Work with other colleges to create the first year of the fire medic degree program. 6) Utilize regional training sites to more effectively offer CPR. 7) Online CPR Card requests. Maximize the effiency of issuing CPR cards to the 1000s of students each year. 8) Automated CPR training. Utilize a computer-based CPR dummy to allow training anytime.	Public Safety	2015-2016	6/1/2016	Project completion and/or numbers served	1. Research continues on AHA ACLS training center. 2. An EMT instructor class was offered in April; four new potential instructors. 3. Tom Kretschman has done an amazing campaign of contacting all prospective students, and a presence in many high schools this year has been created through career presentations. 4. New curriculum has been delayed a year so unable to do this yet. It will be reviewed again in the Fall. 5. First must pursue a paramedic program and are working with IA on a needs study. 6. A system of training sites have been set up, with nine sites currently in the District. Training sites are handling the large quantity of Exchange of Service training previously offered for free. This has allowed us to more efficiently and effectively offer CPR in our district 7. An online CPR card system that has saved countless time and over a 1000 cards have been issued via this system since implementation. 8. The Automated CPR manikin is being used in the Health Science Center and is growing in popularity.

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2015 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status (May 15, 2015)
Southwest Tech Career Assessment System	Design a career assessment system for use by Southwest Tech and its partners so that potential students are matched with the right program as soon as possible. Website access for a career clusters and a Holland Code based assessment that does not take users away from out site to other campuses. Create a shared system for all Southwest Tech CDF trained staff to easily administer a variety of career assessments.	Career Development Facilitators (CDF) from Student Services Staff & the Career Prep Specialist	2014 -2015	Fall 2016	Southwest Tech specific career assessments available for use on the website, for staff, and for distrct schools or organizations.	Mapped out campus wide system, obtained programming for Career Clusters assessment, drafted Holland Code based assessment, and developed a shared system for staff access to other assessments.
Improve Student Completion and Success						
Retention and Completion **(HLC AQIP Active Action Project)**	A committee spent the 2013-14 academic year collecting data and researching the current literature to inform its work. Using benchmark data for retention and completion and in conjunction with definitions developed at the state level the action project will be developed to improve measures of both retention & completion for the college.	Phil Thomas	2015-2016	On-going	Improved retention and graduation	Review of the credit taking characterisics of our part-time students revealed they were averaging 11 credits per academic year. Marketing messages designed to increase the number of credits taken by these part-time students can assist in improving completion.

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2015 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Impl. Deadline**	**Assessment**	**Q1/Q2 Status (May 15, 2015)**
Metrics and Dashboards	The metrics currrently in development will be used to better understand program viability, outcomes, and other key quality indicators. Institutional Advancement (IA) will create a college metrics committee to provide input into QRP local indicators and other metrics being developed for the college. The committee, IA, IT, and others will develop metrics, processes, and dashboards to help ensure that faculty, staff, and administration all have access to information needed for overall program/college improvement. Particular attention will be given to metrics that allow an understanding of the College's performance relative to the two formulas that determine Southwest Tech's share of General State Aid.	SAAC, IA, and IT	2015-2016	On-going	Metrics developed are being used as one measure of program strength along side QRP. Metrics are available to drive and inform continuous improvement.	Deans have provided feedback to the team working on these metrics and the revised metrics were shared with SAAC this spring. Feedback has been very positive.
Increase General Education Completion	Review the causes of non-completion and design high-quality, effective, and efficient strategies and programs to address these causes. Identify non-completers who have "jobbed-out" and seek to help them complete their degree or diploma.	SAAC & General Education Coordinator and Faculty	2015-2016	On-going		Richard Ammon and the General Education faculty are reviewing the data to determine how best to interact with program faculty to improve completion of General Education courses. This will also have a positive impact on completion.
Monitoring Student Progress	Review current system for monitoring student's progress and make improvements/changes where necessary.	Student Services & Instructors	2015-2016	8/1/2015	Improvement in student retention rate	All students now receive an Academic Planner during their admissions meeting so they are aware of all program requirements. Ninety percent done with Degree Audit. Working on updating other progress monitoring systems such as grades and attendance such as the Student Alert System.

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2015 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Impl. Deadline**	**Assessment**	**Q1/Q2 Status (May 15, 2015)**
Introduction to College Success	The College will consider the creation of a required course for all credit students, specifically a "college readiness/prep course." This would aid them in learning more about study techniques, how to utilize the computer, budget time, use the library, proper use of APA format, etc. It would be more of an introduction of what was to come.	SAAC	2015-2016	12/1/2015	Retention and graduation rates	We have analyzed the credit taking characteristics of our students and determined that part-time students average 11 credits per academic year. To make progress in completion, we will determine marketing messages to increase the number of credits taken by part-time students.
Career Pathways	Develop well-articulated career pathway programming that is industry sector based, has clear career outcomes, and has been vetted with those industry sectors.	SAAC, Career Pathways Coordinator	2015-2016	On-going	Number of or percentage of programs with well designed career pathway models. Models to include processes and materials (including infographics) for informing students about the pathways existance and value.	Currently there are three established Career Pathways that meet the descriptions provided by the System Office. The Career Pathway Coordinator continues to meet with SAAC and other stakeholders to develop pathways necessary for industries.
Transition Phase 1 Technical Skill Attainment Programs to Phase 2	A minimum of five Technical Skill Attainment Programs will be approved as Phase 2 programs by year-end.	Kristal Davenport & Program Instructors	2015-2016	Ongoing	The number of programs that have moved from Phase 1 to Phase 2 will determine the success of this activity.	A total of 14 programs were submitted to move from a Phase 1 to Phase 2 for Technical Skill Attainment. Of those 14 programs, 8 have been approved and 6 are still pending approval.

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2015 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Impl. Deadline**	**Assessment**	**Q1/Q2 Status (May 15, 2015)**
Curriculum Integrity and Assessment	With outcomes based funding, SWTC should educate all employees on assessment and how it can be used to improve teaching and learning. SWTC needs to answer a lot of questions to ensure our services and curriculum have value: Back to the basics of Plan, Do, Check, Act. What are we assessing; What are the different techniques that I can use; Did it measure what I wanted; How do I improve my teaching to improve learning; What service do we need to improve/how do we measure it; Am I confident with the assessment; Did it measure workforce readiness; Is the curriculum aligned for learning; Is the curriculum aligned for some other reason; What am I teaching; Why am I teaching this; How do I document my curriculum; How do I document my program; How does this work with AQIP; How does this work with QRP; Am I really assessing core abilities; How should I document core abilities	Julie Pluemer, Deans, Phil Thomas, Assessment Team, Curriculum Team	2015-2016	Ongoing		We are currently accepting nominations from the deans regarding members for a new curriculum committee. This committee will be working on this strategic project In addtion, the WIDS course and Education Evaluation course were taught this year and these items were discussed in both classes. In addition, several programs have gone through an intense review and these items have been addressed.
Student Alert System	Use the Student Alert System to provide consistent and timely notices of students who are struggling or not showing up for classes.	Faculty, Student Services Staff Members	2015-2016	TBD	Project completion and wide usage of the system	Upating the procedures and culture that supports this system by improving awareness and communication. On IT Project list to review and update the software during the 2016.
Credit for Prior Learning	Finalize policy and processes; implement	Phil Thomas, Louise Bradley	2016	2016	Assessment processes need to be developed	Agreement on types of test have been approved for General Education courses and equivalencies have been determined. Some courses will use CLEP test results and other courses will use a challenge test format.
Student Life Plan	Develop a comprehensive student life strategy	Laura Nyberg-Comins, Heather Fifrick	2015-2016	TBD	Project completion	Working on final stages of completing the plan; it will be ready for use this fall.

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Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status (May 15, 2015)
Improve Academic & Financial Aid Probation & Denial Process	Currently academic probation/denial and financial aid probation/denial are separate processes. This project would look to improve these processes to achieve more efficiency and reduce student confusion. One combined process and a single communication to the student may be a result.	SAAC, VP Administrative Services, Financial Aid Manager	2015-2016	12/1/2015		No progress on this.
Identifying and Supporting Entrepreneurs	Keep it simple. Seek to identify and encourage student entrepreneurs. Support those who are ready to access the resources needed for entrepreneurship.	Paul Bell and the Entrepre-neurship Committee	2016	On-going	Via the graduate survey, five-year follow-up survey, or other instruments document the number of businesses and jobs created by Southwest Tech entrepreneurs.	Held entrepreneur event April 7, 2015. Bon Wikenheiser, State Director, Wisconsin Small Business Development Center Network, panel members Ron Brisbois, Executive Director, Grant County Economic Development Corporation; Rachel Jovi, Rural Small Business Consultant, Southwest, Wisconsin Women's Business Initiative Corporation; Chris Prange, President & CEO of American Bank; Lisa Sterrett, Librarian, Southwest Wisconsin Technical College; and Craig Culver – Culver's CEO, Co-Founder & Co-Worker spoke at the event. Currently planning fall event and creating information for Southwest Tech's website.
Basic Education Transition	The BE Team will work closely with the recruiters and advisors to develop a plan to transition students from Basic Education to Post-Secondary Education.	Basic Ed Team	2015	Ongoing	The number of BE students who successfully complete a post-secondary course will determine the success of this initiative.	The BE Supervisor has worked with the recruiters to develop a plan to transition students to post-secondary. Currently, the College Admissions Rep has visited five of the Outreach Centers to work with potential students. Other strategies have been put in place to make sure that the College is appropriately marketing to these students and is gathering appropriate data to identify these students as they transition to post-secondary.

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Program Accreditation	Obtain program accreditation for Health Information Technology and Cancer Information Management.	Katie Garrity	2016	TBD	Accreditation received	Work has commenced and program handbooks are complete. Curriculum development continues. On target for 2016 application through National Cancer Registrars Association (NCRA) and American Health Information Management Association (AHIMA).
Strengthen Partnerships						
50th Anniversary Celebration	Plan and implement appropriate friend- and fund-raising activities as well as celebratory events.	Dennis Cooley and Committee	2016	2017-2018		The planning committee was reconvened on May 6 after a year-long layoff. The work for the event was broken down by topic (History, Events and Awards, Alumni and Friends, Current and Former Faculty and Staff, Marketing/Corporate Partnerships). The Planning Team is set, the Leadership Teams are forming and the Execution Teams are in the concept stage. Each Leadership/Execution team will have measurable goals and deadlines for achieving them.
Health Division Video	Have each health occupation program do a short video relative to their program and then combine into one video that could be shared with district employers	Marketing & Program Directors	2015-2016	8/1/2015	Completion of videos	The Statewide Marketing Consortium is currently working on updating program videos across the state. We can use some of the footage they shoot to be used in to create a comprehensive video about the health division and/or hire Tweedee productions to put it together.
Create a Cohesive Culture						

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Organizational Development	With the help of Honkamp Krueger (HK), develop and implement a strategy and strategic projects to address the challenges identified by the 2014 Employee Satisfaction Survey and the follow-up research conducted by HK.	President	2015-2016	On-going	Improved employee satisfaction as assessed by the Noel Levitz Employee Satisfaction Survey and/or other instruments. Completion and assessment of the impact of strategic projects.	Created organizational development employee team; determined top six employee values (respect, trust, communication, collaboration, innovation, positivity) for our culture at all staff in-service; encouraged employees to get to know and respect each other through ice cream social event; implemented first supervisor training on communication with Pam Mumm. The next training will take place in June or July.
Initiate an Adjunct Advisory Council	Improve onboarding of adjuncts to the College and Faculty Quality Assurance System (FQAS).	HR Director	2015-2016	6/1/2016	Creation and implementation of an adjunct onboarding and orientation program. Finalization and implementation of plans for how Southwest Tech will comply with the FQAS as it applies to adjuncts.	Seeking input from Deans on potential Adjunct Advisory Council members.

Prioritize Customer Service

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2015 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status (May 15, 2015)
Customer Service Standards, Training, and Accountability	With involvement of the faculty and staff, create a simple set of standards, training processes and programs based on those standards, and an evaluation system to ensure everyone is meeting those standards	Cross functional team with Student Services, Financial Services, IA, and HR.	2015 -2016	6/1/2015	Completion of a set of standards and evaluation system that are widely agreed in FY 2015; imple-mentation and evaluation in FY 2016. Use of existing Student Satisfaction Inventory (SSI) and College Employee Satisfaction Survey (CESS) items as indicators.	Formed team from Student Services, Fiscal Services, IA, and HR to establish and create broader awareness. Will pilot with Student Services and Financial Services in Fall. Divisions will be addressed in the Spring.
Advance Infrastructure						
See separate facilities and information technology project lists.						
Room Usage Study	Conduct a room usage study to understand how efficiently classrooms, laboratories, instructional computers, and other teaching resources are used.	Dan Imhoff	2015-2016	6/1/2016	Completed study; increased efficiency of room and equipment use	The study is complete, and we will be working with the Deans to establish an efficient scheduling plan.
Improved Outreach Site Space in Prairie du Chien	The current space is too small. Need to replace it with something that better serves the College's needs, yet is affordable. Co-location with Upper Iowa University's PdC operation is highly desireable.	President, Julie Pluemer, Derek Dachelet, and Amy Charles	2015	ASAP	Implementation of a new space.	A planning session is being arranged with Cabela's and regional employer partners. The meeting is scheduled for June 18 at Cabela's in Prairie du Chien.

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2015 STRATEGIC PROJECTS						
Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Impl. Deadline**	**Assessment**	**Q1/Q2 Status (May 15, 2015)**
Public Safety Complex & Agriculture Demonstration Laboratory Improvements	Understand the needs and costs. Raise private funds and/or work into the capital facilities schedule.	Kris Wubben, Deb Ihm, and Colleagues	2015-2016	On-going	Finalize our understanding of what needs to be done and how much it is likely to cost. Determine desired sources of funding. Pursue that funding. All by June 2015. Obtain funding and build on an on-going basis.	The construction of an Ag Facility at the PSC is contingent upon site selection and fund-raising. Dan Imhoff, Caleb White, and Duane Ford are handling this phase of the project. Tammie Engelke is attending training on grants to begin to utilize her talent in this area to seek more public safety related grants. Dan Imhoff is working with Public Safety faculty and staff to identify and itemize needed and desired improvements as well as their costs.
Agriculture Labs	After the agriculture programs have defined their new programs and received internal approvals and are in process of gaining WTCS approvals, plan necessary remodeling needed for these programs.	Derek Dachelet & Agriculture Colleagues	2015-2016	On-going	Approved programs, sound designs for the facility and equipment needs	Ag instructors have identified facility needs and Dan Imhoff has been working on the remodeling needs in Building 100. Two of the classrooms will be completed for the 2015-16 school year and the remaining two labs will be ready for 2016-17.
300 Renovation	Revisit the plan with the College's architect. Begin remodeling as the College's crews have the time.	Dan Imhoff	2015-2016	On-going	300 renovation.	Proposed revisions have been sent to the architect as well as an alternate plan that involves relocating the book store. We are waiting for the architect's changes.

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Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status (May 15, 2015)
Housing Site Plan	Create housing site plan that plans for future expansion and renovation of on-campus student housing: family housing, recreational activities, etc.	Heather Fifrick, Dennis Cooley, Resident & Student Life Manager	Phased in beginning 2014	TBD	Housing occupancy/ demand; housing survey results	A Housing Master Plan has been revised by our Fennimore legal support and a Housing Map has been altered to include the latest changes to the plan. A draft budget for Housing/REF was submitted to Student Services and numerous meetings have been held with area financial institutions to gauge interest in consolidated, local financing. In addition, we have a commitment from the Building Trades-Carpentry program to continue to build duplexes to help complete the Master Plan. The plan is for the Real Estate Foundation to serve as developer of the properties and the Southwest Tech would serve as the operator.
Knox Learning Center	Rennovate Library space into a Learning Cetner by combining the Library, Student Support Services, and the Academic Success Center into a "one stop shop" for learning resources. Align progamming and staffing. Integrate with Health Division tutors and services.	Laura Nyberg and Dan Imhoff	2014-2015	Spring, 2015	Completed rennovation, realignment of staffing, updated programming and services.	Moved into Knox Learning Center in January 2015 and held a ribbon cutting May 2015. Alignment of staffing and programming updates will continue into 2016.
Promote Fiscal Efficiency and Sustainability						
See separate business services project lists.						
College Accreditation	HLC Accreditation renewal	Phil Thomas	2015-2016	2016	Continued accreditation	Feedback has been reviewed and the Systems Portfolio is being converted to the new format of six Categories.

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Strategic Projects	**Description**	**Champion**	**Targeted Fiscal Year for Work**	**Completion or Impl. Deadline**	**Assessment**	**Q1/Q2 Status (May 15, 2015)**
Intellectual Property Management	Develop the mechanisms and means to appropriately manage intellectual property that has been or will be developed.	President	2015-2016	TBD	Licences sold, businesses developed, revenues from the commercialization of intellectual property	Two disclosures have been signed for copyrightable software. An agreement is under negotiation with WiSys for intellectual property management.
Health Care Consortium	Six technical colleges are moving forward on the development of a health care consortium. Southwest Tech will need to make a decision to join or not. If the College joins, there will be an implementation project.	Caleb White, Krista Weber	2015-2016	TBD	Reduce health care costs for employees and college	Southwest Tech officially joined the consortium in March. Implementation stage nearing completion. Sturcture is in place and operations will begin July 1, 2015.
Real Estate Foundation	Such a foundation will provide a better structure for the Southwest Tech Foundation's Housing and could prove useful for future real-estate developments for outreach sites, housing, etc.	Dennis Cooley, President	2015-2016	ASAP	Creation of a real estate foundation and transfer of the Housing property into it.	The initial paperwork was submitted to our legal representative. All that remains is finalization of the REF Bylaws and Articles of Incorporation that are to be presented at the June 2015 Foundation Board meeting for approval. The formation of an original, 3-person REF Board of Directors is in process. Memoranda of Understanding will be created, once the REF Board convenes (hopefully in late June) between the college and the REF, the REF and the Foundation and the Foundation and the College to spell out responsibilities and expecations.
Implement Greenshades	A paperless timekkeeping system	Krista Weber, Connie Haberkorn	2014/2015	12/1/2015	Project completion	Implementation planning in progress, new consultant in place to work with IT Supervisor/Process Improvement Coordinator, Controller and HR on process improvement.

IT Projects - 2014/2015 - Quarter 4 (April.May.June 2015)

Project Name	Assigned to	Requesting Department	Priority	Comments
Laserfiche Project	**Everyone**	**IT**	**HIGH**	Contract awarded at April Board Meeting to Gordon Flesch. Discovery meeting scheduled for Wednesday, May 13

Process evaluation and development of the project Scope of Work

DEVELOPMENT TEAM (Bob, Mike, & Matthew) APRIL.MAY.JUNE

Project Name	Assigned to	Requesting Department	Priority	Comments
Degree Audit	Bob	Student Services	**90%**	Degree Audit has been set up for the 1516 year. A recurring meeting will be scheduled for end users for training and questions with IT
Raiser's Edge clean-up	Bob & Matthew	Foundation	**High**	Weekly meetings with the Foundation and RE users on clean-up of data
Charger Success Inventory (CSI)	Matthew	Testing Center	**90%**	coding completed; waiting for final review by steering committee
Business Analytics				
In-house development of Business Analytics	Matthew	Mandy & Deb	**Ongoing**	Executive Dashboard prototype ongoing development with Mandy / Deb;
Implement data exchange with Student Clearinghouse services	Lisa/Bob	Institutional Adv	High	Contract with NSLC for Gainful Employment submissions and other services offered
Smartsheet	Mike	Campus	High	Mike will be leading the Smartsheet User Group and help with the implementation
Website				
Southwest Tech News	Mike	Duane	70%	Southwest Tech News webpage in development
Social media area (Facebook, Twitter, YouTube, etc.)	Mike	Marketing	25%	All social media links on the same webpage
Landing Page area	Mike	Marketing	25%	Requested by Marketing to create own landing pages to enhance online advertising.
Southwest Tech Blogs	Mike S, Judy G.	Marketing	75%	Moving President's blog to internal site
Start pages (student & Staff) for targeted content	Mike S		25%	Target completion Sept
Develop Google Analytics Funnels	Mike S	Marketing	75%	Add Google Analytics Funnels to track movement of users through steps of processes.

MySWTC/Email/BlackBoard Login page improvement	Mike S		**Done**	Email login page updated in March. Blackboard login page on hold
Continued evaluation of Website User Roles document	Mike S		**95%**	Completion by mid-October. Meetings are scheduled
Program donation form for Supplies equipment	Mike S	Derek/Foundation	**95%**	Final testing in progress. Will be live by Feb. 1
Career Assessment Tool	Matthew	Laura Lee	**0%**	
Student tracking for ATL, ASC, Supt Services, BE	Bob/Matthew	Bonnie, ATL, ASC, etc		Brainstorming with IT staff for more streamlined process. We want to link the student network login (Active Directory) to track hours based on computer
Evaluate current SAS application vs. CAMS module	Bob	Student Services/CTL	Medium	Evaluate Student 360 module in CAMS to see if it provides the functionality needed to replace the current SAS system.
CE Portal Password Enhancements	Matthew	IT	Medium	allow user to change password; allow IT staff to reset/assign password
Start analysis and scope of work for new Faculty Workload system	Bob	Caleb	Medium	Work on analysis for new workload system
Start analysis and scope of work for the Program Financial Statements	Bob	Caleb	25%	Bob is contacting CAMS for further information
Decomission CMS 400 (Ektron)	Bob, Dave H.		Low	Bob has to determine new framework before the server can be decommissioned
De-dupe Project Event Registration Form	Matthew	Allison	Low	
New Utility to speed up & de-dupe CAMS Prospect entry	Matthew	Allison	Low	
Ruby on Rails Faculty Certification Application	Bob		Low	Bob - Evaluate new framework

NETWORK TEAM (Judy & Dave)   April May June

Sophos Implementation continues	Dave & Judy	IT	50%	Estimated Completion Date: June 30, 2015. (1) Vshield for servers, (2) Mobile Control, (3) DMZ
SAN configuration	Dave H.	IT	90%	Analyzing disk mirroring and available disk space
Build WordPress Servers	Judy & Mike S	Marketing	75%	Estimated Completion Date for Networking: May 30, 2015. Servers are built. Need to install WordPress

Upgrade Domain Controllers	Judy	IT	10%	Researched the migration steps from 2008 R2 to 2012 R2 domain controllers. Judy will be attending a class the week May 18, 2015. Need to determine if consultant assistance is advised. (FYI : The domain controllers house the database of all campus and staff computer accounts. This a BIG deal.)
Exchange upgrade (v 2007 to v 2013)	Dave H & Judy	IT	High	Research Exchange Server life cycle. Evaluate options
SharePoint Servers / Intranet redesign	Judy & Mike S	Campus	Medium	Intranet redesign. Hold your horses -- IT needs to building new Sharepoint environment for
Evaluate use of Podcast server	Judy	CTL	Medium	Podcast server administration needs to be addressed
VDI Analysis	Dave H. & Judy	IT	Low	May need to purchase more SAN space for pilot. Potential pilot lab room 131
Update PRI phone circuit	Dave H.		Low	TDS will switch our PRI from analog to digital. $4.95/month per fax to email line. Improved security & increased efficiency
Network folder and user security	Dave H. & Judy	Campus	Low	Design a new folder structure and audit user security

TECHS & MEDIA (MJ, Charles, Jake, Dave F.) April May June

Dynamics GP Projects	Jake			
Management Reporting Module (John Walter)		Business Office		Software is installed. John Walter is doing training on May 11
Analytical Accounting for grants		Business Office		Software is installed. John Walter is doing training with Samantha & Holly
Comprehensive Leave Manager (third party for GP)		Payroll		Software is installed. John Walter is working with Jake and Connie to determine scope of work
Greenshades continued implementation		Payroll		Further implementation of Greenshades is dependent on GP projects (specifically
Security role setup		Auditors		Adjusting security access to payroll
IT will lead the Payroll Process Improvement which includes online timesheets	Lisa & Jake	Payroll		Process mapping started.
Laserfiche Scope of Work and Project Plan	Jake, Charles, Dave	Campus	High	Discovery Meeting on Friday, May 8 with Gordon

CAMS Security Audit and Roles Creation	Jake, Charles, Dave	IT	10%	Will evaluate each user and adjust their rights to match their current position. We will communicate with their supervisor to verify before changes are made. Will also be creating roles to make it easier to
Program/Department software licensing audit	Jake, Charles, Dave	IT	High	Software tracking will be done using Smartsheet
Development of Business Continuity and Disaster Recovery Plans	Jake, Charles, Dave	Campus	High	Tabletop Disaster Simulation on May 28.
Windows 10	Jake, Charles, Dave	Campus	Low	Tentative release End of July. Testing will start in
Encryption for laptops	Jake, Charles, Dave		Ongoing	Windows 7 Enterprise: Bitlocker is used for
Replace Kurzweil with Premier Literacy Suite	Charles	Support Services	10%	Software is purchased
Room 220 - Former IT Web P/A classroom				Reimage room 220. Needs for fall 1516
Room 601 - Software/Hardware in Eng. Technologist				Discussion about room 601 - needs for fall 1516
Gathered Information for state approval of ITV sites	MJ	Denise Johanning		
Researched and purchased new production camera	MJ	Media		
Gathered quotes and information for RUS Grants	MJ	CESA 3 SRTNC & Boost Network		
Scanning Historical Photos	Media Workstudy	50th Committee	Ongoing	
CIM Video Tour	MJ	Darnelle - Grant		
HIM Video - Dodgeville	MJ	Darnelle - Grant		
HIM Video - Lancaster	MJ	Darnelle - Grant		
Auto Body Video for Grant	MJ	Greg Wubben		
Food Safety Video	MJ	Joan Young/Linda Kious		

FACILITIES - May 2015

Project	Description	Status		Completion Date
Lockout / Tagout Program	Create a Lockout/ Tagout program and label equipment with the procedures	Program is written and labeling is beginning.		Aug-1-2015
300 Building Remodel	Remodel 300 Admin Area	We are working with Plunkett Raysich on designs.		Jan-17
Public Safety Complex Road	Connect EPD loop to shooting range drive	We are working on an estimate to create a "field road" to connect the two.		Not Determined
100/200 Ceiling Project	Replace ceiling tile and lighting in the 100 and 200 corridors	Project will be done "In-House" and being July 1.		Aug-15
100 Carpet Warranty	Manufacturer making site visit	The carpet was re-laid over spring break and we are still having issues. We are working with installer and manufacturer to get this situation remedied.		TBD
2200 Fire Alarm	Add Fire Alarm System to 2000	Working with contractor for in-house install. We are waiting for an estimate from our FA contractor.		Not Determined
Track gas barrel	Install a gas tank at the evoke track	Concrete awarded to Proform concrete and tank and equipment is through Oil Equipment Company.		Jun-15
TEGG Inspection	Electrical inspection coordinated with DMI	We have completed the project and are working on making the recommended upgrades.		1-Aug-15
400 Roof	Replace roof in spring of 2015	Working with Velcheck and Finger on project. Should have bid documents ready the week of 5/4/2015.		Aug-15
Marquee Sign	Install marquee sign along HWY 18	Signs have been ordered and will be installed during the summer.		1-Aug-15
Shooting Range Improvements	Work with NRA to improve shooting range.	We have the NRA range report and are currently collecting estimate to make the recommended changes.		Not Determined.

Burn Building Pavilion	Pavilion for State Testing	30'x60' with roof and two sides, gravel floor, material only		Not Determined
Lawn Care	Treat campus lawns for weeds	Preparing 2015 lawn care bid package.		Ongoing
ERP	Edit Emergency Response Plan	Plan has been updated and is available on SharePoint.		May-15
Business Continuity Plan	Developed a Business Continuity Plan	We are in the process of developing the plan. Joe from DMI will review it next week.		Jun-15
Building 1100 AC	Install AC in building 1100 shop to prevent trainers from rusting	Install an AC system in building 1100 shop.		30-May-14
Welding Project	Convert 505 into a welding lab	Project is set to be reviewed by WTCS board 5/5/2015.		Aug-15
Building 700 HVAC	Both units have failed	Building has been closed, no heat. Storing extra furniture in 700.		TBD
413 Lab	Convert room 413 back into an AG Lab/ Classroom Area	The expanded Ag program will require 413 to become a operable Ag Lab for the 2016/2017 Fall Semester.		Not Determined
Public Safety Complex Vehicle / Farm Equipment Storage Building	Public Safety Complex Vehicle / Farm Equipment Storage Building	Construct a 60' x 104' storage building near Public Safety and the Ag areas.		Not Determined
Housing Site Plan	Master plan for housing expansion	Duplex is progressing nicely. They are currently finishing the siding.		On going
Concrete pad by skid pad shelter	Install concrete pad along skid pad pavilion.	Proform Concrete was awarded the project		Jun-15

600 Fire Alarm	Fire alarm communications cable cut	Communication with 600, 1100, and 700 was cut during the Activity Center construction. Simplex is coming out to look at individual dial out cards for the panels in these buildings. The fire alarm works locally, but does not report out. Meeting with our FA vender to determine the best way to resolve this issue.		Not Determined
Memorial Tree Program	Trees planted on campus in memory of loved ones.	Developed memorial tree program with the foundation and have had our first dedication.		On Going
Water Treatment	Quarterly hot water boiler tests	Two year Contract signed with Garret Calahan. Coupon station to installed.		On going
Expand 131 Class Room	In house	The wall in-between 131 & 132 will be removed to create one large classroom.		2015 Fall Semester
Create a large Ag classroom in building 100	In house	Remove the interior walls of 108,117 and 101A to create a larger work area.		2016 Fall Semester
Room Utilization Report	In House	Determine Room usage rates of all campus classrooms		completed
Convert 107 into two classrooms	In House	Rooms are being painted.		2015 Fall Semester
Replace the Existing Ceiling tile in Building 600 Hallway	In House	Replace ceiling tile with 2x2 tile.		Complete

Administrative Services

Fiscal Services						2014-15 Goal setting
	Priority	**Status**	**Due Date**	**Area**	**Who**	**Notes**
Develop Mission & Vision	1	not started	4/30/15	Fiscal Services	Caleb, Ashley, Holly & Kelly	Mission/Vision & Value Statement
Update Course Offering Notes for Division Secretaries	1	in progress	4/30/15	Fiscal Services	Kelly/Ashley/ Bonnie	Help assist when cost centers are used and why, transdoc descriptions and when they should be used. Who is responsible for Program Fee coding for client and are there any processes that can be automated to code this?
Dynamics Report Writer	1	in progress	5/1/15	Fiscal Services	Kelly	Training setup for May 11th. Setup training with Wipfli to utilize Management Reporter for Financial Statements. **Need to determine if Management Reporter is the tool we need.**
Procurement Policy	1	in progress	5/31/15	Fiscal Services	Kelly/Holly/ Ashley	Update policy
New US Bank Pcard submission procedures/update policy	1	in progress	5/31/15	Fiscal Services	Amy/Kelly	Moving to on-line account coding of purchases. Will create procedures and update Pcard policy accordingly.
Cash Handling Policy	1	not started	6/1/15	Fiscal Services	Kelly	
Food Services Operation Plan	1	not started	8/1/15	Fiscal Services		Moving Food Service to an in house operation: Develop & execute an operations plan. Madison College runs their own Food Service, they may be a good resource.
Summary Statements	1	in progress	8/1/15	Fiscal Services	Kelly/Caleb/IT/BO	helpdesk# 22239 has been created to make the CAMS statement a summary (in CAMS, on MySWTC & eBills
Donations Policy/Procedures	1	not started	8/1/15	Fiscal Services	Kelly/Sue Reukauf	Develop a policy for handling donation requests.
New Board Reports	1	not started	9/1/15	Fiscal Services	Kelly	Once trained on Management Reporter, need to determine what type of reporting is desired. Utilize Management Reporter for the new reports.
Update Credit Agreement per NABUCO recs	1	not started	10/1/15	Fiscal Services	Kelly	update per NACUBO recommendations/review by lawyer

Create a policy for Contracts	1	I:\Contracting Docs\Contracting Process\38.14 CONTRACTING PROCESS\38.14 Contract Process\DRAFT - 38.14 Contract Process.docx	11/30/15	Fiscal Services	Ashley	Create a policy for Contract processing (first step to last) so departments can create their own procedures to meet the policy deadlines. **-Ashley will work with Caleb to get our internal process together. Charlie sent out a procedure for the whole group involved in the Contract process.** **Process changes in Public Safety for the 14-15 year need to be incorporated.**
Electronic Grant Management	1	in progress	2015-16 Fiscal Year	Fiscal Services	Holly, Sam, Kelly, Caleb	**John Walter waiting for IT to setup remote access for him to show us the feature. Met with John on 4.20.15-will be setting up a AA segment and get MR ready for us to use. Will be scheduling another meeting soon.** **New Consultant John Walters recommends using Analytical Acctg along wiht Management Reporter. Will schedule a training.** Work with Wipfli on the implementation/use of the Grant Module within Dynamics. Goal is to have the entire grant process from the original budget, staff, timeline, expenditures, revenue, time and effort, and number served within Dynamics. Would also like the ability to extract this information in a quantitative means to evaluate the effectiveness of the grant. Are the grant activities sustainable after the grant ends or is it financially feasible (worthwhile) for the district to fund the activities in the future. **Western starting to implement and then didn't. Do we proceed?** **We will wait until new staff have time to acclimate to new jobs.** **Project Accounting may be another option. Will consult with Wipfli.**
Dynamics Budget/Forecastin	1	not started	12/31/15	Fiscal Service	Kelly/Caleb	With Management Reporter, should be able to enter future budgets directly into Dyanmics and export to Excel for manipulation or create another report in MR for this process. Eliminates the need to pull budget in from Excel (no error checking in Dynx regarding invalid or account numbers that are not entered. Posted to Dynamics Forum and received this link: http://www.dynamicbudgets.com/index.php?option=com_content&view=article&id=45&Itemid=28
Financial Advisory Services	4	not started	12/31/15	Fiscal Services	Kelly	Maximizing money available for "safe" investing.

	Priority	Status	Due Date	Area	Who	Notes
Financial Advisor/Bond Counsel	5	not started	11/1/15	Fiscal Services	Kelly/Caleb	Kelly will ask at next Consortium Purchasing meeting if anyone has an RFP for. Need to release RFP in Nov and have a decision no later than February 2016
Business Office Handbook	6	in progress	6/30/15	Fiscal Services	Fiscal Services	
Cost Allocation Policy	9	not started		Fiscal Services	Kelly/Caleb	Policy that details what costs we allocate and which ones we don't
Retention Policy	9	not started		Fiscal Services	Kelly/Caleb	This is an IT project but we want to leave on our list as a reminder. New LaserFische product will allow for setting up retention policies.
Redesign Contracting template	1	not started	12/1/15	Fiscal Services	Ashley/Caleb	Ashley has examples of other colleges for reference.
One Card System	9	not started		Fiscal Services	Kelly/Caleb	Research one card options for purchasing at cafeteria & bookstore

Bookstore		2014-15 Goal setting				
	Priority	**Status**	**Due Date**	**Area**	**Who**	**Notes**
Bookstore Adoptions Policy	1	not started	7/31/2015	Bookstore	Nancy/Jen	Create a policy so faculty know the full process. Book adoptions changes require 1 year notice? Etc…
On-line ordering of rental books	1	in progress	7/1/2015	Bookstore	Nancy/Jen	Now there is a note to call the Bookstore. Would like to enable this option on the Bookstore Website
On-line ordering of books & applying to FA	1	in progress	7/1/2015	Bookstore	Nancy/Jen/Kelly/Matthew/Joy	Implement allowing students to purchase books on-line while charging to their student account when they have FA.
One sheet brochure describing book buying options	1	in progress	6/1/2015	Bookstore	Jen	Develop a quick glance brochure to hand out (especially during new student registration) letting students know all their options for purchasing textbooks. **We will be working on this for Fall 1516**
Nebraska System Maintenance	1	in progress	7/1/2015	Bookstore	Jen & Nancy	Generate PO's to purchase items. **Purging. Revamp DCC codes** in system for better sales tracking. Min/Max points. Style Matrix. Serial # maintenance for electronic items.
Increase Bookstore electronic item offering	1	in progress	6/30/2013	Bookstore	Jen, Nancy & Kelly	Investigate the feasibility of offering tablets, laptops (on a limited basis in the Bookstore. Also increasing the availability of electronic accessories, such as phone chargers, transfer cables, headphones, etc. **Will stock a couple tablets that Aaron Holverson requires for students. Demo will be available.**
EMV Credit Card/PCI Compliance	1	in progress	9/30/2015	Bookstore	Nancy/Jen/Kelly	Quote has been aquired from Nebraska Books. Will be switching Merchants so will finalize the quote after that point. EMV compliance starts Oct 2015
Coupons made up for tour groups	1	in progress		Bookstore	Nancy/Jen	Handing out coupons. Will follow up
Bookstore Theft Policy	1	in progress	5/31/2015	Bookstore		**Meredith & Dan are working on**

Book Request Process - eBooks Pilot	1	in progress	6/30/2014	Bookstore	Nancy & Jen	Would like to see faculty delve more into electronic books and requiring tablets of some sort. This could/would be implemented gradually and likely program specific. Faculty would have to support this initiative. Side note: Had one student this semester who bought an eBook for a class and the instructor told them they needed the physical hard copy of the book in addition to their electronic book. **Supervisory management** is using an ebook that is embedded into the cost of the course. Nebraska has Jumpbooks available and shelf tags are up for those available for e-books.
Book Reservations through Nebraska/Website	1	Pilot Summer 1516	8/1/2015	Bookstore	Jen & Nancy	Allows students to reserve and pay for their books ahead of time to avoid lines during high volume book buying periods. Where do we store the items that are reserved? How do we label them? Return policy (Friday of first week of the term). **--Pilot the nursing group for Spr 1415** **--Can we have an option on the on-line ordering system for the student to pick ship or reserve (pickup in store)?** **--Can we have them sign an agreement for the return policy prior to** ~~purchase?~~
Rental Interface installed on Bookstore website	1A	not started		Bookstore	Jen	Allow rental option through on-line Bookstore website
Customer Loyalty Program	1B	tabled		Bookstore	Jen & Nancy	Rewards or loyalty program We create the tiers/level of discount. Swipte card & provides info of level. Available on web orders. **$2500 module required and $520 annually maintenance**
Adding supply kits into classes	2	not started	5/1/2015	Bookstore	Nancy, Jen, Kelly	IV Therapy adds the kit to the cost of the class and they order their own supplies, but it is coded to the Bookstore expense. Left over items are not currently returned to the Bookstore so and noramlly used within the health department but never charged out. Would like to setup other classes in this manner. Discussed with Caleb as Jean mentioned that this should not be a practice. Per Caleb, if the supplies in the kit are consumed in the process of teaching it cannot be added to the class (material fees are to cover that). For IV Therapy, the Bookstore should run the roster for the classes the kits are added to and what ever is left over is charged back to the program.
Dynamic Pricing	9	14-15		Bookstore	Jen & Nancy	Deal of the day
Record Management of POS	10	on going		Bookstore	Nancy & Jen	Clean up the records within the POS system in the Bookstore. This will make the system more reflective of current items and make the "back end" cleaner and easier to manage.

Promoting Value and Positive Image of Bookstore	10	on going	6/30/2014	Bookstore	Fiscal Services	Perception: All the bookstore does is take my money. What else does the Bookstore do (sometimes behind the scenes) in support of our campus and our students? It is a fine line between advocating for our students (to get them the best price) and making profit in the store. No one can compete against Amazon when they sell books $2.00 over our "cost. The operational profit of the Bookstore supports other college funds.
Enhance Bookstore Website	10	on-going		Bookstore	Jen, Nancy & Marketing	Continue implementing more of our apparel and gifts on the website to make it comparable to shopping in the physical store. Also making our "imprinted" selection of supplies available as well. We are incorporating visual representations of all the books as well. This will hopefully add value to the students to be able to visually identify the books with the class they are enrolled in. We are also showing cross reference items on the web. If a student order a nursing book, a suggestion will be displayed for a stethoscope, etc. Would like to connect more wiht alumni, retirees and new graduates via social media. **New responsive template (mobile) installed. Grouped same shirt as one item and that item would identify the colors available.**

Accounts Payable	15 Goal setting					
	Priority	**Status**	**Due Date**	**Area**	**Who**	**Notes**
Paperless Workflow for Paya	1A	not started		Accounts Payable	Amy, Kelly	Currently to add the workflow to Image Now is $28K. We have been to two presentaitons on other Imaging/Workflow software. We also talked with Nicolet who is currently using Dynamics Business Portal for paperless routing of their purchase requitions. **Dynamics GP 2013 R2 Update has improved Workflow for requisitions. However, it would require a limited user license @ $600 each (this would be needed for each requester & approver.** -IT currently has RFP out for imaging/paperless workflow bids

Paperless Initiative for Payables Process	1A	waiting on IT (decision on software we will be using)		Accounts Payable	Amy	5.1.15: Decision was made to go with LaserFische and the project will be started sometime in July. This will be combined with paperless workflow for payables. LasterFische has a module specifically modeled for Dynamcs AP entry. This project is to eliminate or reduce the numerous amount of copies and time it takes for each individual invoice. By scanning the invoices into a system and routing them for approval electronically it makes the process real time. This also makes follow up on outstanding payables much easier. This is the next step in our document retention project.
Campus Wide Adherence to Purchase Requsitions	1A	in progress		Accounts Payable	Amy	This will integrate into the paperless workflow & payables process. By creating a policy and a guide for all staff and faculty to follow, it will eliminate the guesswork. This will also eliminate the amount of time spent corresponding back and forth to get the proper information. This will also help with the audit process because we will have all the information needed up front and upon demand.
Utilitzing Pcards more in pay	2					This will be integrated into LaserFische as well allowing Amy to use her Pcard to pay invoices. John Walter Dynamics consultant's help will be needed in setting up a credit card vendor in Dynamics.Need to determine how credit card vendors are seutp in Dynx. Increase rebates
Rename, merge & delete duplicate vendors in Dynamics	3	not started	1/31/2015	Fiscal Services	Amy	Requires us to login as the SA user and only IT has the password. Will need to block off some time for this project and will require others to be out of Dynamics while it is being done. Rename, merge & delete duplicate customers using free Professional Utilities tool for Dyanmics. Met with Helen & Tammie to develop customer naming scheme and documented. Planned to process on November 1. When you use this utility no other users can be using Dynamics and IT has to log you directly into the Server as SA. **Customers are done.** **No longer need to use Professional Tools. Utility is built into 2013 Dynx.**

Dynamics Fixed Assets	9	not started		Fiscal Services	Amy, Kelly	Keeping on our list in hopes to work with John Walter (Dynamics Consultant) in the next year or two to implement. This project is to increase the efficiency and timeliness of our fixed asset reporting as well as a better maintenance of current assets. In order to do this, fixed assets need to be caught in the payables process to send tags to the ordering individual. This will keep from a bottleneck effect at the end of the fiscal year. Also a greater awareness from the individuals placing orders what qualifies as a fixed asset so they can be proactive will help with this process. So we can have a better maintenance of our fixed assets I believe a *physical inventory will need to take place* .

Business Office	15 Goal setting					
	Priority	Status	Due Date	Area	Who	Notes
How To Videos	1	no started	7/31/2015	Business Office	Cora, Sam, Sara, Margaret, Kelly	Received introduciton to Camtasia. Need to determine what videos. Ie How to view your statement, How to pay your bill on-line, etc… **Business Office**: How they receive their bills, ways to pay for tuition, due dates, charger bucks, etc.. **Financial Aid Office:** When to apply, how to apply, what to do after they apply, important dates, etc.. It just seems we got these questions a lot and we try to market all the information but they do not always read it. http://www.pointacrosssolutions.com/ **Need to setup training with Kristal. Bookstore is also interested.**
Develop Mission & Vision	1	not started	6/30/2015	Business Office	Cora, Sam, Sara, Kelly	Develop Fiscal Services First and then each department areia. Mission/Vision & Value Statement

Financial Aid	15 Goal setting					
	Priority	Status	Due Date	Area	Who	Notes
How To Videos	1	Not started	July 31, 2015	Business Office	Cora, Sam, Sara, Joy, Margaret	Received introduciton to Camtasia. Need to determine what videos.
Develop Mission & Vision	1	Not Started	Sept. 1, 2015	Financial Aid	Joy, Lori, Sara & Cora	Develop FS overall mission/vision first. Mission/Vision & Value Statement

	Priority	Status	Due Date	Area	Who	Notes
Automating Student Awards	1	waiting for MRS report	May 31, 2015	Financial Aid	Joy, IT	Mathew said that this is too big of a job to be done. 1. Work with IT to modify student record system to develop and automate accurate Financial Aid awards of students. 2. Work with IT to modify student record system to accurately reflect freshman or sophomore level student status for Financial Aid calculations. IT will create MRS report and FA will update manually to sophomore status using the reports.
Federal file transaction recognition	1	Not Started	Sept. 1, 2015	Financial Aid	Joy, IT	Work with IT to develop programming that recognizes Federal FA transactions. Rationale: CAMS does not work well with Federal files. Files transferred to/from federal government are not recognized and switches are not 'flipped' to accurately reflect the transactions. This requires FA staff to manually record transactions.
Veteran's information and recognition	1	in progress	May 31, 2015	Financial Aid	Joy, Cora, IT	Going to add box for Veterans and move Tuition & Fees into a similar box.1. Work with IT to create Veterans Benefits information on Southwest Tech website. 2. Establish Veteran's Day recognition campus-wide Rationale: Current website lacks Veteran Benefit information. Eligibility requirements and benefits confusing and constantly changing.
Switch over to paperless student files	1	Not Started	Ongoing until we have all files as paperless (including the 3 prior years we have to keep as well).	Financial Aid	All Fin Aid Staff, IT	Chose Laserfische as a vendor and business processes will be discussed soon. Change to paperless student files. (Vendor for the paperless system is on an RFP right now so this won't happen until that is decided on. - 10-2014)

Administrative Services Completed Projects				2014-15 Goal setting		
	Priority	**Status**	**Due Date**	**Area**	**Who**	**Notes**
Change 1098T reporting from payments to charges	1	completed	6/30/2014	Fiscal Services	Kelly/Ashley	Research how this change is made. Need to give IRS 3 months advanced notice. *4.15.14 change request letter mailed.* *Call IRS for status update: it is automatic consent. Reporting method this year will be changed from charges to payments.*

Rename, merge & delete duplicate customers in Dynamics	1	completed	07.10.14	Fiscal Services	Kelly	Rename, merge & delete duplicate customers using free Professional Utilities tool for Dyanmics. Met with Helen & Tammie to develop customer naming scheme and documented. Planned to process on November 1. When you use this utility no other users can be using Dynamics and IT has to log you directly into the Server as SA. **Customers are done.** **No longer need to use Professional Tools. Utility is built into 2013 Dynx.**
Dynamic/Responsive Templates for Bookstore Website	1A	completed	8/31/2014	Bookstore	Jen	Purchase of web template allows mobile devices to view the Bookstore website correctly. **Currently waiting on a quote.**
FAFSA Days		Completed	May 31, 2015	Financial Aid	All Fin Aid Staff	1. Establish specific and consistent dates/times (evenings) /location from Feb-August to assist students with FAFSA application. Topics include: 1. Complete FAFSA, 2. Loan Counseling 3. Master Promissory Note completion; 2. Communicate service internally and externally.
File transfer from CAMS to Dynamics		Completed	Feb. 28, 2015	Business Office & Financial Aid	Ashley, IT	Work with IT and Dynamics vendor to develop a solution that allows disbursement checks to print alphabetically. Rationale: Dynamics software does not allow CAMS disbursement file to run/print disbursement checks in alphabetical order. Dynamics creates a random vendor number for each check and prints by vendor number. Manual sorting and alphabetizing adds hours of work to FA staff.
Start using the student portal in CAMS		Completed	July 1, 2014	Financial Aid	, Cora, Holly, Lor	Turn the financial aid feature in the student portal on and have students accept and decline their awards via the portal instead of paper award letters.
Stop sending paper award letters		Completed	July 1, 2014	Financial Aid	Joy, Lori, IT	Use the student portal for financial aid awards and stop sending paper award letters.
Change award notifications		Completed	July 1, 2014	Financial Aid	Joy, Cora, Lori, IT	Get IT to design a postcard to use with the merge feature in MS Word to send to students to let them know their financial aid awards are posted to the student portal. This will make it possible to stop sending award letters.

Add financial aid documents that students need to complete in order to get their awards packaged to the swtc.edu website		Completed	July 1, 2014	Financial Aid	Joy, Cora, Holly, Lori, IT	Get IT to post pdf files to the college web site so that our office doesn't have to send the documents to the student. We will still direct them to the web site with a Missing Information Letter for now, but we may try to eliminate that in the future as well.
Automate registration/bookkeeping for students who sign up for grant courses (those covered by a grant)	1	completed	10/31/2014	Fiscal Services	Kelly, Ashley, Lisa Whitish	Currently students are registered via paper forms. The course is setup as a Grant Exempt cost center so no charges generate on the student account. We will have students register through the CE Portal, use a TPP code that will write a TPP on the students account and directly charge the grant account number. This will eliminate Ashley Crubel from having to do calculate the cost per each course and doing a JE. **How do we make sure the PA lines up with the registration dates? Matthew is currently working on this. We've created a separate registration batch that these registrations will funnel to. To help align with PA, we will not authorize the student until the quarter the class will take place in. We will police the courses and request that PA be completed within 2 weeks of the course completion.**
Daily or weekly import of Bookstore Charg	completed			Fiscal Services	Kelly	Submitted a helpdesk ticket. **Matthew setup an MRS report that pulls from the Bookstore Transaction report. We will post weekly and reconcile to Nancy's monthly report.**
Book Request Process/Enter Texts in CAMS	1	completed	11/30/2014	Bookstore	Nancy & Jen	Are Book Adoptions to be determined in the spring for the following (complete) academic year? Or is it determined as each semester approaches? Additionally, the current process utilizing Sharepoint (Book Request within Bookstore under Departments Tab) is not being utilized to the full extent and it is a cumbersome tool. I've been emailing faculty individually if the information is not on Sharepoint instead of telling faculty to put the information there. Also, is there an approval process where the departmental dean approves whether or not an instructor can "require" 16 books for one course or something different for the same course but different section. **-faculty is currently testing the new process of entering adoptions in CAMS**
Unclaimed Property		completed	6/30/2015	Fiscal Services	Kelly/AP	Develop a unclaimed property procedure and submit to state on a yearly basis. Calling on uncashed checks to eliminate them being outstanding at the end of the fiscal year.

Mandatory Financial Session Financial Literacy/Competency		1	new priority setup with the SALT initiative.	6/30/2014	Business Office	Cora, Kelly	**SALT**
FAFSA Days			Completed	May 31, 2015	Financial Aid	All Fin Aid Staff	1. Establish specific and consistent dates/times (evenings) /location from Feb-August to assist students with FAFSA application. Topics include: 1. Complete FAFSA, 2. Loan Counseling 3. Master Promissory Note completion; 2. Communicate service internally and externally. Rationale: Reduce one-on-one FAFSA application assistance. Walk-in's and private assistance will still be provide as warranted in the Student Services area.
File transfer from CAMS to Dynamics			Completed	Feb. 28, 2015	Business Office & Financial Aid	Ashley, IT	Work with IT and Dynamics vendor to develop a solution that allows disbursement checks to print alphabetically. Rationale: Dynamics software does not allow CAMS disbursement file to run/print disbursement checks in alphabetical order. Dynamics creates a random vendor number for each check and prints by vendor number. Manual sorting and alphabetizing adds hours of work to FA staff
Start using the student portal in CAMS			Completed	July 1, 2014	Financial Aid	y, Cora, Holly, Lori,	Turn the financial aid feature in the student portal on and have students accept and decline their awards via the portal instead of paper award letters.
Stop sending paper award letters			Completed	July 1, 2014	Financial Aid	Joy, Lori, IT	Use the student portal for financial aid awards and stop sending paper award letters.
Change award notifications			Completed	July 1, 2014	Financial Aid	Joy, Cora, Lori, IT	Get IT to design a postcard to use with the merge feature in MS Word to send to students to let them know their financial aid awards are posted to the student portal. This will make it possible to stop sending award letters.
Add financial aid documents that students need to complete in order to get their awards packaged to the swtc.edu website			Completed	July 1, 2014	Financial Aid	Joy, Cora, Holly, Lori, IT	Get IT to post pdf files to the college web site so that our office doesn't have to send the documents to the student. We will still direct them to the web site with a Missing Information Letter for now, but we may try to eliminate that in the future as well.

Work Order Process/Procedu	1	completed	8/1/2014	Bookstore	Jen & Kelly	**Jen updated procedures and sent to Auto Body/Tech & Ag Power.Collecting information from departments for a bid.** Supply vendor would maintain parts inventory & use Service Writer to enter inventory (them or us?). **-No one vendor of choice was chosen** **-Inventory will be entered into Service Writer** **-Jen & Kelly are currently working on procedures for Service Writer Entry, how a work order is closed out and procedures for handling rebuilders and trainers (R&R)**
Student Book Lists in CAMS	1A	completed	6/30/2014	Bookstore	Nancy & Jen	For students to obtain the list of required books for each class they must go to the store's website which is separate from the College website and their student portal in CAMS. We would like to be able to import book data into CAMS so once a student is registered for class(es), a book list is generated within their portal. Currently there are links to the Bookstore's website which we believe this is at a minimum of compliance with the HEOA of 2008. Bookstore staff spend a lot of time reiterating to students where to find the book information. I believe our students would appreciate the ease of obtaining a book list. **Currently working through an issue with Nebraska regarding dashes in our course number. They will be working Matthew.** **This was incorporated into the Book Request Process**
Revamp shelf tags	1	completed	8/1/2015	Bookstore	Jen & Nancy	
New gift cards	1	completed	11/30/2014	Bookstore	Jen & Nancy	**Working with marketing to promote** **Bookstore will send out an email letting staff know** Mag stripe; reloadable **Ordering 500 cards that are reusable, reloadable and loaded at any denomination.**
Book Rental sync with CAMS	1A	completed	7/31/2014	Bookstore	Nancy & Jen	When books are rented email, physical address, city, state, zip are required. Currently the SID is scanned and it will populate FN, LN and SID only. Would like this to also auto populate the information above. **Process runs nightly**
Add Bookstore Link to the thank you page once application completed	1	completed		Bookstore	Nancy/Jen	IT added this.

Nicolet Billing Process Improvement		1	completed	9/4/2014	Business Office	Kelly/Joy	Students receive Financial Aid from Nicolet but SWTC is not always getting payment. Discussed options of transferring our balance to Nicolet prior to their Financial Aid disbursement. Balances with signed tuition/fees transfer agreement needs to be to Nicolet by due date. **Kelly/Joy will develop procedures. Web FAQs will need to be updated (as well as purchase of books).** **Nicolet has agreed to pilot this starting with the Spr 1415 term. (2 FA disb dates).**
Student Communication Tool			completed	December, 2014	Financial Aid	Caleb, Joy, Laura Lee, Cora, IT	FA/BO is using Call 'em all. They also have access to e2campus. 15-16 using Campus Logic for verification. Assist in research and support utilization of -text messaging as student communication tool. Represent Financial Aid department's interest in moving forward with this initiative campus wide. Develop consistent and timely Financial Aid messaging. Rationale: Communication with students is becoming more and more difficult. Students do not communicate effectively via the campus designated email tool
Documentation and Clarification of F VS F1			completed	Dec. 2014	Financial Aid	Joy, Lori, IT	1. Work with IT to modify student record system (CAMS gradebook) to require "date of last educationally related activity" data to be collected for all student grades reported as F or F1. 2. Communicate and clarify the need for F VS F1 documentation to all staff who record student grades. Develop F VS F1 reference guide. (In-service, division staff meetings, Sharepoint) Rationale: • F1 grades are not being entered correctly by instructors. •Manual audit/verification of transcripts for all FA recipients who got a F grade. Emails then sent to appropriate instructors also for verification. FA is meeting mid-February with IT to create a 'last date of attendance field" in the CAMS grade book tool. This will help FA determine how to proceed with student's FA award. • This has a huge effect on FA b/c students who get an F1 …get their FA $ and then Southwest Tech has to get it back! • Seeing an increase in students with F1 • Increase in FA $ having to be returned

Implement SALT program		completed	Jan. 1, 2015		Joy & other staff from various departments that are yet to be determined (IE. Marketing, Student Services, Foundation, etc.)	Roll out the SALT program to our students and alumni for use.
Develop a document to aid staff and students in understanding the many situations that can affect a student's financial aid future.		completed	Nov. 1, 2014	Financial Aid	Joy	Put together an easy-to-understand document with the variations of "rules" that may affect a student that is currently in college.
Better reporting of faculty time when teaching in more than one program.	1	completed	6/30/15	Fiscal Services	Kelly, Caleb, Connie, Laura	**Spring loads were allocated using Account splits in payroll. FS runs load sheets prior to term for payroll entry (spreadsheet).** How to facilitate breaking out employees time to actual programs to allow for more accurate date for each program (cost center). **Caleb, Kelly, Connie & Laura met. Final determination will be made after Greenshades is installed (time management software that works with Dynx).**
Streamline copy/print month	5	completed	2/1/15		Sam	IT created a MRS report that pulls BS charges by a date range. We dump report to Excel and import into Dynamics using copy/paste each week. Each weeks totals are added and compared to the BS report that is provided by the BS monthly.

Foundation Metrics

Metric	2012-13	2013-14	2014-15
Scholarships Given	189	200	238
Scholarship Dollars	$ 102,250	$ 130,000	$ 133,600
Students Housed	100	108	108
All Other Contributions	$ 251,262	$ 274,723	$ 224,815

D. *Staffing Update*

Krista Weber, Director of Human Resources, will provide an update on College staffing at the Board meeting. A summary is available below.

Staffing Update 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

Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
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

Staffing Update 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 tine.		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
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	New-Hire - Margaret Chubb	1/26/2015	Grade 4 Hourly $16.09 - $20.78
30	New Position	Adult Career Pathway Coordinator	New Hire - Kim Maier	2/27/2015	Grant Funded the first year, then District Funded Grade 7 Salaried Professional $52,190 - $70,611

Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
31	New Positions (3)	Part Time (Limited Term Employment) Health Information Technology Virtual Tutors	New Hires - Cara Jones, Lisa Foust, Kandi Gillitzer	3/1/2015	Grant Funded, Grade 6 Hourly $21.05 - $27.14
32	Replacement - Laura Bodenbender (Resignation)	Director of Human Resources	New Hire - Krista Weber	2/23/2015	Grade 4, Salaried Professional $74,431 - $100,700
33	Replacement - JoAnn Peterson (Resignation)	Farm Business Production Management Instructor	New Hire - Matt Lansing	Spring 2015	BS $40,368-$68,225 MS $44,159-$74,437
34	Replacement - Bill O'Herrin (Retirement)	Electrical Power & Distribution Instructor	New Hire - Joe Randall	Summer 2015	BS $40,368-$68,225 MS $44,159-$74,437
35	Replacement - Chase Varvil	Electrical Power & Distribution Lab Assistant-PT LTE	New Hire - Raife Ambort	Fall 2015	Grade 5 Hourly $17.40 - $22.42
36	Replacement - Mindy Johnson (Resignation)	Career Services Manager	Internal Transfer - Heather Fifrick	Spring 2015	Grade 7, Salaried Professional $52,190 - $70,611
37	Replacement - Brian Reuter (Resignation)	Evening Custodian	New Hire - Randy Leibfried	Spring 2015	Grade 1, Hourly $12.07 - $15.59

Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
38	Replacement - Mary Hudson (Resignation)	Instrumental & Controls Technology/Electro-Mechanical Instructor	Setting up interviews	Fall 2015	BS $40,368-$68,225 MS $44,159-$74,437
39	New Position	Electro-Mechanical Technology Instructor	Bart Wood	Fall 2015	BS $40,368-$68,225 MS $44,159-$74,437
40	New Position	Midwife Clinical Coordinator	Setting up interviews	Spring 2015	Grade 4, Hourly $16.09 - $20.78
41	New Position	Dining Service Manager	Rex Smith	7/1/2015	Grade 8, Salaried Professional $44,817 - $60,580
42	New Position	Administrative Assistant-FT-LTE (Public Safety)	Posting closes May 25, 2015	6/1/2015	Grade 1, Hourly $12.07 - $15.59
43	Replacement-Beth Whitish (Retirement)	Early Childhood Education Instructor	Posting being prepared	Fall 2015	BS $40,368-$68,225 MS $44,159-$74,437

Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
44	Replacement-Marla Leibfried (Retirement)	Dental Assistant Instructor	Posting being prepared	Fall 2015	BS $40,368-$68,225 MS $44,159-$74,437
45	Replacement-Heather Fifrick	Resident & Student Life Coordinator	Posting closes June 5, 2015	Summer 2015	Grade 8, Salaried Professional $44,817 - $60,580
46	Replacement-Lena Robinson (Resignation)	Learning Services Assistant	Posting being prepared	Summer 2015	

Updated 5/22/2015

Information and Correspondence

A. Enrollment Report

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

Southwest Tech — Here. Now.

2013-2014 and 2014-2015 FTE Comparison

Program Code	Program Title	05-19-14 Students	05-18-15 Students	Student Change	05-19-14 FTE	05-18-15 FTE	FTE Change
10-101-1	Accounting	38	23	(15)	27.56	18.36	(9.20)
10-106-6	Administrative Professional	11	13	2	9.57	10.10	0.53
10-006-2	Agri-Business/ Science Technology	44	66	22	41.77	62.74	20.97
10-102-3	Business Management	107	85	(22)	76.99	56.33	(20.67)
10-530-5	Cancer Information Management-New	-	9	9	-	4.67	4.67
10-504-1	Criminal Justice - Law Enforcement	60	64	4	54.33	46.73	(7.60)
10-316-1	Culinary Arts	11	13	2	7.84	8.57	0.73
10-317-1	Culinary Management	7	6	(1)	5.97	5.10	(0.87)
10-510-6	Direct Entry Midwife	26	35	9	14.20	14.93	0.73
10-307-1	Early Childhood Education	53	40	(13)	37.63	28.30	(9.33)
10-620-1	Electromechanical Technology	58	60	2	56.16	51.20	(4.97)
10-623-8	Engineering Technologist-Suspended	23	11	(12)	21.93	8.83	(13.10)
10-325-1	Golf Course Management	35	30	(5)	31.77	26.30	(5.47)
10-201-2	Graphic And Web Design	35	36	1	30.40	27.17	(3.23)
10-530-1	Health Information Technology-New	-	35	35	-	16.67	16.67
10-520-3	Human Services Associate	65	44	(21)	38.90	33.90	(5.00)
10-825-1	Individualized Technical Studies	6	5	(1)	5.53	2.97	(2.57)
10-154-3	IT-Computer Support Specialist	2	1	(1)	0.63	0.20	(0.43)

Program Code	Program Title	05-19-14 Students	05-18-15 Students	Student Change	05-19-14 FTE	05-18-15 FTE	FTE Change
10-150-1	IT-Network Communications Specialist	30	21	(9)	21.80	12.30	(9.50)
10-152-7	IT-Web & Software Developer-Suspended	23	14	(9)	17.37	7.87	(9.50)
10-104-3	Marketing-Suspended	11	-	(11)	7.33	-	(7.33)
10-513-1	Medical Laboratory Technician	15	17	2	11.37	15.03	3.67
10-543-1	Nursing - Associate Degree	261	285	24	127.68	143.18	15.50
10-524-1	Physical Therapist Assistant	38	47	9	22.33	28.17	5.83
10-196-1	Supervisory Management	6	22	16	1.37	10.52	9.16
10-182-1	Supply Chain Management-New	-	8	8	-	2.63	2.63
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.20	0.20
	Total Associate Degree	**965**	**991**	**26**	**670.44**	**642.96**	**(27.48)**
31-101-1	Accounting Assistant	8	14	6	4.87	9.96	5.10
32-070-1	Agricultural Power & Equipment Technician	44	41	(3)	42.20	40.00	(2.20)
31-405-1	Auto Collision Repair & Refinish Technician	23	21	(2)	14.83	12.97	(1.87)
32-404-2	Automotive Technician	30	30	-	24.30	24.94	0.63
31-408-1	Bricklaying & Masonry-PDC Correctional	9	2	(7)	7.57	0.63	(6.94)
30-443-1	Bldng. Maintenance & Construction-PDC Correctional	1	-	(1)	0.10	-	(0.10)
31-475-1	Building Trades - Carpentry	14	21	7	13.80	18.57	4.77
30-420-2	CNC Setup/Operation	12	9	(3)	8.27	4.87	(3.40)
31-307-1	Child Care Services	9	16	7	7.33	11.40	4.07
50-413-2	Electricity (Construction) Apprentice	18	19	1	2.85	2.57	(0.28)
31-502-1	Cosmetology	44	39	(5)	34.60	34.21	(0.40)
30-504-1	Criminal Justice-Law Enforcement 520 Academy	22	15	(7)	11.80	7.80	(4.00)
31-317-1	Culinary Specialist	7	18	11	3.73	15.47	11.74

Program Code	Program Title	05-19-14 Students	05-18-15 Students	Student Change	05-19-14 FTE	05-18-15 FTE	FTE Change
31-091-1	Dairy Herd Management	18	19	1	18.27	17.50	(0.77)
30-508-2	Dental Assistant - Short Term	29	27	(2)	15.77	14.40	(1.37)
31-413-2	Electrical Power Distribution	30	26	(4)	25.73	23.70	(2.03)
31-502-2	Esthetician-Suspended	13	1	(12)	8.90	0.53	(8.37)
50-413-1	Industrial Electrician Apprentice	16	11	(5)	2.47	1.47	(1.00)
31-620-1	Industrial Mechanic-New	-	6	6	-	2.17	2.17
31-154-6	IT-Computer Support Technician	6	24	18	3.80	19.57	15.77
31-509-1	Medical Assistant	47	41	(6)	34.37	34.27	(0.10)
30-530-1	Medical Coding Specialist	66	48	(18)	22.63	16.47	(6.17)
31-106-7	Medical Transcription-Discont	3	-	(3)	1.27	-	(1.27)
30-543-1	Nursing Assistant	219	217	(2)	28.47	27.83	(0.63)
31-106-8	Office Support Specialist	13	12	(1)	9.00	8.77	(0.23)
50-427-5	Plumbing Apprentice	13	15	2	2.23	2.15	(0.07)
31-442-1	Welding	46	52	6	40.97	44.70	3.73
	Total Technical Diploma	**760**	**744**	**(16)**	**390.13**	**396.90**	**6.77**
20-800-1	Liberal Arts - Associate of Arts	6	12	6	3.37	4.80	1.43
20-800-2	Liberal Arts - Associate of Science	4	15	11	2.50	6.27	3.77
	Undeclared Majors	2,331	2,187	(144)	299.33	257.57	(41.76)
	Total	**4,066**	**3,949**	**(117)**	**1,365.77**	**1,308.50**	**(57.27)**
	Percent of Change						4.19%
	Vocational Adult (Aid Codes 42-47)	6,395	4,613	(1,782)	113.99	88.29	(25.71)
	Community Services (Aid Code 60)	251	99	(152)	0.93	0.27	(0.67)
	Basic Skills (Aid Codes 7x)	356	318	(38)	39.66	30.67	(8.99)
	Basic Skills Remedial (Aid Code 78)	1,872	1,519	(353)	97.68	74.30	(23.38)
	Grand Total	**12,940**	**10,498**	**(2,442)**	**1,618.04**	**1,502.02**	**(116.01)**
	Total Percent of Change						-7.17%

2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	05-19-14 Students	05-18-15 Students	Student Change	05-19-14 FTE	05-18-15 FTE	FTE Change
10-101-1	Accounting	13	11	(2)	6.43	3.83	(2.60)
10-106-6	Administrative Professional	7	5	(2)	2.67	2.00	(0.67)
10-006-2	Agri-Business/Science Technology	33	30	(3)	19.83	17.43	(2.40)
10-102-3	Business Management	40	29	(11)	16.33	13.60	(2.73)
10-530-5	Cancer Information Management-New	-	6	6	-	1.47	1.47
10-504-1	Criminal Justice - Law Enforcement	21	21	-	11.57	9.97	(1.60)
10-316-1	Culinary Arts	10	7	(3)	4.97	3.80	(1.17)
10-317-1	Culinary Management	1	3	2	0.60	1.63	1.03
10-510-6	Direct Entry Midwife	13	15	2	3.80	4.43	0.63
10-307-1	Early Childhood Education	20	15	(5)	10.00	5.40	(4.60)
10-620-1	Electromechanical Technology	39	19	(20)	18.63	8.93	(9.70)
10-623-8	Engineering Technologist-Suspended	9	-	(9)	3.80	-	(3.80)
10-325-1	Golf Course Management	6	5	(1)	2.47	1.90	(0.57)
10-201-2	Graphic And Web Design	17	14	(3)	6.33	5.73	(0.60)
10-530-1	Health Information Technology-New	3	14	11	0.67	4.70	4.03
10-520-3	Human Services Associate	19	21	2	9.80	10.60	0.80
10-825-1	Indiv. Technical Studies	2	3	1	0.40	1.27	0.87
10-150-1	IT-Network Communications Specialist	10	13	3	4.53	6.67	2.13
10-152-7	IT-Web & Software Developer-Suspended	10	-	(10)	3.50	-	(3.50)
10-513-1	Medical Laboratory Technician	7	4	(3)	3.13	2.40	(0.73)
10-543-1	Nursing - Associate Degree	139	115	(24)	33.67	27.27	(6.40)
10-524-1	Physical Therapist Assistant	9	14	5	2.70	5.57	2.87
10-196-1	Supervisory Management	4	11	7	1.43	3.96	2.53
10-182-1	Supply Chain Management-New	-	4	4	-	1.37	1.37
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.50	0.50
	Total Associate Degree	**432**	**380**	**(52)**	**167.27**	**144.43**	**(22.83)**
31-101-1	Accounting Assistant	3	2	(1)	1.37	0.90	(0.47)
32-070-1	Agricultural Power & Equipment Technician	19	19	-	11.90	12.00	0.10

Program Code	Program Title	05-19-14 Students	05-18-15 Students	Student Change	05-19-14 FTE	05-18-15 FTE	FTE Change
31-405-1	Auto Collision Repair & Refinish Technician	7	6	(1)	1.40	1.07	(0.33)
32-404-2	Automotive Technician	11	16	5	5.33	7.50	2.17
31-475-1	Building Trades - Carpentry	-	1	1	-	0.10	0.10
30-420-2	CNC Setup/Operation	-	1	1	-	0.37	0.37
31-307-1	Child Care Services	-	1	1	-	0.30	0.30
50-413-2	Electricity (Construction) Apprentice	16	1	(15)	1.07	0.07	(1.00)
31-502-1	Cosmetology	13	17	4	7.53	9.17	1.63
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	15	-	8.00	8.00	-
31-317-1	Culinary Specialist	1	6	5	0.13	2.53	2.40
31-091-1	Dairy Herd Management	3	1	(2)	0.60	0.57	(0.03)
30-508-2	Dental Assistant - Short Term	1	-	(1)	0.07	-	(0.07)
31-413-2	Electrical Power Distr.	1	2	1	0.43	0.70	0.27
31-502-2	Esthetician-Suspended	1	-	(1)	0.53	-	(0.53)
50-413-1	Industrial Electrician Apprentice	10	-	(10)	0.67	-	(0.67)
31-620-1	Industrial Mechanic-New	-	2	2	-	0.60	0.60
31-154-6	IT-Computer Support Technician	1	2	1	0.20	0.93	0.73
31-509-1	Medical Assistant	2	4	2	0.60	0.97	0.37
30-530-1	Medical Coding Specialist	8	8	-	2.13	1.40	(0.73)
30-543-1	Nursing Assistant	15	18	3	1.60	1.80	0.20
31-106-8	Office Support Specialist	3	2	(1)	1.40	1.07	(0.33)
50-427-5	Plumbing Apprentice	-	7	7	-	0.67	0.67
31-442-1	Welding	1	10	9	0.23	4.60	4.36
	Total Technical Diploma	**131**	**141**	10	**45.20**	**55.30**	10.10
20-800-1	Liberal Arts–Assoc. of Arts	1	5	4	0.23	1.13	0.90
20-800-2	Liberal Arts-Associate of Science	2	3	1	0.37	0.30	
	Undeclared Majors	43	54	11	5.77	7.90	2.13
	Total	**609**	**583**	(26)	**218.84**	**209.06**	(9.78)
	Percent of Change						-4.47%
	Vocational Adult (Aid Codes 42-47)	481	469	(12)	9.75	12.16	2.41
	Basic Skills (Aid Codes 7x)	21	11	(10)	0.70	0.37	(0.33)
	Basic Skills Remedial(Aid Code 78)	50	47	(3)	1.93	1.76	(0.17)
	Grand Total	1,161	1,110	(51)	231.22	223.35	(7.87)
	Total Percent of Change						-3.40%

APPLICATION COMPARISON of 2015-16 vs 2014-15												
Southwest Tech Here. Now.		2015-2016				2014-2015						
		May 18, '15				May 14, '14			1st day 8-22-14			May
Program	Cap	Acpt.	W.L.	Jan	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total	YOY
Accounting		12			12	13		13	14		14	-1
Accounting Assistant		6			6	5		5	10		10	1
Administrative Professional		8			8	5		5	6		6	3
Agri-Business/Science Tech	36	34			34	33		33	34	2	36	1
Ag Power & Equipment	22	22	15		37	22	11	33	21		21	4
Auto Collision Repair&Refinish	22	13			13	13		13	15		15	0
Automotive Technician	22	20			20	16		16	21		21	4
Building Trades- Carpentry	20	7			7	11		11	20		20	-4
Business Management		11		12	23	40		40	36		36	-17
Cancer Information Management		10			10				4		4	10
Child Care Services	13	11			11	5		5	8		8	6
CNC Setup/Operation	15	2			2	3		3	10		10	-1
Cosmetology	24	21			21	12		12	25		25	9
Criminal Justice-Law Enforce	48	25			25	19		19	31		31	6
Culinary Arts		3			3	11		11	16		16	-8
Culinary Management		2			2			0	8		8	2
Culinary Specialist		5			5	4		4	3		3	1
Dairy Herd Management	24	20			20	15		15	19		19	5
Dental Assistant	18	16			16	18	2	20	18		18	-4
Early Childhood Education	28	23			23	12		12	15		15	11
Electrical Power Distribution	24	24	8		32	24	5	29	24		24	3
Electro-Mech Tech	24	11			11	11		11	21		21	0
Golf Course Management		5			5	11		11	16		16	-6
Graphic and Web Design	25	25			25	9		9	21		21	16
Health Information Technology	22	22	4		26	3		3	18	7	25	23
Human Services Associate	31	23			23	24		24	32	1	33	-1
Industrial Mechanic	12	4		7	11			0			0	11
IT-Computer Support Tech		8			8	6		6	17		17	2
IT-Network Communication Spec		15			15	6		6	20		20	9
Laboratory Science Technician	15				0							0
Liberal Arts- Associate of Arts		1		3	4	4		4	12		12	0
Liberal Arts-Associate of Science		1			1	7		7	9		9	-6
Medical Assistant	32	32	10		42	32	12	44	32	3	35	-2
Medical Coding Specialist	23	23	11	5	39	34	4	38	21	7	28	1
Medical Laboratory Technician	16	9			9	6		6	10		10	3
Nail Technician	4				0	2		2	2		2	-2

Program	Cap	May 18, '15					May 14, '14			1st day 8-22-14			May
		Acpt.	W.L.	Jan	Total		Acpt.	W.L.	Total	Acpt.	W.L.	Total	YOY
Nursing-Associate Degree	54	54	57	18	129		54	81	135	55	77	132	-6
Nursing-Assoc Degree- Part-time	28	28	8		36		28	11	39	29	15	44	-3
Office Support Specialist		6			6		7		7	5		5	-1
Pharmacy Tech (shared)					0		1		1			0	-1
Physical Therapist Assistant	18	18	41		59		15	23	38	14	15	29	21
Supervisory Management		8			8				0	13		13	8
Supply Chain Management					0				0			0	0
Undecided					0				0			0	0
Welding	40	25			25		32	12	44	39	2	41	-19
TOTALS		**613**	**154**	**45**	**812**		**573**	**161**	**734**	**744**	**129**	**873**	**78**
Year Over Year		40	-7	45	78								
Current - Aug 22, 2014		-86	25		-61								
May 14, 2014 - Aug, 2014		-171	32		-139								

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B. *Chairperson's Report*

C. *College President's Report*

    5. Richland County Activities
    6. Joint Finance Committee Decisions of Note
    7. Prairie du Chien Outreach
    8. Around the College Update

D. *Other Information Items*

Establish Board Agenda Items for Next Meeting

A. Agenda for Regular Board meeting

3. FY2016 Budget Public Hearing/Approval
4. District Boards Association Report

B. Time and Place

Thursday, June 25, 2015, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

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

B. Approval of Closed Session Minutes of April 23, 2015

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment