



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**August 27, 2015**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

## **Table of Contents**

<b>Annotated Agenda .....</b>	<b>2</b>
<b>Open Meeting .....</b>	<b>5</b>
A. Roll Call.....	5
B. Reports/ Forums/Public Input.....	5
C. Oath of Office – recently appointed Board members .....	5
<b>Consent Agenda.....</b>	<b>6</b>
A. Approval of Agenda.....	6
B. Minutes of the Annual Board Meeting of July 13, 2015 .....	8
C. Financial Reports .....	12
1. Expenditures Greater Than \$2500 .....	12
2. Treasurer’s Cash Balance .....	14
3. Budget Control .....	15
D. Contract Revenue .....	16
A. Personnel Items .....	21
<b>Other Items Requiring Board Action .....</b>	<b>23</b>
<b>Board Monitoring of College Effectiveness .....</b>	<b>23</b>
A. College Values Update and Discussion .....	23
B. Staffing Update .....	24
<b>Information and Correspondence.....</b>	<b>28</b>
A. Enrollment Report .....	28
B. Chairperson’s Report .....	33
C. College President’s Report .....	33
D. Other Information Items.....	33
<b>Establish Board Agenda Items for Next Meeting .....</b>	<b>34</b>
A. Agenda for Annual Board meeting .....	34
B. Time and Place .....	34
<b>Adjourn to Closed Session .....</b>	<b>34</b>
<b>Reconvene to Open Session.....</b>	<b>35</b>
<b>Adjournment.....</b>	<b>35</b>

## **Annotated Agenda**

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

Monday, August 27, 2015

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 August 27, 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**

**C. Oath of Office – recently appointed Board members**

1. Linda Erickson
2. Melissa Fitzsimons

#### **CONSENT AGENDA**

**A. Approval of Agenda**

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

**B. Minutes of the Annual Meeting of July 13, 2015**

Minutes of the July 13, 2015, Board meeting are included with the electronic Board material.

**C. Financial Reports**

- 1. Purchase Orders Greater than \$2,500**
- 2. Treasurer’s Cash Balance**
- 3. Budget Control**

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

**D. Contract Revenue**

Twelve totaling \$179,157.65 in July 2015 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

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

**Recommendation:** Approve the consent agenda.

**OTHER ITEMS REQUIRING BOARD ACTION**

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. College Values Update and Discussion**

The College faculty and staff have been working on the results of the Honkamp Krueger organizational development report conducted last January. The "Culture Committee" is bringing forward a request to update and adopt new values based on input from faculty and staff.

**B. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

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

**B. Chairperson's Report**

**C. College President's Report**

1. Board Retreat
2. Strategic Planning
3. Presidential Evaluation Process
4. Follow-up on Referrals

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. Health, Education & Public Safety Report
2. Marketing & Public Relations Report

**B. Time and Place**

Thursday, September 24, 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 the Memorandum of Understanding between Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, Inc., and the Southwest Wisconsin Technical College Foundation Real Estate Foundation per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session}.
  2. Discussing a Specific Personnel Issue 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 June 25, 2015

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The August 27, 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***

### ***C. Oath of Office – recently appointed Board members***

1. Linda Erickson
2. Melissa Fitzsimons

## **Consent Agenda**

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

## **BOARD MEETING NOTICE/AGENDA**

Thursday, August 27, 2015

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: "The August 27, 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. Oath of Office
  - 1. Linda Erickson
  - 2. Melissa Fitzsimons
- C. Reports/Forums/Public Input

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 13, 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

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

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

- A. College Values Update and Discussion
- B. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda

B. Time and Place

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of:
1. Discussing the Memorandum of Understanding between Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, Inc., and the Southwest Wisconsin Technical College Foundation Real Estate Foundation per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session}.
  2. Discussing a Specific Personnel Issue 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 June 25, 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](mailto:accom@swtc.edu)}



## ***B. Minutes of the Annual Board Meeting of July 13, 2015***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JULY 13, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 5:30 p.m. on July 13, 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:

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

Absent: Linda Erickson, Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dan Imhoff, Sue Reukauf, Phil Thomas, Krista Weber, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times; Brad Viegut, Robert W. Baird & Co.

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**

Monday, July 13, 2015

5:30 p.m. – Annual Meeting – Room 492-493, College Connection

7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

### **OPEN MEETING**

The following statement will be read: “The July 13, 2015, annual 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
- C. Oath of Office – recently appointed Board members

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 25, 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

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

- A. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Second Reading of Revision to Governance Policy 3.3
- D. Resolution to Assign General Fund Reserves
- E. Signatory Authority Policy for 2015-16
- F. Designate Official Newspaper
- G. Designate Depository for 2015-16
- H. Designate College Legal Counsel for 2015-16
- I. Election of Officers

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

- A. Board Monitoring Schedule
- B. Facilities Update
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  1. Boards Association Committee Appointments
- C. College President's Report
- D. Other Information Items

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

- A. Agenda
- B. Time and Place

### **ADJOURNMENT**

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

Recently re-appointed Board member Donald Tuescher read and signed the Oath of Office.

After a review of the Consent Agenda, including the July 13, 2015, agenda; June 25, 2015, Board minutes; financial reports; four contracts totaling \$1,522.00 in June 2015; the transfer of Stephanie Brown to the Resident Life & Student Resources Coordinator position; and the retirement of George Dulzo, Criminal Justice Instructor, in December 2015, Ms. Mickelson moved to approve the Consent Agenda. Mr. Kohlenberg seconded the motion; motion carried.

Brad Viegut from Robert W. Baird & Co. presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Viegut explained the process noting the Moody's Rating was Aa2. Six bidders provided bids ranging from 1.3497 to 1.5976 percent. Mr. Viegut recommended the Board approve Piper Jaffray with the low bid. Mr. Moyer moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to

Piper Jaffray at a rate of 1.3497 percent. Mr. Tuescher seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Dan Imhoff, Director of Facilities, presented for approval the College's Three-Year Facilities Plan. Mr. Imhoff reviewed the plan. Remodeling projects for FY2016 include Labs 415 and 413 roof replacement, lab 413 rooftop air handling unit replacement, replacing Building 100 and 200 ceilings, Welding Lab 505 renovation, and remodeling the former Academic Success Center space. Projects included in the plan for FY2017 are tunnel upgrades, bookstore air handling unit and roof replacement, Building 300 remodeling and sprinkler, Buildings 100 and 200 entrance replacement, and the construction of a Fire Safety shed. Projects slated for FY2018 include Building 500 air handling unit replacement, kitchen and cafeteria remodel and fire sprinkler, building 500 hall ceiling and light replacement, Public Safety Complex vehicle/farm equipment storage building, and rebuilding the James building. Discussion followed on the plan, with it being noted that this is a plan and priorities could change. Mr. Tuescher moved to approve the Three-Year Facilities Plan 2015-2018 with Mr. Kohlenberg seconding the motion. The motion unanimously carried.

Mr. Kohlenberg moved to approve the revision to Governance Policy 3.3: Compensation and Benefits. Mr. Prange seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a resolution to the Board assigning authority to Mr. White to assign and un-assign fund balance reserves on behalf of the Board. He explained that the Board would be informed during the audit process of the assignments. Mr. Tuescher moved to approve the resolution authorizing Caleb White, Vice President for Administrative Services, to assign General Fund reserves. Mr. Kohlenberg seconded the motion. Upon a roll call vote with Mr. Kohlenberg, Ms. Mickelson, Ms. Nickels, Mr. Prange, Ms. Sutton, and Mr. Tuescher voting affirmatively and Mr. Moyer voting nay, the motion carried.

The Board reviewed the 2015-16 Signatory Authority Policy, which identifies the Board Officers, President or President's designees to commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. Mr. Tuescher moved to approve the 2015-16 Signatory Authority Policy identifying those individuals designated with the authority to sign official or legally binding documents. Mr. Prange seconded the motion; motion unanimously carried.

At the July 8, 2013, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2014-2016.

Mr. White made a recommendation to continue with First Merit Bank as the official depository. Mr. Tuescher moved to designate First Merit Bank, Fennimore, WI, as the official College depository for 2015-16. Ms. Mickelson seconded the motion; motion carried.

After the Board reviewed the recommendations for legal counsel, Mr. Prange moved to retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, WI, as the general legal counsel; retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for labor relations; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, as Bond Counsel. Ms. Sutton seconded the motion; the motion was approved.

Elections for Officers of the Board were held. Mr. Moyer nominated Ms. Sutton for Chairperson. Mr. Tuescher nominated Mr. Kohlenberg for Chairperson. A ballot vote was held and Mr. Kohlenberg was elected the 2015-16 Chairperson.

Mr. Moyer nominated Ms. Sutton for Vice-Chairperson. Mr. Kohlenberg nominated Ms. Nickels for Vice-Chairperson. A ballot vote was held and Ms. Sutton was elected the 2015-16 Vice-Chairperson

Mr. Tuescher nominated Mr. Prange for Secretary. Mr. Moyer nominated Ms. Mickelson for Secretary. A ballot vote was held and Ms. Mickelson was elected the 2015-16 Secretary.

Mr. Kohlenberg nominated Mr. Prange for Treasurer. Mr. Moyer moved to close nominations. Mr. Tuescher seconded the motion and Mr. Prange was named Treasurer.

The Board reviewed the 2015-16 Board Monitoring Schedule. Dr. Wood asked the Board for any suggestions on reports and asked that the Board members complete a brief evaluation tool of the monthly reports.

Mr. Imhoff provided a report focusing on major activities and how the Facilities department assists the College in achieving its Strategic Directions. He reviewed the current Facilities project list and discussed developing a master facilities plan.

Krista Weber, Director of Human Resources, provided an update on College staffing noting open positions in the various stages of the hiring process.

The Enrollment Report was reviewed with Mr. White highlighting the 7.5% decrease from one year ago. The FY2016 report was compared to FY2015 which reflected a 7% downward trend.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Legislative—Eileen Nickels and Don Tuescher; Human Resources—Don Tuescher and Linda Erickson; Program—Missy Fitzsimons and Linda Erickson; Marketing/Public Relations & Awards—Rhonda Sutton and Chris Prange; Interdistrict/Interagency Cooperation—Jim Kohlenberg and Darlene Mickelson; Bylaws, Policies, and Procedures—Chris Prange and Darlene Mickelson.

In the President's Report, Dr. Wood shared his introduction and orientation plan with the Board and asked the Board members to assist in introducing him to two or three individuals from their communities.

Mr. Kohlenberg moved to adjourn the meeting, with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 6:47 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 07/01/2015 TO 07/31/2015**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
7/1/2015	6305	Century Link	\$ 7,000.00	PRI Circuit & Long Distance Blanket PO
7/1/2015	6306	TDS Telecom	\$ 18,000.00	Local Phone & PRI Blanket PO
7/1/2015	6307	TDS Telecom	\$ 3,500.00	Analog Phone Lines Blanket PO
7/1/2015	6308	WISC NET	\$ 12,500.00	Membership Fee & Network Participation
7/1/2015	6311	Genuine Telecom	\$ 4,500.00	Internet-Richland Center Blanket PO
7/1/2015	6312	Department of Administration	\$ 9,000.00	TEACH Wisconsin/BadgerNet Blanket PO
7/1/2015	6313	Fennimore Municipal Utilities	\$ 290,001.36	15-16 Utilities Blanket PO
7/1/2015	6315	WE Energies	\$ 50,000.40	15-16 Gas Service Blanket PO
7/1/2015	6316	Constellation Energy Services	\$ 76,000.08	15-16 Natural Gas Service Blanket PO
7/8/2015	6320	Platteville Schools	\$ 8,160.00	15-16 July - December Rent
7/8/2015	6321	Darlington School District	\$ 3,200.00	15-16 July - December Rent
7/8/2015	6322	Fox Properties	\$ 13,200.00	15-16 Dodgeville Rent
7/8/2015	6323	CK Norman Development	\$ 28,821.12	15-16 Richland Center Rent (\$28,401.12) & Dumpster Service (\$420.00)
7/9/2015	6327	Blackboard Inc..	\$ 86,695.00	Blackboard Course Delivery, Hosting & Storage

7/21/2015	6332	Appleland Sports Inc.	\$ 10,145.00	Mag Tech 9A & Fiocchi 223A Rounds - Criminal Justice
-----------	------	-----------------------	--------------	--

<b>SUBTOTAL</b>	<b>\$ 620,722.96</b>
-----------------	----------------------

CAPITAL FUND

7/8/2015	6324	Les Mack Ford, LLC	\$ 27,074.00	2016 Ford Transit Wagon XL
----------	------	--------------------	--------------	----------------------------

7/8/2015	6325	Duet Resource Group	\$ 12,976.08	Half Round Tables (6) & Armless Chairs (60) Room 132
----------	------	---------------------	--------------	--

7/13/2015	6328	AT&T	\$ 16,691.34	ITV Station for PDC High School Outreach Classroom (Grant# 17)
-----------	------	------	--------------	--

7/14/2015	6330	KJWW Engineering Consultants	\$ 4,875.00	Bldg. 400 AHU Replacement
-----------	------	------------------------------	-------------	---------------------------

7/21/2015	6333	Sharp Electronics Corporation	\$ 5,575.00	MX-3140N Copier with stand, finisher, 3-hole punch & FAX - Bookstore
-----------	------	-------------------------------	-------------	--

<b>SUBTOTAL</b>	<b>\$ 67,191.42</b>
-----------------	---------------------

ENTERPRISE FUND

7/1/2015	6302	Fed Ex	\$ 5,000.00	15-16 Shipping Expense Blanket PO
----------	------	--------	-------------	-----------------------------------

<b>SUBTOTAL</b>	<b>\$ 5,000.00</b>
-----------------	--------------------

<b>TOTAL</b>	<b>\$ 692,914.38</b>
--------------	----------------------

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 07/31/2015

#### Liability End of Month Balances

FICA	52,428.46
Federal Withholding	49,107.46
State Withholding	28,977.51
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	337,323.00
Sick Leave Payable	500,798.00
Other (Due To)	8,648,949.51
Total Liability Adjustment	9,617,583.94

#### Beginning Treasurers Balance

-

#### Receipt

Fund	
1 General	570,724.00
2 Special Revenue	-
3 Capital Projects	130.28
4 Debt Service	-
5 Enterprise	41,001.75
6 Internal Service	447,411.99
7 Financial Aid/Activities	126,381.06
Total Receipts	1,185,649.08

Cash Available 1,185,649.08

#### Expenses

Fund	
1 General	2,189,068.91
2 Special Revenue	-
3 Capital Projects	87,395.70
4 Debt Service	-
5 Enterprise	90,090.54
6 Internal Service	577,376.02
7 Financial Aid/Activities	152,972.80
Total Expenses	3,096,903.97

Treasurers Cash Balance	(1,911,254.89)
Liability Adjustment	9,617,583.94
Cash in Bank	\$7,706,329.05

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 12 Months ended July 2015**

	<b><u>2015-16 Budget</u></b>	<b><u>2015-16 YTD Actual</u></b>	<b><u>2015-16 Percent</u></b>	<b><u>2014-15 Percent</u></b>	<b><u>2013-14 Percent</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>
General Fund Revenue	23,568,000.00	570,724.00	2.42	2.38	2.35	4.64	3.60
General Fund Expenditures	23,968,000.00	2,189,068.91	9.13	6.00	1.15	2.09	3.47
Capital Projects Fund Revenue	2,530,000.00	130.28	0.01	0.13	1.98	2.04	0.01
Capital Projects Fund Expenditures	2,357,000.00	87,395.70	3.71	5.80	9.61	5.94	13.11
Debt Service Fund Revenue	5,194,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,261,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	2,132,000.00	41,001.75	1.92	1.66	6.56	1.52	14.77
Enterprise Fund Expenditure	1,966,000.00	90,090.54	4.58	6.42	10.78	6.34	2.52
Internal Service Fund Revenue	4,100,000.00	447,411.99	10.91	5.87	4.64	5.01	2.88
Internal Service Fund Expenditures	4,100,000.00	577,376.02	14.08	9.36	10.59	6.71	8.54
Trust & Agency Fund Revenue	8,500,000.00	126,381.06	1.49	0.14	1.32	0.24	0.67
Trust & Agency Fund Expenditures	8,450,000.00	152,972.80	1.81	1.15	1.44	1.12	1.25
Grand Total Revenue	46,024,000.00	1,185,649.08	2.58	1.87	2.25	3.02	2.89
Grand Total Expenditures	46,102,000.00	3,096,903.97	6.72	4.76	2.72	2.52	3.77



#### ***D. Contract Revenue***

Twelve contracts totaling \$79,157.65 in July 2015 will be presented for Board approval. The Contract Revenue Report follows.

# 2015-2016 CONTRACTS

07/01/15 through 07/31/15

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
2014-0054 WI Department of Corrections	<b><i>Prairie du Chien (Summer)</i></b>	Richard Ammon						
	Power Point		3	\$ 415.20	Yes		X	
	Beginning Word		9	\$ 1,245.60	Yes		X	
	Beginning Excel		9	\$ 1,245.60	Yes		X	
	Windows XP		5	\$ 692.00	Yes		X	
	Beginning Access		5	\$ 692.00	Yes		X	
	Intermediate MS Word		3	\$ 415.20	Yes		X	
	Intermediate MS Excel		4	\$ 553.60	Yes		X	
	Intermediate MS Access		2	\$ 276.80	Yes		X	
	Introduction to MS Publisher		2	\$ 276.80	Yes		X	
	Integrated MS Suite		2	\$ 276.80	Yes		X	
	Professional Development Seminar		1	\$ 138.40	Yes		X	
	Keyboarding		6	\$ 830.40	Yes		X	
	Fundamentals of Building Trades Safety		7	\$ 4,113.20	Yes		X	
	Basic Carpentry		4	\$ 1,762.80	Yes		X	
	Basic Electrical		1	\$ 440.70	Yes		X	
	Workplace Communications		1	\$ 272.30	Yes		X	
	Applied Mathematics		4	\$ 1,089.20	Yes		X	
	<b><i>Prairie du Chien (Fall)</i></b>							
	Powerpoint		12	\$ 1,660.80	Yes		X	
	Beginning Word		11	\$ 1,522.40	Yes		X	
	Beginning Excel		13	\$ 1,799.20	Yes		X	
	Windows XP		11	\$ 1,522.40	Yes		X	
	Beginning Access		13	\$ 1,799.20	Yes		X	
	Intermediate MS Word		12	\$ 1,660.80	Yes		X	
	Intermediate MS Excel		9	\$ 1,245.60	Yes		X	
	Intermediate MS Access		11	\$ 1,522.40	Yes		X	
	Introduction to MS Publisher		12	\$ 1,660.80	Yes		X	
	Intergrated MS Office Suite		10	\$ 1,384.00	Yes		X	
	Professional Development Seminar		12	\$ 1,660.80	Yes		X	
	Professional Development Seminar		8	\$ 1,107.20	Yes		X	
	Professional Development Seminar		5	\$ 692.00	Yes		X	
	Professional Development Seminar		4	\$ 553.60	Yes		X	
	Elem Algebra with Apps		1	\$ 406.20	Yes		X	
	Keyboarding		17	\$ 2,352.80	Yes		X	
	Fundamentals of Building Trades Safety		4	\$ 2,350.40	Yes		X	
	Basic Carpentry		4	\$ 1,762.80	Yes		X	
	Basic Electrical		2	\$ 881.40	Yes		X	
	Blueprint Reading for Construction		6	\$ 1,762.80	Yes		X	
	Basic Plumbing		1	\$ 440.70	Yes		X	

Southwest Wisconsin Technical College

1

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
	Bricklaying/Masonry I		10	\$ 7,020.00	Yes		X	
	Bricklaying/Masonry II		10	\$ 7,020.00	Yes		X	
	Bricklaying/Masonry III		4	\$ 2,808.00	Yes		X	
	Bricklaying/Masonry IV		4	\$ 2,808.00	Yes		X	
	Sketching and Print Reading		4	\$ 1,123.20	Yes		X	
	Estimating		4	\$ 1,123.20	Yes		X	
	Construction Safety and Health		10	\$ 1,384.00	Yes		X	
	Workplace Communications		12	\$ 3,267.60	Yes		X	
	Applied Mathematics		21	\$ 5,718.30	Yes		X	
	<b><i>Boscobel (Fall)</i></b>							
	Professional Development Seminar		5	\$ 692.00	Yes		X	
	Facial Treatment		1	\$ 287.30	Yes		X	
	Basic Hair Design		1	\$ 718.25	Yes		X	
	Nail Technology I		1	\$ 430.95	Yes		X	
	Salon Services 6		1	\$ 718.25	Yes		X	
	Salon/Spa Science		1	\$ 272.30	Yes		X	
	Chemical Services		1	\$ 718.25	Yes		X	
	Salon Services 1		1	\$ 718.25	Yes		X	
	Salon Services 2		1	\$ 718.25	Yes		X	
	Salon Services 3		1	\$ 718.25	Yes		X	
	Salon Services 4		1	\$ 718.25	Yes		X	
	Salon Services 5		1	\$ 718.25	Yes		X	
	Salon/Spa Management		1	\$ 272.30	Yes		X	
	<b><i>Prairie du Chien (Spring)</i></b>							
	PowerPoint		10	\$ 1,384.00	Yes		X	
	Beginning Word		8	\$ 1,107.20	Yes		X	
	Beginning Excel		8	\$ 1,107.20	Yes		X	
	Windows XP		13	\$ 1,799.20	Yes		X	
	Beginning Access		10	\$ 1,384.00	Yes		X	
	Intermediate MS Word		9	\$ 1,245.60	Yes		X	
	Intermediate MS Excel		12	\$ 1,660.80	Yes		X	
	Intermediate MS Access		13	\$ 1,799.20	Yes		X	
	Intro to MS Publisher		4	\$ 553.60	Yes		X	
	Integrated MS Suite		5	\$ 692.00	Yes		X	
	Professional Development Seminar		13	\$ 1,799.20	Yes		X	
	Professional Development Seminar		8	\$ 1,107.20	Yes		X	
	Professional Development Seminar		1	\$ 138.40	Yes		X	
	Keyboarding		15	\$ 2,076.00	Yes		X	
	Blueprint Reading for Construction		1	\$ 293.80	Yes		X	
	Bricklaying/Masonry I		10	\$ 7,020.00	Yes		X	
	Bricklaying/Masonry II		10	\$ 7,020.00	Yes		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
	Bricklaying/Masonry III		2	\$ 1,404.00	Yes		X	
	Bricklaying/Masonry IV		2	\$ 1,404.00	Yes		X	
	Sketching and Print Reading		2	\$ 561.60	Yes		X	
	Estimating		2	\$ 561.60	Yes		X	
	Construction Safety and Health		10	\$ 1,384.00	Yes		X	
	Workplace Communication		5	\$ 1,361.50	Yes		X	
	Applied Mathematics		11	\$ 2,995.30	Yes		X	
	<b><i>Boscobel (Spring)</i></b>							
	Basic Hair Design		2	\$ 1,436.50	Yes		X	
	Nail Technology I		2	\$ 861.90	Yes		X	
	Salon Services 6		2	\$ 1,436.50	Yes		X	
	Salon/Spa Science		2	\$ 544.60	Yes		X	
	Chemical Services		2	\$ 1,436.50	Yes		X	
	Salon Services 5		2	\$ 1,436.50	Yes		X	
	Salon Services 1		2	\$ 1,436.50	Yes		X	
	Basic Facials		2	\$ 574.60	Yes		X	
	Salon Services 2		2	\$ 1,436.50	Yes		X	
	Salon Services 3		2	\$ 1,436.50	Yes		X	
	Salon/Spa Management		2	\$ 544.60	Yes		X	
	Salon Services 4		2	\$ 1,436.50	Yes		X	
	State Board Preparation		2	\$ 347.30	Yes		X	
03-2016-0043-I-47	Trends & Issues in the Workplace-Customer Service	Amy Charles	20	\$ 1,510.00	No		X	
Community Health Services Corporation WAT Grant #03-129-124-175	Trends & Issues in the Workplace-Team Building	Amy Charles	19	\$ 1,510.00	No		X	
03-2016-0045-I-47	Computer Software Applications-MS Excel-Basic	Amy Charles	13	\$ 2,827.00	No		X	
Bemis Performance Packaging WAT Grant #03-184-124-175								
03-2016-0056-I-41	Arc Flash Safety	Amy Charles	4	\$ 1,400.00	No		X	
Milk Specialties								
03-2016-0057-I-42	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	17	\$ 690.00	Yes		X	
Lafayette County Health Department								
03-2015-0065-I-47	Trends & Issues in the Workplace-Servant Leadership	Amy Charles	50	\$ 2,810.00	No		X	
Cabela's	Trends & Issues in the Workplace-Communication Skills	Amy Charles	60	\$ 2,810.00	No		X	
WAT Grant #03164-124-175								
03-2015-0096-I-47	OSHA Fall Protection	Amy Charles	41	\$ 720.00	No		X	
Dillman Equipment a Division of Astec, Inc	OSHA-Respiratory Protection	Amy Charles	4	\$ 153.00	No		X	
WAT Grant #03-164-124-175	OSHA-Haz Waste & Emerg Res	Amy Charles	10	\$ 250.00	No		X	
Southwest Wisconsin Technical College	OSHA-LOTO	Amy Charles	18	\$ 155.00	No		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0119-I-47	10-HR OSHA Gen Ind	Amy Charles	10	\$	637.00	No	X	
Dillman Equipment a Division of Astec, Inc	Oxyfuel Gas Cutting & Gouging	Amy Charles	10	\$	1,485.00	No	X	
WAT Grant #03-182-124-175	Plasma Cutting & Gouging	Amy Charles	10	\$	1,485.00	No	X	
	Welding-Equipment Safety	Amy Charles	10	\$	1,165.00	No	X	
	GMAW-Equipment	Amy Charles	9	\$	1,485.00	No	X	
	GMAW-Carbon Steel	Amy Charles	7	\$	1,485.00	No	X	
03-2015-0158-I-47	DC & AC Fundamentals-Intro to Electrical Theory	Amy Charles	8	\$	636.50	No	X	
Foremost Farms	Machine Control-Intro to Motors & Frequency Drives	Amy Charles	8	\$	1,273.00	No	X	
WAT Grant #03-181-124-175	Machine Control-Intro to Motor Controls	Amy Charles	8	\$	1,273.00	No	X	
	PLC Training Seminar-Intro to PLCs & Motor Controls	Amy Charles	8	\$	509.30	No	X	
03-2016-0007-I-41	Motivational Strategies	Amy Charles	59	\$	10,512.40	No	X	
Universal Acoustic & Emission Technologies								
03-2016-0060-I-41	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	20	\$	800.00	No	X	
Prairie Maison								
03-2016-0061-I-11	Heartsaver CPR/AED First Aid	Kris Wubben	21	\$	894.00	No	X	
Darlington Community School District								
<b>TOTAL of all Contracts</b>			<b>996</b>	<b>\$</b>	<b>179,157.65</b>			
Exchange of Services			569	\$	141,372.45			
For Pay Service			427	\$	37,785.20			

## ***A. Personnel Items***

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

### **PERSONNEL REPORT August 27, 2015**

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

<b>Name</b>	Krista Demo
<b>Title</b>	Dental Assistant Instructor
<b>Number of Applicants and Number Interviewed</b>	4 Applicants / 3 Interviewed
<b>Start Date</b>	August 2015
<b>Salary/Wages</b>	\$45,000
<b>Classification</b>	Regular Part-Time Academic
<b>Education and/or Experience</b>	Dental Assistant Tech Certificate & BS in Social Work and Sociology. Adjunct Dental Assistant Instructor with Southwest Tech. 11 years Dental Assistant experience.

<b>Name</b>	Tim Evans
<b>Title</b>	Dining Services Cook
<b>Number of Applicants and Number Interviewed</b>	13 Applicants / 5 Interviewed
<b>Start Date</b>	July 2015
<b>Salary/Wages</b>	\$14.00/hour
<b>Classification</b>	Regular Full-Time Support Staff
<b>Education and/or Experience</b>	40 years cooking experience, 2 years experience with UWP working at Southwest Tech

<b>Name</b>	Holly Clendenen
<b>Title</b>	Executive Director of the Foundation/Real Estate Foundation
<b>Number of Applicants and Number Interviewed</b>	12 Applicants /3 Interviewed
<b>Start Date</b>	August 2015
<b>Salary/Wages</b>	\$88,000
<b>Classification</b>	Regular Full-Time Salaried Professional
<b>Education and/or Experience</b>	Masters in Organizational Mgt./Public Administration. 8 years experience as Assistant Foundation Director at UWP Foundation

<b>Name</b>	Marijke van Roojen
Title	Midwifery Clinical Coordinator
Number of Applicants and Number Interviewed	2 Applicants /2 Interviewed
Start Date	August 2015
Salary/Wages	\$20.78/hour
Classification	Regular Part-Time Support Staff
Education and/or Experience	BA – Communication & Health Science. MPH in Maternal Child Health. Midwifery Certificate. Over 25 years of Midwifery experience

<b>Name</b>	Renae Blaschke
Title	Early Childhood Education Instructor
Number of Applicants and Number Interviewed	20 Applicants /4 Interviewed
Start Date	August 2015
Salary/Wages	\$64,000
Classification	Regular Full-Time Academic
Education and/or Experience	Master's in Education. BS in Early Childhood Education. 25 years of experience and training in early childhood education.

<b>Name</b>	Susan Frederick
Title	Dining Services Cook
Number of Applicants and Number Interviewed	4 Applicants /3 Interviewed
Start Date	August 2015
Salary/Wages	\$14/hour
Classification	Regular Part-Time Support Staff
Education and/or Experience	Owned and operated Frederick's Restaurant for 20 years

## **PROMOTIONS/TRANSFERS**

N/A	
-----	--

## **RETIREMENTS / RESIGNATIONS**

Samantha Goss (Resignation 8/21/15)	Foundation Assistant
Cindy Albrecht (Resignation 8/17/15)	Communications Instructor

**Recommendation:** Approve the Consent Agenda.

## **Other Items Requiring Board Action**

### **Board Monitoring of College Effectiveness**

#### ***A. College Values Update and Discussion***

The College faculty and staff have been working on the results of the Honkamp Krueger organizational development report conducted last January. The “Culture Committee” is bringing forward a request to update and adopt new values based on input from faculty and staff.



### ***B. 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 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Midwife Clinical Coordinator	Marijke van Roojen	Summer 2015	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$20.78/hour
2	Replacement-Beth Whitish (Retirement)	Early Childhood Education Instructor	Renae Blaschke	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$64,000
3	Replacement-Marla Leibfried (Retirement)	Dental Assistant Instructor	Krista Demo	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$45,000
4	Replacement-Heather Fifrick	Resident & Student Life Coordinator	Stephanie Brown	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$49,000
5	Replacement-Lena Robinson (Resignation)	Learning Services Assistant	Posting being prepared	Summer 2015	
6	New Position	Grants Coordinator	Offer made, pending	Summer 2015	Grade 7, Salaried Professional \$52,190 - \$70,611

### Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Safety Instructor	Posting being prepared	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
8	New Position	Cook	Tim Evans	7/23/2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
9	Replacement - Laura Nyberg-Comins (Resignation)	Dean of Student Services	Offer made, pending	Summer 2015	Grade 2, Salaried Professional \$89,258 - \$120,763
10	Replacement - Dennis Cooley (Resignation)	Executive Director of the Foundation	Holly Clendenen	8/19/2015	Grade 4, Salaried Professional \$74,431 - \$100,700 Hired at \$88,000
11	Replacement - Chase Varvil	Electrical Power & Distribution Lab Assistant-PT LTE	On Hold	Fall 2015	Grade 5 Hourly \$17.40 - \$22.42
12	Replacement - Stephanie Brown (transfer)	Advisor	On Hold	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580

### Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Cook - PT Regular	Susan Friederick	Summer 2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
15	Replacement - George Dulzo (Retirement-12/15)	Criminal Justice Instructor	Posting closes 8/27/2015	12/1/2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437

Updated 8/20/2015

## **Information and Correspondence**

### **A. Enrollment Report**

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

## 2013-2014 and 2014-2015 FTE Comparison

Program Code	Program Title	08-18-14 Students	08-17-15 Students	Student Change	08-18-14 FTE	08-17-15 FTE	FTE Change
10-101-1	Accounting	40	24	(16)	29.60	18.96	(10.63)
10-106-6	Administrative Professional	12	13	1	11.53	10.10	(1.43)
10-006-2	Agri-Business/Science Technology	43	66	23	40.44	62.74	22.30
10-102-3	Business Management	104	88	(16)	73.79	58.23	(15.57)
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	14	3	7.84	9.70	1.87
10-317-1	Culinary Management	6	6	-	4.83	5.10	0.27
10-510-6	Direct Entry Midwife	26	35	9	14.20	14.93	0.73
10-307-1	Early Childhood Education	53	42	(11)	38.63	30.50	(8.13)
10-620-1	Electromechanical Technology	59	59	-	56.40	50.30	(6.10)
10-623-8	Engineering Technologist-Suspended	23	10	(13)	22.93	8.73	(14.20)
10-325-1	Golf Course Management	35	30	(5)	31.97	26.30	(5.67)
10-201-2	Graphic And Web Design	35	35	-	30.40	26.13	(4.26)
10-530-1	Health Information Technology-New	-	33	33	-	15.70	15.70
10-520-3	Human Services Associate	63	44	(19)	37.77	33.90	(3.87)
10-825-1	Individualized Technical Studies	7	5	(2)	6.87	2.97	(3.90)
10-154-3	IT-Computer Support Specialist	2	1	(1)	0.63	0.20	(0.43)
10-150-1	IT-Network Communications Specialist	31	25	(6)	22.80	16.60	(6.20)
10-152-7	IT-Web & Software Developer-Suspended	22	14	(8)	16.40	7.87	(8.53)
10-104-3	Marketing-Suspended	10	-	(10)	6.00	-	(6.00)
10-513-1	Medical Laboratory Technician	16	18	2	11.57	15.83	4.27
10-543-1	Nursing - Associate Degree	263	285	22	128.61	142.18	13.57
10-524-1	Physical Therapist Assistant	38	46	8	22.33	27.20	4.87
10-196-1	Supervisory Management	6	21	15	1.37	10.49	9.13
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
<b>Total Associate Degree</b>		<b>965</b>	<b>996</b>	<b>31</b>	<b>671.24</b>	<b>648.90</b>	<b>(22.34)</b>
31-101-1	Accounting Assistant	8	14	6	4.03	10.13	6.10
32-070-1	Agricultural Power & Equipment Technician	44	42	(2)	42.20	41.17	(1.03)
31-405-1	Auto Collision Repair & Refinish Technician	24	21	(3)	15.83	12.97	(2.87)

Program Code	Program Title	08-18-14 Students	08-17-15 Students	Student Change	08-18-14 FTE	08-17-15 FTE	FTE Change
32-404-2	Automotive Technician	29	30	1	23.30	24.94	1.63
31-408-1	Bricklaying & Masonry-PDC Correctional	10	2	(8)	8.07	0.63	(7.44)
30-443-1	Building Maintenance & Construction-PDC Correctional	2	1	(1)	0.73	0.27	(0.47)
31-475-1	Building Trades - Carpentry	14	21	7	13.80	18.57	4.77
30-420-2	CNC Setup/Operation	12	10	(2)	7.77	4.97	(2.80)
31-307-1	Child Care Services	8	14	6	6.03	9.20	3.17
50-413-2	Electricity (Construction) Apprentice	18	19	1	2.85	2.57	(0.28)
31-502-1	Cosmetology	45	41	(4)	36.41	37.64	1.24
30-504-1	Criminal Justice-Law Enforcement 520 Academy	22	15	(7)	11.80	7.80	(4.00)
31-317-1	Culinary Specialist	8	17	9	4.87	14.34	9.47
31-091-1	Dairy Herd Management	18	20	2	18.27	18.97	0.70
30-508-2	Dental Assistant - Short Term	29	27	(2)	15.77	14.40	(1.37)
31-413-2	Electrical Power Distribution	30	25	(5)	25.73	22.93	(2.80)
31-502-2	Esthetician-Suspended	13	1	(12)	8.73	0.53	(8.20)
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	5	20	15	2.80	15.27	12.47
31-509-1	Medical Assistant	47	41	(6)	34.37	34.44	0.07
30-530-1	Medical Coding Specialist	65	50	(15)	22.17	17.43	(4.73)
31-106-7	Medical Transcription-Discontinued	3	-	(3)	1.27	-	(1.27)
30-543-1	Nursing Assistant	219	214	(5)	28.57	27.10	(1.47)
31-106-8	Office Support Specialist	15	11	(4)	10.93	8.00	(2.93)
50-427-5	Plumbing Apprentice	13	15	2	2.23	2.15	(0.07)
31-442-1	Welding	47	52	5	41.00	44.43	3.43
<b>Total Technical Diploma</b>		<b>764</b>	<b>740</b>	<b>(24)</b>	<b>392.00</b>	<b>394.47</b>	<b>2.47</b>
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		2,378	2,228	(150)	310.44	267.60	(42.84)
<b>Total</b>		<b>4,117</b>	<b>3,991</b>	<b>(126)</b>	<b>1,379.55</b>	<b>1,322.03</b>	<b>(57.51)</b>
<b>Percent of Change</b>							<b>-4.17%</b>
Vocational Adult (Aid Codes 42-47)		6,478	4,769	(1,709)	115.01	89.06	(25.95)
Community Services (Aid Code 60)		251	99	(152)	0.93	0.27	(0.67)
Basic Skills (Aid Codes 7x)		396	383	(13)	47.09	39.90	(7.19)
Basic Skills Remedial(Aid Code 78)		1,872	1,548	(324)	111.57	81.86	(29.71)
<b>Grand Total</b>		<b>13,114</b>	<b>10,790</b>	<b>(2,324)</b>	<b>1,654.15</b>	<b>1,533.12</b>	<b>(121.03)</b>
<b>Total Percent of Change</b>							<b>-7.32%</b>

## 2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	08-24-14 Students	08-24-15 Students	Student Change	08-24-14 FTE	08-24-15 FTE	FTE Change
10-101-1	Accounting	23	26	3	11.77	11.33	(0.43)
10-106-6	Administrative Professional	10	13	3	4.23	5.80	1.57
10-006-2	Agri-Business/Science Technology	59	63	4	31.97	33.70	1.73
10-102-3	Business Management	67	73	6	28.26	31.86	3.60
10-530-5	Cancer Information Management	4	20	16	0.90	8.00	7.10
10-504-1	Criminal Justice - Law Enforcement	53	49	(4)	25.33	24.26	(1.07)
10-316-1	Culinary Arts	22	18	(4)	10.44	8.87	(1.57)
10-317-1	Culinary Management	9	8	(1)	4.33	3.13	(1.20)
10-510-6	Direct Entry Midwife	21	33	12	7.27	11.70	4.43
10-307-1	Early Childhood Education	34	41	7	15.50	19.13	3.63
10-620-1	Electromechanical Technology	60	38	(22)	29.86	18.03	(11.83)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	4.23	-	(4.23)
10-325-1	Golf Course Management	24	20	(4)	11.80	9.87	(1.93)
10-201-2	Graphic And Web Design	32	35	3	13.73	17.20	3.47
10-530-1	Health Information Technology	24	36	12	8.43	12.73	4.30
10-520-3	Human Services Associate	45	51	6	20.33	23.20	2.87
10-825-1	Individualized Technical Studies	4	6	2	1.23	3.10	1.87
10-154-3	IT-Computer Support Specialist	2	-	(2)	0.63	-	(0.63)
10-150-1	IT-Network Communications Specialist	30	38	8	11.60	17.20	5.60
10-152-7	IT-Web & Software Developer-Suspended	11	1	(10)	3.90	0.30	(3.60)
10-513-1	Medical Laboratory Technician	15	20	5	7.93	9.60	1.67
10-543-1	Nursing - Associate Degree	275	200	(75)	78.37	58.94	(19.43)
10-524-1	Physical Therapist Assistant	44	45	1	16.03	16.63	0.60
10-196-1	Supervisory Management	16	20	4	5.10	7.59	2.50
10-182-1	Supply Chain Management	-	8	8	-	2.77	2.77
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.50	0.50
<b>Total Associate Degree</b>		<b>894</b>	<b>863</b>	<b>(31)</b>	<b>353.20</b>	<b>355.46</b>	<b>2.26</b>
31-101-1	Accounting Assistant	12	5	(7)	4.80	2.10	(2.70)
32-070-1	Agricultural Power & Equipment Technician	43	48	5	23.04	25.30	2.27
31-405-1	Auto Collision Repair & Refinish Technician	21	16	(5)	9.13	6.77	(2.37)
32-404-2	Automotive Technician	31	36	5	14.90	16.47	1.57
31-475-1	Building Trades - Carpentry	21	9	(12)	10.83	4.70	(6.13)



Program Code	Program Title	08-24-14 Students	08-24-15 Students	Student Change	08-24-14 FTE	08-24-15 FTE	FTE Change
30-420-2	CNC Setup/Operation	9	6	(3)	4.40	3.60	(0.80)
31-307-1	Child Care Services	10	17	7	4.50	8.30	3.80
50-413-2	Electricity (Construction) Apprentice	16	20	4	1.07	1.33	0.27
31-502-1	Cosmetology	40	40	-	21.67	21.94	0.27
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	3	8	5	1.07	3.27	2.20
31-091-1	Dairy Herd Management	19	16	(3)	10.43	9.10	(1.33)
30-508-2	Dental Assistant - Short Term	18	15	(3)	9.20	8.00	(1.20)
31-413-2	Electrical Power Distribution	24	24	-	12.47	12.50	0.03
50-413-1	Industrial Electrician Apprentice	10	12	2	0.73	1.07	0.33
31-620-1	Industrial Mechanic	-	9	9	-	4.30	4.30
31-154-6	IT-Computer Support Technician	16	14	(2)	7.43	6.20	(1.23)
31-513-1	Laboratory Science Technician	-	5	5	-	2.20	2.20
31-509-1	Medical Assistant	36	36	-	18.54	17.47	(1.07)
30-530-1	Medical Coding Specialist	34	35	1	7.83	8.43	0.60
30-543-1	Nursing Assistant	92	89	(3)	9.47	9.43	(0.03)
31-106-8	Office Support Specialist	9	5	(4)	4.27	2.67	(1.60)
50-427-5	Plumbing Apprentice	12	17	5	1.08	1.60	0.52
31-182-1	Supply Chain Assistant	-	1	1	-	0.50	0.50
31-442-1	Welding	43	40	(3)	22.68	20.25	(2.43)
	<b>Total Technical Diploma</b>	<b>534</b>	<b>541</b>	<b>7</b>	<b>207.33</b>	<b>207.09</b>	<b>(0.24)</b>
20-800-1	Liberal Arts - Associate of Arts	13	11	(2)	2.67	2.97	0.30
20-800-2	Liberal Arts - Associate of Science	11	8	(3)	2.83	1.33	(1.50)
	Undeclared Majors	165	162	(3)	24.69	24.43	(0.26)
	<b>Total</b>	<b>1,617</b>	<b>1,585</b>	<b>(32)</b>	<b>590.72</b>	<b>591.28</b>	<b>0.56</b>
	<b>Percent of Change</b>						<b>0.10%</b>
	Vocational Adult (Aid Codes 42-47)	1,737	1,428	(309)	28.90	29.61	0.71
	Community Services (Aid Code 60)	32	36	4	0.06	0.07	0.01
	Basic Skills (Aid Codes 73,74,75,76)	64	42	(22)	2.63	1.43	(1.20)
	Basic Skills (Aid Codes 77 & 78)	236	217	(19)	9.36	8.13	(1.23)
	<b>Grand Total</b>	<b>3,686</b>	<b>3,308</b>	<b>(378)</b>	<b>631.66</b>	<b>630.52</b>	<b>(1.14)</b>
	<b>Total Percent of Change</b>						<b>-0.18%</b>

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

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

1. Board Retreat
2. Strategic Planning
3. Presidential Evaluation Process
4. Follow-up on Referrals

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

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

### ***A. Agenda for Annual Board meeting***

1. Health, Education & Public Safety Report
2. Marketing & Public Relations Report

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

Thursday, September 24, 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 the Memorandum of Understanding between Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, Inc., and the Southwest Wisconsin Technical College Foundation Real Estate Foundation per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session}.
  2. Discussing a Specific Personnel Issue 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 June 25, 2015

### **Reconvene to Open Session**

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

### **Adjournment**