



Southwest Wisconsin Technical College

District Board Meeting

Board Retreat and Regular Meeting

October 22, 2015

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	2
Open Meeting	7
A. Roll Call.....	7
Board Retreat	7
A. Strategic Directions	7
B. Presidential Evaluation.....	7
C. Campus Master Planning.....	7
Board Monitoring of College Effectiveness	8
A. Campus Master Planning.....	8
B. Memorandum of Understanding between Southwest Wisconsin Technical ..	8
Open Meeting	9
A. Reports/Forums/Public Input.....	9
Consent Agenda.....	9
A. Approval of Agenda.....	9
B. Minutes of the Regular Board Meeting of September 24, 2015.....	12
C. Financial Reports	16
1. Expenditures Greater Than \$2500	16
2. Treasurer's Cash Balance.....	17
3. Budget Control	18
D. Contract Revenue	19
E. Personnel Items	22
F. Southwest Wisconsin Workforce Development Board Lease for Space at Richland Center Outreach Site	24
Other Items Requiring Board Action	30
A. Fund & Account Transfers (2014-15 Budget Modifications).....	30
B. Resolution for Adoption of 2015 Tax Levy	33
Board Monitoring of College Effectiveness	35
A. Review of Purchasing Activities	35
B. WTCS Faculty Quality Assurance System	38
C. Industry, Trades & Agriculture Report.....	41
D. Staffing Update	58
Information and Correspondence.....	63
A. Enrollment Report	63
B. Chairperson's Report	68
C. College President's Report	68
D. Other Information Items.....	68
Establish Board Agenda Items for Next Meeting	69
A. Agenda for Next Board meeting.....	69
B. Time and Place	69
Adjourn to Closed Session	70
Reconvene to Open Session.....	70
Adjournment.....	70

Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, October 22, 2015

1:00 – 4:00 p.m. – Board Retreat
4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
5:00 - 6:00 p.m. – Dinner with District Board / Foundation Board
6:00 p.m. – Regular Board Meeting
Southwest Tech Campus

AGENDA

1:00 – 4:00 p.m. – Board Retreat
Southwest Tech Campus
Room 303

OPEN MEETING

The following statement will be read: "The October 22, 2015, Board Retreat/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 Cities of Fennimore and Prairie du Chien in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

BOARD RETREAT

A. Strategic Directions

The District Board will review and prioritize the eight Strategic Directions. The Directions include Advance Quality, Increase College Access, Improve Student Completion & Success, Strengthen Partnerships, Create a Cohesive Culture, Make Customer Service a Priority, Promote Effective Communication, Promote Fiscal Efficiency & Sustainability.

B. Presidential Evaluation

The District Board and Jason Wood, President, will develop the evaluation tool for the President's annual performance review based upon mutually agreed upon goals and college performance.

C. Campus Master Planning

Steve Kieckhafer and Michael Sobczak from Plunkett Raysich Architects will engage the District Board in a master planning session.

**4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Campus Master Planning

An overview of master planning for the campus will be held with Steve Kieckhafer and Michael Sobczak from Raysich Plunkett Architects.

B. Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and SWTC Real Estate Foundation

Discussion on key points of the Memorandum of Understanding that articulates the working relationship of the three entities. The Memorandum of Understanding will be available at the meeting. Jason Wood will lead the discussion.

The Board will adjourn for dinner for social purposes only and no College business will be conducted.

**6:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

A. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of September 24, 2015

Minutes of the September 24, 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

In September 2015, there were 15 contracts totaling \$108,654.97 to be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Three employment recommendations and one resignation are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

F. Southwest Wisconsin Workforce Development Board Lease for Space at Richland Center Outreach Site

Available with the electronic Board material is a 12-month sublease agreement for Southwest Wisconsin Workforce Development Board to rent office space at the Richland Center Outreach Site to improve services in Richland County. Caleb White will be available for any questions.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Fund & Account Transfers (2014-15 Budget Modifications)

Information on the budget modifications is available electronically with all other Board material. Caleb White will present the material to the Board.

Recommendation: Approve the 2014-15 budget modifications as presented.

B. Resolution for Adoption of 2015 Tax Levy

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2015 in the amount \$4,727,729 for operational expenses, \$4,840,000 for debt retirement for a total tax levy of \$9,567,729. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2015.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2015 >\$50,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

B. WTCS Faculty Quality Assurance System

Krista Weber, Director of Human Resources, and Phil Thomas, Vice President for Student & Academic Affairs, will update the Board on the Wisconsin Technical College System Faculty Quality Assurance System.

C. Industry, Trades & Agriculture Report

Included with the electronic Board material is a report on 2014-15 activities within the Industry, trades & Agriculture division. Derek Dachelet, Dean of Industry, Trades &

Agriculture, will provide a report on 2015-16 activities within the division and measurements for success.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2015-16 Comparison FTE Report and the 2016 Application Report are available electronically with all other Board material.

B. Chairperson's Report

Board members attending the ACCT Leadership Congress will provide a brief summary of the conference.

C. College President's Report

1. Highlights and Kudos

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit
2. 2014-15 Budget Process
3. Institutional Advancement Report

B. Time and Place

Thursday, November 19, 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 Specific Personnel Issues 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 September 24, 2015

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

**1:00 – 4:00 p.m. – Board Retreat
Southwest Tech Campus
Room 303**

Open Meeting

The following statement will be read: “The October 22, 2015, Board Retreat/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.”

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Board Retreat

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B. Presidential Evaluation

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C. Campus Master Planning

Steve Kieckhafer and Michael Sobczak from Plunkett Raysich Architects will engage the District Board in a master planning session.

**4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
Southwest Tech Campus
Rooms 492-493**

Board Monitoring of College Effectiveness

A. Campus Master Planning

An overview of master planning for the campus will be held with Steve Kieckhafer and Michael Sobczak from Raysich Plunkett Architects.

B. Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and SWTC Real Estate Foundation

Discussion on key points of the Memorandum of Understanding that articulates the working relationship of the three entities. The Memorandum of Understanding will be available at the meeting. Jason Wood will lead the discussion.

The Board will adjourn for dinner for social purposes only and no College business will be conducted.

**6:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

Open Meeting

A. Reports/Forums/Public Input

Consent Agenda

A. Approval of Agenda

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A. Roll Call

BOARD RETREAT

- A. Strategic Directions
- B. Presidential Evaluation
- C. Campus Master Planning

**4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Campus Master Planning
- B. Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and SWTC Real Estate Foundation

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Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 24, 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. Southwest Wisconsin Workforce Development Board Lease for Space at Richland Center Outreach Site

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2014-15 Budget Modifications)
- B. Resolution for Adoption of 2015 Tax Levy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activities
- B. WTCS Faculty Quality Assurance System
- C. Industry, Trades & Agriculture Report
- 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 Specific Personnel Issues 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 September 24, 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 September 24, 2015

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 24, 2015

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:08 p.m. on September 24, 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:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Rhonda Sutton, and Donald Tuescher

Absent: Eileen Nickels, Chris Prange

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Deb Ihm, Sue Reukauf, Phil Thomas, Krista Weber, Caleb White, and Kris Wubben. Public present included Fennimore Times editor Rob Callahan.

Chairperson Kohlenberg 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, September 24, 2015

5:45 p.m. – Kramer Photo

6:00 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 September 24, 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 Meeting of August 27, 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. 2016 AACC Annual Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Wisconsin Code of Ethics Resolution
- B. Program Concept Review: Agribusiness Science & Technology – Agronomy
- C. Program Concept Review: Agribusiness Science & Technology – Animal Science
- D. Program Concept Review: Agribusiness Science & Technology – Agribusiness Management
- E. Program Concept Review: Farm Operations & Management – Dairy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Employee Benefits Consortium
- B. Faculty Qualifications for Higher Learning Commission
- C. Health, Education & Public Safety Report
- 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 General Employment Status per Wis. Statutes 19.85 (1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Discussing 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 August 27, 2015

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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Mr. Tuescher moved to approve the Consent Agenda, as presented, including the September 24, 2015, agenda; August 27, 2015, Board minutes; financial reports; six contracts totaling \$7,316.43 in August 2015; the employment recommendations of Holly Bigelow – Dean of Student Services, and Kelly Flynn, IT Instructional/Lab Assistant (LTE); and the 2015 American Association of Community Colleges renewal membership in the amount of \$3,490. Ms. Fitzsimons seconded the motion; motion carried.

Under Other Items Requiring Board Action, the Board reviewed and approved the Wisconsin Code of Ethics Resolution. Mr. Tuescher moved to approve the Wisconsin Code of Ethics Resolution, which names Dr. Jason S. Wood, President; Dr. J. Philip Thomas, Vice President for Student & Academic Affairs; and Mr. Caleb White, Vice President for Administrative Services, as the employees of the college to which the Code of Ethics applies. Ms. Fitzsimons seconded the motion; motion was unanimously approved.

Deb Ihm, Agriculture Coordinator, presented the Concept Review proposals for four new agriculture programs. Ms. Ihm presented an overview of the department restructure and expansion from four programs to 15 programs including embedded certificates. Mr. Tuescher moved to approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology - Agronomy. Ms. Mickelson seconded the motion; the motion unanimously carried.

Mr. Moyer moved to approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Animal Science. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Ms. Fitzsimons moved to approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Agribusiness Management. The motion was seconded by Ms. Sutton and was unanimously approved.

Mr. Moyer moved to approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Dairy with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Krista Weber, Director of Human Resources, and Caleb White, Vice President for Administrative Services, provided an update on the WTCS Employee Benefits Consortium. They reported the Consortium is progressing with operating policy procedures and College employees are experiencing larger discounts with The Alliance network.

Phil Thomas, Vice President for Student & Academic Affairs, and Krista Weber presented the College's plan, the implications, and the timeline for compliance with the Higher Learning Commission standards for faculty qualifications. A plan for how the College will meet the criteria for both full-time and part-time faculty is being developed. The division deans have

completed reviews of faculty qualifications and will address current gaps. Faculty professional development plans not meeting the qualifications will be developed.

Katie Garrity, Dean of Health, Education, and Public Safety, provided a division report focusing on 2015-16 activities within the division and measurements for success. Ms. Garrity noted that the Direct Entry-Midwife program is the first accredited program in the United States and the Cancer Information Management program will begin the accreditation process. A chart showing the retention, graduation, and placement rates for each of the programs was reviewed and a plan for improvement was discussed for some of the programs.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included Director of External Relations & Alumni Development, Coordinator of Annual Giving and Donor Relations, Criminal Justice Instructor, Student Success Coach, and Student Success Tutor.

The year-over-year comparison enrollment report reflected a two percent decline from the previous year. Mr. White noted that the comparison of program students to the previous year shows program enrollment as flat.

Under the Chairperson's Report, Chairperson Kohlenberg named Rhonda Sutton as the voting delegate at the ACCT Leadership Congress in San Diego, CA, October 14 – 17. Ms. Nickels was named as first alternate, and Mr. Moyer was named second alternate.

The College President's Report included information on campus master planning with it being noted this item will be on the October 22 Board Retreat agenda. President Wood also provided an update on the Memorandum of Understanding between the College, the Foundation, and the Real Estate Foundation.

Mr. Tuescher moved to adjourn to closed session to discuss general employment status per Wis. Statutes 19.85(1)(c) and to discuss a specific personnel issue per Wis. Statutes 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 8:36 p.m. The Board meeting reconvened to Open Session at 9:46 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:46 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 09/01/2015 TO 09/30/2015				
<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
9/4/2015	6342	Badger Group	\$ 2,668.00	Marketing: 4 Reasons to Choose Southwest Tech Campaign
		SUBTOTAL	\$ 2,668.00	
<u>CAPITAL FUND</u>				
9/11/2015	6343	MIT Weldworks LLC	\$ 4,614.00	Welding: 8' x7' x 20", 5 shelf Steel Storage Rack
9/11/2015	6344	Gordon Flesch Co., Inc.	\$ 89,420.00	LaserFiche Accounts Payable Document Imaging Implementation
9/14/2015	6345	Fluid Power Training Institute	\$ 19,325.00	Ag Power: Troubleshooting Hydraulic Simulator (Demo Unit)
9/18/2015	6346	Sigmanet	\$ 11,140.00	Logistics: NetLAB AE Software & Appliance with Training (#174 Grant)
		SUBTOTAL	\$ 124,499.00	
<u>ENTERPRISE FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
		TOTAL	\$ 127,167.00	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 09/30/2015			
Liability End of Month Balances			
FICA	52,422.46		
Federal Withholding	49,106.74		
State Withholding	14,714.22		
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	350,390.35		
Sick Leave Payable	441,372.11		
Other (Due To)	11,755,277.21		
Total Liability Adjustment	12,663,283.09		
Beginning Treasurers Balance			2,280,787.07
Receipt			
Fund			
1 General	624,314.71		
2 Special Revenue	-		
3 Capital Projects	3,499.28		
4 Debt Service	-		
5 Enterprise	95,915.36		
6 Internal Service	327,870.27		
7 Financial Aid/Activities	289,436.66		
Total Receipts		1,341,036.28	
Cash Available			3,621,823.35
Expenses			
Fund			
1 General	1,834,416.02		
2 Special Revenue	-		
3 Capital Projects	157,410.16		
4 Debt Service	-		
5 Enterprise	130,545.13		
6 Internal Service	361,699.66		
7 Financial Aid/Activities	1,989,199.29		
Total Expenses		4,473,270.26	
Treasurers Cash Balance			(851,446.91)
Liability Adjustment			12,663,283.09
Cash in Bank			\$11,811,836.18

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 3 Months ended September 2015							
	2015-16	2015-16	2015-16	2014-15	2013-14	2012-13	2011-12
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,568,000.00	4,471,399.93	18.97	18.30	16.64	20.56	21.45
General Fund Expenditures	23,968,000.00	5,790,819.72	24.16	21.53	23.58	21.25	19.94
Capital Projects Fund Revenue	2,530,000.00	2,503,504.01	98.95	100.27	100.02	99.20	101.81
Capital Projects Fund Expenditures	2,357,000.00	160,532.59	6.81	11.27	21.29	28.26	47.26
Debt Service Fund Revenue	5,194,000.00	44,575.00	0.86	-	-	-	-
Debt Service Fund Expenditures	5,261,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	2,132,000.00	678,054.53	31.80	35.09	36.83	39.22	39.03
Enterprise Fund Expenditure	1,966,000.00	393,532.59	20.02	22.68	22.00	23.31	18.61
Internal Service Fund Revenue	4,100,000.00	1,082,547.18	26.40	24.43	22.70	21.75	15.12
Internal Service Fund Expenditures	4,100,000.00	1,636,074.66	39.90	29.96	25.19	25.13	28.04
Trust & Agency Fund Revenue	8,500,000.00	605,324.50	7.12	6.16	43.90	5.89	5.68
Trust & Agency Fund Expenditures	8,450,000.00	2,182,057.61	25.82	36.89	44.07	44.03	40.99
Grand Total Revenue	46,024,000.00	9,385,405.15	20.39	19.76	26.06	21.07	21.21
Grand Total Expenditures	46,102,000.00	10,163,017.17	22.04	21.95	24.73	23.79	24.23

D. Contract Revenue

For September 2015, there are 15 contracts totaling \$108,654.97 being presented for Board approval. The Contract Revenue Report follows.

2015-2016 CONTRACTS
09/01/15 through 09/30/15

<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>
03-2016-0006-F-41 Prosperity Southwest	Administrative and Financial Services	Amy Charles		\$ 3,108.00	No			
03-2016-0007-I-41 Universal AET	Performance Management	Amy Charles	58	\$ 10,512.48	No		X	
	Change Management		58	\$ 10,512.48	No		X	
03-2016-0041-I-42 SW CAP-Neighborhood Health Partners	BLS for Healthcare Providers-CPR Recert Training	Kris Wubben	8	\$ 360.00	No		X	
03-2016-0063-I-21 Platteville Police Department	Tactical Training	Kris Wubben	1	\$ 17.34	No		X	
03-2016-0065-I-18 University of WI-Platteville	Driver Education-Van	Kris Wubben	3	\$ 180.00	No		X	
03-2016-0067-I-41 Darlington Community Childcare	Heartsaver CPR/AED	Kris Wubben	10	\$ 450.00	No		X	
03-2016-0069-T-11 Cassville School District	Equipment Rental	Kris Wubben		\$ 117.00	No		X	
03-2016-0071-I-41 Foremost Farms	Lock Out/Tag Out & General Electric Safety	Amy Charles	60	\$ 2,340.00	No		X	
03-2016-0075-I-42 Rural Medical Ambulance	BLS for Healthcare Providers- CPR Recert Training	Kris Wubben	8	\$ 370.00	Yes		X	
03-2016-0076-I-41 Rockwell Automation	Stud Welding Training	Amy Charles	2	\$ 2,290.00	No		X	
03-2016-0077-T-18 Western Technical College	Contracted Testing Evaluator	Kris Wubben		\$ 324.50	No		X	
03-2016-0080-I-21 Crawford County Sheriff's Dept	Pursuit Refresher	Kris Wubben	1	\$ 175.91	No		X	
03-2016-0003-I-16 Gro Alliance, LLC WAT Grant 03-131-124-175 Southwest Wisconsin Technical College	Related Welding Seminar	Amy Charles	4	\$ 1,710.00	No		X	
	Hydraulics & Pneumatics	Amy Charles	9	\$ 1,970.00	No		X	
	Intro to Mechanical Drives	Amy Charles	6	\$ 1,970.00	No		X	
	Intro to Motor Controls	Amy Charles	9	\$ 1,475.00	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>
03-2016-0004-I-12	Machine Shop 1-Intro to Machining	Amy Charles	5	\$ 1,340.00	No		X	
3M	Welding Intro & Safety for TTOs	Amy Charles	14	\$ 9,075.52	No		X	
WAT Grant 03-165-124-175	Certification Overhead	Amy Charles	5	\$ 5,176.74	No		X	
	Intermediate Machine Shop	Amy Charles	4	\$ 1,340.00	No		X	
	Intermediate Machine Shop	Amy Charles	5	\$ 1,340.00	No		X	
	Intermediate Machine Shop	Amy Charles	4	\$ 1,340.00	No		X	
	Thermal Imaging	Amy Charles	17	\$ 2,990.00	No		X	
	Maintenance Mechanic Seminar	Amy Charles	17	\$ 2,990.00	No		X	
	Maintenance Mechanic Seminar	Amy Charles	36	\$ 6,700.00	No		X	
03-2016-0002-I-23	Intro to Fluid Power	Amy Charles	17	\$ 7,010.00	No		X	
Schreiber Foods, Inc	Intro to Mech Drives	Amy Charles	19	\$ 10,115.00	No		X	
WAT Grant 03-143-124-175	Intro to Motor Controls	Amy Charles	19	\$ 3,540.00	No		X	
	Related Welding-Food Sanitary	Amy Charles	22	\$ 10,515.00	No		X	
	Proficiency Testing	Amy Charles	22	\$ 7,300.00	No		X	
TOTAL of all Contracts			443	\$ 108,654.97				
Exchange of Services			8	\$ 370.00				
For Pay Service			435	\$ 108,284.97				

E. Personnel Items

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

**PERSONNEL REPORT
OCTOBER 22, 2015**

Employment: NEW HIRE

Name	Gary Roberts
Title	Criminal Justice Instructor
Number of Applicants and Number Interviewed	16 Applicants / 5 Interviewed
Start Date	December 1, 2015
Salary/Wages	\$48,000
Classification	Regular Full -Time Academic
Education and/or Experience	Bachelor of Science Degree with a major in Wildlife Management and a minor in Environmental Law Enforcement; 22 yrs in law enforcement and 21 yrs as adjunct instructor

Name	Gina Udelhofen
Title	Coordinator of Annual Giving & Donor Relations
Number of Applicants and Number Interviewed	18 Applicants / 3 Interviewed
Start Date	October 26, 2015
Salary/Wages	\$59,000
Classification	Regular Full Time
Education and/or Experience	Bachelor's Degree in Communication Technology with an emphasis in Imaging Media; 12 yrs as the Director of Annual Giving and Donor Relations at UW-Platteville

Name	Kim Schmelz
Title	Director of External Relations & Alumni Development
Number of Applicants and Number Interviewed	12 Applicants / 3 Interviewed
Start Date	October 14, 2015
Salary/Wages	\$67,500
Classification	Regular Full Time
Education and/or Experience	Bachelor's Degree in Communications and an emphasis in Public Relations; 11 years of experience in alumni relations.

PROMOTIONS/TRANSFERS

N/A	
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RETIREMENTS / RESIGNATIONS

Heather McLimans (Resignation 10/23/15)	Advisor/Counselor
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F. Southwest Wisconsin Workforce Development Board Lease for Space at Richland Center Outreach Site

Available below is a 12-month sublease agreement for Southwest Wisconsin Workforce Development Board to rent office space at the Richland Center Outreach Site to improve services in Richland County. Caleb White will be available for any questions.

Recommendation: Approve the consent agenda.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of October 2015 by and between Southwest Wisconsin Technical College, Lessor, and Southwest Wisconsin Workforce Development Board, Lessee:

1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

138 square feet of office floor space located at 26220 Executive Lane (Suite A), Richland Center, Wisconsin.

1.2 Term. This lease is for a term of twelve (12) months commencing on October 1, 2015, and ending September 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 Two Hundred Eighty-One Dollars (\$281.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this

agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general 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 in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

4.2 Maintenance.

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

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

4.2 Lessee property. 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. 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, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. 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 Contents insurance. 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 Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Executive Officer, Southwest Wisconsin Workforce Development Board, 1370 N. Water Street, PO box 656, Platteville, WI 53818

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

11.1 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.

11.2 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.

11.3 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.

11.4 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.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 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.

12. MISCELLANEOUS PROVISIONS.

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

12.2 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.

12.3 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.

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____ day of _____ 2015.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____
Caleb J. White, Vice President for Administrative

Services

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this _____ day of _____ 2015.

SOUTHEAST WISCONSIN WORKFORCE DEVELOPMENT
BOARD

BY _____
Rhonda Suda, Chief Executive Officer

Other Items Requiring Board Action

A. Fund & Account Transfers (2014-15 Budget Modifications)

Information on the budget modifications is available electronically with all other Board material. Caleb White will present the material to the Board.

Recommendation: Approve the 2014-15 budget modifications as presented.

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2014-2015			
General Fund - 100			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/19/2014</u>	<u>10/22/2015</u>	<u>Change</u>
<u>Resources</u>			
Local Government	4,580,000	4,580,000	-
State Aids	10,850,000	10,850,000	-
Program Fees	4,623,000	4,623,000	-
Material Fees	350,000	350,000	-
Other Student Fees	375,000	375,000	-
Institutional	2,300,000	2,300,000	-
Federal	1,378,000	1,378,000	-
Transfers from Reserves and Designated Fund Balances	<u>300,000</u>	<u>300,000</u>	<u>-</u>
Total Resources	24,756,000	24,756,000	-
<u>Uses</u>			
Instructional	16,872,700	16,672,700	(200,000)
Instructional Resources	371,100	371,100	-
Student Services	1,632,000	1,832,000	200,000
General Institutional	3,483,900	3,483,900	-
Physical Plant	<u>2,396,300</u>	<u>2,396,300</u>	<u>-</u>
Total Uses	<u>24,756,000</u>	<u>24,756,000</u>	<u>-</u>
	Caleb J. White		
	Vice President for Administrative Services		

BUDGET MODIFICATION				
District: Southwest Wisconsin Technical College				
Fiscal Year: 2014-2015				
Debt Service Fund - 400				
	Current Budget	Modified Budget	Amount	
	Adopted	Adopted	of	
	<u>6/19/2014</u>	<u>10/22/2015</u>	<u>Change</u>	
<u>Resources</u>				
Local Government	4,740,000	4,740,000	-	
State Aids	8,000	8,000	-	
Institutional *	1,000	151,000	150,000	
Federal	383,000	383,000	-	
Other Funding Sources *	<u>-</u>	<u>5,200,000</u>	<u>5,200,000</u>	
Total Resources	5,132,000	10,482,000	5,350,000	
<u>Uses</u>				
Physical Plant *	<u>5,180,000</u>	<u>10,530,000</u>	<u>5,350,000</u>	
Total Uses	<u>5,180,000</u>	<u>10,530,000</u>	<u>5,350,000</u>	
	Caleb J. White			
	Vice President for Administrative Services			
* Budget modification required for refinancing of long-term debt.				

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2014-2015			
Internal Service Fund - 600			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/19/2014</u>	<u>10/22/2015</u>	<u>Change</u>
<u>Resources</u>			
Insitutional	<u>4,100,000</u>	<u>4,100,000</u>	<u>-</u>
Total Resources	<u>4,100,000</u>	<u>4,100,000</u>	<u>-</u>
<u>Uses</u>			
Auxiliary Services	<u>4,050,000</u>	<u>4,300,000</u>	<u>250,000</u>
Total Uses	<u>4,050,000</u>	<u>4,300,000</u>	<u>250,000</u>
	Caleb J. White		
	Vice President for Administrative Services		

B. Resolution for Adoption of 2015 Tax Levy

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2015 in the amount \$4,727,729 for operational expenses, \$4,840,000 for debt retirement for a total tax levy of \$9,567,729. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2015.

**RESOLUTION PROVIDING FOR TAX LEVY
FOR THE YEAR 2015**

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2015, a tax for operational expenses in the amount of \$4,727,729, a tax for debt retirement in the amount of \$4,840,000 for a total tax of \$9,567,729, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 22th day of October 2015.

Chairperson

ATTEST:

Secretary

Recorded October 22, 2015

Southwest Wisconsin Technical College
Notice of Public Hearing
July 1, 2015 – June 30, 2016

A public hearing on the proposed 2015-2016 budget for Southwest Wisconsin Technical College will be held on June 25th at 7:00 p.m. in room 493 at Southwest Wisconsin Technical College, Fennimore, WI. The detailed budget is available for public inspection at the District Business Office.

PROPERTY TAX AND EXPENDITURE HISTORY						
Fiscal Year	Equalized Valuation	Mill Rates Operational (2)	Debt Service	Total Mill Rate	Percent Inc./ (Dec.)	
2011-12	7,392,536,724	1.5000	0.6277	2.1277	(0.30)	
2012-13	7,307,828,856	1.5000	0.6349	2.1349	0.34	
2013-14	7,313,252,611	1.5292	0.6345	2.1637	1.35	
2014-15	7,457,681,284	0.6174	0.6356	1.2530	(42.09)	
2015-16 ⁽¹⁾	7,532,258,097	0.6240	0.6426	1.2666	1.08	
Actual/Proposed	7,682,130,623	0.6154	0.6300	1.2455	(0.60)	
Fiscal Year ⁽²⁾	Total Expenditures All Funds	Percent Inc./Dec.	Property Tax Levy	Percent Inc./ (Dec.)	Tax on a \$100,000 House	
2011-12	41,177,980	(8.18)	15,728,800	(0.48)	212.77	
2012-13	43,232,777	4.99	15,601,700	(0.81)	213.49	
2013-14	42,587,016	(1.49)	15,823,080	(0.81)	213.49	
2014-15	44,970,000	5.60	9,344,688	1.42	216.37	
2015-16	46,102,000	2.52	9,540,000	2.09	126.66	
Actual/Proposed			9,567,729	2.39	124.55	
Operational Increase			123,041	2.67%		
Debt Service Increase			100,000	2.11%		
Tax Levy Increase			223,041	2.39%		

(1) Fiscal year 2016 equalized valuation is projected to increase 1% from fiscal year 2015.

Fiscal year 2015 mill rate reflects a change in Wisconsin Law as a result of ACT 145 providing for dollar-for-dollar reduction in the operational property tax funding with an increase in state aid funding.

(2) Fiscal years 2012 through 2014 represent actual amounts; 2015 is estimated; 2016 is the proposed budget.

Budget/Fund Summary – All Funds								
	General	Special Revenue Operational	Special Revenue Non-Aidable	Capital Projects	Debt Service	Enterprise	Internal Service	Total
	4,727,729				4,840,000			9,567,729
Tax Levy	4,700,000	-	-	-	4,840,000	-	-	9,540,000
Other Budgeted Revenues	18,868,000	-	8,500,000	30,000	5,194,000	2,132,000	4,100,000	33,984,000
Total Budgeted Revenues	23,568,000	-	8,500,000	50,000	5,132,000	2,132,000	4,100,000	43,524,000
Budgeted Expenditures	23,968,000	-	8,450,000	2,357,000	5,261,000	1,966,000	4,100,000	46,102,000
Excess of Revenues								
Over Expenditures	(400,000)	-	50,000	(2,327,000)	(67,000)	166,000	-	(2,578,000)
Operations Transfers	400,000	-	(50,000)	(50,000)	-	(300,000)	-	
Proceeds from Debt	-	-	-	2,500,000	-	-	-	2,500,000
Est. Fund Balance 07/01/14	6,968,268	-	243,155	37,529	1,273,859	3,186,427	379,164	12,088,402
Est. Fund Balance 06/30/15	6,968,268	-	243,155	160,529	1,206,859	3,052,427	379,164	12,010,402

Board Monitoring of College Effectiveness

A. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2015 >\$50,000 Vendors follow. Caleb White will review this information at the meeting.

PURCHASE CARD ACTIVITY SUMMARY

	2010-2011	2011-2012	2012-2013	2013-2014	2014-15
July	\$ 149,127.00	\$ 64,810.00	\$ 217,044.00	\$ 170,411.38	\$ 240,140.75
August	\$ 211,754.00	\$ 222,404.00	\$ 197,273.00	\$ 151,980.97	\$ 216,571.83
September	\$ 137,841.00	\$ 112,379.00	\$ 125,696.00	\$ 123,283.22	\$ 199,383.70
October	\$ 96,272.00	\$ 98,066.00	\$ 112,100.00	\$ 105,329.15	\$ 134,570.79
November	\$ 108,111.00	\$ 251,840.00	\$ 142,944.00	\$ 106,307.28	\$ 132,616.03
December	\$ 189,290.00	\$ 77,554.00	\$ 201,100.00	\$ 212,691.54	\$ 273,796.51
January	\$ 63,032.00	\$ 98,738.00	\$ 305,230.00	\$ 146,607.73	\$ 304,595.23
February	\$ 88,892.00	\$ 139,536.00	\$ 108,013.00	\$ 91,347.78	\$ 124,918.17
March	\$ 116,942.00	\$ 106,836.00	\$ 149,451.00	\$ 101,099.35	\$ 136,163.86
April	\$ 182,875.00	\$ 103,805.00	\$ 100,296.00	\$ 119,224.83	\$ 147,553.78
May	\$ 78,840.00	\$ 205,067.00	\$ 263,776.00	\$ 113,947.06	\$ 120,565.56
June	\$ 184,155.00	\$ 305,789.00	\$ 340,555.00	\$ 223,878.33	\$ 348,830.76
Totals	\$ 1,607,131.00	\$ 1,786,824.00	\$ 2,263,478.00	\$ 1,666,108.62	\$ 2,379,706.97
No. of Transactions	5,075	5,463	5,900	6,282	7541
Average Number of Transactions per Month	423	455	492	523.5	628.4
Average Transaction	\$ 316.68	\$ 317.08	\$ 383.64	\$ 265.22	\$ 315.57
Monthly Average	\$ 133,928.00	\$ 148,902.00	\$ 188,623.00	\$ 138,842.39	\$ 198,308.91

Points of Interest:

- Currently **137** staff and district board members have purchase cards.
- **7,541** transactions annually are now being processed without the paperwork of requisitions, purchase orders, and invoice sign-offs. As a result, the number of accounts payable checks being issued continues to decrease. Purchase card transactions are processed more efficiently, saving time and money for the College and increasing vendor satisfaction with payment timing.
- Purchase card performance rebates now total almost **\$150,000** since 2003.
- The annual rebate received in 2015 was **\$25,733.10** at a factor of **1.08%**, which is a slight increase from 2014.
- No material issues or problems have occurred with purchase card activity audits.

10/22/15

\$50,000 and Greater Vendors for 2014-15						
Vendor	General	Capital Equipment	Capital Construction	Enterprise	Internal Serv/Trust/Agency	Comments
AMAZON	\$90,864			\$14,340		Various (53 purchasers)
BADGER WELDING SUPPLIES	\$42,490	\$9,845				Welding supplies
BLACKBOARD INC.	\$83,281					Learning Management System
CDW	\$22,075	\$282,359				IT supplies/equipment (server/switch upgrade)
CENGAGE LEARNING				\$212,472		Textbooks
CONSTELLATION ENGERGY SERVICES	\$73,277					Natural Gas
DISTRICTS MUTUAL INSURANCE	\$159,132					Property/Casualty Insurance
DIVERSIFIED INDUSTRIAL PRODUCTS INC			\$99,035			Welding Lab Renovation equipment
DUET RESOURCE GROUP/DJMI			\$162,044			Cosmo/Learning Center renovation furniture
ELSEVIER				\$75,972		Textbooks
FENNIMORE MUNICIPAL UTILITIES	\$268,984					Utilities
FISHER SCIENTIFIC	\$21,184	\$33,064				Health/Sciences supplies/equipment
HP	\$5,616	\$107,711				IT hardware (new computers)
LAB MIDWEST		\$51,433		\$2,579		Electro-mechancial prog equipment
MICHAEL BEST & FRIEDRICH LLP	\$50,000					Presidential search consultant
MIDWEST BUILDERS, INC.			\$233,633			Cosmetology Lab Renovation
MZ CONSTRUCTION, INC.			\$761,627			Learning Center Renovation
NEBRASKA BOOK COMPANY				\$62,339		Bookstore POS system/used textbooks
NORTHEAST IOWA COMMUNITY COLLEGE	\$55,713					UMMIC fee (\$25K)/Grant Claim Adjustment
PEARSON EDUCATION INC.				\$164,703		Textbooks
SHARP ELECTRONICS	\$28,472	\$28,092				Copiers/Copier maintenance
THREE RIVERS SYSTEMS, INC.	\$76,554					CAMS maintenance
TRANE U.S. INC.	\$26,699		\$88,922			HVAC equipment/maintenance
UW-PLATTEVILLE	\$105,274					Catering
VIKING ELECTRIC SUPPLY, INC.	\$27,093		\$102,458			Cosmo/Learning Center renovation supplies
WPS HEALTH INSURANCE					\$142,036	Retiree medicare supplement coverage
Totals	\$1,136,707	\$512,504	\$1,447,719	\$532,404	\$142,036	
Grand Total					\$3,771,369	
Some purchases that accumulated to over \$50,000 for the entire fiscal year with any single supplier that did not receive formal bidding attention were sporadic or emergent in nature, where it was not possible at the time to predict or forecast these requirements for grouping and consolidation into a formal bid or RFP.						

B. WTCS Faculty Quality Assurance System

Krista Weber, Director of Human Resources, and Phil Thomas, Vice President for Student & Academic Affairs, will update the Board on the Wisconsin Technical College System Faculty Quality Assurance System.

FACULTY QUALITY ASSURANCE SYSTEM ANNUAL REPORT

In early 2013, a Presidents Administrators Process Improvement committee was formed to identify strengths and opportunities within the existing Personnel Certification system and to make recommendations on improving the system. The Wisconsin Technical College System's last revision of the Administrative Rule establishing the minimum academic, occupational and teaching requirements for district education personnel was in 1993.

The goal of the committee was to identify efficiencies for both the colleges and the System Office Staff while maintaining an effective, flexible, and easy to understand process that ensures that the System hires high quality faculty who will be supported with ongoing professional development to support learner success. The new system is an all-encompassing program that begins with position creation and works to continually develop faculty throughout their career with WTCS.

The proposed changes were reviewed by the Governor and the Joint Committee for the Review of Administrative Rules, and went into effect July 1, 2015.

+++++

Per Administrative Rule TCS 3, Each district is required to submit an annual report to the System President on its activities toward maintaining a faculty quality assurance system.

This annual report is intended to be a development tool to use for improving districts' faculty quality assurance systems. It will serve as a way of identifying best and promising practice, identifying areas for improvement, and as a starting point for discussions to be held at System Called Meetings.

Initial submissions should address each question including current policies and procedures, as well as planned/future activities. Subsequent submissions will address each question including past activities, current policies/procedures, as well as future activities. Please work to highlight new areas or tests in procedure your district is working on.

This Annual Report form should be considered a living document. Some elements required by the administrative rule will likely not change. However, we, as a group, should feel able to edit/add/remove elements of the annual report to make it most useful and beneficial as we work to develop and maintain our quality faculty.

The directions use the word "summarize." Please include policies and procedures in place, and flowcharts/other elements as you see necessary. The point is not to collect every part and parcel of info related to FQAS, but rather to know what your district is doing and how your district is doing it.

24 July 2015

The annual reports will be due to the system office no later than the final day of February each year, with subsequent system called meetings to be held in May. The System Called Meetings will address current issues through sharing best practice, and will serve as an opportunity to identify issues or concerns that need to be brought forward to the System Office and the Presidents.

Summarize district recruitment and hiring procedures for academic and occupational instructor positions: Including:

- (a) Demonstrated efforts to achieve a diverse instructor population
- (b) Subject matter expert participation in the development of each new instructor position
- (c) Compliance with all state and federal laws
- (d) Compliance with Board policy on criminal background checks
- (e) Verification of prospective employee qualifications

Summarize the plan in place to ensure academic and occupational faculty meet Higher Learning Commission Requirements:

Summarize onboarding for new employees including Wisconsin Technical College System mission, vision and strategic direction:

Summarize initial professional development plans for each academic and occupational instructor that ensures the instructor:

- (a) Achieves all System President-approved competencies (Student Success, Behavioral Management, Assessment, Teaching Methods and Technology, Embracing Diversity, Data and Evidence Analysis, and Course Design) within three years of the date of employment if full-time or within five years of the date of employment if part-time.
- (b) Maintains currency in their assigned content area(s).
- (c) Fulfills occupational experience requirements within the time period specified by the district director or designee for an occupational instructor hired pursuant an occupational experience exception under to TCS 3.04(3).
- (d) Complies with all other requirements and policies set forth by the State Board or System President.

Summarize ongoing professional development plans for faculty who have achieved initial 3 year (full-time) or 5 year (part-time) competencies, including Instructor Excellence

- (a) Student Success
- (b) Area Expertise Currency
- (c) Plans to review and revise at least every five years

Summarize the plan that provides peer coaching and/or mentoring for all academic and occupational instructors:

Summarize the performance evaluation system for each full-time academic or occupational instructor including:

- (a) Documentation that the instructor and their supervisor discussed and set instructor goals
- (b) Data measures that will be used to assess instructor performance
- (c) Employee development or performance improvement plan.

Summarize the process for evaluating academic and occupational instructors who are less than full-time:

Summarize the process/plan for evaluating existing faculty within new competencies and creating plans to complete outstanding competencies including:

- (a) All part-time provisional and all part-time approval faculty by June 30, 2022
- (b) All full-time provisional faculty by June 30, 2020
- (c) All 5 year certificate holding faculty to complete "Data and Evidence Analysis" and transition to new Professional Development Plan by June 30, 2022.

C. Industry, Trades & Agriculture Report

Below is a report on 2014-15 activities within the Industry, trades & Agriculture division. Derek Dachelet, Dean of Industry, Trades & Agriculture, will provide a report on 2015-16 activities within the division and measurements for success.



Board Monitoring Report – 2014-15

DIVISION OF INDUSTRY, TRADES, & AGRICULTURE

BOARD ENDS

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses and other organizations.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education.
4. Provide career pathways and transfer opportunities that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.

WTCS Program Indicators

WTCS Program Indicators				
HEALTH & SERVICE OCCUPATIONS		2nd year Retention	150% time Graduation (within 3 years)	Related Placement
Agribusiness/Science Tech.	10-006-2	60%	42%	80%
Electromechanical Technology	10-620-1	66%	49%	82%
Agric. Power & Equip. Tech.	32-070-1	86%	82%	93%
Automotive Technician	32-404-2	67%	49%	81%
		Fall to Spring Retention	200% time Graduation (within 2 years)	Related Placement
Auto Collision Repair & Refnsh.	31-405-1	82%	47%	58%
Building Trades-Carpentry	31-475-1	70%	58%	54%
Dairy Herd Management	31-091-1	75%	68%	92%
Electrical Power Distribution	31-413-2	89%	83%	76%
Welding	31-442-1	92%	61%	80%
		Fall to Spring Retention	150% time Graduation (within 1 year)	Related Placement
CNC Setup/Operator	30-420-2	89%	76%	54%

2nd year Retention = % of First Time Program Students who started the program in the previous year and are still enrolled or graduated from the program in either year.

Fall to Spring Retention = % of First Time Program Students who started in the fall semester and are still enrolled or graduated from the program the second semester.

150% time Graduation = % of First Time Program Students who graduated within 150% of the expected graduation time.

200% time Graduation = % of First Time Program Students who graduated within 200% of the expected graduation time.

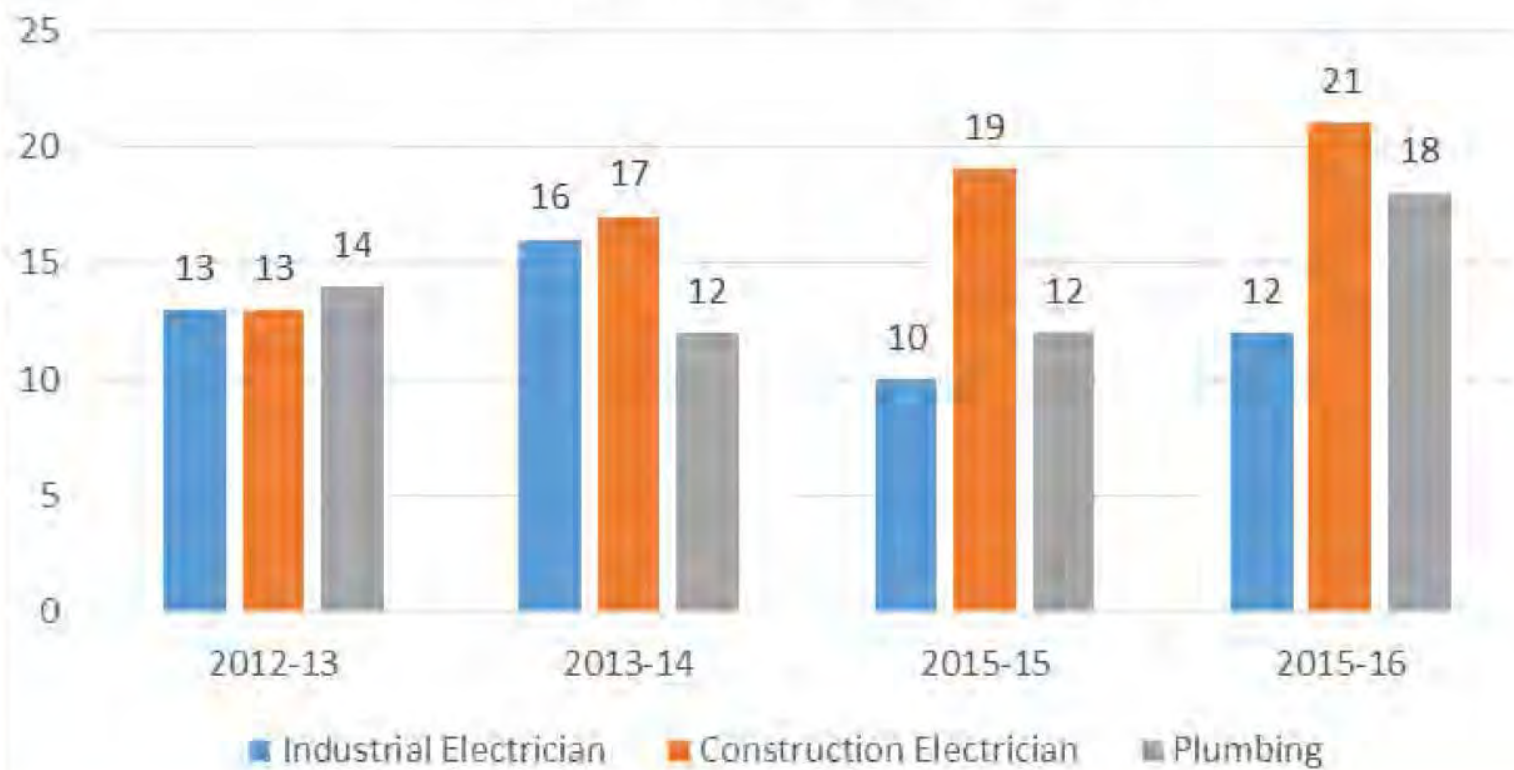
Related Placement = % of most recent graduates responding to the graduate follow-up survey, in the labor market and reporting employment related to training.

12-Oct-15

FTEs and Headcount by Program - 2016

Program Name	Head Count	Credits	FTEs
Agri-Business/Science Technology	63	1,003.00	33.4355
Agricultural Power & Equipment Technician	43	677.00	22.5699
Auto Collision Repair & Refinish Technician	18	231.00	7.7002
Automotive Technician	35	490.00	16.3325
Building Trades-Carpentry	11	169.00	5.6339
CNC Setup/Operation	4	64.00	2.1330
Construction Electrician Apprentice	21	45.00	1.5006
Dairy Herd Management	18	300.00	9.9999
Electrical Power Distribution	24	363.00	12.0991
Electro-Mechanical Technology	36	516.00	17.1986
Individualized Technical Studies	7	98.00	3.2664
Industrial Electrician Apprentice	12	34.00	1.1335
Industrial Mechanic	9	129.00	4.3002
Plumbing Apprentice	18	51.00	1.7001
Technical Studies-Journeyworker	1	15.00	0.5000
Welding	45	706.00	23.5135
	365	4,891.00	163.0169

APPRENTICESHIP ENROLLMENT



NEW PROGRAMS 2016-17

Instrumentation & Controls Technology(AAS)
Precision Machining Technology (1-YR Tech Diploma)
Agribusiness – Agronomy (AAS, 1-YR TD, Applicator Tech Cert)
Agribusiness – Animal Science (AAS)
Agribusiness – Management (AAS)
Farm Operations - Dairy (2-YR TD, 1-YR TD, Reproduction Certificate)

NEW PROGRAMS 2017-18

Farm Operations - Livestock (2-YR TD, 1-YR TD)

Farm Operations – Crops (2-YR TD, 1-YR TD)

Farm Operations – Ag Mechanics (2-YR TD, 1-YR TD)

Farm Business & Production Management



DEB IHM

- N. Grant Cty.
- Western Iowa Cty.



MATT LANSING

- S. Grant Cty.
- Iowa Cty.
- Lafayette Cty.



EDMUND RUFF

- Crawford Cty.
- Richland Cty.
- Southern Vernon Cty.
- Southwest Corner of Sauk Cty.

Farm Business & Production Management 2014-15

Farmers Served 276 (25% Increase over 2013-14)
Revenue \$101,290 (11% Increase)
Grant Funds \$166,444 (28.5% Decrease)
Expenses \$354,388 (8.5% Decrease)
Direct Net Cost \$187,944

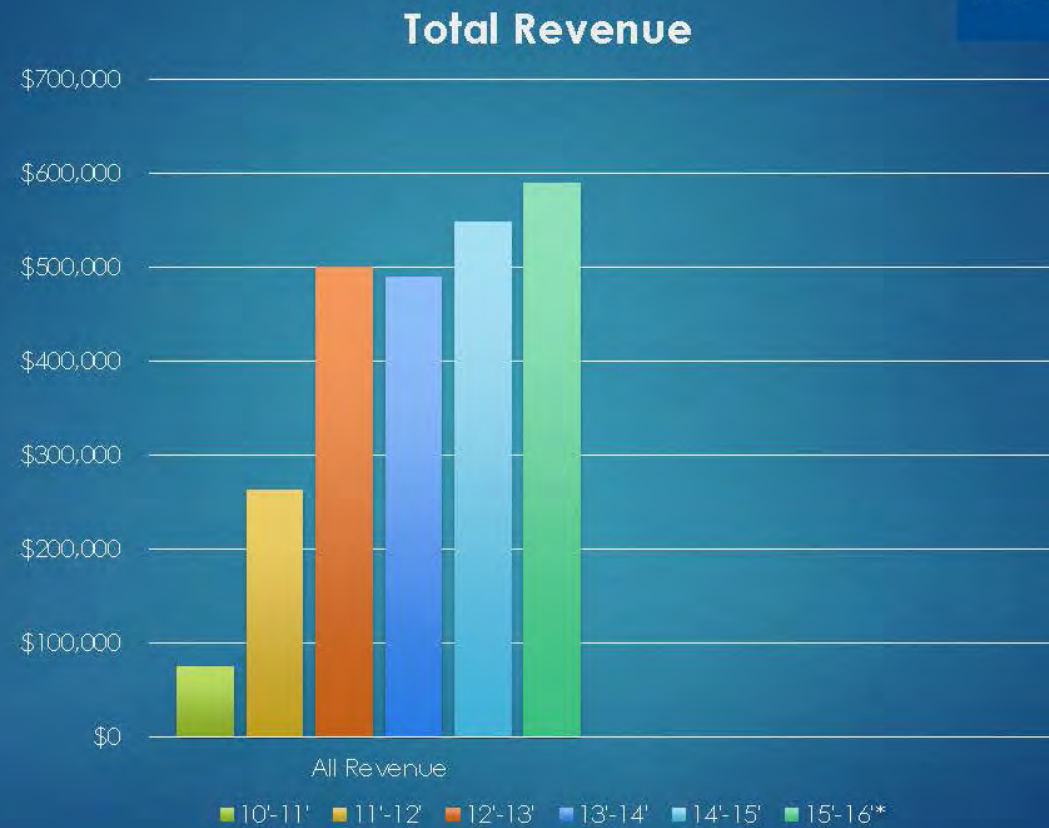


2015-16 FBPM Priorities

- Increase enrollment in southern territory
 - Beginning Farm Management
 - Farm Succession Planning
 - Secure additional grant funding
- Maximize synergy between FBPM and Farm Ops Program

2014-15 Results

- 21 Contracts for Training (through 8/31/15)
(15 Contracts to date for current fiscal year)
- 12 WAT (Workforce Advancement Training) Grants
(9 WAT grants to date for this year -1 in process)
 - 1 Fast Forward Grant
- Marketed Gold Collar and other grant projects- resulting in a High School Pupil Training Grant for Gold Collar 2.0
 - Increased our Professional Development offerings



2015-16 B&IS Priorities

- Grow Professional Development Offerings
- Expanding non-credit to credit transitions so Business & Industry students become program students
- Grow contract training business to include new companies from around the district
 - Maintain positive income trajectory for the division

CURRENT STATUS

► Strengths

1. Strong enrollment in Welding, Agriculture, Apprenticeship, & EPD programs
2. Strong retention across all Division programs
3. Industry support through In-Kind donations & employer engagement
4. Entrepreneurial approach and aggressive grant pursuit (Approx. \$1.4M)

► Weaknesses

1. Enrollment challenges in Building Trades, CNC Setup/Operation
2. Graduation rate challenges in Agribusiness, Auto, and Electromech
3. Expiration of grants & increased costs

2015-16 Division Priorities

- Implementation of new programs & program changes to meet industry needs while addressing enrollment challenges
 - Maximization of grant opportunities (FBPM, B&IS, GPR)
 - Build relationships (K-12 CTE/University Transfer)
- Work with Foundation to increase and document In-Kind Donations (especially vehicles & corporate sponsorship program)
 - Enhance lab safety
- Continue to foster entrepreneurship and business modeling



Board Monitoring Report – 2014-15

DIVISION OF INDUSTRY, TRADES, & AGRICULTURE

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 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 (internal)
5	Replacement-Lena Robinson (Resignation)	Learning Services Assistant	On Hold	Summer 2015	
6	New Position	Grants Coordinator	Darnell Hendricks	Summer 2015	Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at current salary (internal)

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	On Hold	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	Holly Bigelow Miller	Summer 2015	Grade 2, Salaried Professional \$89,258 - \$120,763 Hired at \$93,000
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 \$93,000
11	Replacement - Chase Varvil	Electrical Power & Distribution Lab Assistant-PT LTE	Bill O'Herrin	Fall 2015	Grade 5 Hourly \$17.40 - \$22.42
12	Replacement - Stephanie Brown (transfer)	Advisor	Setting up interviews	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	Gary Roberts	12/1/2015	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$48,000
16	Replacement - Cindy Albrect (Resigned)	Communications Instructor	Interviews are being scheduled	1/1/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
17	New Position	IT Instructional/Lab Assistant-LTE	Kelly Flynn (KJ)	8/8/2015	Grade 3 Support Staff \$15.25-\$20.19 Hired at \$18.75
18	New Position	Coordinator of Annual Giving & Donor Relations	Gina Udelhofen	10/26/2015	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$59,000
19	New Position	Student Success Tutors 2 Part-time/LTE	Interviews scheduled for the 10/19/2015	Fall 2015	Grade 6 Support Staff \$21.05-\$27.24

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
20	New Position	Student Success Coach LTE	Interviews will be scheduled on 11/02/15	Fall 2015	Grade 7, Support Staff \$23.38-\$36.20
21	New Position	Director of External Relations & Alumni Development	Kim Schmelz	10/14/2015	Grade 5, Salaried Professional \$67,017 - \$90,671 Hired at \$67,500
22	New Position	Foundation Accounting & Payroll Administrator	Posting closes 10/29/15	Nov. 2015	Grade 8, Salaried Professional \$44,115-\$59,685

Updated 10/16/2015

Information and Correspondence

A. Enrollment Report

The 2015-16 Comparison FTE Report and the 2016 Application Report are available below.


2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	10-13-14 Students	10-12-15 Students	Student Change	10-13-14 FTE	10-12-15 FTE	FTE Change
10-101-1	Accounting	23	24	1	11.83	10.10	(1.73)
10-106-6	Administrative Professional	11	14	3	4.50	6.23	1.73
10-006-2	Agri-Business/Science Technology	61	63	2	32.40	33.44	1.03
10-102-3	Business Management	69	74	5	29.20	31.96	2.77
10-530-5	Cancer Information Management	5	20	15	1.00	7.83	6.83
10-504-1	Criminal Justice - Law Enforcement	55	49	(6)	25.96	23.80	(2.17)
10-316-1	Culinary Arts	20	18	(2)	9.57	8.77	(0.80)
10-317-1	Culinary Management	9	7	(2)	4.27	2.53	(1.73)
10-510-6	Direct Entry Midwife	21	33	12	7.07	11.17	4.10
10-307-1	Early Childhood Education	32	36	4	14.30	16.03	1.73
10-620-1	Electromechanical Technology	59	36	(23)	29.23	17.20	(12.03)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	4.27	-	(4.27)
10-325-1	Golf Course Management	29	20	(9)	13.10	10.27	(2.83)
10-201-2	Graphic And Web Design	29	34	5	12.53	16.23	3.70
10-530-1	Health Information Technology	25	34	9	8.43	11.93	3.50
10-520-3	Human Services Associate	41	54	13	17.77	24.47	6.70
10-825-1	Individualized Technical Studies	5	7	2	1.80	3.27	1.47
10-154-3	IT-Computer Support Specialist	2	-	(2)	0.53	-	(0.53)
10-150-1	IT-Network Communications Specialist	29	40	11	10.63	18.63	8.00
10-152-7	IT-Web & Software Developer-Suspended	10	1	(9)	3.70	0.30	(3.40)
10-513-1	Medical Laboratory Technician	16	19	3	8.03	9.37	1.33
10-543-1	Nursing - Associate Degree	280	199	(81)	80.40	57.24	(23.16)
10-524-1	Physical Therapist Assistant	43	43	-	15.50	16.03	0.53
10-196-1	Supervisory Management	16	20	4	4.60	7.36	2.77
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
Total Associate Degree		900	854	(46)	350.62	347.43	(3.20)
31-101-1	Accounting Assistant	12	4	(8)	4.87	1.83	(3.03)
30-531-6	Advanced EMT	-	7	7	-	0.93	0.93
32-070-1	Agricultural Power & Equipment Technician	41	43	2	22.24	22.57	0.33
31-405-1	Auto Collision Repair & Refinish Technician	20	18	(2)	7.50	7.70	0.20
32-404-2	Automotive Technician	31	35	4	14.53	16.33	1.80
31-475-1	Building Trades - Carpentry	20	11	(9)	10.37	5.63	(4.73)

Program Code	Program Title	10-13-14 Students	10-12-15 Students	Student Change	10-13-14 FTE	10-12-15 FTE	FTE Change
30-420-2	CNC Setup/Operation	8	4	(4)	3.87	2.13	(1.73)
31-307-1	Child Care Services	12	20	8	5.60	9.60	4.00
50-413-2	Electricity (Construction) Apprentice	19	21	2	1.37	1.50	0.13
31-502-1	Cosmetology	38	38	-	20.60	20.77	0.17
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	5	8	3	2.07	3.27	1.20
31-091-1	Dairy Herd Management	16	18	2	8.63	10.00	1.37
30-508-2	Dental Assistant - Short Term	18	14	(4)	9.20	7.47	(1.73)
31-413-2	Electrical Power Distribution	26	24	(2)	13.20	12.10	(1.10)
30-531-3	Emergency Medical Technician	-	16	16	-	2.87	2.87
50-413-1	Industrial Electrician Apprentice	10	12	2	0.73	1.13	0.40
31-620-1	Industrial Mechanic	-	9	9	-	4.30	4.30
31-154-6	IT-Computer Support Technician	18	15	(3)	7.80	6.37	(1.43)
31-513-1	Laboratory Science Technician	-	5	5	-	2.27	2.27
31-509-1	Medical Assistant	39	35	(4)	20.07	17.17	(2.90)
30-530-1	Medical Coding Specialist	33	33	-	7.37	8.13	0.77
30-543-1	Nursing Assistant	118	119	1	12.80	12.47	(0.33)
31-106-8	Office Support Specialist	10	5	(5)	4.63	2.67	(1.97)
50-427-5	Plumbing Apprentice	12	18	6	1.08	1.70	0.62
31-182-1	Supply Chain Assistant	-	1	1	-	0.50	0.50
31-442-1	Welding	41	45	4	21.58	23.51	1.93
	Total Technical Diploma	562	596	34	207.90	214.52	6.62
20-800-1	Liberal Arts - Associate of Arts	12	11	(1)	2.57	2.87	0.30
20-800-2	Liberal Arts - Associate of Science	12	8	(4)	3.27	1.33	(1.93)
	Undeclared Majors	924	738	(186)	95.20	78.87	(16.33)
	Total	2,410	2,207	(203)	659.56	645.02	(14.54)
	Percent of Change						-2.20%
	Vocational Adult (Aid Codes 42-47)	2,389	2,037	(352)	50.42	40.94	(9.47)
	Community Services (Aid Code 60)	57	41	(16)	0.14	0.09	(0.05)
	Basic Skills (Aid Codes 73,74,75,76)	186	244	58	12.59	20.25	7.66
	Basic Skills (Aid Codes 77 & 78)	273	293	20	10.13	10.98	0.85
	Grand Total	5,315	4,822	(493)	732.83	717.28	(15.55)
	Total Percent of Change						-2.12%

APPLICATION COMPARISON of 2016-17 vs 2015-16



		2016-2017				2015-2016								
	Program	Cap	Oct. 15, '15				Oct. 20, '14				1st day 8-24-15			YOY
			In Proc.	Acpt.	W.L.	Total	InProc	Acpt.	W.L.	Total	Acpt.	W.L.	Total	
Accounting		11	6		17	7			7	16		16	10	
Accounting Assistant		2	1		3	1	2		3	3		3	0	
Administrative Professional		2			2		2		2	9		9	0	
Agri-Business/Science Tech	36	15	5		20	14	6		20	36	1	37	0	
Ag Power & Equipment	22	6	18		24	11	19		30	22		22	-6	
Auto Collision Repair&Refinish	22	5	1		6	7	4		11	10		10	-5	
Automotive Technician	22	9	1		10	10	1		11	22	1	23	-1	
Building Trades- Carpentry	20	5			5	4			4	9		9	1	
Business Management		12	3		15	7	6		13	37		37	2	
Cancer Information Management		4	1		5	2			2	16		16	3	
Child Care Services	13	5	4		9	8	2		10	13	3	16	-1	
CNC Setup/Operation	5	3			3	2			2	6		6	1	
Cosmetology	24	4	1		5	11	1		12	23		23	-7	
Criminal Justice-Law Enforce	48	10	3		13	7	7		14	31		31	-1	
Culinary Arts		2	1		3	5			5	6		6	-2	
Culinary Management					0	2			2	4		4	-2	
Culinary Specialist		1			1	1			1	8		8	0	
Dairy Herd Management	24	10	2		12	9	3		12	19		19	0	
Dental Assistant	18	3	12		15	12	1		13	17		17	2	
Early Childhood Education	28	8	3		11	10	2		12	28		28	-1	
Electrical Power Distribution	24	6	13		19	14	16		30	24		24	-11	
Electro-Mech Tech	12	9	1		10	4	1		5	17		17	5	
Golf Course Management		3	1		4	3			3	8		8	1	
Graphic and Web Design	25	8	1		9	7	2		9	25		25	0	
Health Information Technology	22	7	14		21	8	5		13	22	5	27	8	
Human Services Associate	31	6	2		8	3	2		5	29		29	3	
Industrial Mechanic	12				0	2			2	5		5	-2	
IT-Computer Support Tech		2			2	5	1		6	15		15	-4	
IT-Network Communication Spec		5			5	3			3	24		24	2	
Laboratory Science Technician	15				0	1			1	5		5	-1	
Liberal Arts- Associate of Arts		5			5				0	8		8	5	
Liberal Arts-Associate of Science		10			10	1	1		2	4		4	8	
Medical Assistant	32	8	10		18	8	15		23	32	2	34	-5	
Medical Coding Specialist	23	7	15		22	8	7		15	23	5	28	7	
Medical Laboratory Technician	16	7			7	2			2	15		15	5	
Nail Technician	4				0				0			0	0	
Nursing-Associate Degree	54	52	45		97	41	54	58	153	54	30	84	-56	
Nursing-Assoc Degree- Part-time	28		10		10		27		27	28	3	31	-17	
Office Support Specialist		1			1	2	2		4	5		5	-3	
Pharmacy Tech (shared)		3			3	2			2			0	1	
Physical Therapist Assistant	18	19		7	26	13	15	15	43	16	10	26	-17	

		2016-2017				2015-2016								
Program	Cap	Oct. 15, '15				Oct. 20, '14				1st day 8-24-15			YOY	Oct
		In Proc.	Acpt.	W.L.	Total	InProc	Acpt.	W.L.	Total	Acpt.	W.L.	Total		
Supervisory Management			2		2	3			3	9		9		-1
Supply Chain Assistant		1			1				0	1		1		1
Supply Chain Mgt		2			2				0	3		3		2
Undecided		20			20	9			9			0		11
Welding	40	13			13	20	4		24	33		33		-11
January 2016 Starts														
Direct-Entry Midwife (Jan Start)	16	46	19	18	83	23	18	3	44	9	2	11		39
Supply Chain Management			1		1				0					1
Welding - (Jan Start)	20		5		5		16		16	1		1		-11
TOTALS		357	201	25	583	312	242	76	630	750	62	812		-47
Year over Year		45	-41	-51	-47									

B. Chairperson's Report

Board members attending the ACCT Leadership Congress will provide a brief summary of the conference.

C. College President's Report

1. Highlights & Kudos

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board meeting

4. Financial Audit
5. 2014-15 Budget Process
6. Institutional Advancement Report

B. Time and Place

Thursday, November 19, 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 Specific Personnel Issues 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.}
 - 2. Approval of Closed Session Minutes of September 24, 2015

Reconvene to Open Session

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

Adjournment