



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting/Board Retreat**

**February 26-27, 2016**

Held at

Super 8  
201 Christensen Drive  
Darlington, WI 53530

## **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
<b>Consent Agenda.....</b>	<b>6</b>
A. Approval of Agenda.....	6
B. Minutes of the Regular Board Meeting of January 28, 2016.....	8
C. Financial Reports .....	11
1. Expenditures Greater Than \$2500 .....	11
2. Treasurer's Cash Balance .....	12
3. Budget Control.....	13
D. Contract Revenue .....	14
E. Personnel Items .....	16
<b>Other Items Requiring Board Action .....</b>	<b>18</b>
A. Second Reading of Governance Policy 4.4 – College Values.....	18
<b>Board Monitoring of College Effectiveness .....</b>	<b>33</b>
A. Budget Parameter & Assumptions .....	33
B. Staffing Update .....	35
	<b>36</b>
<b>Information and Correspondence.....</b>	<b>42</b>
A. Enrollment Report .....	42
B. Chairperson's Report .....	46
C. College President's Report.....	46
1. Report on ACCT National Legislative Summit.....	46
2. Plan to Work with K-12 Districts .....	46
3. Kudos Around the College and in the Community.....	46
D. Other Information Items.....	46
<b>Establish Board Agenda Items for Next Meeting.....</b>	<b>47</b>
A. Agenda.....	47
B. Time and Place .....	47
<b>Board Monitoring of College Effectiveness .....</b>	<b>48</b>
A. Data/Performance/Accountability .....	48
B. Administrative Services Report .....	48
<b>Board Monitoring of College Effectiveness .....</b>	<b>49</b>
A. Human Resources Report.....	49
B. President's Time .....	49
1. Strengths/Weaknesses/Opportunities/Threats Related to the Health of the College .....	49
2. Update on top 3 Strategic Priorities.....	49
3. 50 <sup>th</sup> Anniversary.....	49
<b>Adjournment.....</b>	<b>49</b>

## **Annotated Agenda**

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

**February 26-27, 2016**

**Super 8**

**201 Christensen Drive**

**Darlington, WI 53530**

**Friday, February 26, 2016**

**11:45 a.m. – Lunch**

**12:30 – Board Meeting/Retreat**

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The February 26-27, 2016, 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 Darlington 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**

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

##### **B. Minutes of the Regular Meeting of January 28, 2016**

Minutes of the January 28, 2016, 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**

Contract revenue totaled \$9,843.76 in January 2016. There are nine contracts being presented to the Board for approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

Four employment recommendations, two internal transfers, and three resignations are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Second Reading of Governance Policy 4.4 – College Values**

The College Values were reviewed at the January 2016 Board meeting. Changes have been made based on District Board input. Krista Weber, Director of Human Resources, will present the definitions. The presentation is included in the electronic Board material.

**Recommendation** – Approve the second reading of Governance Policy 4.4 – College Values.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Budget Parameters & Assumptions**

Caleb White will present information relevant to the budget assumptions and parameters. The budget parameters and assumptions are available electronically with all other Board material.

**B. 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 and 2016-17 Application Reports are available electronically with all other Board material.

**B. Chairperson's Report**

**C. College President's Report**

1. Report on ACCT National Legislative Summit
2. Plan to Work with K-12 Districts
3. Kudos Around the College and in the Community

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. Bid for Building 400 Reroof Project

**B. Time and Place**

Thursday, March 24, 2016, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Data/Performance/Accountability**

Discussion on the data the Board reviews, enrollment (FTEs) trends, and the process being utilized to develop the Academic Master Plan will take place. Barb Tucker, Director of Institutional Advancement; Holly Miller, Dean of Student Services; and Katie Garrity, Chief Academic Officer/Executive Dean will be present for the presentation and discussion. Additional material will be available at the Board Retreat.

### **B. Administrative Services Report**

Caleb White will present an Administrative Services report including an update on the Facilities Master Plan and financial forecasting. Additional material will be available at the Board Retreat.

The Board will adjourn until 8:30 a.m. on Saturday, February 27, 2016. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 27, 2016  
8:30 a.m. – Board Retreat  
Super 8  
201 Christensen Drive  
Darlington, WI 53530**

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Human Resources Report**

Krista Weber will present College trends related to Human Resources including a discussion on a compensation philosophy. Included with the electronic Board packet is a report on 2014-15 activities in Human Resources.

### **B. President's Time**

1. Strengths/Weaknesses/Opportunities/Threats related to the health of the college
2. Update on top 3 Strategic Priorities
3. 50<sup>th</sup> Anniversary

## **ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The February 26-27, 2016, Board Retreat/regular meeting of the Southwest Wisconsin Technical College District 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 Darlington 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***

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

February 26-27, 2016

Super 8

201 Christensen Drive

Darlington, WI 53530

Friday, February 26, 2016

11:45 a.m. – Lunch

12:30 – Board Meeting/Retreat

#### **AGENDA**

##### **OPEN MEETING**

The following statement will be read: “The February 26-27, 2016, Board Retreat/regular meeting of the Southwest Wisconsin Technical College District 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 Darlington 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 January 28, 2016
- 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. Second Reading of Governance Policy 4.4 – College Values

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

- A. Budget Parameters & Assumptions
- 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

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Data/Performance/Accountability
- B. Administrative Services Report

The Board will adjourn until 8:30 a.m. on Saturday, February 27, 2016. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 27, 2016**

**8:30 a.m. – Board Retreat**

**Super 8**

201 Christensen Drive  
Darlington, WI 53530

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Human Resources Report
- B. President's Time

## **ADJOURNMENT**

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



## ***B. Minutes of the Regular Board Meeting of January 28, 2016***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 28, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on January 28, 2016, in Rooms 492-493 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, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Linda Erickson, Melissa Fitzsimons, and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Cynde Larsen, Kim Schmelz, Sue Reukauf, Krista Weber, and Caleb White.

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:

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The January 28, 2016, regular Board 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 December 17, 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. First Reading of Governance Policy 4.4 – College Values

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. WTCS Employee Benefits Consortium
- B. Marketing Report
- C. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of discussion of property acquisition per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
- B. Approval of December 17, 2015, Closed Session Minutes

## **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)}

Mr. Moyer moved to approve the Consent Agenda, as presented, including the January 28, 2016, agenda; December 17, 2015, Board minutes; financial reports; nine contracts totaling \$42,378.16 in December 2015; employment recommendations for Heath Ahnen-Network Administrator, Sarah Imhoff-Grant & Finance Accountant, Vanessa Caldari-Midwife Clinical Site Coordinator, and Heather Kramer-Midwife Clinical Site Coordinator; transfer for Marijke van Roojen, Midwife Instructor; the retirement of Susie Bischoff, Evening Custodian – Lead Worker; and the resignations of Allison Carroll-Student Success Coach, Carla Flesch-Tutor, Bill O'Herrin-EPD Lab Assistant, and Phil Thomas-Vice President for Student & Academic Affairs. Mr. Prange seconded the motion; motion carried.

Krista Weber, Director of Human Resources, and Culture Committee members Cynde Larsen and Kim Schmelz presented a review of the process used to redefine the College Values. Each value was reviewed with discussion following. The Culture Committee will review the input and revise the definitions.

Krista Weber and Caleb White updated the Board on the WTCS Employee Benefits Consortium. Key points noted included five-month data points and preliminary renewal estimates including a premium increase of 2.3%.

Sue Reukauf, Marketing & Public Relations Manager, provided a report on 2014-16 marketing campaigns. Also highlighted were activities using Southwest Tech's social media accounts and digital advertising.

A staffing report was provided by Krista Weber, Director of Human Resources. Current open positions in various stages of the hiring process included a Basic Computer Skills Coordinator, Evening Custodian-Lead, Academic Success Coach, Mental Health Counselor, and Chief Academic Officer/Executive Dean.

Enrollment reports were reviewed noting that the FTE year-over-year comparison report reflected a two percent increase from the previous year and applications for 2016 remained flat as compared to the 2015 application numbers.

Highlights of the Winter District Boards Association meeting were shared with the entire Board. The President's Report included discussion regarding the Board Retreat agenda. Also noted was the Board Appointment meeting has been scheduled for March 30 and the June Board meeting will be moved.

The Closed Session was not held as there was not the need. With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:16 p.m.

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Darlene Mickelson, Secretary

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

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 01/01/2016 TO 01/31/2016**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
		None this month		
		<b>SUBTOTAL</b>	<b>\$ -</b>	
<b><u>CAPITAL FUND</u></b>				
1/8/2016	6374	Les Mack Chevrolet	\$ 27,250.00	Fire & EMS: 2016 Chevrolet Express Passenger Van
1/28/2016	6378	Ward's Science	\$ 6,595.00	Ag Business: SOMSO Cow Model
1/28/2016	6379	Fisher Scientific	\$ 3,304.27	Ag Business: CMPD Microscope w/ HDMI Camera
1/28/2016	6380	Haas Factory Outlet	\$ 49,036.00	CNC: VF-1 CNC Mill with simulators
		<b>SUBTOTAL</b>	<b>\$ 86,185.27</b>	
<b><u>ENTERPRISE FUND</u></b>				
		None this month		
		<b>SUBTOTAL</b>	<b>\$ -</b>	
		<b>TOTAL</b>	<b>\$ 86,185.27</b>	

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 01/31/2016

#### Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	21,508.78
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)	(13,082,396.80)
Total Liability Adjustment	(12,269,125.56)

Beginning Treasurers Balance	12,752,472.12
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#### Receipt

Fund	
1 General	12,010,022.28
2 Special Revenue	-
3 Capital Projects	9.47
4 Debt Service	-
5 Enterprise	394,378.49
6 Internal Service	469,849.83
7 Financial Aid/Activities	173,681.35

Total Receipts	13,047,941.42
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Cash Available	25,800,413.54
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#### Expenses

Fund	
1 General	2,166,629.62
2 Special Revenue	-
3 Capital Projects	139,136.59
4 Debt Service	-
5 Enterprise	284,641.13
6 Internal Service	72,176.35
7 Financial Aid/Activities	51,659.76

Total Expenses	2,714,243.45
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Treasurers Cash Balance	23,086,170.09
Liability Adjustment	(12,269,125.56)
Cash in Bank	\$10,817,044.53

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 7 Months ended January 2016**

	<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	11,720,429.31	49.73	50.61	54.90	57.34	55.77
General Fund Expenditures	23,968,000.00	13,229,968.38	55.20	52.11	54.26	52.46	51.61
Capital Projects Fund Revenue	2,530,000.00	2,517,528.28	99.51	100.51	101.26	101.01	101.95
Capital Projects Fund Expenditures	2,357,000.00	716,402.84	30.39	56.14	41.42	35.96	101.67
Debt Service Fund Revenue	5,194,000.00	216,998.95	4.18	3.47	3.62	-	-
Debt Service Fund Expenditures	5,261,000.00	667,152.51	12.68	14.03	13.74	11.40	12.99
Enterprise Fund Revenue	2,132,000.00	1,440,754.84	67.58	66.68	65.97	68.33	65.57
Enterprise Fund Expenditure	1,966,000.00	1,175,706.68	59.80	51.30	48.96	51.61	43.59
Internal Service Fund Revenue	4,100,000.00	2,512,838.63	61.29	58.50	57.58	55.22	46.35
Internal Service Fund Expenditures	4,100,000.00	2,753,432.61	67.16	67.39	59.14	58.65	66.08
Trust & Agency Fund Revenue	8,500,000.00	3,691,844.72	43.43	46.20	52.20	52.69	48.94
Trust & Agency Fund Expenditures	8,450,000.00	3,569,529.28	42.24	45.21	49.69	51.08	48.31
<b>Grand Total Revenue</b>	<b>46,024,000.00</b>	<b>22,100,394.73</b>	<b>48.02</b>	<b>48.67</b>	<b>51.94</b>	<b>52.57</b>	<b>50.60</b>
<b>Grand Total Expenditures</b>	<b>46,102,000.00</b>	<b>22,112,192.30</b>	<b>47.96</b>	<b>48.28</b>	<b>48.37</b>	<b>46.76</b>	<b>51.14</b>

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

Contract revenue totaled \$9,843.76 in January 2016. There are nine contracts being presented to the Board for approval. The Contract Revenue Report follows.

# 2015-2016 CONTRACTS

1/01/16 through 1/31/16

<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>
03-2016-0065-I-18 University of Wisconsin-Platteville	Driver Education - Van	Kris Wubben	4	\$ 180.00	No		X	
03-2016-0070-I-22 3M WAT Grant #03-139-124-176	Rigging 10-Hr OSHA Gen Ind	Amy Charles Amy Charles	27 14	\$ 2,422.00 \$ 2,841.00	No No		X X	
03-2016-0078-F-23 Prosperity Southwest	Administrative & Financial Services	Amy Charles		\$ 1,162.50	No		X	
03-2016-0089-I-16 Iowa Grant School District	Heartsaver CPR/AED Training Friends & Family CPR	Kris Wubben	31 39	\$ 524.00 \$ 390.00	Yes Yes		X	
03-2016-0090-I-42 Lone Rock EMS	EMT Refresher Training	Kris Wubben	9	\$ 1,392.88	No		X	
03-2016-0105-I-41 Atrium Post Acute Care-Lancaster	BLS for Healthcare Provider-CPR Recert	Kris Wubben	14	\$ 340.00	Yes		X	
03-2016-0108-I-41 Sannes Skogdalen	BLS for Healthcare Provider-CPR Recert	Kris Wubben	13	\$ 591.38	No		X	
<b>TOTAL of all Contracts</b>			<b>151</b>	<b>\$ 9,843.76</b>				
Exchange of Services			84	\$ 1,254.00				
For Pay Service			67	\$ 8,589.76				



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

Four employment recommendations, two internal transfers, and three resignations are being presented for approval in the Personnel Report. The report is available below.

#### **PERSONNEL REPORT**

**February 26-27, 2016**

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

Name	Jordyn Poad
Title	Student Success Coach
Number of Applicants / Number Interviewed	41 Applicants/4 Interviewed
Start Date	January 28, 2016
Salary/Wage	\$45,000
Classification	Regular Full-Time
Education and/or Experience	BS in Spanish & French from UW-Madison, working on MS in Adult Education at UW-Platteville with 5 years of customer service and employment specialist experience

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

Name	Anna Stremlau
Title	Student Success Coach
Number of Applicants / Number Interviewed	41 Applicants/5 Interviewed
Start Date	January 28, 2016
Salary/Wage	\$45,000
Classification	Regular Full -Time
Education and/or Experience	BS in Psychology from Bradley University, Peoria IL and MS in Education and Counseling Psychology from UW-Platteville, with 3 years in the counseling/psychology field

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

<b>Name</b>	Scott Swan
Title	Academic Success Coach
Number of Applicants / Number Interviewed	14 Applicants/4 Interviewed
Start Date	February 8, 2016
Salary/Wage	\$25.00/hour
Classification	Part-Time, Limited-Term Employment (thru 5/16)
Education and/or Experience	BS in Industrial Education from UW-Stout with 30 years of technical college instructional experience

**Employment: NEW HIRE**

<b>Name</b>	Carol Soden
<b>Title</b>	Academic Success Coach
<b>Number of Applicants and Number Interviewed</b>	14 Applicants/4 Interviewed
<b>Start Date</b>	February 15, 2016
<b>Salary/Wage</b>	\$25.00/hour
<b>Classification</b>	Part-Time, Limited-Term Employment (thru 5/16)
<b>Education and/or Experience</b>	BS & MS in Education, both from UW-Whitewater, over 30 years of middle school teaching experience.

**PROMOTIONS/TRANSFERS**

Dan Scullion	Evening Custodian – Lead Worker
Katie Garrity	Chief Academic Officer/Executive Dean

**RETIREMENTS / RESIGNATIONS**

Marcia Taddy (Resignation 1/29/2016)	Academic Success Coach
Randy Leibfried (Resignation 2/12/2016)	Evening Custodian
Marijke vanRoijen (Resignation 2/5/2016)	Midwifery Instructor
Patty Hartline (Retirement 5/13/16)	Communications Instructor

**Recommendation:** Approve the consent agenda.

## **Other Items Requiring Board Action**

### ***A. Second Reading of Governance Policy 4.4 – College Values***

The College Values were reviewed at the January 2016 Board meeting. Changes have been made based on District Board input. Krista Weber, Director of Human Resources, will present the definitions. The presentation is included below.

**Recommendation** – Approve the second reading of Governance Policy 4.4 – College Values.

## COLLEGE VALUES

The employees at Southwest Tech value:

***Learning*** – ~~We value continuous learning for our diverse stakeholders provided through accessible, affordable, and caring delivery.~~ **We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.**

***Professionalism*** – ~~We value professionalism based on respect and integrity that creates a healthy environment, promoting open communication and commitment.~~

***Integrity*** – **We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.**

***Accountability*** – ~~We value the human and fiscal resources entrusted to us and will use them responsibly.~~ **We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.**

***Collaborative Partnerships*** – ~~We value partnerships with business, industry, labor, government, educational systems, and our communities.~~

***Partnerships*** – **We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.**

***Innovation*** – ~~We value innovation that fosters creativity in solving problems and meeting future challenges unique to our rural setting.~~ **We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.**

***Continuous Improvement*** – ~~We value improvement of our programs, services, and processes in a team-based culture.~~ **We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.**

Adopted: 1/24/02  
Reviewed: 11/2/02, 3/24/05  
Revised:

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# Southwest Tech Values

Presented by the Culture Committee

# Updating the College Values - Step 1

- April 2015 Staff In-service Activity
  - Developed 6 core values
    - Communication
    - Collaboration
    - Respect
    - Trust
    - Positivity
    - Innovation
-



## Updating the College Values – Step 2

- The 6 values were presented to the District Board for consideration
- The Board asked that we define the values, similar to what was already in place.



# Connect to Strategic Directions/College Goals

The following elements comprise the Strategic Directions/ College Goals for Southwest Tech:

- Increase College access.
  - Improve student completion and success.
  - Strengthen partnerships.
  - Create a cohesive culture.
  - Prioritize customer service.
  - Advance infrastructure (facilities and technology).
  - Promote fiscal efficiency and sustainability.
-

## Updating the College Values – Step 3

- The Culture Committee performed one-on-one interviews with employees to get more feedback
  - Combined the feedback to create the new version of the values
  - Present draft version of defined values to the Board
-

# College Values

## The employees at Southwest Tech value:

### Original:

- **Learning** for the diverse stakeholders that is provided through accessible, affordable, and caring delivery.

### 1<sup>st</sup> Suggested:

- **Learning.** We make high-quality education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.

### 2<sup>nd</sup> Suggested:

- **Learning.** We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.
-

# College Values

## The employees at Southwest Tech value:

### Original:

- **Professionalism** that is based on respect and integrity, which create a healthy environment and promote open communication and commitment.

### Suggested (no change):

- **Integrity.** We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.
-

# College Values

## The employees at Southwest Tech value:

### Original:

- **Accountability** in terms of the human and fiscal resources entrusted to the institution, which will be used responsibly.

### 1<sup>st</sup> Suggested:

- **Accountability.** Each employee holds himself/herself and we collectively hold each other responsible for achieving the College goals that have been established by the District Board.

### 2<sup>nd</sup> Suggested:

- **Accountability.** We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.
-

# College Values

## The employees at Southwest Tech value:

### Original:

- **Collaborative Partnerships** with business, industry, labor, government, educational systems, and the surrounding communities.

### Suggested (no change):

- **Partnerships.** We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.
-

# College Values

## The employees at Southwest Tech value:

### Original:

- **Innovation** that fosters creativity in solving problems and meeting future challenges unique to its rural setting.

### 1<sup>st</sup> Suggested:

- **Innovation.** We foster creativity and student success while meeting industry needs. We are progressive and encourage an entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.

### 2<sup>nd</sup> Suggested:

- **Innovation.** We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.
-

# College Values

## The employees at Southwest Tech value:

### Original:

- **Continuous Improvement** of the programs, services, and processes in a team-based culture.

### 1<sup>st</sup> Suggested:

- **Continuous Improvement.** We hire progressive team members and encourage their personal and professional development so that they can produce high-quality, relevant programs and services that are essential to our growth and sustainability as a college.

### 2<sup>nd</sup> Suggested:

- **Continuous Improvement.** We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.
-



# Questions?

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## **Board Monitoring of College Effectiveness**

### ***A. Budget Parameter & Assumptions***

Caleb White will present information relevant to the budget assumptions and parameters. The draft budget parameters and assumptions are below.



## **Priorities and Budget Assumptions for 2016-2017**

### **Priority Initiatives for 2016-2017**

- Increase Student Access and Improve Student Success
  - Increase Adult Student Enrollments
    - Recruitment Investment
    - Alternative Delivery
    - K-12 partnership
    - SWTC “Promise”
  - Improve Student Success
    - Reform remediation/developmental/ABE
- Entrepreneurial Sustainability
  - Charger Enterprises
  - Master Facilities Plan: Economic Revitalization Initiative
  - Intellectual Property Office
  - Real Estate Foundation
  - Expand Business and Industry trainings
  - 50<sup>th</sup> Anniversary: Celebrate, Thank, and Fundraise
- Service Culture
  - Restructure/Implementation of the Leadership and Network governance model
    - Transparency through improved communication
    - Employee engagement through empowerment
    - Achieve excellence through accountability
  - Speed of Trust
  - Institutional Values embedded in the employee evaluation process

### **Budget Assumptions for 2016-2017**

- Slight increase in district net new construction valuation
- Minimal increase in tuition rates, if any
- Health and dental coverage is estimated to increase three percent (3%) and five percent (5%), respectively
- Gas and electric utility rates are estimated to increase five percent (5%) and three percent (3%), respectively
- Reductions in grant funding
- Salary adjustments are pending the Equity and Market Salary Study
- Investment in Leadership and Network governance model
- Wisconsin Retirement System contribution rate decreased by 2.9% on January 1, 2016, from 6.8% to 6.6% (Southwest Tech’s 50% share; employees contribute 50% of the whole)
- Planning for 1,420 FTEs 2016 (7.5% FTE decrease from 2015-16 projection – 1,530)

## ***B. Staffing Update***

An update on College staffing will be provided at the Board meeting. A summary is 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	Will not be filling	Summer 2015	
6	New Position	Grants Coordinator	Darnell Hendricks	Summer 2015	Grade 7, Salaried Professional \$52,190 - \$70,611; Hired at current salary (internal)
7	New Position	Safety Instructor	Hold - not hiring	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437

### Staffing Update 2015-16 Fiscal Year

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
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	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	Matt Schneider	Jan. 2016	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$45,000 (internal)
13	New Position	Cook - PT Regular	Susan Friederick	Summer 2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
14	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 (BS)

### Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
15	Replacement - Cindy Albrecht (Resigned)	Communications Instructor	Yasmin Rioux	1/1/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$51,000 (MS)
16	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
17	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
18	New Position	Student Success Tutors 2 Part-time/LTE	David Wright	11/12/2015	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
19	New Position	Student Success Coach LTE	Kirsten Reichmann	12/7/2015	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$32.00
20	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
21	New Position	Foundation Accounting & Payroll Administrator	Samantha Redman	Jan. 2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$52,000 (internal)

### Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
22	Replacement Dave Hardyman (Retired 11/4/2015)	Network Administrator	Heath Ahnen	1/11/2016	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$32.21/hour
23	Replacement -Matt Schneider (Transfer)	Student Success Coach (formerly College Admissions Representative)	Jordyn Poad	1/28/2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$45,000
24	Replacement-Samantha Redman (Transfer)	Grant & Finance Accountant	Sarah Imhoff	1/19/2016	Grade 6, Support Staff \$21.05-\$27.24 Hired at \$24.00/hour
25	New Position	Midwifery Instructor	Marijke van Roojen	1/11/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$54,000 (MS)
26	Replacement-Marijke van Roojen (Transfer)	Midwife Onsite Clinical Coordinator	Heather Kramer	1/11/2016	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$21.00/hour
27	New Position - (Part-time)	Midwife Onsite Clinical Coordinator	Vanessa Caldari	1/11/2016	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$21.00/hour
28	New Position (Part-time, LTE, Grant Funded)	Basic Computer Skills Coordinator (Part-time, LTE, Grant Funded)	Reposted	Feb. 2016	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
29	Replacement-Betty Frydenlund (retirement 12/31/15)	Nursing Assistant Instructor	On Hold	Spring 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
30	Replacement -Allison Carroll (Resignation)	Student Success Coach	Anna Stremlau	2/4/2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$45,000
31	Replacement-Susie Bischoff (retirement 2/2/16)	Evening Custodian - Lead Worker	Dan Scullion	2/3/2016	Grade 3, Hourly \$15.25 - \$20.19 Hired at \$18.53
32	New Position	Academic Success Coach Part time/LTE	Scott Swan	2/8/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
33	Replacement - Marcia Taddy	Academic Success Coach Part time/LTE	Carol Soden	2/15/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
34	New Position	Mental Health Counselor	Gina Trollop	3/9/2016	Grade 7, Salaried Prof \$52,190-\$70,611 Hired at \$60,019
35	Replacement - Phil Thomas	Chief Academic Officer/Executive Dean	Katie Garrity	Feb. 2016	Grade 1, Salaried Prof \$96,672-\$130,791 Salary: \$115,000

### Staffing Update 2015-16 Fiscal Year


	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
36	Replacement - Dan Scullion	Evening Custodian	Interviews Scheduled	Mar. 2016	Grade 1 Support Staff \$12.07-\$15.59
37	Replacement - Randy Leibfried	Evening Custodian	Interviews Scheduled	Mar. 2016	Grade 1 Support Staff \$12.07-\$15.59
38	Replacement - Katie Eitsert	Child Care Assistant - PT (less than 20 hrs)	Posted	Mar. 2016	Grade 1 Support Staff \$12.07-\$15.59
39	Replacement - Olivia Dudenbostel	Child Care Assistant - PT (less than 20 hrs)	Posted	Mar. 2016	Grade 1 Support Staff \$12.07-\$15.59

Updated 2/17/2016

## **Information and Correspondence**


### **A. Enrollment Report**

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

		<b>2014-2015 and 2015-2016 FTE Comparison</b>					
Program Code	Program Title	02-16-15 Students	02-15-16 Students	Student Change	02-16-15 FTE	02-15-16 FTE	FTE Change
10-101-1	Accounting	24	33	9	19.36	19.40	0.04
10-106-6	Administrative Professional	13	15	2	10.10	12.47	2.37
10-006-2	Agri-Business/Science Technology	66	68	2	62.70	62.70	(0.00)
10-102-3	Business Management	86	86	-	57.09	60.47	3.37
10-530-5	Cancer Information Management	9	21	12	4.67	12.83	8.17
10-504-1	Criminal Justice - Law Enforcement	63	53	(10)	46.50	47.63	1.14
10-316-1	Culinary Arts	21	21	-	16.94	17.20	0.26
10-317-1	Culinary Management	10	7	(3)	8.50	4.83	(3.67)
10-510-6	Direct Entry Midwife	35	53	18	14.70	24.20	9.50
10-307-1	Early Childhood Education	41	39	(2)	29.30	28.23	(1.07)
10-620-1	Electromechanical Technology	60	39	(21)	51.23	31.97	(19.26)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	8.73	-	(8.73)
10-325-1	Golf Course Management	30	20	(10)	26.10	19.50	(6.60)
10-201-2	Graphic And Web Design	36	35	(1)	27.30	30.63	3.33
10-530-1	Health Information Technology	36	46	10	17.70	23.67	5.97
10-520-3	Human Services Associate	43	58	15	33.40	43.87	10.47
10-825-1	Individualized Technical Studies	5	5	-	2.97	3.73	0.77
10-154-3	IT-Computer Support Specialist	1	-	(1)	0.20	-	(0.20)
10-150-1	IT-Network Communications Specialist	34	43	9	22.87	35.83	12.97
10-152-7	IT-Web & Software Developer-Suspended	10	1	(9)	7.03	0.60	(6.43)
10-513-1	Medical Laboratory Technician	17	18	1	14.97	15.87	0.90
10-543-1	Nursing - Associate Degree	285	216	(69)	142.64	107.57	(35.07)
10-524-1	Physical Therapist Assistant	47	42	(5)	28.17	30.00	1.83
10-196-1	Supervisory Management	21	25	4	10.26	13.50	3.24
10-182-1	Supply Chain Management	8	13	5	2.70	7.23	4.53
10-499-5	Technical Studies-Journey Worker	1	1	-	0.20	0.50	0.30
<b>Total Associate Degree</b>		<b>1,012</b>	<b>958</b>	<b>(54)</b>	<b>666.33</b>	<b>654.44</b>	<b>(11.89)</b>
31-101-1	Accounting Assistant	13	5	(8)	8.97	4.50	(4.47)
30-531-6	Advanced EMT	-	6	6	-	0.80	0.80
32-070-1	Agricultural Power & Equipment Technician	41	43	2	40.04	40.43	0.40
31-405-1	Auto Collision Repair & Refinish Technician	21	19	(2)	13.57	14.47	0.90
32-404-2	Automotive Technician	30	36	6	25.24	33.10	7.86
31-475-1	Building Trades - Carpentry	21	11	(10)	18.74	10.03	(8.70)
30-420-2	CNC Setup/Operation	9	4	(5)	4.87	2.13	(2.73)
31-307-1	Child Care Services	15	21	6	10.30	16.60	6.30
50-413-2	Electricity (Construction) Apprentice	19	22	3	2.57	3.17	0.60
31-502-1	Cosmetology	39	40	1	34.04	32.77	(1.27)
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	6	8	2	3.77	5.60	1.83
31-091-1	Dairy Herd Management	18	20	2	17.37	20.30	2.93
30-508-2	Dental Assistant - Short Term	28	14	(14)	14.94	8.13	(6.80)

		<b>2014-2015 and 2015-2016 FTE Comparison</b>					
<b>Program Code</b>	<b>Program Title</b>	<b>02-16-15 Students</b>	<b>02-15-16 Students</b>	<b>Student Change</b>	<b>02-16-15 FTE</b>	<b>02-15-16 FTE</b>	<b>FTE Change</b>
31-413-2	Electrical Power Distribution	26	24	(2)	23.70	23.23	(0.46)
30-531-3	Emergency Medical Technician	-	18	18	-	4.10	4.10
50-413-1	Industrial Electrician Apprentice	11	12	1	1.47	2.07	0.60
31-620-1	Industrial Mechanic	6	9	3	2.17	8.20	6.03
31-154-6	IT-Computer Support Technician	14	16	2	9.40	12.10	2.70
31-513-1	Laboratory Science Technician	-	4	4	-	3.20	3.20
31-509-1	Medical Assistant	39	40	1	33.41	31.53	(1.87)
30-530-1	Medical Coding Specialist	48	45	(3)	15.80	15.83	0.03
30-543-1	Nursing Assistant	169	167	(2)	20.83	20.53	(0.30)
31-106-8	Office Support Specialist	12	7	(5)	8.77	6.03	(2.73)
50-427-5	Plumbing Apprentice	15	21	6	2.15	3.57	1.42
31-182-1	Supply Chain Assistant	-	1	1		0.50	0.50
31-442-1	Welding	52	60	8	44.56	47.10	2.54
	<b>Total Technical Diploma</b>	<b>667</b>	<b>691</b>	<b>24</b>	<b>364.43</b>	<b>379.63</b>	<b>15.20</b>
20-800-1	Liberal Arts - Associate of Arts	12	12	-	4.80	4.00	(0.80)
20-800-2	Liberal Arts - Associate of Science	15	10	(5)	6.27	2.13	(4.13)
	Undeclared Majors	1,885	1,839	(46)	223.98	223.60	(0.38)
	<b>Total</b>	<b>3,591</b>	<b>3,510</b>	<b>(81)</b>	<b>1,265.80</b>	<b>1,263.80</b>	<b>(2.00)</b>
	<b>Percent of Change</b>						<b>-0.16%</b>
	Vocational Adult (Aid Codes 42-47)	3,687	3,560	(127)	68.85	67.76	(1.09)
	Community Services (Aid Code 60)	68	55	(13)	0.17	0.13	(0.03)
	Basic Skills (Aid Codes 73,74,75,76)	247	341	94	21.18	32.23	11.05
	Basic Skills (Aid Codes 77 & 78)	1,082	1,325	243	44.80	61.87	17.07
	<b>Grand Total</b>	<b>8,675</b>	<b>8,791</b>	<b>116</b>	<b>1,400.80</b>	<b>1,425.79</b>	<b>24.99</b>
	<b>Total Percent of Change</b>						<b>1.78%</b>

## 2016-17 Application Reports

APPLICATION COMPARISON of 2016-17 vs 2015-16												
		2016-2017			2015-2016							
	Program	Cap	Feb 16, 2016			Feb 16, 2015			1st day 8-24-15			YOY
			Acpt	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	Jan
Accounting		20		20	5		5	16		16	15	
Accounting Assistant		1		1	6		6	3		3	-5	
Administrative Professional		4		4	5		5	9		9	-1	
Agri-Business/Science Tech	36	18		18	24	2	26	36	1	37	-8	
Ag Power & Equipment	22	22	4	26	22	6	28	22		22	-2	
Auto Collision Repair&Refinish	22	5		5	5		5	10		10	0	
Automotive Technician	22	8		8	12		12	22	1	23	-4	
Building Trades- Carpentry	20	6		6	4		4	9		9	2	
Business Management		10		10	3		3	37		37	7	
Cancer Information Management		6		6	5		5	16		16	1	
Child Care Services	13	9		9	7		7	13	3	16	2	
CNC Setup/Operation	5			0	1		1	6		6	-1	
Cosmetology	24	6		6	8		8	23		23	-2	
Criminal Justice-Law Enforce	48	17		17	20		20	31		31	-3	
Culinary Arts		7		7	3		3	6		6	4	
Culinary Management		2		2	1		1	4		4	1	
Culinary Specialist		1		1	3		3	8		8	-2	
Dairy Herd Management	24	15		15	9		9	19		19	6	
Dental Assistant	18	18	1	19	10		10	17		17	9	
Early Childhood Education	28	12		12	17		17	28		28	-5	
Electrical Power Distribution	24	24	6	30	24	10	34	24		24	-4	
Electro-Mech Tech	12	14		14	5		5	17		17	9	
Golf Course Management		3		3	4		4	8		8	-1	
Graphic and Web Design	25	11		11	13		13	25		25	-2	
Health Information Technology	22	22	3	25	22	2	24	22	5	27	1	
Human Services Associate	31	12		12	14		14	29		29	-2	
Industrial Mechanic	12	1		1	1		1	5		5	0	
Instrumentation & Controls Tech	12	1		1			0			0	1	
IT-Computer Support Tech		4		4	4		4	15		15	0	
IT-Network Communication Spec		8		8	7		7	24		24	1	
Laboratory Science Technician	15	1		1			0	5		5	1	
Liberal Arts- Associate of Arts		1		1			0	8		8	1	
Liberal Arts-Associate of Science		2		2			0	4		4	2	
Medical Assistant	32	25		25	32	2	34	32	2	34	-9	
Medical Coding Specialist	23	23	9	32	23	5	28	23	5	28	4	
Medical Laboratory Technician	16	1		1	6		6	15		15	-5	
Nail Technician	4	1		1			0			0	1	
Nursing-Associate Degree	54	49		49	54	68	122	54	30	84	-73	
Nursing-Assoc Degree- Part-time	28	17		17	28	13	41	28	3	31	-24	
Office Support Specialist		2		2	5		5	5		5	-3	
Pharmacy Tech (shared)				0			0			0	0	
Physical Therapist Assistant	18		10	10		2	2	16	10	26	8	
Precision Machining Technology	15	3		3			0			0	3	
Supervisory Management		1		1	2		2	9		9	-1	
Supply Chain Assistant				0			0	1		1	0	
Supply Chain Mgt		2		2			0	3		3	2	
Undecided				0			0			0	0	
Welding	40	15		15	18		18	33		33	-3	
Sub Total 8/22/2016		430	33	463	432	110	542	740	60	800	-79	

Program	Cap	2016-2017			2015-2016						YOY
		Feb 16, 2016			Feb 16, 2015			1st day 8-24-15			
		Acpt	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	
Business Management				0			0			12	0
Direct-Entry Midwife (Jan Start)	32	12		12	1		1	9	2	11	11
Liberal Arts - Arts				0			0			0	0
Liberal Arts - Science				0			0			0	0
Supervisory Management				0			0			0	0
Supply Chain Management				0			0			0	0
Welding - (Jan Start)	20			0			0	1		1	0
Sub Total 1/11/2016		12	0	12	1	0	1	10	2	24	11
TOTALS		442	33	475	433	110	543	750	62	824	-68
Fall Year over Year		-2	-77	-79							

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

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

- 1. Report on ACCT National Legislative Summit***
- 2. Plan to Work with K-12 Districts***
- 3. Kudos Around the College and in the Community***

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

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

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

1. Bid for Building 400 Reroof Project

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

Thursday, March 24, 2016, at 7:00 p.m. in Rooms 492-493, College Connection,  
Southwest Tech Campus



## **Board Monitoring of College Effectiveness**

### ***A. Data/Performance/Accountability***

Discussion on the data the Board reviews, enrollment (FTEs) trends, and the process being utilized to develop the Academic Master Plan will take place. Barb Tucker, Director of Institutional Advancement; Holly Miller, Dean of Student Services; and Katie Garrity, Chief Academic Officer/Executive Dean will be present for the presentation and discussion. Additional material will be available at the Board Retreat.

### ***B. Administrative Services Report***

Caleb White will present an Administrative Services report including an update on the Facilities Master Plan and financial forecasting. Additional material will be available at the Board Retreat.

The Board will adjourn until 8:30 a.m. on Saturday, February 27, 2016. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 27, 2016  
8:30 a.m. – Board Retreat  
Super 8  
201 Christensen Drive  
Darlington, WI 53530**

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

#### ***A. Human Resources Report***

Krista Weber will present College trends related to Human Resources including a discussion on a compensation philosophy. Included with the electronic Board packet is a report on 2014-15 activities in Human Resources.

#### ***B. President's Time***

- 1. Strengths/Weaknesses/Opportunities/Threats Related to the Health of the College***
- 2. Update on top 3 Strategic Priorities***
- 3. 50<sup>th</sup> Anniversary***

### **Adjournment**