



Southwest Wisconsin Technical College
District Board Meeting

Regular Meeting

April 28, 2016

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, April 28, 2016

5:45 p.m. - Dinner

6:30 p.m. – Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The April 28, 2016, 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**

ADJOURN TO CLOSED SESSION

- A. **Consideration of adjourning to closed session for the purpose of**
 - 1. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. **Approval of Agenda**

A copy of the agenda is included with the electronic Board material.
- B. **Minutes of the Regular Board Meeting of March 24, 2016, and Special Board Meeting of March 30, 2016**

Minutes of the March 24, 2016, regular Board meeting and March 30, 2016, special 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 \$167,605.13 in March 2016. There are 12 contracts being presented to the Board for approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Five internal transfers, one resignation, and two retirements are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

F. 2016-17 Out-of-State Tuition Waivers

Annually, the College submits to the State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. The request is included with the electronic Board material.

G. 2016-17 Membership to Association for Community College Trustees

The 2016-17 ACCT Membership renewal invoice in the amount of \$3,146 is available with the electronic Board material.

OTHER ITEMS REQUIRING BOARD ACTION

A. Request for Proposals: Learning Management System

Seven proposals were received on March 15, 2016, in response to a Learning Management System Request for Proposals. An internal evaluation team reviewed the proposals and brought two vendors two campus for demonstrations with faculty and staff on April 12 and 13. Feedback was sought from faculty and staff and the internal evaluation team is making the following recommendation. More information is included in the electronic Board material.

Recommendation – Award the RFP for a Learning Management System (LMS) to Schoology at a total cost of operations for five years of \$166,477.61.

B. Request for Proposals: Auditing Services

Four proposals were received on January 5, 2016. The top two ranked vendors were interviewed on February 26, 2016. The internal evaluation team is making the following recommendation. More information is included with the material in the electronic Board packet.

Recommendation – Award the RFP for Auditing Services to Wegner CPAs, Madison, WI, for a three-year total cost of \$69,450.

C. Bid for Building 400 Rooftop Air Handler Project

The public opening of the bids for the rooftop air handler project for Building 400 was held on April 18, 2016, with two vendors submitting bids. A bid summary is below.

Recommendation – Award the bid for Rooftop Replacement Unit 412 Project in the amount of \$135,000 to Thermo/Dynamics, Inc., Spring Green, Wisconsin.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Cost for Feasibility Study of Facilities Master Plan

The Board requested costs for a feasibility study of the Facilities Master Plan be brought to them for discussion. Costs will be presented at the Board meeting.

B. FY2017 Budget Update

Caleb White will present an update on the FY2017 budget. Included with the electronic Board packet is the current General Fund overview.

C. Staffing Update

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

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Compensation Philosophy
2. Request for Proposals: Compensation Study
3. FY2017 Budget
4. Foundation Report
5. Public Safety Report

B. Time and Place

Thursday, May 26, 2016, 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. Discussion of Personnel per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. Approval of Closed Session Minutes of March 24, 2016, and March 30, 2016

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The April 28, 2016, 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

Adjourn to Closed Session

- B. Consideration of adjourning to closed session for the purpose of
 - 3. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 4. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

Reconvene to Open Session

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

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, April 28, 2016

5:45 p.m. - Dinner

6:30 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The April 28, 2016, 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.”

C. Roll Call

D. Reports/Forums/Public Input

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- H. Approval of Agenda
- I. Minutes of the Regular Board Meeting of March 24, 2016, and Special Board Meeting of March 30, 2016
- J. Financial Reports
 - 4. Purchase Orders Greater than \$2,500
 - 5. Treasurer’s Cash Balance
 - 6. Budget Control
- K. Contract Revenue
- L. Personnel Items
- M. 2016-17 Out-of-State Tuition Waivers
- N. 2016-17 Membership to Association for Community College Trustees

OTHER ITEMS REQUIRING BOARD ACTION

- D. Request for Proposals: Learning Management System
- E. Request for Proposals: Auditing Services
- F. Bid for Building 400 Rooftop Air Handler Project

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- D. Cost for Feasibility Study of Facilities Master Plan
- E. FY2017 Budget Update
- F. Staffing Update

INFORMATION AND CORRESPONDENCE

- E. Enrollment Report
- F. Chairperson's Report
- G. College President's Report
- H. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURN TO CLOSED SESSION

- B. Consideration of adjourning to closed session for the purpose of
 - 3. Discussion of Personnel per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- C. Approval of Closed Session Minutes of March 24, 2016, and March 30, 2016

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 March 24, 2016, and Special Board Meeting of March 30, 2016

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
MARCH 24, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on March 24, 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:

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

Absent: Linda Erickson and Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dan Imhoff, Katie Garrity, Krista Weber, and Caleb White. Public present included Rob Callahan, editor of The Fennimore Times.

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, March 24, 2016

6:15 p.m. – Dinner & 50th Anniversary Presentation

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The March 24, 2016, 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 Board Retreat/Regular Meeting of February 26-27, 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. Bid for Building 400 Reroof Project
- B. Lease with Darlington School District
- C. Lease with Platteville School District

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Cost for Feasibility Study of Facilities Master Plan
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. 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.}
 - 2. Discussion of a personnel issue per Wis. Stats. 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.}
 - 3. Discussion of a compensation issue per Wis. Stats. 19.85 (1) (c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

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}

Mr. Tuescher moved to approve the Consent Agenda, as presented, including the March 24, 2016, agenda; February 26-27, 2016, Board minutes; financial reports; 11 contracts totaling \$12,912.52 in February 2016; employment recommendations for Ben Neuroth - Evening Custodian, Bridget Kazda – Part-time Child Care Assistant, Laura Nelson – Part-time LTE Basic Computer Skills Coordinator, and Gina Trollop – Mental Health Counselor; transfer for Matthew Baute – Director of Software Development and Randy Leibfried – Evening Custodian; and the retirements of Colleen Watters - Nursing Instructor and Lori Wiest – Financial Aid Specialist. Ms. Nickels seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, presented the bid summary for the Building 400 Reroof Project noting that eight bids were received. Ms. Nickels made a motion to accept the low bid for the Building 413/415 Reroof Project including Additives 1 and II in the amount of \$186,533 from Hasheider Roofing & Siding, LTD of Prairie due Sac, Wisconsin. A question was raised on the cost of replacement of deteriorated metal decking. After discussion, Ms. Fitzsimons seconded the motion as presented. The motion carried with one dissenting vote by Mr. Tuescher.

Caleb White, Vice President for Administrative Services, presented agreements for 2016-17 to lease classroom spaces from Darlington School District and Platteville School District. Mr. White noted that one classroom is leased from Darlington Schools and two classrooms are leased from Platteville Schools. Mr. Tuescher moved to approve the 2016-17 lease with Darlington Community Schools for one classroom to be used as an outreach site. Ms. Mickelson seconded the motion; motion unanimously carried. Ms. Fitzsimons made a motion to approve the 2016-17 lease with Platteville School District for two classrooms to be used as an outreach site. Mr. Moyer seconded the motion, and the motion was unanimously approved.

Dr. Wood presented information related to the cost for a feasibility study of the Facilities Master Plan. Three quotes have been requested with one of the quotes received for a cafeteria-style feasibility plan and business plan. Other quotes have been verbal quotes. Dr. Wood will review the quotes and bring the information back to the April Board meeting.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included a part-time Child Care Assistant, Software Developer, Registrar, Communications Instructor, and Industrial Occupations & Safety Compliance Lab Assistant.

A review of the year-over-year FTE comparison report and application report was presented by Caleb White. Mr. White indicated that the FTE report has been reflecting an approximately two percent increase in FTE compared to the previous year. The application report comparing Fall 2017 to Fall 2016 applications reflected a decrease of 90 applications.

Under the President's Report, Dr. Wood highlighted meetings and campus tours with Wisconsin Department of Agriculture Secretary Ben Brancel and Department of Workforce Development Secretary Ray Allen. Dr. Wood also updated the Board on the nursing program. Dr. Wood has been meeting with the nursing faculty, second-year students, and individually with some of the students. The latest NCLEX pass rate was recently announced with 96 percent of Southwest Tech graduates passing the nursing exam on their first attempt. A

campus climate survey will be administered to staff in the next month and results will be provided to the Board at a future meeting.

Ms. Fitzsimons moved to adjourn to closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e), a personnel issue per Wis. Stats. 19.84 (1)(f), and a compensation issue per Wis. Stats. 19.85(1)(c). Mr. Prange seconded the motion. Upon a roll call vote with all members present voting affirmatively, the meeting adjourned to Closed Session at 7:31 p.m. The Board meeting reconvened to Open Session at 8:06 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 8:06 p.m.

Darlene Mickelson, Secretary

**MINUTES OF THE
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 30, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a special Board meeting commencing at 6:02 p.m. on March 30, 2016, in Room 303 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin and via a WisLine conference call. The following members were present:

Linda Erickson, Melissa Fitzsimons (WisLine), James Kohlenberg, Darlene Mickelson, Russell Moyer (WisLine), Eileen Nickels, and Rhonda Sutton (WisLine)

Absent: Chris Prange and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, 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:

BOARD MEETING NOTICE/AGENDA

Wednesday, March 30, 2016

6:00 p.m. – Special Board Meeting
Room 303 – Kramer Administration Building / Conference Call

AGENDA

OPEN MEETING

The following statement will be read: “The March 30, 2016, special 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of Preliminary Notices of Non-Renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

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}

After the opening statement and roll call, Ms. Fitzsimons made a motion to adjourn to Closed Session for the purpose of discussion of preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c). Ms. Nickels seconded the motion. Upon roll call vote of Board members present in person and via the WisLine, the motion was unanimously approved. The meeting adjourned to Closed Session at 6:03 p.m.

The Board meeting reconvened to Open Session at 6:40 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 6:41 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchase Orders Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500				
FOR THE PERIOD 03/01/2016 TO 03/31/2016				
<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
<u>CAPITAL FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
<u>ENTERPRISE FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
		TOTAL	\$ -	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 03/31/2016			
Liability End of Month Balances			
FICA	-		
Federal Withholding	-		
State Withholding	21,624.63		
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)	4,966,102.01		
Total Liability Adjustment	5,779,489.10		
Beginning Treasurers Balance			15,335,543.46
Receipts			
Fund			
1 General	210,369.76		
2 Special Revenue			
3 Capital Projects	7,566.21		
4 Debt Service			
5 Enterprise	80,221.14		
6 Internal Service	317,897.13		
7 Financial Aid/Activities	888,890.16		
Total Receipts		1,504,944.40	
Cash Available			16,840,487.86
Expenses			
Fund			
1 General	1,593,816.94		
2 Special Revenue	-		
3 Capital Projects	90,954.08		
4 Debt Service	-		
5 Enterprise	130,665.63		
6 Internal Service	343,659.50		
7 Financial Aid/Activities	852,658.57		
Total Expenses		3,011,754.72	
Treasurers Cash Balance			13,828,733.14
Liability Adjustment			5,779,489.10
Cash in Bank			\$19,608,222.24

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 9 Months ended March 2016							
	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	22,410,645.31	95.09	91.43	84.51	87.03	87.41
General Fund Expenditures	23,968,000.00	16,386,726.16	68.37	64.88	67.95	70.62	68.41
Capital Projects Fund Revenue	2,530,000.00	2,527,193.12	99.89	100.52	101.27	102.06	101.95
Capital Projects Fund Expenditures	2,357,000.00	975,489.08	41.39	65.87	48.97	44.43	124.97
Debt Service Fund Revenue	5,194,000.00	216,998.95	4.18	3.47	3.62	0.00	0.00
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	1,590,896.27	74.62	82.13	73.61	75.66	71.58
Enterprise Fund Expenditure	1,966,000.00	1,434,594.77	72.97	61.13	54.81	61.46	51.75
Internal Service Fund Revenue	4,100,000.00	3,156,473.74	76.99	73.85	72.82	72.74	62.36
Internal Service Fund Expenditures	4,100,000.00	3,442,385.98	83.96	80.01	75.22	71.68	77.49
Trust & Agency Fund Revenue	8,500,000.00	6,627,293.12	77.97	82.38	90.75	95.37	87.98
Trust & Agency Fund Expenditures	8,450,000.00	6,689,330.09	79.16	83.15	90.94	94.95	89.37
Grand Total Revenue	46,024,000.00	36,529,500.51	79.37	78.67	75.93	77.28	75.49
Grand Total Expenditures	46,102,000.00	29,595,678.59	64.20	63.81	65.33	65.97	70.18

D. Contract Revenue

Contract revenue totaled \$167,605.13 in March 2016. There are 12 contracts being presented to the Board for approval. The Contract Revenue Report follows.

2015-2016 CONTRACTS

3/01/16 through 3/31/16

<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>
03-2016-0008-I-18	Elementary Algebra	Richard Ammon	53	\$ 23,118.60	No		X	
University of WI-Platteville	Intermediate Algebra		313	\$ 136,530.60	No		X	
03-2016-0078-F-23	Administrative & Financial Services	Amy Charles		\$ 1,162.50	No		X	
Prosperity Southwest								
03-2016-0110-I-42	Heartsaver CPR/AED	Kris Wubben	22	\$ 990.00	No		X	
Darlington Fire Department								
03-2016-0116-I-41	Heartsaver CPR/AED	Kris Wubben	12	\$ 540.00	No		X	
Esterline Avista								
03-2016-0117-I-41	EMT Basic Flexible Refresher	Kris Wubben	13	\$ 582.43	No		X	
Paramount EMS								
03-2016-0120-I-42	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	19	\$ 459.00	Yes		X	
Dickeyville Rescue Squad								
03-2016-0121-I-41	Heartsaver CPR/AED First Aid Training	Kris Wubben	23	\$ 1,265.00	No		X	
Prairie Industries								
03-2016-0122-I-41	BLS for Healthcare Provider - CPR	Kris Wubben	9	\$ 437.00	No		X	
Gray's Nursing Home								
03-2016-0123-I-51	Heartsaver CPR/AED First Aid Training	Kris Wubben	18	\$ 990.00	No		X	
Army Corps of Engineers								
03-2016-0126-I-41	OSHA 70E Training	Amy Charles	10	\$ 1,170.00	No		X	
Giese Sheet Metal Co, Inc.								
03-2016-0129-I-41	Heartsaver CPR/AED First Aid Training	Kris Wubben	6	\$ 360.00	No		X	
Alphabet Academy								
TOTAL of all Contracts			498	\$ 167,605.13				
Exchange of Services			19	\$ 459.00				
For Pay Service			479	\$ 167,146.13				

E. Personnel Items

Five internal transfers, one resignation, and two retirements are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT April 28, 2016

Employment: NEW HIRE

None

PROMOTIONS / TRANSFERS

Danielle Seippel	Registrar
Brian Kitelinger	Industrial Occupations & Safety Compliance Lab Assistant
Julie Pluemer	Supervisor of Pre-College Programs & Division Coordinator
Kim Maier	Innovative & Alternative Learning Manager
Cynde Larsen	Associate Degree Nursing Instructor & Division Manager

RETIREMENTS / RESIGNATIONS

Jessica Helms (Resignation 5/6/2016)	Marketing & Public Relations Assistant
Deb Thomas (Resignation 6/30/2016)	Enrollment Services Specialist
Denise Johanning (Retirement 5/31/2016)	Nursing Assistant Instructor

F. 2016-17 Out-of-State Tuition Waivers

Annually, the College submits to the State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. The request follows.

2016-17 OUT-OF-STATE TUITION WAIVERS

Southwest Wisconsin Technical College requests authority from the WTCS President to remit out-of-state tuition for 700 credits for 25 needy and worthy students during the 2016-17 academic year. The district projects 1420 FTEs (net of Community Services) for the year.

G. 2016-17 Membership to Association for Community College Trustees

The 2016-17 ACCT Membership renewal invoice in the amount of \$3,146 is available below.

Recommendation: Approve the Consent Agenda.

DATE: April 1, 2016
TO: Member Chancellors/Presidents
FROM: Roberto Zárate, Chair, ACCT Board of Directors
J. Noah Brown, ACCT President and CEO
SUBJECT: **2016-2017 ACCT MEMBERSHIP RENEWAL**

On behalf of the ACCT Board of Directors, we want to express our deep appreciation for the continuing support you and your board have given to the Association of Community College Trustees. ACCT is driven by the needs of our members, and we continue to work hard to be your reliable and primary national partner in the support of the critical work you do on behalf of your communities. We are committed to returning your investment with the best services we can provide to your board and institution, including the federal advocacy efforts that have helped community colleges to attain an unprecedented level of esteem. The enclosed 2015 ACCT State of the Association report from our last fiscal year highlights what we have been able to accomplish in cooperation with and on behalf of your college last year.

Already this year, we have released new original research on student loan debt repayment, food and housing insecurity, student mental health needs, the progress of Latinos in community colleges, and K-12 and community college alignment, and soon we will begin to amplify educational resources for trustees and begin new work to educate appointing authorities about the roles and responsibilities of community college governing board members. Your continued engagement with ACCT will ensure that you're the first to know about and benefit from this groundbreaking work.

Please see attached the FY2017 Fee Schedule and invoice. **We urge you to check your 2015 fall total headcount for credit (full and part time) and update the invoice accordingly, if needed.**

ACCT offers the convenience of renewing your membership using a credit card or by making an ACH payment. Visit www.acct.org and click the "Pay Your Invoice" link on the home page (located just under the member login button). Or you can send your payment by check with a copy of the invoice to our lockbox address (ACCT, Dept. 6061, Washington, DC 20042-6061.) If you need assistance or more information, please contact us at payments@acct.org.

With your active involvement, ACCT can continue our work as a critical partner to support your institution's mission and strategic goals. The ACCT Board of Directors is committed to protecting your investment and guaranteeing transparency, openness, and responsiveness to you, our member boards, and trustees.

We look forward to working with you in the years to come to ensure the long-term success of your college and the community college system across the nation. If you have any questions, updates, or need further information, please do not hesitate to contact us at membershipupdates@acct.org.

Thank you for your support!

cc: Board Chair



Membership Renewal Invoice

P.O. Number
Invoice Number 49927
Invoice Date 4/1/2016

Customer #: 3635

Dr. Jason S Wood
Southwest Wisconsin Technical College
1800 Bronson Blvd
Fennimore, WI 53809-9778

Description	Unit Price	Amount
BOARD OF TRUSTEES ANNUAL DUES: JULY 1, 2016 - JUNE 30, 2017	\$3,146.00	\$3,146.00
2015 FALL DISTRICT HEADCOUNT ENROLLMENT FULL & PART-TIME CREDIT _____		
ACCT FEDERAL TAX ID #52-6120210		

NOTICE: ACCT now offers two convenient payment options:

- 1. Pay Online:** Pay your membership dues online using a credit card or ACH at www.acct.org. Click on the "pay your invoice" link on the home page.
- 2. Pay By Mail:** Return a copy of your invoice with your payment by mail to: ACCT, Dept. 6061, Washington, DC 20042-6061

Invoice Total: \$3,146.00
Amount Paid: \$0.00
CURRENT DUES: \$3,146.00

For questions regarding your invoice, please email payments@acct.org or call toll free (866) 895-2228.

MEMBERSHIP DUES FEE SCHEDULE 2016 – 2017

REGULAR MEMBERS VOTING

Fall Enrollment	United States Annual Dues <i>(As of July 1, 2016)</i>	Canadian/International Annual Dues <i>(90% of U.S.)</i>
0 - 1,000	\$2,096	\$1,886
1,001 – 4,000	\$3,146	\$2,831
4,001 – 6,000	\$4,185	\$3,767
6,001 – 8,000	\$5,239	\$4,714
8,001 – 10,000	\$5,753	\$5,177
10,001 – 15,000	\$6,297	\$5,667
15,001 – 20,000	\$6,813	\$6,132
20,001 – 30,000	\$7,324	\$6,592
30,001 – 40,000	\$7,867	\$7,080
40,001+	\$8,390	\$7,552

Annual fees for affiliation are based on total enrollment for credit (full and part-time) for the most recent fall term registration. Fees are payable July of each year in U.S. Dollars.

CANADIAN/INTERNATIONAL

Canadian/International members enjoy the same privileges and benefits as U.S. members, except for federal advocacy efforts (10% of ACCT budget), therefore the dues of Canadian and international members are set at 90% of U.S. dues.

ASSOCIATE MEMBERS (Non-Voting)

Annual Dues: \$415

This category is for state associations, state agencies and other entities not eligible to become regular voting members.

ACCT OFFERS TWO CONVENIENT PAYMENT OPTIONS:

1. **Pay Online:** Pay your membership dues online using a credit card or ACH at www.acct.org. Click on the “pay your invoice” link on the home page.
2. **Pay by Mail:** return a copy of your invoice with your payment by mail to: ACCT, Dept. 6061, Washington, D.C. 20042-6061

If you have any questions pertaining to your membership dues invoice, please email payments@acct.org or call (202) 775-4460.

Other Items Requiring Board Action

A. Request for Proposals: Learning Management System

Seven proposals were received on March 15, 2016, in response to a Learning Management System Request for Proposals. An internal evaluation team reviewed the proposals and brought two vendors to campus for demonstrations with faculty and staff on April 12 and 13. Feedback was sought from faculty and staff and the internal evaluation team is making the following recommendation. More information is included below.

Recommendation – Award the RFP for a Learning Management System (LMS) to Schoology at a total cost of operations for five years of \$166,477.61.

Learning Management System (LMS)

RFP #1516-02

RFP #1516-02 was posted on the College website on February 16, 2016. The following vendors were contacted via e-mail that the RFP had been posted and invited them to submit a proposal.

- Blackboard
- Blue Quill
- Brightspace (Desire2Learn or D2L)
- Canvas (Instructure)
- Edvance 360 (e360)
- Schoology

The project scope identified the following as key project objectives:

- Ability to convert existing Blackboard courses
- Ability to use mobile devices with the product
- Hosted or cloud solution
- Ample storage
- Secure exams with immediate student feedback
- Faculty and student ability to use numeric values inside of the testing tool
- Integration with third party secure testing product(s)
- Ability to integrate with our College SIS, CAMS Enterprise by Three Rivers Systems, Inc.
- E-Community capabilities for administrative functions, committee work, or student groups.
- Provide or integrate with a web conferencing tool
- Enhanced reporting capabilities
- Provide end user training and documentation
- Provide a staging server environment

The public opening of the proposals to provide a Learning Management Solution (LMS) for the College was held on March 15, 2016, at 11:00 AM CST. Proposals were received from Blackboard, Brightspace (D2L), Canvas, e360, and Schoology.

Members of the evaluation team were: Amy Poteet – Online Specialist, Beth Cummins – Online Learning Assistant, Lisa Riley – Process Improvement Coordinator/IT Supervisor, Faculty members included: Jennifer Lame, Karyl Nicholson, Sheila Marten, and Tyson Larson. The evaluation team followed this timeline in regards to reviewing and evaluating the products that responded to the RFP.

Deadline for questions (submitted via email)	March 11, 2016
Deadline for receipt of RFP #1516-02 responses	March 15, 2016
Internal evaluation period	March 16 – 29, 2016
Short list of vendors determined and notified	March 30, 2016
Vendor presentations	April 11 - 15, 2016
Internal decision made	April 22, 2016
Contract awarded	April 28, 2016 at District Board Meeting

The evaluation team also internally reviewed the products, Moodle and the LMS functionality in CAMS.

- Moodle is an open-source learning management system that is very popular in higher education. Moodle is free because it is open-source, but the staff or professional services to assist with the setup, conversion, implementation, and support is not. After reviewing the technical expertise needed it was determined that the College would not benefit financially by going with Moodle.
- CAMS provides an LMS as part of the CAMS ERP System. Some faculty do currently use the CAMS LMS features, but most of the faculty use Blackboard. CAMS LMS has limited functionality and works for posting assignments, taking attendance, and some other rudimentary tasks; but it does not provide the features that our faculty and students would benefit from that are offered by the other solutions. Three River Systems recently merged with Unit4 Education Solutions. Their strategic direction is to release an upgraded Student Information System with integrated Customer Relationship Management features and not focus on the LMS. Unit4 (CAMS) provides the ability to integrate with any LMS in the market through the Learning Tools Interoperability (LTI) standards.

The evaluation team rated the proposals based on the following evaluation criteria:

Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5
30%	40%	10%	15%	5%
<i>TCO over 5 years</i>	<i>Functionality: Ability to provide platform specifications</i>	<i>Technical Requirements</i>	<i>Implementation, Training & Support</i>	<i>Clarity and thoroughness of questionnaire responses. Vendor reputation & references</i>

The evaluation team’s average composite score ranking from high to low is as follows:

Ranking	Vendor	Product	Scores	5 year TCO
1	Schoology	Schoology	42.2	\$166,477.61
2	Instructure	Canvas	36.5	\$232,804.50

Recommendation: Award the RFP for a Learning Management System (LMS) to Schoology.

B. Request for Proposals: Auditing Services

Four proposals were received on January 5, 2016. The top two ranked vendors were interviewed on February 26, 2016. The internal evaluation team is making the following recommendation. More information is included below.

Recommendation – Award the RFP for Auditing Services to Wegner CPAs, Madison, WI, for a three-year total cost of \$69,450.

**Auditing Services
Consortium RFP #1516-53**

Proposals to provide auditing services for the College were received on Tuesday, January 5, 2016. The scope of the Request for Proposals (RFP) included the performance of audits of financial accounts and records covering fiscal years ending June 30, 2018, 2019 and 2020, for the purpose of rendering an auditor’s opinion regarding the fairness of the financial statements in accordance with generally accepted auditing standards and accounting principles. Proposals were received from four (4) vendors.

The evaluation team consisting of Kelly Kelly and Caleb White reviewed and rated the proposals based on the following evaluation criteria:

Phase I – Written Proposal

Rating Criteria	Points
Qualifications of the firm to provide auditing services	30%
Relevant experience	25%
Responsiveness to RFP	20%
Fees	25%
Total	100%

The evaluation team’s score ranking is as follows:

Audit RFP Scoring Matrix - Phase I

Scorer: Kelly & Caleb- Southwest

Score Based on 0-5

	CliftonLarsonAllen	Sikich	Wegner	Wipfli
Qualification	4	4	4	4
Experience	4	3	5	4
Responsiveness to RFP	4	4	4	4
Fees	3	2	4	5

Score Using Multiplier

	CliftonLarsonAllen	Sikich	Wegner	Wipfli
	24	24	24	24
	20	15	25	20
	16	16	16	16
	15	10	20	25
Total	75	65	85	85

Recommendation for Phase 1 Written Proposal: Wegner CPAs, & Wipfli CPAs & Consultants.

The evaluation team participated in Phase 2 interviews on Friday, February 26, 2016. The interviews were reviewed and rated the proposals based on the following evaluation criteria:

Phase II – Interview

Rating Criteria	Points
Qualifications of the firm to provide auditing services	30%
Relevant experience	25%
Responsiveness to RFP	20%
References	25%
Total	100%

The evaluation team’s score ranking is as follows:

Audit RFP Scoring Matrix - Phase II
Scorer Southwest Wisconsin Technical College

Score Based on 0-5

	Wegner	Wipfli
Qualifications of firm	5	4
Relevant Experience	5	5
Responsiveness to RFP	5	5
References	5	5

Score Using Multiplier

	Wegner	Wipfli
	30	24
	25	25
	20	20
	25	25
Total	100	94
	85	85
	185	179

Total

Phase I Scores

Total Points

Recommendation: Award the RFP for Auditing Services to Wegner CPAs, Madison, WI, 3-Year Total: \$69,450.

Audit Year	Fees
2017-18	22,500
2018-19	23,150
2019-20	23,800
3-Year Total	69,450

C. Bid for Building 400 Rooftop Air Handler Project

The public opening of the bids for the rooftop air handler project for Building 400 was held on April 18, 2016, with two vendors submitting bids. A bid summary is below.

Recommendation – Award the bid for Rooftop Replacement Unit 412 Project in the amount of \$135,000 to Thermo/Dynamics, Inc., Spring Green, Wisconsin.

Bid # 1516-03 Rooftop Replacement Unit 413

April 18, 2016 @ 2:00 p.m., Room 492

Invitations to bid on the Building 413 HVAC Replacement were solicited of vendors. A pre-bid meeting was held on April 8 for interested bidders.

The public opening of bids was held on Monday, April 18, 2016 at 2:00 p.m. in Room 492 of the College Campus. Two vendors responded to the bid request and the results are as follows:

<u>Bidder</u>		<u>Base Bid</u>
Thermo/Dynamics, Inc	Spring Green, WI	125,000
H & N Plumbing & Heating	Fennimore, WI	128,000

RECOMMENDATION: Award the bid for the Rooftop Replacement Unit 413 Project in the amount of \$125,000 to Thermo/Dynamics, Inc, Spring Green, Wisconsin.

Board Monitoring of College Effectiveness

A. Cost for Feasibility Study of Facilities Master Plan

The Board requested costs for a feasibility study of the Facilities Master Plan be brought to them for discussion. Costs will be presented at the Board meeting.

B. FY 2017 Budget Update

Caleb White will present an update on the FY2017 budget. Included with the electronic Board packet is the current General Fund overview.

Southwest Wisconsin Technical College					4/28/2016
General Fund					
2016-2017 Budgetary Development Status					
	2014-15	2015-16	2015-16	2016-17	
	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
REVENUES					
Local Government	4,613,372		4,700,000	4,775,000	75,000
State Aids	10,556,155		10,940,000	10,844,356	(95,644)
Program Fees	4,137,230		4,080,000	4,390,000	310,000
Material Fees	332,211		320,000	332,900	12,900
Other Student Fees	455,842		400,000	423,000	23,000
Institutional	2,061,555		2,200,000	1,772,000	(428,000)
Federal	<u>1,199,187</u>	<u>-</u>	<u>928,000</u>	<u>650,511</u>	<u>(277,489)</u>
Total Revenues	23,355,552	-	23,568,000	23,187,767	(380,233) -1.61%
EXPENDITURES					
Instruction	15,068,728		15,960,000	15,720,914	(239,086)
Instructional Resources	359,823		370,000	385,250	15,250
Student Services	1,790,302		1,817,000	1,843,076	26,076
General Institutional	3,447,868		3,630,000	3,792,535	162,535
Physical Plant	<u>1,933,290</u>	<u>-</u>	<u>2,191,000</u>	<u>2,193,400</u>	<u>2,400</u>
Total Expenditures	22,600,011	-	23,968,000	23,935,175	(32,825) -0.14%
Net Revenue (Expenditures)	755,541	-	(400,000)	(747,408)	
Operating Transfer In (Out)	<u>136,342</u>	<u>-</u>	<u>400,000</u>	<u>328,000</u>	
Change in Fund balance	891,883	-	-	(419,408)	
Beginning Fund Balance	<u>6,388,269</u>	<u>7,280,152</u>	<u>6,968,268</u>	<u>7,280,152</u>	
Ending Fund Balance	<u>7,280,152</u>	<u>7,280,152</u>	<u>6,968,268</u>	<u>6,860,744</u>	

C. Staffing Update

Krista Weber will provide an update on College staffing at the Board meeting. A summary is available below.

Information and Correspondence

A. Enrollment Report

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

2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	04-20-15 Students	04-18-16 Students	Student Change	04-20-15 FTE	04-18-16 FTE	FTE Change
10-101-1	Accounting	24	31	7	19.36	18.57	(0.80)
10-106-6	Administrative Professional	13	14	1	10.10	11.50	1.40
10-006-2	Agri-Business/Science Technology	66	69	3	62.74	62.80	0.06
10-102-3	Business Management	85	88	3	56.33	61.80	5.47
10-530-5	Cancer Information Management	9	21	12	4.67	12.83	8.17
10-504-1	Criminal Justice - Law Enforcement	65	54	(11)	46.83	48.53	1.70
10-316-1	Culinary Arts	15	22	7	10.54	17.50	6.96
10-317-1	Culinary Management	8	7	(1)	6.74	4.83	(1.90)
10-510-6	Direct Entry Midwife	35	52	17	14.83	23.43	8.60
10-307-1	Early Childhood Education	41	40	(1)	29.40	29.07	(0.33)
10-620-1	Electromechanical Technology	60	39	(21)	51.20	31.97	(19.23)
10-623-8	Engineering Technologist-Suspended	11	-	(11)	8.83	-	(8.83)
10-325-1	Golf Course Management	30	21	(9)	26.30	20.27	(6.03)
10-201-2	Graphic And Web Design	36	36	-	27.10	30.90	3.80
10-530-1	Health Information Technology	36	46	10	17.80	23.67	5.87
10-520-3	Human Services Associate	44	58	14	33.90	43.87	9.97
10-825-1	Individualized Technical Studies	5	4	(1)	2.97	3.33	0.37
10-154-3	IT-Computer Support Specialist	1	-	(1)	0.20	-	(0.20)
10-150-1	IT-Network Communications Specialist	33	41	8	22.67	33.73	11.07
10-152-7	IT-Web & Software Developer-Suspended	11	1	(10)	7.23	0.60	(6.63)
10-513-1	Medical Laboratory Technician	17	18	1	15.03	15.87	0.83
10-543-1	Nursing - Associate Degree	285	214	(71)	143.08	107.23	(35.85)
10-524-1	Physical Therapist Assistant	47	42	(5)	28.17	30.00	1.83
10-196-1	Supervisory Management	22	25	3	10.52	13.93	3.41
10-182-1	Supply Chain Management	8	13	5	2.63	7.20	4.57
10-499-5	Technical Studies-Journey Worker	1	1	-	0.20	0.50	0.30
	Total Associate Degree	1,008	957	(51)	659.36	653.93	(5.43)

Program Code	Program Title	04-20-15 Students	04-18-16 Students	Student Change	04-20-15 FTE	04-18-16 FTE	FTE Change
31-101-1	Accounting Assistant	13	6	(7)	8.97	5.30	(3.67)
30-531-6	Advanced EMT	-	6	6	-	0.80	0.80
32-070-1	Agricultural Power & Equipment Technician	41	44	3	40.00	40.47	0.46
31-405-1	Auto Collision Repair & Refinish Technician	21	19	(2)	13.03	14.57	1.53
32-404-2	Automotive Technician	30	36	6	24.87	33.10	8.23
31-408-1	Bricklaying & Masonry-PDC Correctional	2	-	(2)	0.63	-	(0.63)
31-475-1	Building Trades - Carpentry	21	10	(11)	18.57	8.70	(9.87)
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	3.23	0.67
31-502-1	Cosmetology	39	41	2	34.21	33.83	(0.37)
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	14	8	(6)	11.87	5.60	(6.27)
31-091-1	Dairy Herd Management	18	21	3	17.37	20.70	3.33
30-508-2	Dental Assistant - Short Term	27	13	(14)	14.40	7.30	(7.10)
31-413-2	Electrical Power Distribution	26	24	(2)	23.70	23.23	(0.46)
30-531-3	Emergency Medical Technician	-	39	39	-	8.20	8.20
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	18	4	9.40	14.20	4.80
31-513-1	Laboratory Science Technician	-	5	5	-	3.63	3.63
31-509-1	Medical Assistant	41	40	(1)	34.27	31.53	(2.74)
30-530-1	Medical Coding Specialist	47	46	(1)	15.33	16.20	0.87
30-543-1	Nursing Assistant	215	208	(7)	27.57	26.80	(0.77)
31-106-8	Office Support Specialist	12	7	(5)	8.77	6.57	(2.20)
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	44.73	47.03	2.30
	Total Technical Diploma	723	759	36	379.00	393.67	14.66

Program Code	Program Title	04-20-15 Students	04-18-16 Students	Student Change	04-20-15 FTE	04-18-16 FTE	FTE Change
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	<u>2,180</u>	<u>2,042</u>	<u>(138)</u>	<u>257.50</u>	<u>255.51</u>	<u>(1.99)</u>
	Total	3,938	3,780	(158)	1,306.93	1,309.24	2.31
	Percent of Change						0.18%
	Vocational Adult (Aid Codes 42-47)	4,387	4,437	50	85.07	81.64	(3.42)
	Community Services (Aid Code 60)	96	78	(18)	0.26	0.25	(0.01)
	Basic Skills (Aid Codes 73,74,75,76)	318	405	87	30.71	44.27	13.56
	Basic Skills (Aid Codes 77 & 78)	1,203	1,404	201	<u>55.32</u>	<u>70.70</u>	15.38
	Grand Total	9,942	10,104	162	<u>1,478.28</u>	<u>1,506.09</u>	27.82
	Total Percent of Change						<u>1.88%</u>

APPLICATION COMPARISON of 2016-17 vs 2015-16



Program	Cap	2016-2017			2015-2016						YOY
		Apr 21, 2016			Apr 14, 2015			1st day 8-24-15			
		Acpt	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	
Accounting		24		24	8		8	16		16	16
Accounting Assistant		1		1	6		6	3		3	-5
Administrative Professional		5		5	7		7	9		9	-2
Agribusiness Science & Technology – Agbus Mgmt	20	5		5			0	9		9	5
Agribusiness Science & Technology - Agronomy	20	5		5			0	9		9	5
Agribusiness Science & Technology - Animal Science	20	10		10			0	9		9	10
Agri-Business/Science Tech		7		7	32		32	36	1	37	-25
Ag Power & Equipment	22	22	8	30	22	14	36	22		22	-6
Auto Collision Repair&Refinish	22	6		6	10		10	10		10	-4
Automotive Technician	22	13		13	16		16	22	1	23	-3
Building Trades- Carpentry	20	12		12	6		6	9		9	6
Business Management		18		18	19		19	37		37	-1
Cancer Information Management		5		5	6		6	16		16	-1
Child Care Services	13	10		10	13		13	13	3	16	-3
CNC Setup/Operation	5	1		1	1		1	6		6	0
Cosmetology	24	8		8	20		20	23		23	-12
Criminal Justice-Law Enforce	48	30		30	25		25	31		31	5
Culinary Arts		9		9	4		4	6		6	5
Culinary Management		2		2	1		1	4		4	1
Culinary Specialist		2		2	3		3	8		8	-1
Dairy Herd Management	24	19		19	16		16	19		19	3
Dental Assistant	18	18	6	24	14		14	17		17	10
Early Childhood Education	28	17		17	21		21	28		28	-4
Electrical Power Distribution	24	24	8	32	24	6	30	24		24	2
Electro-Mech Tech	24	19		19	9		9	17		17	10
Golf Course Management		6		6	4		4	8		8	2
Graphic and Web Design	25	20		20	21		21	25		25	-1
Health Information Technology	22	22	8	30	22		22	22	5	27	8
Human Services Associate	31	18		18	20		20	29		29	-2
Industrial Mechanic	6	1		1	10		10	5		5	-9
Instrumentation & Controls Tech	6	1		1			0			0	1
IT-Computer Support Tech		5		5	6		6	15		15	-1
IT-Network Communication Spec		12		12	12		12	24		24	0
Laboratory Science Technician	15	2		2			0	5		5	2
Liberal Arts- Associate of Arts		3		3	4		4	8		8	-1
Liberal Arts-Associate of Science		4		4	1		1	4		4	3
Medical Assistant	32	31		31	32	6	38	32	2	34	-7
Medical Coding Specialist	23	23	17	40	28	7	35	23	5	28	5
Medical Laboratory Technician	16	1		1	7		7	15		15	-6
Nail Technician	4	2		2			0			0	2
Nursing-Associate Degree	54	54	4	58	54	50	104	54	30	84	-46
Nursing-Assoc Degree- Part-time	28	20		20	28	12	40	28	3	31	-20
Office Support Specialist		3		3	5		5	5		5	-2
Pharmacy Tech (shared)				0			0			0	0
Physical Therapist Assistant	18		12	12	18	41	59	16	10	26	-47
Precision Machining Technology	15	3		3			0			0	3
Supervisory Management		3		3	6		6	9		9	-3
Supply Chain Assistant		1		1			0	1		1	1
Supply Chain Mgt		3		3			0	3		3	3
Undecided				0			0			0	0
Welding	40	23		23	25		25	33		33	-2
Sub Total 8/22/2016		553	63	616	586	136	722	767	60	827	-106

Program	Cap	Apr 21. 2016			Apr 14. 2015			1st day 8-24-15			YOY
		Acpt	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	Acpt.	Petition/ W.L.	Total	April
Direct-Entry Midwife (Jan Start)	32	20		20			0	9	2	11	20
Sub Total 1/11/2016		20	0	20	0	0	0	9	2	11	20
TOTALS		573	63	636	586	136	722	776	62	838	-86
Fall Year over Year		-33	-73	-106							

B. Chairperson's Report

C. College President's Report

1. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Compensation Philosophy
2. Request for Proposals: Compensation Study
3. FY2017 Budget
4. Foundation Report
5. Public Safety Report

B. Time and Place

Thursday, May 26, 2016, 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. Discussion of Personnel per Wis. Stats. 19.85 (1) (c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. Approval of Closed Session Minutes of March 24, 2016, and March 30, 2016

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment