



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**August 25, 2016**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

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

Thursday, August 25, 2016

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The August 25, 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**

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

##### **B. Minutes of the Annual Meeting of July 11, 2016**

Minutes of the June 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**

Eight contracts totaling \$10,411.51 in July 2016 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

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

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

**Recommendation:** Approve the consent agenda.

## **OTHER ITEMS REQUIRING BOARD ACTION**

No action items.

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Rescinded Taxes for Lands' End**

Caleb White will be present for a discussion on the College's option to adjust the 2017 tax levy for Land's End rescinded taxes.

### **B. Higher Learning Commission Accreditation**

The Higher Learning Commission will conduct their Comprehensive Quality Review of the College November 14-16, 2016, on campus. In preparation for the review, Barb Tucker, Director of College Effectiveness, will outline the "ABCs of Accreditation." The presentation is included with the electronic Board meeting material.

### **C. Health, Education & Public Safety Monitoring Report**

Katie Garrity, Chief Academic Officer and Executive Dean, will provide a report focusing on strengths and areas for improvement as well as major activities which help the College achieve its eight Strategic Directions. Information will be available at the Board meeting.

### **D. Staffing Update**

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

## **INFORMATION AND CORRESPONDENCE**

### **A. Data Center Power Outage**

Heath Ahnen, Network Administrator, and Lisa Riley, Information Technology Supervisor, will present information on the Data Center power outage including an outline of what happened, measures currently in place to safeguard data, and action needed moving forward. The report will be available at the Board meeting.

### **B. Enrollment Report**

The 2015-16 and 2016-17 Comparison FTE Reports are available electronically with all other Board material.

### **C. Chairperson's Report**

1. October Board Retreat/Meeting Date
2. November Board Meeting Date

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

1. Transcribed Credit
2. Building 400 Roofing Project
3. Civil Rights Compliance Report
4. Update on Student Success & Economic Development Project
5. October Board Retreat Topics

### **E. Other Information Items**

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

### **A. Agenda**

1. Faculty Qualifications Report
2. Marketing & Public Relations Report

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

Thursday, September 22, 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. Discussing President's Contract per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
  2. Approval of Closed Session Minutes of July 11, 2016

## **RECONVENE TO OPEN SESSION**

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

## **ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The August 25, 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***

## **BOARD MEETING NOTICE/AGENDA**

Thursday, August 25, 2016

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: "The August 25, 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 Annual Meeting of July 11, 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**

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

A. Rescinded Taxes for Lands' End

B. Higher Learning Commission Accreditation

C. Health, Education & Public Safety Monitoring Report

D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

A. Data Center Power Outage

B. Enrollment Report

C. Chairperson's Report

D. College President's Report

E. Other Information Items

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

A. Agenda

B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing President's Contract per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
  - 2. Approval of Closed Session Minutes of July 11, 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](mailto:accom@swtc.edu)}



## ***B. Minutes of the Annual Board Meeting of July 11, 2016***

### **MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JULY 11, 2016**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:30 p.m. on July 11, 2016, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Linda Erickson

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Josh Bedward, Karen Campbell, Dan Imhoff, Holly Miller, Matt Schneider, Dan Scullion, Toby Washburn, Krista Weber, Caleb White. Public present included Karen Bolstad, Becky and Mike Fernette, Erin Kube from the WI Dept. of Transportation, John Mehan from Robert W. Baird & Co., and Rob Callahan, *Fennimore Times* Editor.

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/AMENDED AGENDA**

Monday, July 11, 2016

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

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

### **OPEN MEETING**

The following statement will be read: "The July 11, 2016, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input
- C. Oath of Office – recently appointed Board members

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 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. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Trapshooting Club
- D. Signatory Authority Policy for 2016-17
- E. Designate Official Newspaper 2016-19
- F. Designate Depository for 2016-17
- G. Designate College Legal Counsel for 2016-17
- H. Election of Officers

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

- A. Facilities Update
- B. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. Boards Association Committee Appointments
  - 2. ACCT Leadership Congress: October 5-8, 2016, in New Orleans, LA
- C. College President's Report
- D. Other Information Items

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

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing selling property to the WI Department of Transportation per Wis. Statutes 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 required a closed session.
  - 2. Approval of Closed Session Minutes of May 26, 2016, and June 28, 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](mailto:accom@swtc.edu)}

Re-appointed Board members James Kohlenberg and Darlene Mickelson and newly appointed Board member Charles Bolstad read and signed the Oath of Office.

After a review of the Consent Agenda, including the July 11, 2016, agenda; June 28, 2016, Board minutes; financial reports; 14 contracts totaling \$39,084.45 in June 2016; and the employment recommendations of Melissa Klinkhammer - Academic Success Coach Lead and Michael Mann – Evening Custodian, Mr. Tuescher moved to approve the Consent Agenda. Ms. Mickelson seconded the motion; motion carried.

John Mehan from Robert W. Baird & Co. presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Mehan explained the process noting the College received a Moody's Rating of Aa2. Eleven bidders provided bids ranging from 1.0108 to 1.2295 percent. Mr. Mehan recommended the Board approve UMB Bank N.A. with the low bid. Mr. Moyer moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to UMB Bank N.A. at a rate of 1.0108 percent. Ms. Nickels seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2017 remodeling and capital projects. Remodeling projects include replacement of the rooftop air handling unit and the roof on the Bookstore, Building 300 sprinkler installation, and a remodel of the Information technology entrepreneurial center. Capital projects include construction of a facilities storage building, addition of an instrumentation lab in Building 600, and a memorial patio area. Projects for FY2018 include Building 500 air handling unit replacement, kitchen/ cafeteria remodel and fire sprinkler, Building 100 and 200 entrance replacement, paint and flooring upgrades in the three tunnels, and the addition of an Electrical Power Distribution/Fire Safety building. Projects for FY2019 include replacement of Building 500 makeup air units number 4 and 5, replacement of the Room 519 dust collector, and a Student Success and Economic Development project. Ms. Fitzsimons moved to approve the 2016 – 2019 Three-Year Facilities Plan with Mr. Tuescher seconding the motion. The motion unanimously was approved.

The Trapshooting Team/Club was presented to the Board by Matt Schneider and Dan Imhoff, the trapshooting advisors. They noted there are currently 11 high schools in our district with trapshooting teams. Twenty-two students in 13 different programs have expressed the intent to join the Trapshooting Club. Mr. Tuescher made a motion to approve the Trapshooting Team/Club as a college-recognized student club. Ms. Fitzsimons seconded the motion. The motion unanimously carried.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The 2016-17 signatory authority policy was presented for approval. Mr. Moyer moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2016-17 with the authority to sign official or legally binding documents. Mr. Prange seconded the motion; motion carried.

Bid proposals were sent to all district newspapers to designate the College's official newspaper for FY's 2017 – 2019. Two bids were received. The recommendation was made to designate *The Dodgeville Chronicle* as the official newspaper based on circulation numbers. Mr. Tuescher moved to designate *The Dodgeville Chronicle* as the official newspaper for FY 2017 – 2019 at a cost per column inch of \$4.25. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Mr. White recommended to continue with First Merit Bank as the official depository. Mr. White noted that the official depository is on a five-year cycle with an RFP being conducted in fiscal year 2017-18. Mr. Tuescher moved to designate First Merit Bank as the official college depository for fiscal year 2016-17. Mr. Bolstad seconded the meeting; motion unanimously carried.

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

Elections for Officers of the Board were held. Mr. Tuescher nominated James Kohlenberg for Chairperson. Mr. Prange seconded the motion. Mr. Prange moved that the ballot be closed and an unanimous ballot be cast for Mr. Kohlenberg. Mr. Bolstad seconded the motion, and Mr. Kohlenberg was elected Chairperson.

Mr. Moyer nominated Chris Prange for Vice Chairperson. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Mr. Prange. The motion carried, and Mr. Prange was elected Vice Chairperson.

Mr. Moyer nominated Darlene Mickelson for Secretary. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms. Mickelson. The motion carried, and Ms. Mickelson was elected Secretary.

Mr. Tuescher nominated Melissa Fitzsimons for Treasurer. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Fitzsimons. The motion carried, and Ms. Fitzsimons was elected Treasurer.

Dan Imhoff provided a report focusing on strengths and areas for improvement as well as major activities in the Facilities Department. He highlighted projects that had been completed and new initiatives for FY2017. Dan Scullion, Toby Washburn, and Josh Bedward, staff members in the department, were also present for the presentation.

A staffing update was provided by Krista Weber, Director of Human Resources. Positions in various stages of the hiring process include Software Developer, two Communication Instructors, Accounting Instructor, three Nursing Instructors, a Nursing Assistant Instructor, and an Instructional Design Specialist.

The Enrollment Report was reviewed with Mr. White noted that FY2016 FTEs increased three percent over the previous year. He also noted that for FY2017 the trend is an increase of eight percent. He reminded the Board that the increase in FTEs will be tempered with the loss of the UW-Platteville remedial math contract. This loss will be reflected in the September report.

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

Jim Kohlenberg and Darlene Mickelson; Bylaws, Policies, and Procedures—Chris Prange and Darlene Mickelson.

Board members attending the AACT Leadership Congress October 5 – 8 in New Orleans, LA, will be Russell Moyer, Charles Bolstad, and Melissa Fitzsimons.

In the President's Report, Dr. Wood shared that six new programs have been recently approved for financial aid and that the College will receive \$300,000 in WAT grant funding for contracted training.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing selling property to the WI Department of Transportation per Wis. Statutes 19.85(1)(e). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 6:35 p.m.

The Board reconvened to open session at 6:45 p.m. Mr. Tuescher moved to approve selling Parcel 1 of Transportation Project Plat 1662-02-26 – 4.01 Amendment 3, recorded as Document 777242, and filed in Cabinet C, Page 63C, recorded in Grant County, Wisconsin, to the Wisconsin Department of Transportation in the amount of \$22,425.00. Mr. Bolstad seconded the motion; the motion unanimously carried.

Mr. Tuescher moved to authorize President Jason Wood to sign, on behalf of the District Board, the legal documents selling a small portion of land to the Wisconsin Department of Transportation for reconstruction of the intersection located at Highway 18 and Bronson Boulevard in the amount of \$22,425.00, pending approval of the Wisconsin Technical College System President. Mr. Prange seconded the motion; motion unanimously carried.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 6:48 p.m.

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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 07/01/2016 TO 07/31/2016**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
7/1/2016	6404	CK Norman Development	\$ 28,821.12	Richland Center Rent: \$2,366.76/month & Dumpster Service: \$35/month
7/1/2016	6405	Fox Properties	\$ 13,200.00	Dodgeville Rent: \$1,100/month
7/1/2016	6406	TDS Telecom	\$ 3,300.00	2016-17 Campus Fax Blanket PO
7/1/2016	6407	TDS Telecom	\$ 16,800.00	2016-17 Phone Bill Blanket PO
7/1/2016	6408	Darlington School District	\$ 3,200.00	Darlington Rent: \$1,600/ semi-annually
7/1/2016	6409	Platteville School District	\$ 8,400.00	Platteville Rent: \$700/month - rooms #7 & #8
7/1/2016	6414	WE Energies	\$ 40,000.32	2016-17 Gas Service Blanket PO
7/1/2016	6415	Fennimore Municipal Utilities	\$ 295,001.28	2016-17 Electric/Water/Sewer Blanket PO
7/1/2016	6416	Constellation Energy Services	\$ 60,000.00	2016-17 Natural Gas Service Blanket PO
7/1/2016	6417	Alliant Energy	\$ 3,000.00	2016-17 Electric Service Blanket PO
7/1/2016	6421	Kaltura, Inc.	\$ 6,000.00	Education Media Management License with Silver Support
7/1/2016	6423	Genuine Telecom	\$ 4,500.00	2016-17 Phone-Richland Center Blanket PO
7/1/2016	6426	Century Link	\$ 7,020.00	2016-17 PRI Circuit & long distance Blanket PO
<b>SUBTOTAL</b>			<b>\$ 489,242.72</b>	
<b><u>CAPITAL FUND</u></b>				
		None this month		
<b>SUBTOTAL</b>			<b>\$0.00</b>	
<b><u>ENTERPRISE FUND</u></b>				
7/1/2016	6412	FED EX	\$ 5,000.00	2016-17 shipping charges Blanket PO
<b>SUBTOTAL</b>			<b>\$ 5,000.00</b>	
<b>TOTAL</b>			<b>\$ 494,242.72</b>	

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 07/31/2016

Liability End of Month Balances			
FICA	-		
Federal Withholding	-		
State Withholding	20,368.40		
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)	9,674,144.15		
Total Liability Adjustment	10,486,275.01		
Beginning Treasurers Balance		-	
Receipt			
Fund			
1 General	940,796.05		
2 Special Revenue	-		
3 Capital Projects	24,369.00		
4 Debt Service	-		
5 Enterprise	39,835.21		
6 Internal Service	432,754.53		
7 Financial Aid/Activities	82,742.81		
Total Receipts		1,520,497.60	
Cash Available			1,520,497.60
Expenses			
Fund			
1 General	2,123,175.63		
2 Special Revenue			
3 Capital Projects	124,663.44		
4 Debt Service	-		
5 Enterprise	62,046.56		
6 Internal Service	326,576.07		
7 Financial Aid/Activities	126,565.66		
Total Expenses		2,763,027.36	
Treasurers Cash Balance			(1,242,529.76)
Liability Adjustment			10,486,275.01
Cash in Bank			\$9,243,745.25

### ***3. Budget Control***

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

	<b><u>2016-17 Budget</u></b>	<b><u>2016-17 YTD Actual</u></b>	<b><u>2016-17 Percent</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>
General Fund Revenue	23,388,000.00	940,796.05	4.02	2.42	2.38	2.35	4.64
General Fund Expenditures	23,916,000.00	2,123,175.63	8.88	9.13	6.00	1.15	2.09
Capital Projects Fund Revenue	2,520,000.00	24,369.00	0.97	0.01	0.13	1.98	2.04
Capital Projects Fund Expenditures	2,755,000.00	124,663.44	4.52	3.71	5.80	9.61	5.94
Debt Service Fund Revenue	5,288,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,356,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	2,100,000.00	39,835.21	1.90	1.92	1.66	6.56	1.52
Enterprise Fund Expenditure	2,000,000.00	62,046.56	3.10	4.58	6.42	10.78	6.34
Internal Service Fund Revenue	4,200,000.00	432,754.53	10.30	10.91	5.87	4.64	5.01
Internal Service Fund Expenditures	4,200,000.00	326,576.07	7.78	14.08	9.36	10.59	6.71
Trust & Agency Fund Revenue	8,000,000.00	82,742.81	1.03	1.49	0.14	1.32	0.24
Trust & Agency Fund Expenditures	7,950,000.00	126,565.66	1.59	1.81	1.15	1.44	1.12
Grand Total Revenue	45,496,000.00	1,520,497.60	3.34	2.58	1.87	2.25	3.02
Grand Total Expenditures	46,177,000.00	2,763,027.36	5.98	6.72	4.76	2.72	2.52



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

Eight contracts totaling \$10,411.51 in July 2016 will be presented for Board approval. The Contract Revenue Report follows.

# 2016-2017 CONTRACTS

7/01/16 through 7/31/16

<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>
03-2017-0004-F-23 Prosperity Southwest	Administrative and Financial Services	Amy Charles		\$ 1,162.50	No		X	
03-2017-0050-T-42 Chuck Voight	Equipment Rental	Kris Wubben		\$ 80.00	No		X	
03-2017-0052-I-21 Gratiot First Responders	EMS Continuing Educaiton-NARCAN Training	Kris Wubben	10	\$ 245.54	No		X	
03-2017-0056-I-41 Prairie Maison	BLS For Healthcare Provider-CPR Recert	Kris Wubben	26	\$ 852.82	No		X	
03-2017-0057-I-41 Latitude Corporation	Heartsaver CPR/AED First Aid Training	Kris Wubben	21	\$ 1,100.00	No		X	
03-2017-0058-I-42 Jay McDonald	Basic Handgun	Kris Wubben	5	\$ 376.99	No	X		
03-2017-0059-I-41 The House on the Rock	Responsible Beverage Service	Kris Wubben	5	\$ 207.36	No		X	
03-2016-0076-I-22 Dillman	30-Hr OSHA	Amy Charles	10	\$ 4,790.00	No		X	
WAT Grant 03-142-124-176	10-Hr OSHA	Amy Charles	13	\$ 1,596.30	No		X	
Darlington Community Schools								
			<b>TOTAL of all Contracts</b>	<b>90</b>	<b>\$</b>	<b>10,411.51</b>		
			Exchange of Services	-				
			For Pay Service	90	\$	10,411.51		

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

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

### **PERSONNEL REPORT August 25, 2016**

#### **Employment: NEW HIRES**

<b>Name</b>	Betsy Ralph-Tollefson
<b>Title</b>	Communications Instructor
<b>Number of Applicants and Number Interviewed</b>	24 applicants/ 5 interviewed
<b>Start Date</b>	August 10, 2016
<b>Salary/Wages</b>	\$57,000
<b>Classification</b>	Regular Full-Time
<b>Education and/or Experience</b>	BS Communication Technologies – UW Platteville; MA Communication and Leadership Studies – Gonzaga University; 5 years of experience in communications, 1 year teaching experience

<b>Name</b>	Snehal Shirke
<b>Title</b>	Communications Instructor
<b>Number of Applicants and Number Interviewed</b>	24 applicants/ 5 interviewed
<b>Start Date</b>	August 15, 2016
<b>Salary/Wages</b>	\$57,000
<b>Classification</b>	Regular Full-Time
<b>Education and/or Experience</b>	BS in Zoology – Pune University, India; MBA/HR – Pune University, India; MS in Technical Communication – Missouri University; 7 years of experience in HR/communications field

<b>Name</b>	Melinda Nicely
<b>Title</b>	Accounting Instructor
<b>Number of Applicants and Number Interviewed</b>	19 applicants/ 5 interviewed
<b>Start Date</b>	August 11, 2016
<b>Salary/Wages</b>	\$57,000
<b>Classification</b>	Regular Full-Time
<b>Education and/or Experience</b>	BA Accounting & CPA designation – Northern Iowa University; Over 10 years of experience in accounting field

<b>Name</b>	Vicky Rundle
Title	Associate Degree Nursing Instructor
Number of Applicants and Number Interviewed	4 applicants/ 3 interviewed
Start Date	August 8, 2016
Salary/Wages	\$59,000
Classification	Regular Full-Time
Education and/or Experience	Associate Degree Nursing – SWTC; BS Nursing – Viterbo University; MS Nursing – Walden University; Over 20 years of experience in health field

<b>Name</b>	Jenna Taylor
Title	Associate Degree Nursing Instructor
Number of Applicants and Number Interviewed	4 applicants/ 3 interviewed
Start Date	August 8, 2016
Salary/Wages	\$58,000
Classification	Regular Full-Time
Education and/or Experience	Associate Degree Nursing – SWTC; BS Nursing – Chamberlain College of Nursing; MS Nursing – Nurse Educator Student (Anticipated Graduation 8/2016)' 7 years of experience in health field

<b>Name</b>	Justine Sparrgrove
Title	Associate Degree Nursing Instructor
Number of Applicants and Number Interviewed	4 applicants/ 3 interviewed
Start Date	August 8, 2016
Salary/Wages	\$58,000
Classification	Regular Full-Time
Education and/or Experience	Associate Degree Nursing – SWTC; BS Nursing – Viterbo University; MS Nursing with Specialization in Education – Walden University; 7 years of experience in health field

<b>Name</b>	Angela Starkey
Title	Nursing Assistant Instructor
Number of Applicants and Number Interviewed	3 applicants/ 2 interviewed
Start Date	August 15, 2016
Salary/Wages	\$53,000
Classification	Regular Full-Time
Education and/or Experience	CNA/Advanced CNA, LPN & ADN - Southwest Tech; BS Nursing – Franklin University; 2 years of nursing experience

<b>Name</b>	Ed Edwards
<b>Title</b>	Academic Success Coach
<b>Number of Applicants and Number Interviewed</b>	6 applicants/ 2 interviewed
<b>Start Date</b>	August 17, 2016
<b>Salary/Wages</b>	\$25.00/hour
<b>Classification</b>	Part-Time, Limited-Term
<b>Education and/or Experience</b>	Bachelor's in History/Phy. Ed. – UW Platteville *added degrees in Broadfield Social Studies and major in Phy. Ed.; Master's in Education – University of St. Scholastica; 35 years of teaching experience

## **PROMOTIONS / TRANSFERS**

## **RETIREMENTS / RESIGNATIONS**

Christal Foreyt (resignation 8/2/16))	Nursing Instructor
Stephanie Foster (resignation 8/24/16)	Student Success Coach
Tonya Archie (resignation 8/5/16)	Supply Chain Mgt Instructor/Program Coordinator

**Recommendation:** Approve the Consent Agenda.

## **Other Items Requiring Board Action**

No Action Items

## **Board Monitoring of College Effectiveness**

### ***A. Rescinded Taxes for Lands' End***

Caleb White will be present for a discussion on the College's option to adjust the 2017 tax levy for Land's End rescinded taxes.

### ***B. Higher Learning Commission Accreditation***

The Higher Learning Commission will conduct their Comprehensive Quality Review of the College November 14-16, 2016, on campus. In preparation for the review, Barb Tucker, Director of College Effectiveness, will outline the "ABCs of Accreditation." The presentation follows.

The background of the slide features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

# ABC's of Accreditation

Department of College Effectiveness

# “A” - Accreditation

- ▶ Why should you care?
  - ▶ Only accredited colleges and universities can offer student federal financial aid.  
80% of our first-time full-time program students receive some type of federal financial aid
  - ▶ Only accredited colleges and universities are able to attain program specific accreditations that allow students to test for licensure (think Nursing, Physical Therapy Assistant, Medical Lab Tech, Midwife, Medical Assistant)
  - ▶ Accredited colleges and universities are viewed favorably by our customers - it is a validation of quality. (Would you want to attend or send your son or daughter to a college that is not accredited?)

2 words: Trump University





## “B” - Barb’s Bumblings (misunderstandings of accreditation)

- ▶ It is a 10 year (now 8 year) cycle with incremental steps that are “done and submitted” until the next cycle..... (even though the title (AQIP) Academic Quality Improvement Process ...alludes to the fact that it is *continuous improvement*)
- ▶ There is a System’s Portfolio (multi-page document) with 9 chapters (now 6) that is “completed” every 4 years and sent to HLC for comment (check/done and not looked at again for 4 years)
- ▶ Amy Loy (College Effectiveness office) gathers information for a yearly update that is sent to HLC. This includes lots of data on # of programs, # of degrees awarded, # of faculty, the amount of financial aid disbursed, the default rate of our students, student persistence rates, etc. (check/done and not looked at this again until the following year)



## **“B” - Barb’s Bumblings** **(misunderstandings of accreditation) Page 2**

- ▶ Our college (someone?) identifies 3 “action projects” annually that are intended to improve our college performance. Annual progress on these projects was reported to HLC by VP of Academic Affairs. (Since we have to pay HLC to report on these, I thought the purpose of these was a way for HLC to “make money”)
- ▶ HLC has to approve our educational offerings prior to Dept. of Education approval for financial aid. I considered this a nuisance which often messes up our new program grants, delays approval from Dept. of Education for financial aid which further delays the timeline for offering new programs)



## “B” - Barb’s Bumblings (misunderstandings of accreditation) Page 3

- ▶ HLC team comes to visit (1x every now 8 years) and it’s a “big deal”
- ▶ The 1 thing I understood was that a “bad” HLC visit would likely impact our accreditation status.



## “C” - Comprehension

### Barb’s “light bulb” moment regarding accreditation

- ▶ I understood that accreditation was important and we needed to comply with the HLC in order to maintain accreditation.....What I didn’t understand is that accreditation is so much more than compliance. It is a compliance document with no answer key.
- ▶ Accreditation is all about US - what we do and how well we do it. It is OUR opportunity to tell OUR story about the quality institution we are!



# Chapters of our Accreditation 8 year Story

- ▶ **Annual Institutional update**

- ▶ Financial status                      Enrollment
- ▶ Degrees awarded                      Faculty
- ▶ Student default rate                      Student:Faculty ratio
- ▶ Graduation rates                      Persistence rates

- ▶ **Annual action projects** targeted at improving teaching, learning and governance of our college

- ▶ **Annual New program offerings** submitted for approval (as needed)

- ▶ **2X in 8 years - Strategy forum**-College team workgroup meets with HLC to reflect on our strengths and areas of improvement related to action projects

- ▶ **Every 4 years**

- ▶ **Systems Portfolio** - Self-assessment report that includes evidence (data) that demonstrates how well we are providing quality in teaching, learning and governance in the following sections:

- ▶ Helping Students Learn
- ▶ Meeting Students and other Stakeholders needs
- ▶ Valuing Employees
- ▶ Planning and Leading
- ▶ Knowledge Management & Resource Stewardship
- ▶ Quality Overview (Continuous Improvement)

Cycle Year	Institutional Activities		Peer Review		HLC Decision Making <sup>1</sup>
Year 1	Attend one Strategy Forum <sup>2</sup>	Annual Action Project Updates		Annual Action Project Reviews	
Year 2					
Year 3	Submit Systems Portfolio		Conduct Systems Appraisal		
Year 4	Possible Comprehensive Quality Review <sup>3</sup>		Conduct possible Comprehensive Quality Review (with visit)		Action on possible Comprehensive Quality Review
Year 5	Attend one Strategy Forum				
Year 6					
Year 7	Submit Systems Portfolio		Conduct Systems Appraisal		
Year 8	Submit Comprehensive Quality Review materials <sup>4</sup>		Conduct Comprehensive Quality Review (with visit)		Action on Comprehensive Quality Review and Reaffirmation of Accreditation <sup>5</sup>

# Chapters of Accreditation

- ▶ All of the informational pieces we provide to HLC, when combined, tells our institutional story .... **what we do well** and **what we need to improve upon**.
- ▶ **Note:** *our story should be non-fiction 😊 that is why there is so much focus on evidence and data*

# Final Chapter of our Current Story - Comprehensive Quality Review

- ▶ November 14-16, 2016
- ▶ Review of Systems Portfolios and feedback of Portfolios (Systems Appraisal) from 2014 and will have access to 2010 Portfolio
- ▶ Review of 15 page Quality Highlights Report which is our response to the Feedback provided on the Systems Portfolio ( Sept 30, 2016)
- ▶ Review of Federal Compliance Requirements (Sept. 30, 2016)
- ▶ Review of Student Opinion Survey (conducted by HLC in October)
- ▶ Review of Public Comments related to accreditation



## Final Chapter of Story - Comprehensive Quality Review - cont'd

- ▶ Will have record of entire AQIP data submitted for 7 years (our 8 year story!)
- ▶ Will seek informal discussions with various groups during their visit
- ▶ Team will make recommendations on our accreditation status to HLC
  - ▶ Remain in AQIP Pathway
  - ▶ Move to Standard Pathway (more oversight/touchpoints by HLC to help us tell a better story)
  - ▶ Allow to join Open Pathway (least oversight/touchpoints by HLC more )

# Final Chapter of Story - Comprehensive Quality Review - Help tell our story!!!

- ▶ Be open to meeting with HLC team November 14-16.
- ▶ Be willing to tell our story.
  - ▶ Brag about the quality things we do (highest % of hs student enrollment in WTCS system, lead our sister colleges in overall graduation and retention rates, we all agree that students are our highest priority)
  - ▶ Share with the HLC team the areas we are working to improve (culture, fiscal stability, and student access and success)
  - ▶ Be positive about who we are and what we do as a college
  - ▶ Get involved - we will be looking for ad-hoc work team members to help us prepare for November visit.



QUESTIONS?

### ***C. Health, Education & Public Safety Report***

Katie Garrity, Chief Academic Officer and Executive Dean, will provide a report focusing on strengths and areas for improvement as well as major activities which help the College achieve its eight Strategic Directions. Information will be available at the Board meeting.

#### ***D. Staffing Update***

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

### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Software Developer	Hold	July 2016	Grade 6, Salaried Professional \$59,604 - \$80,641
2	Replacement- Patty Hartline (retirement 5/2016)	Communications Instructor	Betsy Ralph-Tollefson	8/10/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
3	Replacement - Kirsten Reichmann	Academic Success Coach Lead Full-time/LTE	Melissa Klinkhammer	7/18/2016	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$27.00/hour
4	Replacement- Yasmin Rioux	Communications Instructor	Snehal Shirke	8/15/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
5	Replacement- Garry Kirk	Accounting Instructor	Melinda Nicely	8/11/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
6	Replacement - Colleen Watters	Associate Degree Nursing Instructor	Vicky Rundle	8/8/2016	MS \$44,821-\$75,554 Hired at \$59,000
7	Replacement - Nicole Schopf	Associate Degree Nursing Instructor	Jenna Taylor	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000



### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
8	Replacement - Dana O'Brien	Associate Degree Nursing Instructor	Justine Sparrgrove	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000
9	Replacement - Denise Joahanning	Nursing Assistant Instructor	Angela Starkey	8/15/2016	BS \$40,974-\$69,248 Hired at \$53,000
10	Replacement - Randy Leibfried	Evening Custodian	Michael Mann	7/12/2016	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$13.50/hour
11	Replacement - Amy Potect	Instructional Design Specialist	Re-Posted	9/15/2016	Grade 7, Salaried Professional \$52,190 - \$70,611
12	Replacement - David Wright	Academic Success Coach Part time/LTE/Grant Funded	Ed Edwards	8/17/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
13	Replacement - Christal Foreyt	Associate Degree Nursing Instructor	Posted	9/15/2016	MS \$44,821-\$75,554

### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
14	Replacement - Stephanie Foster	Student Success Coach	Posted	9/15/2016	Grade 8, Salaried Professional \$44,817 - \$60,580
15	New Position	Agriculture Instructor	Posted	11/1/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554

Updated 8/17/2016



## **Information and Correspondence**

### ***A. Data Center Power Outage***

Heath Ahnen, Network Administrator, and Lisa Riley, Information Technology Supervisor, will present information on the Data Center power outage including an outline of what happened, measures currently in place to safeguard data, and action needed moving forward. The report will be available at the Board meeting.

### ***B. Enrollment Report***

The 2015-16 and 2016-17 Comparison FTE Reports are available below.

## 2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	08-17-15 Students	08-15-16 Students	Student Change	08-17-15 FTE	08-15-16 FTE	FTE Change
10-101-1	Accounting	24	29	5	18.96	16.63	(2.33)
10-106-6	Administrative Professional	13	14	1	10.10	11.50	1.40
10-006-2	Agri-Business/Science Technology	66	70	4	62.74	63.80	1.06
10-102-3	Business Management	88	89	1	58.23	62.63	4.41
10-530-5	Cancer Information Management	9	21	12	4.67	12.83	8.17
10-504-1	Criminal Justice - Law Enforcement	64	54	(10)	46.73	48.53	1.80
10-316-1	Culinary Arts	14	22	8	9.70	17.50	7.80
10-317-1	Culinary Management	6	7	1	5.10	4.83	(0.27)
10-510-6	Direct Entry Midwife	35	52	17	14.93	23.50	8.57
10-307-1	Early Childhood Education	42	41	(1)	30.50	30.17	(0.33)
10-620-1	Electromechanical Technology	59	39	(20)	50.30	31.97	(18.33)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	8.73	-	(8.73)
10-325-1	Golf Course Management	30	21	(9)	26.30	20.27	(6.03)
10-201-2	Graphic And Web Design	35	36	1	26.13	30.90	4.77
10-530-1	Health Information Technology	33	45	12	15.70	23.23	7.53
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	2.63	(0.33)
10-154-3	IT-Computer Support Specialist	1	-	(1)	0.20	-	(0.20)
10-150-1	IT-Network Communications Specialist	25	42	17	16.60	34.83	18.23
10-152-7	IT-Web & Software Developer-Suspended	14	1	(13)	7.87	0.60	(7.27)
10-513-1	Medical Laboratory Technician	18	18	-	15.83	15.87	0.03
10-543-1	Nursing - Associate Degree	285	213	(72)	142.18	106.37	(35.81)
10-524-1	Physical Therapist Assistant	46	41	(5)	27.20	29.53	2.33
10-196-1	Supervisory Management	21	25	4	10.49	14.03	3.54
10-182-1	Supply Chain Management	8	13	5	2.63	7.20	4.57
10-499-5	Technical Studies-Journey Worker	1	2	1	0.20	0.60	0.40
	<b>Total Associate Degree</b>	<b>996</b>	<b>957</b>	<b>(39)</b>	<b>648.90</b>	<b>653.84</b>	<b>4.94</b>
31-101-1	Accounting Assistant	14	7	(7)	10.13	6.30	(3.83)
30-531-6	Advanced EMT	-	7	7	-	0.93	0.93

Program Code	Program Title	08-17-15 Students	08-15-16 Students	Student Change	08-17-15 FTE	08-15-16 FTE	FTE Change
32-070-1	Agricultural Power & Equipment Technician	42	43	1	41.17	40.33	(0.84)
31-405-1	Auto Collision Repair & Refinish Technician	21	19	(2)	12.97	14.50	1.53
32-404-2	Automotive Technician	30	36	6	24.94	33.10	8.16
31-408-1	Bricklaying & Masonry-PDC Correctional	2	-	(2)	0.63	-	(0.63)
30-443-1	Building Maintenance & Construction-PDC Correctional	1	-	(1)	0.27	-	(0.27)
31-475-1	Building Trades - Carpentry	21	10	(11)	18.57	8.70	(9.87)
30-420-2	CNC Setup/Operation	10	4	(6)	4.97	2.13	(2.83)
31-307-1	Child Care Services	14	20	6	9.20	15.50	6.30
50-413-2	Electricity (Construction) Apprentice	19	21	2	2.57	3.13	0.57
31-502-1	Cosmetology	41	41	-	37.64	33.83	(3.81)
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	17	8	(9)	14.34	5.60	(8.74)
31-091-1	Dairy Herd Management	20	21	1	18.97	20.87	1.90
30-508-2	Dental Assistant - Short Term	27	13	(14)	14.40	7.30	(7.10)
31-413-2	Electrical Power Distribution	25	24	(1)	22.93	23.23	0.30
30-531-3	Emergency Medical Technician	-	47	47	-	9.57	9.57
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	20	17	(3)	15.27	13.10	(2.17)
31-513-1	Laboratory Science Technician	-	5	5	-	3.63	3.63
31-509-1	Medical Assistant	41	40	(1)	34.44	31.70	(2.74)
30-530-1	Medical Coding Specialist	50	46	(4)	17.43	16.37	(1.06)
30-543-1	Nursing Assistant	214	209	(5)	27.10	23.97	(3.13)
31-106-8	Office Support Specialist	11	7	(4)	8.00	6.57	(1.43)
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	44.43	47.03	2.60
	<b>Total Technical Diploma</b>	<b>739</b>	<b>766</b>	<b>27</b>	<b>393.94</b>	<b>391.34</b>	<b>(2.60)</b>

Program Code	Program Title	08-17-15 Students	08-15-16 Students	Student Change	08-17-15 FTE	08-15-16 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	9	(6)	6.27	1.83	(4.43)
	Undeclared Majors	<u>2,229</u>	<u>984</u>	<u>(1,245)</u>	<u>268.13</u>	<u>135.21</u>	<u>(132.92)</u>
	<b>Total</b>	<b>3,991</b>	<b>2,728</b>	<b>(1,263)</b>	<b>1,322.03</b>	<b>1,186.22</b>	<b>(135.81)</b>
	<b>Percent of Change</b>						<b>-10.27%</b>
	Vocational Adult (Aid Codes 42-47)	4,769	4,834	65	89.06	86.21	(2.85)
	Community Services (Aid Code 60)	99	90	(9)	0.27	0.29	0.02
	Basic Skills (Aid Codes 73,74,75,76)	383	490	107	39.90	56.27	16.37
	Basic Skills (Aid Codes 77 & 78)	<u>1,548</u>	<u>1,770</u>	<u>222</u>	<u>81.86</u>	<u>114.27</u>	<u>32.41</u>
	<b>Grand Total</b>	<b>10,790</b>	<b>9,912</b>	<b>(878)</b>	<b>1,533.12</b>	<b>1,443.25</b>	<b>(89.87)</b>
	<b>Total Percent of Change</b>						<b>-5.86%</b>

## 2015-2016 and 2016-2017 FTE Comparison

Program Code	Program Title	08-17-15 Students	08-15-16 Students	Student Change	08-17-15 FTE	08-15-16 FTE	FTE Change
10-101-1	Accounting	26	33	7	11.73	15.60	3.87
10-106-6	Administrative Professional	12	9	(3)	5.37	4.90	(0.47)
10-006-2	Agri-Business/Science Technology (OLD)	62	32	(30)	33.17	21.30	(11.87)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		8	8		4.23	4.23
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		13	13		7.00	7.00
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		11	11		5.17	5.17
10-102-3	Business Management	70	63	(7)	30.90	29.90	(1.00)
10-530-5	Cancer Information Management	19	23	4	7.43	8.60	1.17
10-504-X	Criminal Justice - Law Enforcement	48	51	3	23.53	26.57	3.04
10-316-1	Culinary Arts	18	15	(3)	8.87	7.47	(1.40)
10-317-1	Culinary Management	8	6	(2)	3.13	2.73	(0.40)
10-510-6	Direct Entry Midwife	34	33	(1)	11.90	9.87	(2.03)
10-307-1	Early Childhood Education	41	36	(5)	18.93	18.30	(0.63)
10-620-1	Electromechanical Technology	37	40	3	17.80	20.60	2.80
10-325-1	Golf Course Management	17	10	(7)	8.13	5.43	(2.70)
10-201-2	Graphic And Web Design	35	41	6	17.23	19.73	2.50
10-530-1	Health Information Technology	35	42	7	12.37	15.47	3.10
10-520-3	Human Services Associate	48	45	(3)	22.13	20.23	(1.90)
10-825-1	Individualized Technical Studies	6	10	4	3.10	4.70	1.60
10-150-1	IT-Network Communications Specialist	32	41	9	15.50	20.60	5.10
10-513-1	Medical Laboratory Technician	18	16	(2)	8.53	8.47	(0.07)
10-543-1	Nursing - Associate Degree	195	205	10	56.04	62.73	6.69
10-531-1	Paramedic Technician (NEW)		4	4		0.87	0.87
10-524-1	Physical Therapist Assistant	45	39	(6)	16.77	14.37	(2.40)
10-196-1	Supervisory Management	18	24	6	7.09	9.07	1.97
10-182-1	Supply Chain Management	8	15	7	2.77	5.80	3.03
10-499-5	Technical Studies-Journey Worker	1	1	-	0.50	0.20	(0.30)
	<b>Total Associate Degree</b>	<b>833</b>	<b>866</b>	<b>33</b>	<b>342.93</b>	<b>369.90</b>	<b>26.97</b>
31-101-1	Accounting Assistant	5	1	(4)	2.00	0.43	(1.57)
32-070-1	Agricultural Power & Equipment Technician	48	37	(11)	25.37	20.77	(4.60)

Program Code	Program Title	08-17-15 Students	08-15-16 Students	Student Change	08-17-15 FTE	08-15-16 FTE	FTE Change
31-405-1	Auto Collision Repair & Refinishing Technician	15	17	2	6.27	7.67	1.40
32-404-2	Automotive Technician	34	37	3	15.93	16.53	0.60
31-475-1	Building Trades - Carpentry	8	16	8	4.23	8.00	3.77
31-307-1	Child Care Services (ETD)	18	10	(8)	8.90	5.00	(3.90)
30-420-2	CNC Setup/Operation (ETD)	4	2	(2)	2.53	0.53	(2.00)
31-502-1	Cosmetology	36	20	(16)	19.84	9.87	(9.97)
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	18	9	(9)	9.60	5.33	(4.27)
31-317-1	Culinary Specialist (ETD)	7	1	(6)	3.10	0.50	(2.60)
31-091-1	Dairy Herd Management	15	19	4	8.50	10.57	2.07
30-508-2	Dental Assistant - Short Term	16	17	1	8.53	9.20	0.67
31-413-2	Electrical Power Distribution	24	25	1	12.50	13.07	0.57
50-413-2	Electricity (Construction) Apprentice	20	24	4	1.33	1.70	0.37
30-317-1	Food Production Assistant (ETD)		1	1		0.33	0.33
50-413-1	Industrial Electrician Apprentice	11	11	-	0.87	0.80	(0.07)
31-620-1	Industrial Mechanic (ETD)	8	3	(5)	3.27	1.60	(1.67)
31-154-6	IT-Computer Support Technician	13	15	2	5.47	6.40	0.93
31-513-1	Laboratory Science Technician	3	3	-	1.37	1.13	(0.23)
31-509-1	Medical Assistant	38	35	(3)	18.27	17.50	(0.77)
31-530-2	Medical Coding Specialist (ETD) (NEW)	33	41	8	7.90	13.03	5.13
30-543-1	Nursing Assistant	90	98	8	9.87	11.67	1.80
31-106-8	Office Support Specialist	5	3	(2)	2.67	1.53	(1.13)
50-427-5	Plumbing Apprentice	17	4	(13)	1.63	0.22	(1.42)
31-420-7	Precision Machining Technology (NEW)		1	1		0.50	0.50
31-182-1	Supply Chain Assistant (ETD)	1		(1)	0.50		(0.50)
31-442-1	Welding	38	51	13	19.38	26.47	7.08
	<b>Total Technical Diploma</b>	<b>525</b>	<b>501</b>	<b>(24)</b>	<b>199.82</b>	<b>190.35</b>	<b>(9.48)</b>

Program Code	Program Title	08-17-15 Students	08-15-16 Students	Student Change	08-17-15 FTE	08-15-16 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	8	13	5	2.13	3.53	1.40
20-800-2	Liberal Arts - Associate of Science	8	12	4	1.33	3.23	1.90
	Undeclared Majors	158	245	87	24.63	38.14	13.51
	<b>Total</b>	<b>1,532</b>	<b>1,637</b>	105	<b>570.85</b>	<b>605.15</b>	34.30
	<b>Percent of Change</b>						<b>6.01%</b>
	Vocational Adult (Aid Codes 42-47)	1,344	1,319	(25)	28.19	24.65	(3.55)
	Community Services (Aid Code 60)	36	22	(14)	0.07	0.06	(0.01)
	Basic Skills (Aid Codes 73,74,75,76)	42	34	(8)	1.43	1.17	(0.27)
	Basic Skills (Aid Codes 77 & 78)	195	252	57	7.33	9.87	2.54
	<b>Grand Total</b>	<b>3,149</b>	<b>3,264</b>	115	<b>607.87</b>	<b>640.89</b>	33.02
	<b>Total Percent of Change</b>						<b>5.43%</b>
	(ETD= Embedded Technical Diploma)						

### ***C. Chairperson's Report***

1. October Board Retreat/Meeting Date
2. November Board Meeting Date

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

1. Transcribed Credit
2. Building 400 Roofing Project
3. Civil Rights Compliance Report
4. Update on Student Success & Economic Development Project
5. October Board Retreat Topics

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



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

### ***A. Agenda for Next Board Meeting***

1. Faculty Qualifications Report
2. Marketing & Public Relations Report

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

Thursday, September 22, 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. Discussing President's Contract per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
2. Approval of Closed Session Minutes of July 11, 2016

## **Reconvene to Open Session**

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

## **Adjournment**