



Southwest Wisconsin Technical College

District Board Meeting

Board Retreat and Regular Meeting

October 20, 2016

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	2
Board Retreat	7
A. Review of Mission, Vision, Purposes	7
B. Performance Goals for the College and the President's Evaluation Process	8
C. 50 th Anniversary	8
Board Monitoring of College Effectiveness	9
A. Creating Win-Win Investment Solutions	9
B. Discuss College Priorities for Fundraising Needs	9
Consent Agenda.....	10
A. Approval of Agenda.....	10
B. Minutes of the Regular Meeting of September 22, 2016	13
C. Financial Reports	16
1. Purchase Orders Greater than \$2,500	16
2. Treasurer's Cash Balance	17
3. Budget Control	18
D. Contract Revenue	19
E. Personnel Items	22
Other Items Requiring Board Action	23
A. Fund & Account Transfers (2015-16 Budget Modifications)	23
B. Resolution for Adoption of 2016 Tax Levy	26
C. Wisconsin Code of Ethics Resolution.....	27
D. Public Sanitary Sewer Lift Station Easement	28
Board Monitoring of College Effectiveness	31
A. Foundation Quarterly Board Report	31
B. Review of Purchasing Activities	34
C. WTCS Faculty Quality Assurance System and HLC Faculty Qualifications	37
D. Student Services Monitoring Report.....	45
E. Staffing Update	53
Information and Correspondence.....	57
A. Enrollment Report	57
B. Chairperson's Report	61
C. College President's Report	61
D. Other Information Items.....	61
Establish Board Agenda Items for Next Meeting	62
A. Agenda for Next Board Meeting	62
B. Time and Place	62
Adjourn to Closed Session	63
Reconvene to Open Session.....	63
Adjournment.....	63

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, October 20, 2016

12:00 – 12:30 p.m. – Light Lunch
12:30 – 4:30 p.m. – Board Retreat
4:30 – 6:00 p.m. – Joint District Board / Foundation Board Meeting
6:00 - 7:00 p.m. – Dinner with District Board / Foundation Board
7:00 p.m. – Regular Board Meeting
Southwest Tech Campus

12:30 – 4:30 p.m. – Board Retreat
Southwest Tech Campus
Room 492-493

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The October 20, 2016, Board Retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

BOARD RETREAT

A. Review of Mission, Vision, Purposes

The Board will discuss the mission, vision, and purposes of the college to determine if updates or edits are needed. Krista Weber will lead an activity designed to identify the most compelling components of the mission and vision. Ron Brisbois, Executive Director of Grant County Economic Development, will present the importance of workforce and economic development in the region. The Board will consider modifying the college purposes to match the statutory language, which is included in this packet.

B. Performance Goals for the College and the President’s Evaluation Process

Dr. Wood will present the new Health Indicators the Executive Team is using to monitor college effectiveness. The Board will also determine components of the President’s evaluation and related terms of the contract.

C. 50th Anniversary

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, will provide an update on the 50th Anniversary events. The Board can discuss their preferences for representation at and participation in 50th Anniversary activities.

**4:30 – 6:00 p.m. – Joint District Board / SWTC Foundation / Real Estate Foundation
Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Creating Win-Win Investment Solutions

Dr. Wood will lead a brief activity designed to strengthen our return on investment based on our unique organizational structures and purposes.

B. Discuss College Priorities for Fundraising Needs

We will collaborate and identify the opportunities for fundraising that will provide the most benefit to the college. Members of the Executive Team will present a draft of initial college priorities. Small, representative groups will then work on developing fundraising possibilities.

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

**7:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

A. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of September 22, 2016

Minutes of the September 22, 2016, Board meeting are included with the electronic Board packet.

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

There were 11 contracts totaling \$27,078.13 in September 2016 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation, one transfer, and three retirements 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

A. Fund & Account Transfers (2015-16 Budget Modifications)

Information on the budget modifications is available electronically with all other Board material. Kelly Kelly, Controller, will present the material to the Board.

Recommendation: Approve the 2015-16 budget modifications as presented.

B. Resolution for Adoption of 2016 Tax Levy

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2016 in the amount \$4,881,183 for operational expenses, \$4,950,000 for debt retirement for a total tax levy of \$9,831,183. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2016.

C. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available electronically with all other material. This is an annual resolution that comes before the Board.

Recommendation: Approve the Code of Ethics Resolution as presented.

D. Public Sanitary Sewer Lift Station Easement

There is a lift station located on College property near Hwy 18, which was constructed by the City of Fennimore. The City is in the process of obtaining a loan from Rural Development for improvements the City will be making to its sewer treatment plant and must be able to show title (deed or easement) to all of its facilities. Enclosed in the electronic Board material is an easement for the Public Sanitary Sewer Lift Station, which requires Board approval and signature.

Recommendation: Approve the easement for the City of Fennimore's public sanitary sewer lift station.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Board Report

Holly Clendenen will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The report is available with the electronic Board material.

B. Review of Purchasing Activities

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

C. WTCS Faculty Quality Assurance System and HLC Faculty Qualifications

Krista Weber, Director of Human Resources, will update the Board on the Wisconsin Technical College System Faculty Quality Assurance System and the Higher Learning Commission Faculty Qualifications.

D. Student Services Monitoring Report

Holly Miller, Dean of Student Services, will present a monitoring report highlighting data and metrics on the success of changes implemented in the department over the last year. Also included in the report will be plans to move forward.

E. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

1. The 2016-17 Comparison FTE Report is available electronically with all other Board material.

B. Chairperson's Report

1. Overview of the ACCT Leadership Congress by Board Members Chuck Bolstad, Melissa Fitzsimons, and Russ Moyer.

C. College President's Report

1. College Events and Happenings
2. Internal Operational Alignment Update
3. Employee Kudos

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Higher Learning Commission Comprehensive Quality Review Team
2. Financial Audit
3. 2017-18 Budget Process
4. WTCS Employee Benefits Consortium Update
5. Institutional Advancement Board Monitoring Report

B. Time and Place

Monday, November 14, 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 a personnel issue related to specific persons per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or

disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

2. Approval of Closed Session Minutes of August 25, 2016

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Board Retreat

A. Review of Mission, Vision, Purposes

The Board will discuss the mission, vision, and purposes of the college to determine if updates or edits are needed. Krista Weber will lead an activity designed to identify the most compelling components of the mission and vision. Ron Brisbois, Executive Director of Grant County Economic Development, will present the importance of workforce and economic development in the region. The Board will consider modifying the college purposes to match the statutory language, which is included below.

Wisconsin State Statutes Chapter 38 – Technical College System

38.001 (2) The principal purposes of the technical college system are to:

- (a) Provide occupational education and training and retraining programs, including the training of apprentices, that enable residents to obtain the knowledge and skills necessary for employment at a technical, paraprofessional, skilled or semiskilled occupation. Such programs include general education courses to facilitate student achievement in occupational skills training. The district boards should maintain courses at standards acceptable to national, regional and professional accrediting agencies and associations.
- (b) Provide customized training and technical assistance to business and industry in order to foster economic development and the expansion of employment opportunities.

(3) The additional purposes of the technical college system are to:

- (a) 1. Contract with secondary schools, including tribal schools, to provide educational opportunities for high school age students in order to enhance their potential for benefiting from postsecondary education and for obtaining employment.
- 2. Coordinate and cooperate with secondary schools, including tribal schools, to facilitate the transition of secondary school students into postsecondary technical college education through curriculum articulation and collaboration.
- (b) Provide a collegiate transfer program.
- (c) Provide community services and avocational or self-enrichment activities.
- (d) Provide education in basic skills to enable students to effectively function at a literate level in society.
- (e) Provide education and services which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.

B. Performance Goals for the College and the President's Evaluation Process

Dr. Wood will present the new Health Indicators the Executive Team is using to monitor college effectiveness. The Board will also determine components of the President's evaluation and related terms of the contract.

C. 50th Anniversary

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, will provide an update on the 50th Anniversary events. The Board can discuss their preferences for representation at and participation in 50th Anniversary activities.

4:30 – 6:00 p.m. – Joint District Board / SWTC Foundation / Real Estate Foundation
Board Meeting
Southwest Tech Campus
Rooms 492-493

Board Monitoring of College Effectiveness

A. Creating Win-Win Investment Solutions

Dr. Wood will lead a brief activity designed to strengthen our return on investment based on our unique organizational structures and purposes.

B. Discuss College Priorities for Fundraising Needs

We will collaborate and identify the opportunities for fundraising that will provide the most benefit to the college. Members of the Executive Team will present a draft of initial college priorities. Small, representative groups will then work on developing fundraising possibilities.

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

**7:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, October 20, 2016

12:00 – 12:30 p.m. – Light Lunch
12:30 – 4:30 p.m. – Board Retreat
4:30 – 6:00 p.m. – Joint District Board / Foundation Board Meeting
6:00 - 7:00 p.m. – Dinner with District Board / Foundation Board
7:00 p.m. – Regular Board Meeting
Southwest Tech Campus

**12:30 – 4:30 p.m. – Board Retreat
Southwest Tech Campus
Room 492-493**

AGENDA

OPEN MEETING

The following statement will be read: "The October 20, 2016, Board Retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

BOARD RETREAT

- A. Review of Mission, Vision, Purposes
- B. Performance Goals for the College and the President's Evaluation Process
- C. 50th Anniversary

**4:30 – 6:00 p.m. – Joint District Board / SWTC Foundation / Real Estate Foundation
Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Creating Win-Win Investment Solutions
- B. Discuss College Priorities for Fundraising Needs

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

**7:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 22, 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. Fund & Account Transfers (2015-16 Budget Modifications)
- B. Resolution for Adoption of 2016 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. Public Sanitary Sewer Lift Station Easement

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. WTCS Faculty Quality Assurance System and HLC Faculty Qualifications
- D. Student Services Monitoring Report
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a personnel issue related to a specific person per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
 - 2. Approval of Closed Session Minutes of August 25, 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 Meeting of September 22, 2016

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 22, 2016

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:02 p.m. on September 22, 2016, in Room 132 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Jill Andert, Paul Bell, Dave Birkelo, Karen Campbell, Katharine Caywood, Katie Garrity, Katie Glass, Sherry Kane-Johnsrud, Holly Miller, 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

Thursday, September 22, 2016

6:15 p.m. – Light Supper, Room 493

7:00 p.m. – Regular Board Meeting
Room 132, Building 100

OPEN MEETING

The following statement will be read: "The September 22, 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
 - 1. Presentation by Faculty on Interactive Learning Lab

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 25, 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. Lease for ManpowerGroup US Inc.
- B. Lease for Southwest WI Workforce Development Board
- C. Board Resolution Recognizing State and National Rankings

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Marketing Monitoring Report
- B. Proposed 2017 Board Meeting Outreach
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

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}

Faculty members Jill Andert, Dave Birkelo, and Paul Bell demonstrated the different ways technology is used for student learning in the interactive learning lab.

After a review of the Consent Agenda, including the September 22, 2016, agenda; August 25, 2016, Board minutes; financial reports; eight contracts totaling \$7,054.55 in August 2016; the employment recommendations of Joshua Krohn – Instructional Design Specialist and Kelsey Wagner – Student Success Coach; and the renewal of the American Association of Community College membership. Mr. Prange moved to approve the Consent Agenda with Ms. Nickels seconding the motion; motion carried.

Caleb White provided an overview of the renewal lease with ManpowerGroup US to lease Room 468 in the College Connection for the 2016-17 fiscal year. ManpowerGroup US provides financial services to students who qualify. Mr. Moyer moved to approve the renewal of the lease with ManpowerGroup US Inc. for fiscal year 2016-17. Ms. Mickelson seconded the motion; motion unanimously carried.

The Southwest Wisconsin Workforce Development Board renewal lease for office floor space at Southwest Tech's Outreach Site located at 26220 Executive Lane, Suite A, Richland Center, Wisconsin for the period of October 1, 2016 – September 30, 2017 was presented. Mr. Bolstad moved to approve the lease with Southwest Wisconsin Workforce Development Board for October 1, 2016 – September 30, 2017. Mr. Tuescher seconded the motion; motion unanimously carried.

A Board resolution was read recognizing Southwest Wisconsin Technical College as the #1 two-year community college in Wisconsin by BestColleges.com and as the #11 community college in the United States by WalletHub.com. Mr. Tuescher made a motion to approve the Board Resolution recognizing these state and national rankings. Ms. Fitzsimons seconded the motion; motion unanimously was approved.

Katie Glass and Katharine Caywood, Marketing Specialists, along with Sherry Kane-Johnsrud, Graphic Designer, reported on the strengths, opportunities, and new initiatives for the Marketing Department. They noted that 75 percent of the Marketing budget is for general college-wide marketing and the remaining 25 percent is focused on eight priority programs in any given year. The eight programs are prioritized by the three instructional deans.

The District Board reviewed a proposed schedule to engage with more students and staff and community members in 2017. Other suggestions included agriculture.

Krista Weber, Director of Human Resources, provided an update on College staffing. Open positions included a Nursing Instructor, Agriculture Instructor, limited-term Basic Education Instructor, and a Tech Hire Grant Case/Program Manager.

The Board of Directors reviewed the enrollment numbers, which reflected a 2.5 percent overall decline in enrollment.

Under the Chairperson's Report, Chairperson Kohlenberg named Mr. Moyer as the voting delegate at the ACCT Leadership Congress in New Orleans, LA, October 5 – 8. Ms. Fitzsimons was named as first alternate, and Mr. Bolstad was named second alternate.

The College President's Report included an update on happenings around the College. Items noted included the College will be featured in a video for education in Grant County, the Foundation recently hosted the College retirees on campus, local K-12 agriculture instructors were given white boards with the Southwest Tech logo on them, and front-line staff will be undergoing further security training.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 8:17 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 09/01/2016 TO 09/30/2016**

<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 09/30/2016

Liability End of Month Balances

FICA	
Federal Withholding	
State Withholding	19,554.02
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	301,761.81
Sick Leave Payable	514,552.36
Other (Due To)	12,186,290.73
Total Liability Adjustment	<u>13,022,158.92</u>

Beginning Treasurers Balance 2,965,858.93

Receipt

Fund	
1 General	497,978.81
2 Special Revenue	-
3 Capital Projects	13,098.39
4 Debt Service	-
5 Enterprise	73,087.84
6 Internal Service	300,698.57
7 Financial Aid/Activities	<u>1,977,603.37</u>
Total Receipts	<u>2,862,466.98</u>

Cash Available 5,828,325.91

Expenses

Fund	
1 General	1,534,499.38
2 Special Revenue	
3 Capital Projects	172,869.89
4 Debt Service	463.00
5 Enterprise	174,737.83
6 Internal Service	362,383.69
7 Financial Aid/Activities	<u>2,073,747.69</u>
Total Expenses	<u>4,318,701.48</u>

Treasurers Cash Balance	1,509,624.43
Liability Adjustment	<u>13,022,158.92</u>
Cash in Bank	<u>\$14,531,783.35</u>

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 3 Months ended September 2016**

	<u>2016-17 Budget</u>	<u>2016-17 YTD Actual</u>	<u>2016-17 Percent</u>	<u>2015-16 Percent</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>
General Fund Revenue	23,388,000.00	4,526,980.29	19.36	18.97	18.30	16.64	20.56
General Fund Expenditures	23,916,000.00	5,370,866.99	22.46	24.16	21.53	23.58	21.25
Capital Projects Fund Revenue	2,520,000.00	2,537,467.39	100.69	98.95	100.27	100.02	99.20
Capital Projects Fund Expenditures	2,755,000.00	494,006.82	17.93	6.81	11.27	21.29	28.26
Debt Service Fund Revenue	5,288,000.00	68,000.00	1.29	0.86	-	-	-
Debt Service Fund Expenditures	5,356,000.00	32,213.00	0.60	-	-	-	-
Enterprise Fund Revenue	2,100,000.00	664,716.17	31.65	31.80	35.09	36.83	39.22
Enterprise Fund Expenditure	2,000,000.00	489,998.26	24.50	20.02	22.68	22.00	23.31
Internal Service Fund Revenue	4,200,000.00	1,024,234.54	24.39	26.40	24.43	22.70	21.75
Internal Service Fund Expenditures	4,200,000.00	1,019,448.66	24.27	39.90	29.96	25.19	25.13
Trust & Agency Fund Revenue	8,000,000.00	2,251,255.62	28.14	7.12	6.16	43.90	5.89
Trust & Agency Fund Expenditures	7,950,000.00	2,246,335.13	28.26	25.82	36.89	44.07	44.03
Grand Total Revenue	45,496,000.00	11,072,654.01	24.34	20.39	19.76	26.06	21.07
Grand Total Expenditures	46,177,000.00	9,652,868.86	20.90	22.04	21.95	24.73	23.79

D. Contract Revenue

There are 11 contracts totaling \$27,078.13 in September 2016 being presented for Board approval. . The Contract Revenue Report follows.

2016-2017 CONTRACTS

9/01/16 through 9/30/16

<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>
03-2017-0003-I-22	Thermal Imaging	Amy Charles	4	\$	1,500.00	No	X	
3M	UE Ultrasonic	Amy Charles	9	\$	1,500.00	No	X	
WAT Grant 03-139-124-176	Thermal Imaging	Amy Charles	3	\$	1,500.00	No	X	
	OSHA Rigging	Amy Charles	7	\$	1,500.00	No	X	
03-2017-0004-F-23	Administrative and Financial Services	Amy Charles		\$	1,162.50	No	X	
Prosperity Southwest								
03-2017-0005-I-23	Basic Welding	Amy Charles	3	\$	1,265.00	No	X	
Schreiber's	Test Prep	Amy Charles	23	\$	3,800.00	No	X	
WAT Grant 03-150-124-176								
03-2017-0010-I-23	OSHA Fall Protection	Amy Charles	85	\$	2,615.00	No	X	
Foremost Farms	OSHA Forklift	Amy Charles	91	\$	1,335.00	No	X	
WAT Grant 03-133-124-176	OSHA Confined Space	Amy Charles	91	\$	1,335.00	No	X	
	OSHA Confined Space	Amy Charles	6	\$	886.00	No	X	
	OSHA Confined Space/LOTO	Amy Charles	30	\$	1,335.00	No	X	
	OSHA Rigging	Amy Charles	17	\$	1,780.00	No	X	
03-2017-0057-I-41	Heartsaver CPRE/AED First Aid Training	Kris Wubben	6	\$	426.75	No	X	
Latitude Corporation								
03-2017-0066-I-23	Basic Welding - TIG Stainless	Amy Charles	5	\$	1,960.00	No	X	
Schreiber's								
WAT Grant 03-163-124-176								
03-2017-0077-I-41	Tractor Operations Fundamentals	Kris Wubben	7	\$	280.00	No	X	
Biddick's Inc.								
03-2017-0078-I-41	Heartsaver CPR/AED Training	Kris Wubben	13	\$	650.00	No	X	
In the Beginning Daycare								
03-2017-0115-I-41	Heartsaver CPR/AED	Kris Wubben	24	\$	1,200.00	No	X	
Nu-Pak Inc.								
03-2017-0116-I-41	Heartsaver CPR/AED	Kris Wubben	7	\$	422.36	No	X	
Best Buddies, LLC								

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2017-0117-I-41 Boscobel Care and Rehab	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	10	\$ 625.52	No		X	
TOTAL of all Contracts			441	\$ 27,078.13				
Exchange of Services			-	.				
For Pay Service			441	\$ 27,078.13				

E. Personnel Items

One employment recommendation, one transfer, and three retirements are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT October 20, 2016

Employment: NEW HIRES

Name	Jamie Horsfall
Title	Agriculture (Agronomy) Instructor
Number of Applicants and Number Interviewed	14 applicants/ 6 interviewed
Start Date	November 14, 2016
Salary/Wages	\$66,000
Classification	Regular Full-Time
Education and/or Experience	Associate Degree in Agri-Business Science & Technology from Southwest Tech; 16 years of experience in the agriculture production field, business management and mechanical

PROMOTIONS / TRANSFERS

Cynthia Rasmussen	Basic Education Instructor/BIT Coordinator (FT,LTE)
-------------------	---

RETIREMENTS / RESIGNATIONS

Murray Heitzer (retirement 12/31/2016)	Mathematics Instructor
Richard Goss (retirement 1/31/2017)	Evening Custodian
Judy Gosse (retirement 11/30/2016)	Network Database Specialist

Recommendation: Approve the Consent Agenda.

Other Items Requiring Board Action

A. Fund & Account Transfers (2015-16 Budget Modifications)

Information on the budget modifications is available below. There are four funds proposed for modification. Kelly Kelly, Controller, will present the material to the Board.

Recommendation: Approve the 2015-16 budget modifications as presented.

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2015-2016			
General Fund - 100			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/25/2016</u>	<u>10/20/2016</u>	<u>Change</u>
<u>Resources</u>			
Local Government	4,700,000	4,700,000	-
State Aids	10,940,000	10,940,000	-
Program Fees	4,080,000	4,080,000	-
Material Fees	320,000	320,000	-
Other Student Fees	400,000	400,000	-
Insitutional	2,200,000	2,200,000	-
Federal	928,000	928,000	-
Transfers from Reserves and Designated Fund Balances	<u>400,000</u>	<u>400,000</u>	<u>-</u>
Total Resources	23,968,000	23,968,000	-
<u>Uses</u>			
Instructional	15,960,000	15,910,000	(50,000)
Instructional Resources	370,000	370,000	-
Student Services	1,817,000	1,817,000	-
General Institutional	3,630,000	3,680,000	50,000
Physical Plant	<u>2,191,000</u>	<u>2,191,000</u>	<u>-</u>
Total Uses	<u>23,968,000</u>	<u>23,968,000</u>	<u>-</u>
	Caleb J. White		
	Vice President for Administrative Services		

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2015-2016			
Capital Fund - 300			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/25/2016</u>	<u>10/20/2016</u>	<u>Change</u>
<u>Resources</u>			
Insitutional	30,000	30,000	-
Proceeds from Debt	2,500,000	2,500,000	-
Transfer	-	-	-
Total Resources	2,530,000	2,530,000	-
<u>Uses</u>			
Instructional	545,000	795,000	250,000
Instructional Resources	121,000	121,000	-
Student Services	-	50,000	50,000
General Institutional	477,000	577,000	100,000
Physical Plant	1,214,000	814,000	(400,000)
Total Uses	2,357,000	2,357,000	-
	Caleb J. White		
	Vice President for Administrative Services		

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2015-2016			
Enterprise Fund - 500			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/25/2016</u>	<u>10/20/2016</u>	<u>Change</u>
<u>Resources</u>			
Insitutional	2,132,000	2,182,000	50,000
Total Resources	2,132,000	2,182,000	50,000
<u>Uses</u>			
Auxiliary Services	1,966,000	2,016,000	50,000
Transfer	300,000	300,000	-
Total Uses	2,266,000	2,316,000	50,000
	Caleb J. White		
	Vice President for Administrative Services		

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2015-2016			
Internal Service Fund - 600			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/25/2016</u>	<u>10/20/2016</u>	<u>Change</u>
<u>Resources</u>			
Insitutional	<u>4,100,000</u>	<u>4,400,000</u>	<u>300,000</u>
Total Resources	<u>4,100,000</u>	<u>4,400,000</u>	<u>300,000</u>
<u>Uses</u>			
Auxiliary Services	<u>4,100,000</u>	<u>4,400,000</u>	<u>300,000</u>
Total Uses	<u>4,100,000</u>	<u>4,400,000</u>	<u>300,000</u>
	Caleb J. White		
	Vice President for Administrative Services		

B. Resolution for Adoption of 2016 Tax Levy

Included below is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2016 in the amount \$4,881,183 for operational expenses, \$4,950,000 for debt retirement for a total tax levy of \$9,831,183. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2016.

**RESOLUTION PROVIDING FOR TAX LEVY
FOR THE YEAR 2016**

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2016, a tax for operational expenses in the amount of \$4,963,940, a tax for debt retirement in the amount of \$4,950,000 for a total tax of \$9,913,940, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 20th day of October 2016.

Chairperson

ATTEST:

Secretary

Recorded October 20, 2016

C. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available below. This is an annual resolution that comes before the Board.

Recommendation: Approve the Code of Ethics Resolution as presented.

RESOLUTION CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

Resolved that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Southwest Wisconsin Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

Jason S. Wood	College President
Kathleen E. Garrity	Chief Academic Officer
Holly Miller	Dean of Students
Krista M. Weber	Director of Human Resources
Caleb J. White	Vice President for Administrative Services

Approved this 20th day of October, 2016.

James Kohlenberg, District Chairperson

D. Public Sanitary Sewer Lift Station Easement

There is a lift station located on College property near Hwy 18, which was constructed by the City of Fennimore. The City is in the process of obtaining a loan from Rural Development for improvements the City will be making to its sewer treatment plant and must be able to show title (deed or easement) to all of its facilities. Below is an easement for the Public Sanitary Sewer Lift Station, which requires Board approval and signature.

Recommendation: Approve the easement for the City of Fennimore's public sanitary sewer lift station.

Document No.

**PUBLIC SANITARY SEWER LIFT
STATION EASEMENT**

The undersigned **Grantor, Southwest Wisconsin Technical College, (hereinafter called the "Grantor")**, in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto **the City of Fennimore, a Wisconsin Municipal Corporation, the Grantee herein (hereinafter called the "Grantee")**, the Grantee's successors, and assigns, the perpetual right and easement to construct, install, maintain, operate, repair, inspect or remove the following designated utility facilities, as indicated below, upon, in, over and across lands owned by the Grantor in the City of Fennimore, County of Grant, State of Wisconsin, said easement is located in the SE ¼ of the SW ¼ of Section 20, T6N, R2W, City of Fennimore, Grant County Wisconsin more particularly described as follows:

Commencing at the Southeast corner of the SW ¼ of Section 20, T6N, R2W, City of Fennimore, Grant County Wisconsin; thence S90°00'00"W, 630.16'; thence N00°00'00"W, 54.78' to the Point of Beginning; thence continuing N00°00'00"W, 25.00'; N90°00'00"W, 25.00'; thence S00°00'00"W, 25.00'; thence N00°00'00"E, 25.00' to the Point of Beginning.

Record this document with the Register of Deeds

Name and Return Address:

City of Fennimore
Attn: Margaret Sprague
P.O. Box 17
Fennimore, WI 53809-0017

Parcel Identification Number(s)

226-00968-0000

This Easement is subject to the following conditions:

1. **Designated Utility Facilities:** This easement is for a sanitary sewer lift station, including but not limited to wet well, manholes, piping, pumps, valves and electric control panel, and other appurtenant equipment associated with sanitary sewer facilities.
2. **Access:** The Grantee or its agents shall have the right of ingress and egress to, on and from the Grantor's land for the purposes of exercising the easement rights herein granted and from the Grantor's land for the purposes of exercising the easement rights herein granted.
3. **Buildings and Structures:** The Grantor agrees within the easement area not to construct or place buildings, structures, or other improvements or drainage facilities without the express written consent of the Grantee.
4. **Landscaping and Vegetation:** Plantings and landscaping within the easement area shall not interfere with the easement rights herein granted. In the conduct of its business, the Grantee may trim or remove trees, bushes and other vegetation within the easement area without replacement or compensation, at this point or hereinafter. Further, the Grantee may treat the stumps of any trees or brush to prevent re-growth and apply herbicides in accordance with applicable laws, rules and regulations, for tree and brush control.
5. **Elevation:** After the installation of the utility facilities and final grading of the easement area, the Grantor agrees within the easement area not to alter the elevation of the existing ground surface by more than six (6) inches or place rock or boulders more than eight (8) inches in diameter, without the express written consent of the Grantee.
6. **Restoration:** The Grantee agrees to restore or cause to have restored, other than plantings, damages to the property caused by the construction, maintenance or removal of said utility facilities, as nearly as is reasonably possible, to the pre-existing condition. This restoration, however, does not apply to the initial installation of said utility facilities.
7. **Rights not granted to the Grantee:** The Grantee shall not have the right to construct or place fences, buildings or any other facilities not specifically granted herein, on such land or easement area.
8. **Reservation of use by the Grantor:** The right is hereby expressly reserved to the Grantor, the heirs, successors and assigns of every use and enjoyment of said land not inconsistent with easement rights herein granted.
9. **Binding Effect:** This agreement is binding upon the heirs, successors and assigns of the parties hereto; and shall run with the lands described herein.
10. **Voluntary Nature of Agreement.** By executing this Agreement, the Grantor and Grantee acknowledge, warrant and represent that each is entering this Agreement freely and voluntarily and that each has had the opportunity to obtain such legal and other counsel as each deems necessary and prudent.
11. **Entire Agreement; Modifications Must Be Written.** This Agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements, oral or otherwise, not included herein shall be of any force or effect, and this Agreement supersedes any other oral or written agreements entered into between the parties on the subject matter herein. To be effective, any and all modifications must be in writing.

12. **Representations a Warranties; Authority to Bind.** By signing this Agreement, the parties warrant and represent, respectively, that each signatory has full authority to sign this Agreement and to bind the property accordingly.
13. **Non-Use; Waiver.** Non-use or limited use of easement rights granted in this Agreement shall not prevent Grantee from later use of the easement rights to the fullest extent authorized in this Agreement. No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.
14. **Invalidity; Governing Law.** If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

WITNESS the signature(s) of the Grantor this _____ day of _____, 20_____.

Southwest Wisconsin Technical College

_____(SEAL)
Signature

Printed Name and Title

ACKNOWLEDGMENT

STATE OF WISCONSIN }
COUNTY OF GRANT } SS

Personally came before me this _____ day of _____, 20_____, the above named

_____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission Expires (is) _____

This instrument drafted by

Eileen A. Brownlee
Boardman & Clark LLP
1038 Lincoln Ave.
Fennimore, WI 53809

Board Monitoring of College Effectiveness

A. Foundation Quarterly Board Report

Holly Clendenen will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The report follows.



Southwest Tech Foundation and SWTC Real Estate Foundation (REF) FY17 First Quarter Report to District Board Oct. 20, 2016

- FY16 Totals
 - \$302,625 total gifts received
 - \$19,237 received from retirees
 - \$28,927 received from current employees, 91 employee donors
 - More than \$110,000 received for scholarships
 - 2,024 total gifts
 - 522 total donors, up 30% from previous year
 - 179 new donors, 34% of all donors
- Gift Highlights – Thank you!
 - \$50,000 pledge from Jason and Kathryn Wood to support student scholarships and faculty and staff recognition. This is a challenge pledge to staff to start new or to increase current payroll deduction gifts.
 - 9 new payroll deductions and 2 increases since in-service on Aug. 17 including 3 to set up new scholarships. Total number of ongoing payroll deductions is 73.
 - Don Tuescher established a new scholarship, Brian J. Tuescher Scholarship.
 - \$10,000 received from Madison Community Foundation – Garrison Lincoln Trust for Garrison Lincoln Scholarship Fund
 - \$5,000 from Hartung Brothers, Inc., for their scholarship
- Scholarships
 - [2015-16 Scholarships](#): 261 scholarship awards totaling \$143,650 presented to 184 students.
 - [2016-17 Scholarships](#): new timeline in order to award scholarship monies both fall and spring semesters; applications were due Sept. 16, grading and selection will happen Sept. 19-Oct. 14, recipients will be notified Oct. 17-21, first disbursement will be Oct. 25 and second disbursement (if scholarships are \$500 or more and the

student is not graduating in December) in Feb. 2017; scholarship reception is Thurs, Nov. 10 at 5:00. Please join us if you can.

- 2017-18 Scholarships: new timeline in order to better align with new admissions schedule; applications will be open Dec. 31, 2016-March 31, 2017, recipients will be notified by April 30, 2017 for scholarships they will receive for 2017-18; high school students will have the same application timeline and similar application process as other new and continuing students
- New scholarships since April 1, 2016:
 - [Paula vW. Dail Midwifery Scholarship](#) (endowed with planned gift)
 - Brian J. Tuescher Scholarship (endowed)
 - Larsen Richter Family Scholarship
 - Lory Fordney Cosmetology Scholarship
 - [Daniel Glass and Katie \(Friar\) Glass Scholarship](#)
 - [Tri County Human Resources Association Scholarship](#)
 - Finding Your Way Scholarship – started by an alum volunteer who graded scholarship applications and wanted to help
 - [30 Southwest Tech Scholarships for the <district community>](#) i.e. Southwest Tech Scholarship for the Fennimore Community
 - Southwest Tech General Community Scholarship

- Appeals

- Fall Phonathon starts week of Sept. 19 and will call through Nov. 9; will be asking for Charger Dream Fund (student emergency grants), Support a Charger (application fee waivers, testing fee waivers, and mentor programming), Charger Annual Fund, and specific program scholarships
- Employee Giving Campaign will be launched in Nov. and go through Giving Tuesday on Nov. 29
- End-of-the-Year direct mail campaign to lapsed donors
- Talking with industry partners about supporting mobile nursing lab and mobile welding lab. Some commitments already received for the mobile welding lab. Requests being considered by local hospitals for mobile nursing lab.

- Events

- July 21 Southwest Tech Night at Madison Mallards – 25 tickets sold, game cancelled due to weather, will re-schedule for summer 2017
- Aug Welding 101 – third welding event on campus after first two sold out, 17 participants, great partnership with Ed Anderson and his students
- Sept. 9 50th Anniversary Charger Golf Classic – more than 140 people participated in the Charger Golf Classic at Deer Valley Golf Course in Barneveld. Estimated net profit around \$6,600 to support the 50th anniversary celebration. Special thanks to Scott Kennedy, golf course management, for his help planning and organizing the event.
- Sept. 21 Retiree Reunion and Giving Tree Dedication – 4 giving trees were dedicated with 1 more to be dedicated Oct. 24
- Sept. 24 [Fall Harvest Table Dinner](#) – more than \$2,500 raised by tips to support Culinary Scholarship
- Nov. 10 Scholarship Reception for students and donors

- Nov. 11-13 [Southwest Tech Wilderness Weekend](#) – portion of room reservations support Southwest Tech Foundation
- May 19, 2017 Southwest Tech Awards and Donor Appreciation Dinner
- Real Estate Foundation
 - Two new members of the REF board joined at Sept. 20 REF meeting – Brad Biddick, Livingston, and Mindy Johnson, Fennimore. Other board members include Ben Wood, President; Kevin Raisbeck; and Dennis Cooley.
 - Housing
 - All 112 housing beds are filled with waiting list of 20 when semester started
 - New duplex open with 8 students living in the unit this year
 - Short-term emergency housing will be available starting around Sept. 20. Two apartments are reserved for this use this year.
 - Summer housing provided to 76 migrant workers and 9 students, summer income approximately \$28,275
 - Duplex under construction by carpentry program to add 8 more beds to student housing, to be completed by fall 2017
 - Housing property financing changed from Foundation to REF on Sept. 30. Property ownership has not transferred from Foundation to REF yet but in the works.

B. Review of Purchasing Activities

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

Purchase Card Activity Summary

	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016
July	149,127	64,810	217,044	170,411	240,141	199,261
August	211,754	222,404	197,273	151,981	216,572	193,660
September	137,841	112,379	125,696	123,283	199,384	140,259
October	96,272	98,066	112,100	105,329	134,571	152,028
November	108,111	251,840	142,944	106,307	132,616	157,620
December	189,290	77,554	201,100	212,692	273,797	172,783
January	63,032	98,738	305,230	146,608	304,595	179,975
February	88,892	139,536	108,013	91,348	124,918	194,093
March	116,942	106,836	149,451	101,099	136,164	168,903
April	182,875	103,805	100,296	119,225	147,554	131,686
May	78,840	205,067	263,776	113,947	120,566	139,389
June	184,155	305,789	340,555	223,878	348,831	136,481
Totals	1,607,131	1,786,824	2,263,478	1,666,109	2,379,707	1,966,139

No. of Transactions	5,075	5,463	5,900	6,282	7,541	7,259
Average Number of Transactions per Month	423	455	492	524	628	605
Average Transaction	317	317	384	265	316	271
Monthly Average	133,928	148,902	188,623	138,842	198,309	163,845

Points of Interest:

*Currently **146** staff and district board members have purchase cards

***7,259** transactions annually are now being processed without the paperwork of requisitions, purchase orders, and invoice sign-offs. As a result, the number of accounts payable checks being issued continues to decrease. Purchase card transactions are processed more efficiently, saving time and money for the College and increasing vendor satisfaction with payment timing.

*Purchase card performance rebates now total more than **\$157,000.00** since 2003.

*The annual rebate received in 2016 was **\$40,106.94** at a factor of **1.52%**, which is a significant increase from 2015.

*No material issues or problems have occurred with purchase card activity audits.

\$50,000 and Greater Vendors for 2015-16						
Vendor	General	Capital Equipment	Capital Construction	Enterprise	Serv/Trust/Agenc	Comments
AMAZON.COM AMZN.COM/BILL	\$166,337					58 individuals purchasing supplies throughout the year
BADGER WELDING SUPPLIES	\$39,488	\$1,440	\$20,735	\$11,719		Power Source, Supplies, Regulators, Student Jackets
BLACKBOARD INC.	\$86,695					Course hosting, and course delivery
CDW GOVERNMENT	\$44,403	\$73,476				Computers,computer equipment,parts, and supplies
CEA ADVISORS LLC		\$71,775				Growntainer Cultivation Unit
CENGAGE LEARNING				\$120,367		Textbooks
CONSTELLATION ENERGY SERVICES	\$59,657					Natural Gas
DISTRICTS MUTUAL INSURANCE	\$310,338					Property/Casualty Insurance
DIVERSIFIED INDUSTRIAL PRODUCTS INC		\$105,153				Downflow Oval Series Dust Collector (Welding Lab Reno)
ELSEVIER				\$56,610		Textbooks
FARNER BOCKEN COMPANY				\$52,770		Cafeteria food and supplies
FENNIMORE MUNICIPAL UTILITIES	\$358,432					Utilities
FENNIMORE TIMES	\$53,473					Advertising
GORDON FLESCH CO., INC.		\$77,515			\$19,902	Monthly copy charges, Laserfiche, 2 copiers
INNOVATIVE TRAILER DESIGN INDUSTRIES INC		\$150,000				Mobile Welding Lab
LAMAR COMPANIES	\$56,457					Advertising
MADISON AREA TECHNICAL COLLEGE	\$82,896					District Contribution, Consortium Fee, Conferences
NEBRASKA BOOK COMPANY				\$96,098		Used textbooks/Bookstore software maintenance and support
PDS		\$89,220				60 Computers
PEARSON EDUCATION				\$55,240		Textbooks
REINHART FOOD SERVICE, L.L.C.	\$9,377			\$102,006		Food supplies for kitchen and culinary
ROCK CHURCH CONSTRUCTION, INC.			\$233,338			Welding Lab Building 500 Reno
THREE RIVERS SYSTEMS, INC.	\$86,179					Annual Maintenance for CAMS
VAN METER	\$25,738	\$30,529	\$25,964			Electrical supplies, welding lab reno, trainer parts
WPS HEALTH INSURANCE					\$188,391	Retiree medicare supplement coverage
Totals	\$1,379,469	\$599,108	\$280,037	\$494,810	\$208,293	
Grand Total					\$2,961,717	
Some purchases that accumulated to over \$50,000 for the entire fiscal year with any single supplier that did not receive formal bidding attention were sporadic or emergent in nature, where it was not possible at the time to predict or forecast these requirements for grouping and consolidation into a formal bid or RFP.						

C. WTCS Faculty Quality Assurance System and HLC Faculty Qualifications

Krista Weber, Director of Human Resources, will update the Board on the Wisconsin Technical College System Faculty Quality Assurance System and the Higher Learning Commission Faculty Qualifications.

The slide features abstract blue geometric shapes. On the left, a light blue triangle points downwards. On the right, a complex arrangement of overlapping triangles in various shades of blue (from light to dark) creates a dynamic, layered effect.

Faculty Qualifications

Path to Compliance

Higher Learning Commission Guideline Changes

Timeline

- ▶ Initial revision of Faculty Qualifications Guidelines, September-October, 2015.
 - A response to numerous questions and concerns from across states and sectors.
 - Most recent revision of Faculty Qualifications Guidelines, March 2016.

Areas of Clarification

Occupational programs & Transfer

- Faculty teaching in career and technical education college level certificate and occupational associate's degree programs, including when such courses transfer into baccalaureate programs, should hold a bachelor's degree in the field or a combination of education, training and tested experience equivalent to a bachelor's degree.

Areas of Clarification

Non-Occupational (General Education)

- Master's Degree, 18 Master's level credits in subfield in which they teach
- HLC asks: Is the degree in the field (or a focus in the specialization) held by a faculty member appropriately matched to the courses the faculty member teaches in accordance with the conventions of the academic field?

Steps Taken

- Finalized our Southwest Tech faculty qualification policy
 - Incorporated Higher Learning Commission and Faculty Quality Assurance System guidelines
 - Gen Ed Faculty were the most impacted
- Audit completed for credentials of full-time faculty

Our Steps

- ▶ Created professional development plans
 - ▶ All faculty (same plan will be used for state certification)
 - ▶ Plans address student success, relevancy and instructional excellence
 - ▶ Plans will be reviewed and updated annually
 - ▶ Tuition reimbursement made available to assist affected full-time faculty in being compliant

Next Steps

- ▶ Address our updates in the FQAS Annual Plan
- ▶ Create professional development plans
 - ▶ Adjunct faculty - in progress
 - ▶ Dual Enrollment - applied for extension

D. Student Services Monitoring Report

Holly Miller, Dean of Student Services, will present a monitoring report highlighting data and metrics on the success of changes implemented in the department over the last year. Also included in the report will be plans to move forward.

Student Services, Library, Marketing

HOLLY MILLER, DEAN

OCTOBER 20, 2016

Strategic Directions

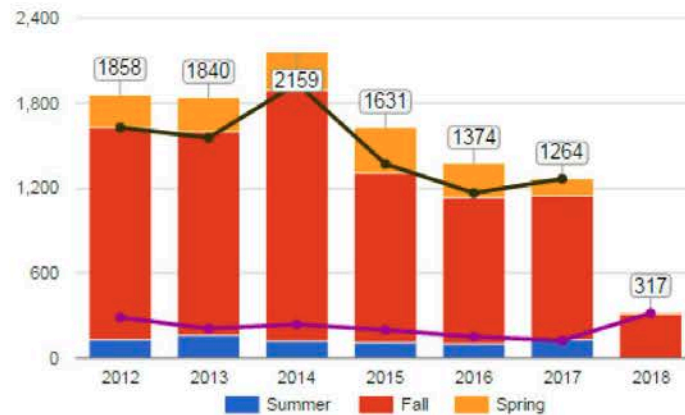
Increase Student Access and Improve Student Success

Strengthen our Service Culture

Fiscal Sustainability

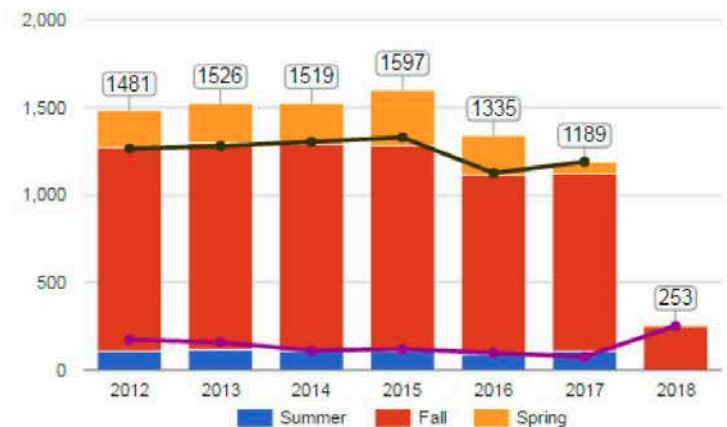
Result of Changing Admissions Process

APPLIED



153% increase; 192+ apps YOY
Open House Application Record!

ADMITTED

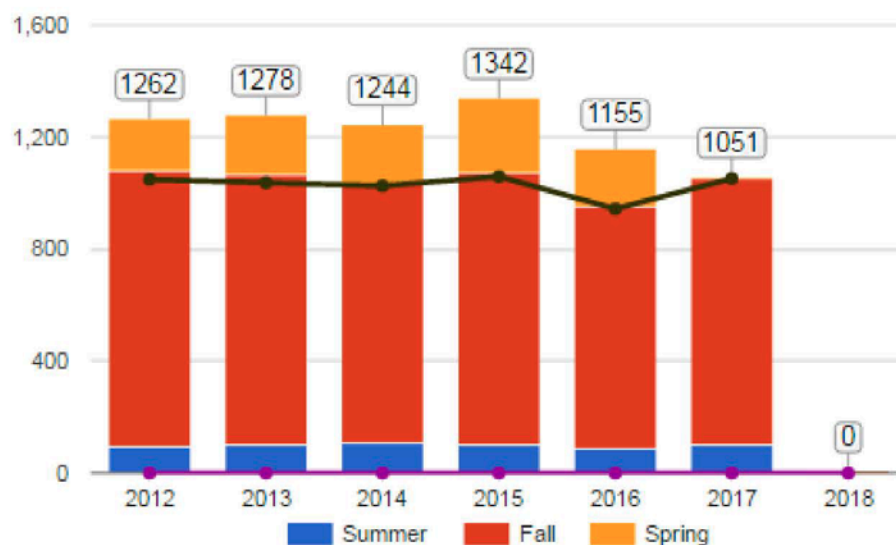


228% increase; 176+ accp YOY
More efficient processing; less hurdles

Biggest gains by Division – Health/Public Safety; Industry; Business

New degree-seeking enrollment – Up!

ENROLLED ⓘ ↗



10.8% increase; 93+ YOY

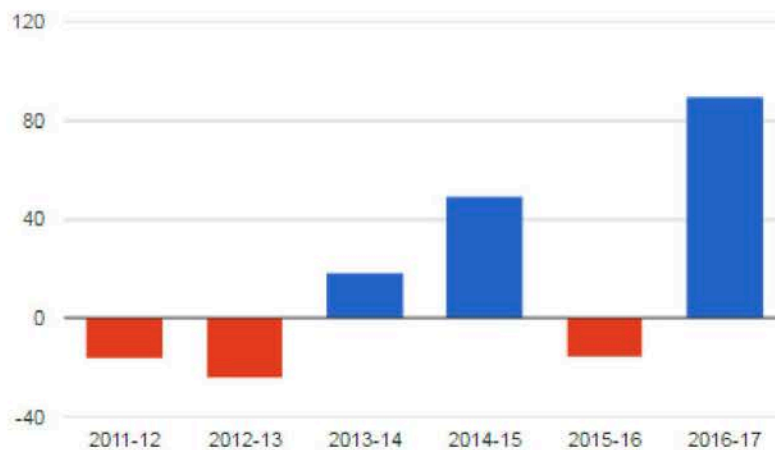
NEW mid '15/16

- Student Success Coach model
- Academic Success Coaches
- Changed recruitment territories
- Mental Health Counselor
- Registrar
- eBrochure enhancements
- Student Conduct policy revision

Next– Salesforce: Communicate planned + on demand... future eBrochure texting solution?

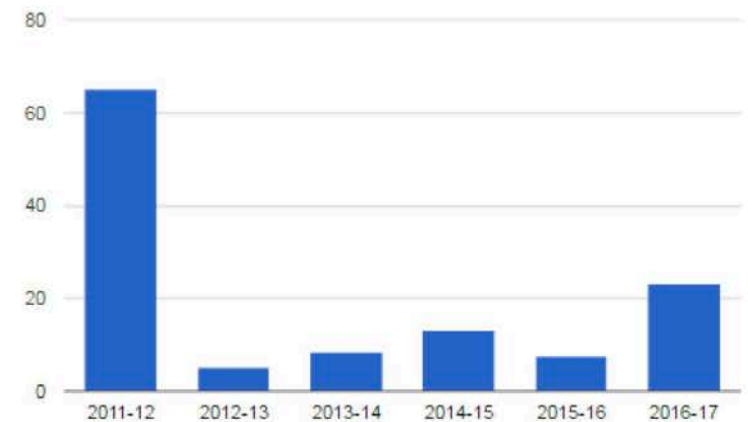
Overall Degree-Seeking enrollment

HEADCOUNT YEAR-OVER-YEAR ⓘ ↗



6% increase; 89+ students YOY

FTEs YEAR-OVER-YEAR ⓘ ↗



4.4% increase; 23.03 YOY

Gains led by Health/Public Safety –followed by Industry & Trades

Current Status

STRENGTHS BY STRATEGIC FOCUS

Increase Student Access and Improve Student Success

- 24/7 Advising/Counseling appointment scheduling
- Launch of Charger Success Inventory related Mentor Program
- Creation of Trap Shooting Club
- Emergency Housing program
- Academic Success Coach Program

Strengthen our Service Culture

- Speed of Trust training
- Improved “complaints” process
- WI Library System Library review and recommendations
- Emergency fund distribution alignment

Fiscal Sustainability

- Alignment of Departments
- Strategic Enrollment Changes

WEAKNESSES

1. Many necessary changes in one year - Need for refinement
2. Office for Civil Rights Review –one finding to improve
3. Transfer policies need improvement -will come with new investment in a Registrar

Plans for Future

STRENGTHS BY STRATEGIC FOCUS

WEAKNESSES

Increase Student Access and Improve Student Success

- Alternative Testing Pathways
- Earlier Registration – More Strategic Enrollment Management (SEM) potential
- Transcript policies/Credit for Prior Learning improvements
- Registration Ease
- Capitalize on our #1/#11 ratings

Strengthen our Service Culture

- Continued Speed of Trust integration
- Individual growth plans of new /veteran staff

Fiscal Sustainability

- Eliminated enrollment barriers
- Continued SEM

1. Number of Hours in a day!
2. IT Resources to manage/support projects

E. 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	Joshua Krohn	9/21/2016	Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at \$60,000
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	Kelsey Wagner	10/17/2016	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$45,000
15	New Position	Agriculture Instructor	Jamie Horsfall	11/14/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$66,000
	Replacement Barb Kennedy	Basic Education Instructor - Full-time, Limited Term	Cynthia Rasmussen	10/3/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
	New Position	Tech Hire Grant Case/Project Manager - Limited Term	Offer pending	10/15/2016	Grade 8, Salaried Professional \$44,817 - \$60,580
	Replacement Murray Heitzer	Mathematics Instructor	Posted	1/1/2017	MS \$44,821-\$75,554
	New Position	Paramedic Tech Instructor/Clinical Coordinator	Posted	Spring 2017	MS \$44,821-\$75,554

Updated 10/13/2016

Information and Correspondence

A. Enrollment Report

The 2016-17 Comparison FTE Report is available below.

2015-2016 and 2016-2017 FTE Comparison

Program Code	Program Title	10-12-15 Students	10-10-16 Students	Student Change	10-12-15 FTE	10-10-16 FTE	FTE Change
10-101-1	Accounting	24	35	11	10.10	16.03	5.94
10-106-6	Administrative Professional	14	6	(8)	6.23	3.23	(3.00)
10-006-2	Agri-Business/Science Technology (OLD)	63	33	(30)	33.44	20.10	(13.34)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		8	8		4.03	4.03
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		13	13		7.00	7.00
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		12	12		5.77	5.77
10-102-3	Business Management	74	68	(6)	31.96	30.37	(1.60)
10-530-5	Cancer Information Management	20	27	7	7.83	10.13	2.30
10-504-1	Criminal Justice - Law Enforcement (OLD)	49	21	(28)	23.80	11.93	(11.87)
10-504-5	Criminal Justice Studies (NEW)		26	26		12.20	12.20
10-316-1	Culinary Arts	18	14	(4)	8.77	6.93	(1.84)
10-317-1	Culinary Management	7	8	1	2.53	3.57	1.03
10-510-6	Direct Entry Midwife	33	34	1	11.17	9.93	(1.23)
10-307-1	Early Childhood Education	36	35	(1)	16.03	17.10	1.07
10-620-1	Electromechanical Technology	36	39	3	17.20	19.97	2.77
10-325-1	Golf Course Management	20	12	(8)	10.27	6.53	(3.73)
10-201-2	Graphic And Web Design	34	41	7	16.23	19.90	3.67
10-530-1	Health Information Technology	34	41	7	11.93	14.47	2.53
10-520-3	Human Services Associate	54	48	(6)	24.47	21.23	(3.23)
10-825-1	Individualized Technical Studies	7	8	1	3.27	4.40	1.13
10-150-1	IT-Network Communications Specialist	40	39	(1)	18.63	19.20	0.57
10-513-1	Medical Laboratory Technician	19	17	(2)	9.37	8.20	(1.17)
10-543-1	Nursing - Associate Degree	199	212	13	57.24	64.67	7.43
10-531-1	Paramedic Technician (NEW)		4	4		0.73	0.73
10-524-1	Physical Therapist Assistant	43	41	(2)	16.03	15.23	(0.80)
10-196-1	Supervisory Management	20	29	9	7.36	9.37	2.01
10-182-1	Supply Chain Management	8	17	9	2.77	6.60	3.83
10-499-5	Technical Studies-Journey Worker	1	1	-	0.50	0.20	(0.30)
	Total Associate Degree	853	889	36	347.13	369.03	21.91
31-101-1	Accounting Assistant	4	2	(2)	1.83	0.90	(0.93)
30-531-6	Advanced EMT	7	8	1	0.93	1.07	0.13

Program Code	Program Title	10-12-15 Students	10-10-16 Students	Student Change	10-12-15 FTE	10-10-16 FTE	FTE Change
32-070-1	Agricultural Power & Equipment Technician	43	34	(9)	22.57	19.10	(3.47)
31-405-1	Auto Collision Repair & Refinishing Technician	18	18	-	7.70	8.23	0.53
32-404-2	Automotive Technician	35	36	1	16.33	15.77	(0.57)
31-475-1	Building Trades - Carpentry	11	14	3	5.63	6.93	1.30
31-307-1	Child Care Services (ETD)	20	11	(9)	9.60	5.10	(4.50)
30-420-2	CNC Setup/Operation (ETD)	4	1	(3)	2.13	0.23	(1.90)
31-502-1	Cosmetology	38	22	(16)	20.77	11.00	(9.77)
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	18	7	(11)	9.60	4.23	(5.37)
31-317-1	Culinary Specialist (ETD)	8	2	(6)	3.27	0.83	(2.43)
31-091-1	Dairy Herd Management	18	19	1	10.00	10.63	0.63
30-508-2	Dental Assistant - Short Term	14	17	3	7.47	9.20	1.73
30-812-1	Driver and Safety Education Certification (NEW)		3	3		0.60	0.60
31-413-2	Electrical Power Distribution	24	24	-	12.10	12.20	0.10
50-413-2	Electricity (Construction) Apprentice	21	24	3	1.50	1.80	0.30
30-531-3	Emergency Medical Technician	16	39	23	2.87	7.70	4.83
30-317-1	Food Production Assistant (ETD)		1	1		-	-
50-413-1	Industrial Electrician Apprentice	12	11	(1)	1.13	1.00	(0.13)
31-620-1	Industrial Mechanic (ETD)	9	5	(4)	4.30	2.53	(1.77)
31-154-6	IT-Computer Support Technician	15	17	2	6.37	7.03	0.67
31-513-1	Laboratory Science Technician	5	4	(1)	2.27	1.70	(0.57)
31-509-1	Medical Assistant	35	34	(1)	17.17	17.20	0.03
31-530-2	Medical Coding Specialist (ETD) (NEW)	33	43	10	8.13	13.83	5.70
30-543-1	Nursing Assistant	119	123	4	12.47	14.43	1.97
31-106-8	Office Support Specialist	5	7	2	2.67	3.27	0.60
50-427-5	Plumbing Apprentice	18	19	1	1.70	1.23	(0.47)
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	45	57	12	23.51	28.93	5.42
	Total Technical Diploma	596	603	7	214.52	207.20	(7.32)

Program Code	Program Title	10-12-15 Students	10-10-16 Students	Student Change	10-12-15 FTE	10-10-16 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	11	13	2	2.87	3.77	0.90
20-800-2	Liberal Arts - Associate of Science	8	12	4	1.33	3.03	1.70
	Undeclared Majors	517	217	(300)	56.05	26.46	(29.59)
	Total	1,985	1,734	(251)	621.90	609.49	(12.41)
	Percent of Change						-2.00%
	Vocational Adult (Aid Codes 42-47)	2,037	2,087	50	40.94	38.02	(2.93)
	Community Services (Aid Code 60)	41	40	(1)	0.09	0.15	0.06
	Basic Skills (Aid Codes 73,74,75,76)	244	198	(46)	20.25	8.73	(11.51)
	Basic Skills (Aid Codes 77 & 78)	293	284	(9)	10.99	9.70	(1.29)
	Grand Total	4,600	4,343	(257)	694.17	666.09	(28.08)
	Total Percent of Change						-4.05%
	(ETD= Embedded Technical Diploma)						

B. Chairperson's Report

1. Overview of the ACCT Leadership Congress by Board Members Chuck Bolstad, Melissa Fitzsimons, and Russ Moyer.

C. College President's Report

1. College Events and Happenings
2. Internal Operational Alignment Updates
3. Employee Kudos

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Higher Learning Commission Comprehensive Quality Review Team
2. Financial Audit
3. 2017-18 Budget Process
4. WTCS Employee Benefits Consortium Update
5. Institutional Advancement Board Monitoring Report

B. Time and Place

Monday, November 14, 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 a personnel issue related to specific persons per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
 - 2. Approval of Closed Session Minutes of August 25, 2016

Reconvene to Open Session

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

Adjournment