



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting/Board Retreat

February 24-25, 2017

Held at

Southwest Health Center
1400 Eastside Road
Platteville, WI 53818

Table of Contents

Annotated Agenda	3
Open Meeting	7
A. Roll Call.....	7
B. Reports/Forums/Public Input.....	7
1. Dan Rohrbach, CEO at Southwest Health Center	7
2. Senator Howard Marklein and Layla Merrifield – Political Climate and Fiscal Responsibility	7
Consent Agenda.....	8
A. Approval of Agenda.....	8
B. Minutes of the Regular Meeting of January 26, 2017	10
C. Financial Reports	14
1. Purchase Orders Greater than \$2,500	14
2. Treasurer’s Cash Balance	15
3. Budget Control	16
D. Contract Revenue	17
E. Personnel Items	19
Other Items Requiring Board Action	21
Board Monitoring of College Effectiveness	21
A. Budget Priorities & Assumptions	21
B. Staffing Update	23
Information and Correspondence.....	30
A. Enrollment Report	30
B. Chairperson’s Report.....	34
A. College President’s Report	35
D. Other Information Items.....	35
Establish Board Agenda Items for Next Meeting	36
A. Agenda for Next Board Meeting	36
B. Time and Place	36
Adjourn to Closed Session	36
A. Consideration of adjourning to closed session for the purpose of	36
Reconvene to Open Session.....	36
A. Action, if necessary, on Closed Session Items	36
Board Monitoring of College Effectiveness	37
A. Administrative Services Report	37
B. Human Resources Trend Report	52
C. Future Board Monitoring Reports.....	61
1. College Health Indicators	61
2. Strategic Directions	61
3. Board Ends.....	61

Board Monitoring of College Effectiveness 78

 A. Board Monitoring Reports78

 B. Board Orientation.....83

 C. President’s Goals Update83

 D. Review of Retreat.....98

Adjournment..... 98

Annotated Agenda

BOARD RETREAT/MEETING NOTICE/AGENDA

**February 24-25, 2017
Southwest Health Center
1400 Eastside Road
Platteville, WI 53818**

**Friday, February 24, 2017
12:00 p.m. – Lunch
12:30 – Board Meeting/Retreat**

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The February 24-25, 2017, Board Retreat/regular meeting of the Southwest Wisconsin Technical College District Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Platteville 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. Dan Rohrbach, CEO at Southwest Health Center**
- 2. Senator Howard Marklein and Layla Merrifield – Political Climate and Fiscal Responsibility**

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of January 26, 2017

Minutes of the January 26, 2017, 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 six contracts totaling \$14,199.30 in January 2017 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Five employment recommendations and one internal transfer are being presented for approval in the Personnel Report. The report is available with the electron Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

There are no action items.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Budget Priorities & Assumptions

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

B. Staffing Update

A summary of FY2017 Staff is available electronically with the other Board material. Krista Weber will provide an update.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2016-17 Comparison FTE Report is available electronically with all other Board material. An application report for Fall 2017 is also available with the electronic Board material.

B. Chairperson's Report

C. College President's Report

1. Housing/Student Success & Economic Development Feasibility Update
2. Legislative Topics
3. Kudos: Wellness Fair and Outdoor Skills Day

D. Other Information Items

Board members Chuck Bolstad and Darlene Mickelson and President Wood will provided an overview of the 2017 ACCT National Legislative Summit they attended February 13-16, 2017.

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Public Safety Report

B. Time and Place

Thursday, March 23, 2017, at 7:00 p.m., Southwest Tech Campus, Fennimore, WI

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Discussing specific personnel issues per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
 2. Approval of Closed Session Minutes of December 16, 2016

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Administrative Services Report

Caleb White will provide a report including an update on the administrative serves departments, Board financial reports, forecasting, College reserves, and future issues. A summary of the report is included with the electronic Board packet.

B. Human Resources Trend Report

Krista Weber will provide key data points; major initiatives related to culture, benefits, and wellness; and a look to the future in Human Resources. A summary of the report is available with the other Board material in the electronic packet.

C. Future Board Monitoring Reports

1. College Health Indicators

2. Strategic Directions

3. Board Ends

Jason Wood will present information on the College Health Indicators, the Strategic Directions, and the Board Ends. The Board will discuss a continuous improvement process for inclusion of these components in future monitoring reports. A report on the College Health Indicators is available with the electronic Board material.

The Board will adjourn until 8:15 a.m. on Saturday, February 25, 2017. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 25, 2017
8:15 a.m. – Board Retreat
Southwest Health Center
1400 Eastside Road
Platteville, WI 53818**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Board Monitoring Reports

Discussion will continue on a new process for inclusion of the College Health Indicators, Strategic Directions, and Board Ends in future monitoring reports. A report reflecting a proposed structure for future Board monitoring reports is included with the other electronic Board material.

B. Board Orientation

Karen Campbell, Executive Assistant to the Board, will lead a discussion on Board member orientation.

C. President's Goals Update

Dr. Wood will present progress towards the goals that were established last fall. The Board will have an opportunity to ask questions on specific goals and will also begin the process to establish goals for next year. A PowerPoint reflecting progress to date is available with the electronic Board material.

D. Review of Retreat

ADJOURNMENT

Open Meeting

The following statement will be read: "The February 24-25, 2017, Board retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Platteville 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. Dan Rohrbach, CEO at Southwest Health Center
2. Senator Howard Marklein and Layla Merrifield – Political Climate and Fiscal Responsibility

Consent Agenda

A. Approval of Agenda

BOARD RETREAT/MEETING NOTICE/AGENDA

February 24-25, 2017
Southwest Health Center
1400 Eastside Road
Platteville, WI 53818

Friday, February 24, 2017
12:00 p.m. – Lunch
12:30 – Board Meeting/Retreat

AGENDA

OPEN MEETING

The following statement will be read: "The February 24-25, 2017, Board Retreat/regular meeting of the Southwest Wisconsin Technical College District Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Platteville in an attempt to make the general public aware of the time, place and agenda of the meeting."

C. Roll Call

D. Reports/Forums/Public Input

3. Dan Rohrbach, CEO at Southwest Health Center

4. Senator Howard Marklein and Layla Merrifield – Political Climate and Fiscal Responsibility

CONSENT AGENDA

F. Approval of Agenda

G. Minutes of the Regular Meeting of January 26, 2017

H. Financial Reports

4. Purchase Orders Greater than \$2,500

5. Treasurer's Cash Balance

6. Budget Control

I. Contract Revenue

J. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

BOARD MONITORING OF COLLEGE EFFECTIVENESS

C. Budget Priorities & Assumptions

D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURN TO CLOSED SESSION

- B. Consideration of adjourning to closed session for the purpose of
 - 3. Discussing specific personnel issues per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
 - 4. Approval of Closed Session Minutes of December 16, 2016

RECONVENE TO OPEN SESSION

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- D. Administrative Services Report
- E. Human Resources Trend Report
- F. Future Board Monitoring Reports
 - 4. College Health Indicators
 - 5. Strategic Directions
 - 6. Board Ends

The Board will adjourn until 8:15 a.m. on Saturday, February 25, 2017. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 25, 2017
8:15 a.m. – Board Retreat
Southwest Health Center
1400 Eastside Road
Platteville, WI 53818**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- E. Board Monitoring Reports
- F. Board Orientation
- G. President's Goals Update
- H. Review of Retreat

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 January 26, 2017



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 26, 2017

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on January 26, 2017, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Melissa Fitzsimons and Chris Prange

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Richard Ammon, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Deb Ihm, Kelly Kelly, Julie Pluemer, Krista Weber, and Caleb White. Guests present included Danielle Moyer and Jillian Runde from Wegner CPAs.

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, January 26, 2017

5:30 p.m. – Demonstration/Tour - Welding Lab (Room 522)

6:15 p.m. – Dinner in Room 490

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: "The January 26, 2017, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

- B. Minutes of the Regular Meeting of December 16, 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. FY2016 Financial Audit
- B. Foundation By-Laws

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Industry, Trades & Agriculture Report
- C. Business, Management & General Studies Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

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}

[Prior to the Board meeting, the Board of Directors received a tour of the recently remodeled welding labs and a demonstration on how the classroom has been "flipped" with lecture being conducted online. No official business was conducted.]

After a review of the Consent Agenda, including the January 26, 2017, agenda; December 16, 2016, Board minutes; financial reports; 11 contracts totaling \$27,189.43; the employment recommendation of Brooke Mitchell – Academic Success Coach-Nursing (part-time, limited term); the internal transfers of Heath Ahnen, Director of Information Technology and Anne Otto – Communications Instructor (full-time, limited term); and the resignation of Derek Kruempel – TAACCCT 4 Grant Coordinator, Mr. Tuescher requested the Treasurers Cash Balance report be pulled out of the Consent Agenda. Mr. Tuescher moved to approve the Consent Agenda with Ms. Nickels seconding the motion; motion carried. Mr. Tuescher questioned why the Treasurers Cash Balance showed a large negative balance. Mr. White explained that the College had received \$0 in tax levy as of December 31. Mr. Tuescher moved to approve the Treasurers Cash Balance, with Mr. Bolstad seconding the motion. The motion unanimously carried.

Danielle Moyer and Jillian Runde of Wegner CPAs, Madison, WI, presented the audit report for FY2016. Ms. Moyer informed the Board that the audit has been given a clean opinion in regards to compliance, and the internal control report identified no material weakness or significant deficiency in internal controls. Ms. Runde reviewed the financials with the Board. Mr. Tuescher moved to approve the 2015-16 Financial Audit as presented. Ms. Mickelson seconded the motion. Upon a roll call vote with Mr. Moyer abstaining and the remaining Board members voting affirmatively, the motion carried.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented for approval the Foundation bylaw modifications. According to the Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Tech Foundation, and the SWTC Real Estate Foundation, bylaw changes to the Foundation must be approved by the District Board. Changes to the bylaws included a reduction to the number Ms. Clendenen presented a quarterly Foundation report to the Board including fundraising totals, gift highlights, scholarships, appeals, events, and the Real Estate Foundation. Mr. Tuescher moved that a resolution be developed congratulating full-time staff for their excellent contributions to the Foundation during the Employee Giving Campaign. Mr. Bolstad seconded the motion; motion unanimously carried.

Dr. Derek Dachelet, Dean of Industry, Trades & Agriculture, and Deb Ihm, Ag Coordinator & Farm Business & Production Management Instructor, shared a report on the department strengths and areas for improvement and major activities which help the College achieve its strategic directions and college health indicators. Retention, graduation, placement, enrollment numbers, and division grants were highlighted; a review of new programs was communicated; and Business & Industry Services, Farm Business Production & Management, and Industry, Trades & Agriculture division priorities were shared.

Dr. Richard Ammon, Dean of Business, Management & General Studies, and Julie Pluemer, Supervisor of Pre-College Programs & Division Coordinator, presented a report on the division strengths and areas for improvement and major activities which help the College achieve its strategic directions and college health indicators. The presentation focused on updates on 2015-16 program goals; division initiatives for 2016-17 including programs, general studies, and pre-college activities; and plans for the future for the Business & Management programs, general studies; and pre-college areas.

Krista Weber provided an update on staffing. Current open positions include Paramedic Instructor, Financial Aid Assistant/Accounting Bursar, Electromechanical Outreach Instructor, two part-time Academic Success Coaches, Evening Custodian, Technology Support Specialist, and a Maintenance Technician.

The 2016-17 Comparison FTE Report and Fall 2017 application report were reviewed. The comparison FTE report reflected a decrease in overall enrollment of three percent with program enrollment showing an increase. The application report indicated a two percent decrease in numbers as compared to the previous year.

Under the President's Report, Dr. Wood congratulated the Foundation, faculty, and staff on the successful Employee Giving Campaign. Dr. Wood shared that 250 middle and high school students were on campus for a Skills USA competition. The Board asked that "shout outs" be sent to Ed Anderson for the Welding demonstration and tour, Caleb White and Kelly Kelly for a successful audit, and to the Foundation staff for the successful Employee Giving Campaign.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 8:40 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 01/01/2017 TO 1/31/2017**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
1/20/2017	6463	EBSCO Subscription Services	\$ 8,000.00	Library: Single login for content with indexing
1/30/2017	6474	Aztec Software	\$ 2,990.00	Comm Adult: Assessment testing software
		SUBTOTAL	\$ 10,990.00	
<u>CAPITAL FUND</u>				
1/19/2017	6462	Tractor Central	\$ 23,127.00	Agribusiness: Fast BW500 field sprayer
1/20/2017	6464	CDW Government	\$ 17,614.40	IT Program: 5 HP Proliant Server to simulate real world business network
1/20/2017	6465	Three Rivers FS Company-Precision	\$ 18,120.40	Agribusiness: VRT Control System for agricultural applications
1/20/2017	6466	Three Rivers FS Company-Precision	\$ 4,981.50	Agribusiness: Kubota Mapping System
1/20/2017	6468	Spectrum Technologies, Inc.	\$ 10,020.50	Agribusiness: FieldScout SC 900 soil compaction meter system
1/23/2017	6469	Three Rivers FS Company-Precision	\$ 10,950.00	Agribusiness: Ag Leader in Command 1200 precision display simulator package
1/27/2017	6471	Paul Conway Shields	\$ 2,680.00	Fire: Jackets/Pants/Boots and nameplates
1/27/2017	6473	Pioneer Rescue Outfitters, LLC	\$ 9,379.98	Fire: Rigging Kits
1/31/2017	6480	Breed N Betsy PTY LTD	\$ 14,764.94	Dairy Herd: Artificial Breeding & Open Tract Simulator
		SUBTOTAL	\$ 111,638.72	
<u>ENTERPRISE FUND</u>				
		none this month		
		SUBTOTAL	\$ -	
		TOTAL	\$ 122,628.72	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 01/31/2017

Liability End of Month Balances

FICA	
Federal Withholding	
State Withholding	23,104.53
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)	4,747,112.18
Total Liability Adjustment	5,586,530.88

Beginning Treasurers Balance

2,154,760.48

Receipts by Fund

1 General	3,956,911.58	
2 Special Revenue	-	
3 Capital Projects	-	
4 Debt Service	1,535,925.71	
5 Enterprise	321,544.34	
6 Internal Service	316,409.41	
7 Financial Aid/Activities	124,466.00	
Total Receipts	6,255,257.04	

Cash Available

8,410,017.52

Expenses by Fund

1 General	1,557,446.76	
2 Special Revenue		
3 Capital Projects	324,647.84	
4 Debt Service	-	
5 Enterprise	94,732.73	
6 Internal Service	337,075.39	
7 Financial Aid/Activities	68,900.16	
Total Expenses	2,382,802.88	

Treasurers Cash Balance

6,027,214.64

Liability Adjustment

5,586,530.88

Cash in Bank

\$11,613,745.52

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 7 Months ended January 2017**

	<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	10,136,862.88	43.34	49.73	50.61	54.90	57.34
General Fund Expenditures	23,916,000.00	12,485,148.85	52.20	55.20	52.11	54.26	52.46
Capital Projects Fund Revenue	2,520,000.00	2,546,171.39	101.04	99.51	100.51	101.26	101.01
Capital Projects Fund Expenditures	2,755,000.00	1,309,500.68	47.53	30.39	56.14	41.42	35.96
Debt Service Fund Revenue	5,288,000.00	1,765,335.09	33.38	4.18	3.47	3.62	-
Debt Service Fund Expenditures	5,356,000.00	673,316.01	12.57	12.68	14.03	13.74	11.40
Enterprise Fund Revenue	2,100,000.00	1,201,582.81	57.22	67.58	66.68	65.97	68.33
Enterprise Fund Expenditure	2,000,000.00	999,122.61	49.96	59.80	51.30	48.96	51.61
Internal Service Fund Revenue	4,200,000.00	2,371,011.42	56.45	61.29	58.50	57.58	55.22
Internal Service Fund Expenditures	4,200,000.00	2,288,258.42	54.48	67.16	67.39	59.14	58.65
Trust & Agency Fund Revenue	8,000,000.00	3,708,175.73	46.35	43.43	46.20	52.20	52.69
Trust & Agency Fund Expenditures	7,950,000.00	3,637,397.52	45.75	42.24	45.21	49.69	51.08
Grand Total Revenue	45,496,000.00	21,729,139.32	47.76	48.02	48.67	51.94	52.57
Grand Total Expenditures	46,177,000.00	21,392,744.09	46.33	47.96	48.28	48.37	46.76

D. Contract Revenue

There are six contracts totaling \$14,199.30 in January 2017 being presented for Board approval. The Contract Revenue Report follows.

2016-2017 CONTRACTS

1/1/2017 through 1/31/17

INDIRECT COST FACTOR

<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>
03-2017-0006-T-23 Emmi Roth WAT Grant 03-144-124-176	LOTO Technical Assistance	Amy Charles		\$ 7,740.00	No		X	
03-2017-0066-I-23 Schreiber Foods WAT Grant 03-163-124-177	Related Welding Seminar-Basic Welding	Amy Charles	5	\$ 1,960.00	No		X	
03-2017-0081-T-42 Cazenovia Ambulance	Emergency Medical Technician Refresher (Participant Guarantee)	Kris Wubben		\$ 433.04	No		X	
03-2017-0120-F-23 Prosperity Southwest	Administrative and Fiscal Services	Amy Charles		\$ 2,708.33	No		X	
03-2017-0134-I-41 Atrium Post Acute Care-Mineral Point	BLS for Healthcare Provider-CPR Recert	Kris Wubben	13	\$ 707.93	No		X	
03-2017-0142-I-41 Mineral Point Family Dentistry	BLS for Healthcare Provider-CPR Recert	Kris Wubben	12	\$ 650.00	No		X	

TOTAL of all Contracts	30	\$	14,199.30
Exchange of Services	-	-	-
For Pay Service	30	\$	14,199.30

E. Personnel Items

Five employment recommendations and one internal transfer are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT February 24-25, 2017

Employment: NEW HIRES

Name	Jaren Knight
Title	Financial Aid Assistant/Accounting Bursar
Number of Applicants / Number Interviewed	23 applicants/ 2 interviewed
Start Date	February 2, 2017
Salary/Wages	\$16.33/ hour
Classification	Part-time until May (graduation) then Full Time
Education and/or Experience	Associate Degree in Accounting in May 2017. Student employee in Financial Aid and Student Ambassador since June 2015.

Name	April Vaassen
Title	Academic Success Coach
Number of Applicants / Number Interviewed	16 applicants/ 5 interviewed
Start Date	January 30, 2017
Salary/Wages	\$25.00/ hour
Classification	Part-time/ Limited Term
Education and/or Experience	Bachelor of Science in Psychology with 2 years of tutoring experience.

Name	Shannon Williams
Title	Academic Success Coach
Number of Applicants / Number Interviewed	16 applicants/ 5 interviewed
Start Date	January 30, 2017
Salary/Wages	\$25.00/ hour
Classification	Part-time/ Limited Term
Education and/or Experience	Bachelor in Philosophy with 2 years of mentoring/peer tutoring experience.

Name	Nate Parker
Title	Evening Custodian
Number of Applicants / Number Interviewed	27 applicants/ 4 interviewed
Start Date	January 26, 2017
Salary/Wages	\$13.50/ hour
Classification	Full Time
Education and/or Experience	Degrees in Machine Tool/Blue Print Reading and Office Assistant from Southwest Tech with 4 years of maintenance work experience.

Name	Brandon Wallin
Title	Maintenance Technician
Number of Applicants / Number Interviewed	41 applicants/ 5 interviewed
Start Date	February 27, 2017
Salary/Wages	\$20.50/ hour
Classification	Full Time
Education and/or Experience	Associate Degree in Electromechanical Technology from Fox Valley Technical College with more than 8 years of maintenance experience.

PROMOTIONS / TRANSFERS

Josh Bedward	Lead Day Maintenance
--------------	----------------------

RETIREMENTS / RESIGNATIONS

--	--

Recommendation: Approve the Consent Agenda.

Other Items Requiring Board Action

There are no items requiring Board action.

Board Monitoring of College Effectiveness

A. Budget Priorities & Assumptions

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



Priorities and Budget Assumptions for 2017-2018

Priority Area of Emphasis for 2017-2018

- Increase Student Access and Improve Student Success
 - Increase Adult Student Enrollments
 - Marketing and Recruitment
 - Alternative Delivery
 - Results of Adult Populations Project Team
 - Improve Student Success
 - WIDS, Schoology, and TSA – Quality and Excellence
 - Increase ABE students who successfully transfer into college-level programming
 - Knox Learning Center
- Entrepreneurial Sustainability
 - Student Success & Economic Development Center – Invest in applied learning opportunities
 - Expand Student Housing
 - Compliance Initiatives
 - Continue infrastructure projects, both IT and Facilities
- Service Culture
 - Strengthen the Council Model of Internal Governance
 - Transparency through improved communication
 - Employee engagement through empowerment
 - Achieve excellence through accountability
 - Professional Development – Speed of Trust, Crucial Conversations, and skill-specific
 - Institutional Values embedded in the employee evaluation process
 - Equity and Market Salary Study implementation and transition to Innovative Benefit Solutions
 - Campus Safety and Security
 - Appreciation for Diversity

Budget Assumptions for 2017-2018

- Slight increase in district net new construction valuation
- No increase in tuition rates
- Slight increase in general state aid appropriation
- Health and dental coverage is estimated to increase eight percent (8%) and five percent (5%), respectively
- Gas and electric utility rates are estimated to increase six percent (6%) and 10 percent (10%), respectively
- Reductions in grant funding
- Salary adjustments are pending the Equity and Market Salary Study
- Wisconsin Retirement System contribution rate increased by 2.9% on January 1, 2017, from 6.6% to 6.8% (Southwest Tech's 50% share; employees contribute 50% of the whole)
- Planning for 1,300 FTEs 2018 (2.0% FTE increase from 2016-17 projection – 1,275)

B. 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 Poteet	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	Emily Vogt	12/1/2016	MS \$44,821-\$75,554 Hired at \$57,000

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
16	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
17	New Position	Tech Hire Grant Case/Project Manager - Limited Term	Craig Woodhouse	10/15/2016	Grade 8, Salaried Professional \$44,817 - \$60,580
18	New Position	Academic Success Coach Part-time/LTE/Grant Funded (Nursing)	Brooke Mitchell	1/9/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
19	New Position	Academic Success Coach Part-time/LTE/Grant Funded	Marlene Klein	11/2/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
20	Replacement Murray Heitzer	Mathematics Instructor	Michael Madsen	1/9/2017	MS \$44,821-\$75,554 Hired at \$58,000
21	New Position	Paramedic Tech Instructor/Clinical Coordinator	Posted	Spring 2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554
22	Replacement - Tammie Engelke	Administrative Assistant	Haylee Freymiller	12/5/2016	Grade 5 Support Staff \$17.40-22.42 Hired at \$17.75
23	Replacement - Jason Kolbe	Electromech Instructor/Contract Trainer	Posted	12/15/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
24	Replacement - Judy Gosse	Network Administrator	Dave Friesen	11/28/2016	Grade 7 Support Staff \$23.38-\$36.20 Hired at \$29.00
25	Replacement - Lori Wiest	Financial Aid Assistant/Accounting Bursar	Jaren Knight	1/2/2016	Grade 4 Support Staff \$16.00-\$21.09 Hired at \$16.33

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
26	Replacement - Scott Swan	Academic Success Coach, Part-time/LTE/Grant Funded	Shannon Williams	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
27	Replacement - Edwin Edwards	Academic Success Coach, Part-time/LTE/Grant Funded	April Vaaseen	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
28	Replacement - Derek Kruempel	TAACCCT 4 Grant Coordinator- Full-time LTE/Grant Funded	Not filling	2/15/2017	Grade 8, Salaried Professional \$44,817 - \$60,580
29	Replacement - Richard Goss	Evening Custodian	Nate Parker	2/1/2017	Grade 1 Support Staff \$12.07-\$15.59 Hired at 13.50
30	Replacement - Dave Friesen	Technology Support Specialist	Interviewing on 2/16/17	2/15/2017	Grade 7 Support Staff \$23.38-\$36.20
31	Replacement - Kurt Hampton	Maintenance Technician	Brandon Wallin	2/27/2017	Grade 5 Support Staff \$17.40-\$22.42 Hired at \$20.50


Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
32	Replacement	Child Care Assistant	Posted	2/15/2017	Grade 1 Support Staff \$12.07-\$15.59
33	New Position	Supervisory Management Instructor	Posted	2/26/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554

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	02-15-16 Students	02-13-17 Students	Student Change	02-15-16 FTE	02-13-17 FTE	FTE Change
10-101-1	Accounting	33	40	7	19.40	29.20	9.80
10-106-6	Administrative Professional	15	9	(6)	12.47	7.90	(4.57)
10-006-2	Agri-Business/Science Technology (OLD)	68	34	(34)	62.70	33.03	(29.67)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		7	7		6.30	6.30
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		16	16		15.77	15.77
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		17	17		14.07	14.07
10-102-3	Business Management	86	88	2	60.47	61.53	1.07
10-530-5	Cancer Information Management	21	36	15	12.83	21.03	8.20
10-504-X	Criminal Justice - Law Enforcement	53	52	(1)	47.63	47.23	(0.40)
10-316-1	Culinary Arts	21	13	(8)	17.20	10.90	(6.30)
10-317-1	Culinary Management	7	8	1	4.83	7.27	2.43
10-510-6	Direct Entry Midwife	53	57	4	24.20	21.03	(3.17)
10-307-1	Early Childhood Education	39	36	(3)	28.23	29.00	0.77
10-620-1	Electromechanical Technology	39	38	(1)	31.97	34.90	2.93
10-325-1	Golf Course Management	20	13	(7)	19.50	13.57	(5.93)
10-201-2	Graphic And Web Design	35	41	6	30.63	35.40	4.77
10-530-1	Health Information Technology	46	47	1	23.67	28.60	4.93
10-520-3	Human Services Associate	58	55	(3)	43.87	39.03	(4.83)
10-825-1	Individualized Technical Studies	5	9	4	3.73	8.13	4.40
10-620-3	Instrumentation and Controls Technology (NEW)		2	2		0.43	0.43
10-150-1	IT-Network Communications Specialist	43	39	(4)	35.83	33.57	(2.27)
10-513-1	Medical Laboratory Technician	18	19	1	15.87	12.83	(3.03)
10-543-1	Nursing - Associate Degree	216	218	2	107.57	119.27	11.70
10-531-1	Paramedic Technician (NEW)		5	5		2.03	2.03

Program Code	Program Title	02-15-16 Students	02-13-17 Students	Student Change	02-15-16 FTE	02-13-17 FTE	FTE Change
10-524-1	Physical Therapist Assistant	42	46	4	30.00	32.63	2.63
10-196-1	Supervisory Management	25	31	6	13.50	15.83	2.33
10-182-1	Supply Chain Management	13	28	15	7.23	12.83	5.60
10-499-5	Technical Studies-Journey Worker	1	1	-	0.50	0.20	(0.30)
	Total Associate Degree	957	1,005	48	653.84	693.53	39.70
31-101-1	Accounting Assistant	5	3	(2)	4.50	1.97	(2.53)
30-531-6	Advanced EMT	6	8	2	0.80	1.07	0.27
32-070-1	Agricultural Power & Equipment Technician	43	34	(9)	40.43	35.70	(4.73)
31-405-1	Auto Collision Repair & Refinishing Technician	19	17	(2)	14.47	13.90	(0.57)
32-404-2	Automotive Technician	36	35	(1)	33.10	27.70	(5.40)
31-475-1	Building Trades - Carpentry	11	14	3	10.03	12.93	2.90
31-307-1	Child Care Services (ETD)	21	12	(9)	16.60	8.60	(8.00)
30-420-2	CNC Setup/Operation (ETD)	4	2	(2)	2.13	0.70	(1.43)
31-502-1	Cosmetology	40	23	(17)	32.77	14.97	(17.80)
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	18	17	(1)	9.60	7.10	(2.50)
31-317-1	Culinary Specialist (ETD)	8	3	(5)	5.60	2.87	(2.73)
31-091-1	Dairy Herd Management	20	19	(1)	20.30	19.53	(0.77)
30-508-2	Dental Assistant - Short Term	14	17	3	8.13	9.57	1.43
30-812-1	Driver and Safety Education Certification (NEW)		9	9		2.30	2.30
31-413-2	Electrical Power Distribution	24	24	-	23.23	22.87	(0.37)
50-413-2	Electricity (Construction) Apprentice	22	24	2	3.17	3.50	0.33
30-531-3	Emergency Medical Technician	18	54	36	4.10	12.40	8.30
32-080-3	Farm Operations & Management - Dairy (NEW)		1	1		0.43	0.43
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)		1	1		0.40	0.40
31-080-2	Farm Operations & Management - Farm Ag Maintenance(ETD)(NEW)			-		0.33	0.33
50-413-1	Industrial Electrician Apprentice	12	11	(1)	2.07	1.60	(0.47)
31-620-1	Industrial Mechanic (ETD)	9	7	(2)	8.20	5.17	(3.03)
31-154-6	IT-Computer Support Technician	16	21	5	12.10	14.43	2.33
31-513-1	Laboratory Science Technician	4	6	2	3.20	3.47	0.27
31-509-1	Medical Assistant	40	36	(4)	31.53	30.03	(1.50)
31-530-2	Medical Coding Specialist (ETD) (NEW)	45	47	2	15.83	22.43	6.60
30-543-1	Nursing Assistant	167	199	32	20.53	25.13	4.60
31-106-8	Office Support Specialist	7	6	(1)	6.03	5.73	(0.30)

Program Code	Program Title	02-15-16 Students	02-13-17 Students	Student Change	02-15-16 FTE	02-13-17 FTE	FTE Change
50-427-5	Plumbing Apprentice	21	22	1	3.57	3.03	(0.54)
31-420-7	Precision Machining Technology (NEW)		1	1		1.03	1.03
31-182-1	Supply Chain Assistant (ETD)	1	1	-	0.50	0.43	(0.07)
31-442-1	Welding	60	72	12	47.10	53.37	6.27
	Total Technical Diploma	691	746	55	379.63	364.69	(14.94)
20-800-1	Liberal Arts - Associate of Arts	12	16	4	4.00	6.83	2.83
20-800-2	Liberal Arts - Associate of Science	10	15	5	2.13	5.57	3.43
	Undeclared Majors *	952	313	(639)	131.77	48.94	(82.83)
	Total	2,622	2,095	(527)	1,171.37	1,119.56	(51.81)
	Percent of Change						-4.42%
	Vocational Adult (Aid Codes 42-47)	3560	3006	(554)	67.76	58.97	(8.78)
	Community Services (Aid Code 60)	55	47	(8)	0.13	0.23	0.09
	Basic Skills (Aid Codes 73,74,75,76)	341	316	(25)	32.23	28.37	(3.87)
	Basic Skills (Aid Codes 77 & 78)	1325	831	(494)	61.87	51.47	(10.40)
	Grand Total	7,903	6,295	(1,608)	1,333.36	1,258.59	(74.77)
	Total Percent of Change						-5.61%
	(ETD= Embedded Technical Diploma)						

Fall 2017 Application Comparison Report

Program Application Comparison 2017/18 vs. 2016/17								
PROGRAM	CAP	02/17/17			02/22/16			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			24	24	9	21	30	-6
Accounting Assistant			1	1	2	1	3	-2
Administrative Professional			3	3	2	4	6	-3
Agribusiness Science & Technology	36				14	18	32	-32
Agribusiness Science & Technology - Agbus Mgmt	20		10	10				10
Agribusiness Science & Technology - Agronomy	20		6	6				6
Agribusiness Science & Technology - Animal Science	20		17	17				17
Agricultural Power & Equipment Technician	22		28	28	13	27	40	-12
Auto Collision Repair & Refinish Technician	22		4	4	4	5	9	-5
Automotive Technician	22		19	19	15	9	24	-5
Building Trades-Carpentry	20		14	14	6	8	14	0
Business Management			16	16	17	10	27	-11
Cancer Information Management	30		30	30	7	6	13	17
Child Care Services	13		4	4	4	9	13	-9
CNC Setup/Operation	5		4	4	1	0	1	3
Cosmetology	24		18	18	9	6	15	3
Criminal Justice Studies	70		60	60	17	18	35	25
Culinary Arts			17	17	1	7	8	9
Culinary Management			1	1	0	2	2	-1
Culinary Specialist			0	0	1	1	2	-2
Dairy Herd Management	24				8	15	23	-23
Dental Assistant	18		20	20	9	19	28	-8
Early Childhood Education	28		20	20	6	12	18	2
Electrical Power Distribution	24		72	72	11	30	41	31
Electro-Mechanical Technology	24		13	13	8	14	22	-9
Farm Operations & Management - Ag Mechanics	20		2	2				2
Farm Operations & Management - Crops Operations	20		1	1				1
Farm Operations & Management - Crops	20		1	1				1
Farm Operations & Management - Dairy	20		6	6				6
Farm Operations & Management - Dairy Technician	20		2	2				2
Farm Operations & Management - Farm Ag Maintenance	20		1	1				1
Farm Operations & Management - Livestock	20		3	3				3
Farm Operations & Management - Livestock Tech	20		2	2				2
Golf Course Management			5	5	5	4	9	-4
Graphic and Web Design	25		18	18	12	11	23	-5
Health Information Technology	22		25	25	8	26	34	-9
Human Services Associate	31		20	20	11	12	23	-3
Industrial Mechanic	6		3	3	0	1	1	2
Instrumentation and Controls Technology	6		1	1	0	1	1	0
IT-Computer Support Technician			7	7	4	4	8	-1
IT-Network Specialist			10	10	8	8	16	-6
Laboratory Science Technician	15		3	3	1	1	2	1
Liberal Arts - Associate of Arts		12	0	12	9	1	10	2
Liberal Arts - Associate of Science		17	0	17	16	2	18	-1

		02/17/17			02/22/16				
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY	
Medical Assistant	32		36	36	10	25	35	1	
Medical Coding Specialist	23		48	48	20	32	52	-4	
Medical Laboratory Technician	16	5	4	9	11	1	12	-3	
Nursing-Associate Degree	54	108	62	170	120	49	169	1	
Nursing-Associate Degree-Part-time	28	1	21	22	0	17	17	5	
Office Support Specialist			1	1	3	2	5	-4	
Paramedic Technician			6	6	0	0	0	6	
Physical Therapist Assistant	18	21	16	37	38	10	48	-11	
Precision Machining Technology	15		4	4	1	3	4	0	
Security Operations			2	2				2	
Supervisory Management			4	4	1	3	4	0	
Supply Chain Assistant			0	0	1	0	1	-1	
Supply Chain Management			6	6	1	3	4	2	
Undecided		27	0	27	39	0	39	-12	
Welding	40		42	42	16	17	33	9	
TOTAL		191	763	954	499	475	974	-20	
SPRING 17/18 PROGRAMS	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY	
Direct Entry Midwife	32	6	19	25	21	13	34	-9	
Welding	20	0	0	0	0	0	0	0	
TOTAL		6	19	25	21	13	34	-9	

B. Chairperson's Report

A. College President's Report

4. Housing/Student Success & Economic Development Feasibility Update
5. Legislative Topics
6. Kudos: Wellness Fair and Outdoor Skills Day

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Public Safety Report

B. Time and Place

Thursday, March 23, 2017, at 7:00 p.m., Southwest Tech Campus, Fennimore, WI

Adjourn to Closed Session

A. Consideration of adjourning to closed session for the purpose of

1. Discussing specific personnel issues per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
2. Approval of Closed Session Minutes of December 16, 2016

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Board Monitoring of College Effectiveness

A. Administrative Services Report

Caleb White will provide a report including an update on the administrative serves departments, Board financial reports, forecasting, College reserves, and future issues. A summary of the report is below.



ADMINISTRATIVE SERVICES

- Facilities
- Information Technology
- Fiscal Services / Financial Aid
- Charger Enterprise

FACILITIES

Mission:

The Facilities Management Department is committed to providing quality maintenance, operational support, safety, security to all Southwest Wisconsin Technical College stakeholders. The staff is committed to a service approach to maintenance and operations with the timeliest response consistent with staffing, workload, and quality. The Facilities Department values each stakeholder and strives to serve them while helping to facilitate the College mission.

Notable 2015-17 Facilities Projects

Notable projects & initiatives

- Bookstore roof replacement
- Bookstore rooftop air handler unit replacement
- Memorial Patio
- Fiscal services remodel
- Facilities Master Plan
- Student Success and Economic Development Project
- Safety and Security Plan
- ADA compliance updates
- Continue expansion of camera surveillance system
- Incorporate more alternative energy sources

Facilities - Looking to the Future

Avoiding Deferred Maintenance – Keep on a Replacement Schedule

- Keep up with repairs/maintenance to ensure maximum useful life of Southwest Tech facilities
- Maintain earlier facilities to high standards on an ongoing basis so as newer buildings become more costly to maintain that impact is tempered.

Stay Abreast of and Take Advantage of New Technologies

- Plan to convert entire campus to LED lighting by 2020

Safety/Security – Heightened Standard of Care

- Develop a year-long safety and security plan/calendar
- Emergency Response Team/Behavior Intervention Team
- Enhanced level of training
- Police Liaison Officer

Operations – Efficiencies

- Standardize procedures and workloads – more process controls
- Empowering staff

INFORMATION TECHNOLOGY

Mission:

The Department of Information Technology will provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the College mission as it applies to management, teaching, learning, and community service.

INFORMATION TECHNOLOGY

Notable projects & initiatives / looking to the future

Current initiatives:

- Establish 3-Year Information Technology Roadmap
- Wireless Infrastructure Upgrade
- Wireless\Wired Network Access Control
- Campus bandwidth upgrade to 1 Gb
- Office365 for SharePoint Online (intranet solution-lower costs, enhanced communications, and additional services can be provided)
- Security Information and Event Management system (PCI compliance, vulnerability detection)
- Asset management system for IT resources
- Establish IT Standard Operating Procedures (Improve efficiency and reduce total cost of ownership)

INFORMATION TECHNOLOGY

Communication

- Development of Service Center for enhanced service and support to campus

Security of Student and College Data –

- Increased volume and sophistication of attacks on higher education
- Compliance (PCI, red flag rules, etc.)
- Costs – intrusion, virus, malware prevention/detection

FISCAL SERVICES

Mission:

The Fiscal Services Team maintains the financial integrity of the College and provides accurate and timely financial services to the College Community. The Fiscal Services team works to preserve the long-term sustainability of the College by mitigating institutional risk, preserving College assets and ensuring that resource allocation is aligned with the College's strategic directions.

FISCAL SERVICES

Notable projects & initiatives / looking to the future

Fiscal Accountability

- Financial Forecasting
- Improved Board reports
- Enhance the understandability and usefulness of the audit report/financial statements
- Development/monitoring of the Financial Indicators
- Operational Fund Balance / Reserve

Risk Management

- PCI Compliance
- Contracts
- Continued improvement of control/monitoring/segregation of duties

FISCAL SERVICES

Notable projects & initiatives / looking to the future

Purchasing

- Increase knowledge of effective stewardship of tax payer dollars
- Update all procedures & policies
- Staff training on purchasing, including capital/software assets
- Implementation/coordination of effective purchasing practices in relation to new WTCS capital accounting thresholds

FISCAL SERVICES

Notable projects & initiatives / looking to the future (continued)

Outcomes Based Funding

- Potential changes with the 17-19 biennial budget
 - New distribution formula
 - Based on 1 year of data rather than 3
 - Weighting on all 10 criteria rather than 7

Efficiencies

- Paperless
 - A/P workflow
 - Financial aid workflow
 - Online employee time entry

FISCAL SERVICES

Notable projects & initiatives / looking to the future (continued)

Financial Aid

- Prior prior year
- Financial literacy
- Student loan Cohort Default Rate

CHARGER ENTERPRISE

Notable projects & initiatives / looking to the future

Significant Wins

- Performance Assessment Tool (PAT) pilot: SWTC, CVTC, Western TC (Jan-May 2017)
- Major Enhancements to Student Services processes (reduce manual processes)
- Ongoing enhancements to Charger Dashboard
- Rolled out online Basic Education Data Collection system, replacing paper-based system

Projected first revenue

- July 2017 (PAT tool sales)
- Need to develop and execute marketing / sales plan

ADMINISTRATIVE SERVICES

Questions?

B. Human Resources Trend Report

Krista Weber will provide key data points; major initiatives related to culture, benefits, and wellness; and a look to the future in Human Resources. A summary of the report is available below.

Human Resources Board Report

Submitted by Krista Weber

2015-2016 Fiscal Year

Data 2015-2016

Total New Hires = 24 + adjuncts

- Faculty = 5
- Support Staff = 10
- Salaried Professionals = 9

*Students and LTE's not included

Data 2015-2016

Total Departures = 34 (was 24)

- Faculty = 17 (was 12)
- Support Staff = 11 (was 5)
- Salaried Professionals = 6 (was 7)

Departure Reasons

- Resignations/Terms = 15 (was 12)
- Retirements = 14 (was 12)
- Layoffs = 5 (was 0)

Total Turnover Rate = 16.3% (was 12.18%)

*Regular Full and Part-time Employees Only

*Does not include LTE, adjuncts or students

Turnover Rate = 5.1%

(not including retirements or layoffs)

Major Initiatives

Culture Initiative

- Payroll transition to Fiscal Services complete
- Benefits Administrator added Professional Development duties
- New position added – part-time Process Improvement Coordinator
- Continued The Speed of Trust training - 106 employees trained
- Added College Forums and Staff Professional Development for increased communication
- HLC Professional Development Plans complete/FQAS Annual Planning

Major Initiatives

Benefit Initiatives

- Continue with benefit consortium in conjunction with five colleges
 - Goal - to reduce insurance costs and risk
 - UMR (medical), Envision (prescription), and The Alliance (network) and presented educational sessions for staff – first Benefit Fair
 - Introduced Quality Path cost savings plan

Wellness Initiative

- Planned and hosted a wellness fair on campus for staff, students and the community (over 300 participants)

Looking to the Future

- Coaching Sessions
- Automate applicant process/find other efficiencies
- Policy/Handbook/Compensation Guidelines Updates
- Professional Development growth
- Preparing for upcoming retirements
- Continue with faculty qualification procedures – adjuncts and dual credit

Looking to the Future

College Council Projects

- Compensation Analysis Implementation
- Intranet Redesign
- Mentor Program
- Benefit Analysis
- Employee Satisfaction Mini-Survey

Questions?

Contact Krista Weber at kweber@swtc.edu or (608) 822-2315.

C. Future Board Monitoring Reports

- 1. College Health Indicators**
- 2. Strategic Directions**
- 3. Board Ends**

Jason Wood will present information on the College Health Indicators, the Strategic Directions, and the Board Ends. The Board will discuss a continuous improvement process for inclusion of these components in future monitoring reports. A report on the College Health Indicators is below.

Board Retreat 2017 College Health Indicators

Southwest
Tech



Best 2-Year College

Best 2-Year College



THE NATION

College Health Indicators Student Access

	Prior	Current	Target	Target
Indicator 1.1: Number/Percent of Non-Traditional Program FTE's/ Students	12-13-14	13-14-15	2016-17	2017-18
# FTE-program student age 25+ (3 year average)	446	391	374	391

College Health Indicators Quality Teaching and Learning

	Current 2013-14-15	Benchmark	Target 2016-17	Target 2017-18
Indicator 2.1: Course Completion (3 year avg) All courses-all deliveries	89%	86%	89%	90%
All courses-Face 2 Face (F2F)	91%	88%	91%	92%
All courses-Non-F2F	76%	77%	77%	78%
All courses-Online Only	74%	76%	75%	76%



College Health Indicators Quality Teaching and Learning



	Prior	Prior	Current	Target	Target
Indicator 2.2: Retention	2013	2014	2015	2016	2017
Year to Year	57.7%	57.9%	54.9%	58%	60%
Term 1 to Term 2	82%	81.1%	79.9%	80%	81%
Term 2 to Term 3	70.4%	71.4%	68.7%	70%	72%
Term 3 to Term 4	85.6%	82.6%	85.3%	85.5%	85.7%

College Health Indicators Quality Teaching and Learning

Southwest
Tech



Best 2-Year College

Best 2-Year College



	13-14	14-15	15-16	16-17	17-18
Indicator 2.3: Graduation Totals*	747	761	729	306/750	0/775

College Health Indicators Quality Teaching and Learning



	Prior	Current	Benchmark	Target	Target
Indicator 2.4: Job Placement (3 year avg)	2012-13-14	2013-14-15		2014-15-16	2015-16-17
% Employed	92%	94%	91%	95%	96%
% Employed Related	76%	79%	76%	80%	81%

College Health Indicators Quality Teaching and Learning

	Prior	Current	Benchmark	Target	Target
Indicator 2.5: Employer Satisfaction	10-11-12	13-14-15	2013	14-15-16	15-16-17
	98%	97%	96%	98%	99%



College Health Indicators Culture



	Prior 2014-15	Current 2015-16	Benchmark	Target 2016-17	Target 2017-18
Indicator 3.1: Employee Turnover - Voluntary Departure Only	6.09%	5.1%	na	4-7%	4-7%

College Health Indicators Culture



	Prior	Current	Benchmark	Target	Target
Indicator 3.2: Employee Survey *Scale: 5 is highly satisfied	2014	2016		2016-17	2017-18
Campus Culture & Policies Score	3.23	3.33	na	3.50	3.55
Work Environment Score	3.49	3.56	na	3.75	3.80
Indicator 3.3: Employee Survey Overall Satisfaction Question *Scale 5: is highly satisfied	3.81	3.86	3.84	4.00	4.05

College Health Indicators Safety and Security

Southwest
Tech



Best 2-Year College

Best 2-Year College



	Prior	Current	Benchmark	Target	Target
Campus Safety and Security	2014-15	2015-16		2016-17	2017-18
Indicator 4.1: Security Incidents	na	3	na	0	0
Indicator 4.2: Worker Compensation Mod Factor	0.71	0.71	0.89	0.71	0.71

College Health Indicators Safety and Security



	Current	Target	Target
Indicator 4.3: Number of Class/Type A, B, and C incidents (students)	2015-16	2016-17	2017-18
Type A: Injuries that are reported and require limited or no medical treatment.	18	≤15	≤12
Type B: Incidents that require immediate medical attention with little follow up. (Stitches, moderate burns).	8	≤6	≤4
Type C: Incident that requires immediate medical attention and prolonged treatment. (broken bones, torn ligaments, amputation).	3	≤2	≤1

College Health Indicators Financial Sustainability

	2015-16	2016-17 (to date)	WTCS Average	2016-17 (goal)	2017-18 (goal)
Indicator 5.1: Cost of FTE (direct cost)	\$14,631	\$16,838	\$16,244	\$16,838	\$16,244
Indicator 5.2: Indirect as Percentage of Total Budget (indirect)	33.29%	34.76%	37.1%	33.13%	32.5%

College Health Indicators Fiscal Sustainability

► **Indicator 5.3:** Actual revenue compared to budget (monthly board report)

Month	Base Number	16-17
July	2.42%	4.02%
August	16.32%	16.91%
September	18.97%	19.36%
October	24.56%	22.46%
November	27.42%	25.91%
December	28.08%	26.42%
January	49.73%	43.34%



College Health Indicators Fiscal Sustainability



	Baseline	16-17 Goal	17-18 Goal
Indicator 5.4: Contribution of External Revenue Sources (Enterprise, Grants, Giving, BI, FBPM, Auxiliary)	\$11,823,701	\$11,850,00	\$12,000,000
Enterprise and Auxiliary	\$6,316,408	\$6,400,000	\$6,500,000
Grants	\$2,923,698	\$3,000,000	\$3,100,000
Foundation: Program Service	\$311,641	\$350,000	\$500,000
Foundation: Rental Income	\$335,375	\$350,000	\$400,000

College Health Indicators Fiscal Sustainability

Contracts	Baseline	16-17	17-18
BIS	\$291,385	\$300,000	\$325,000
General Contract: CJ/Fire/EMS	\$1,012,926	\$650,000	\$675,000
CPR	\$40,074	\$41,000	\$42,000
118.15	\$49,844	\$50,000	\$51,000
Drivers Ed	\$316,322	\$320,000	\$325,000
ABE	\$4,718	\$4,800	\$5,000

College Health Indicators Fiscal Sustainability

	14-15	15-16	16-17	17-18
Indicator 5.5: College FTE's	1,427	1,443	1,300	1,335
Indicator 5.6: Student Loan Default Rate	12.6%	17%	15%	10%
WTCS Average	16.4%	17%	na	na
National Two-Year College Average	19.1%	18.5%	na	na



The Board will adjourn until 8:15 a.m. on Saturday, February 25, 2017. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 25, 2017
8:15 a.m. – Board Retreat
Southwest Health Center
1400 Eastside Road
Platteville, WI 53818**

Board Monitoring of College Effectiveness

A. Board Monitoring Reports

Discussion will continue on a new process for inclusion of the College Health Indicators, Strategic Directions, and Board Ends in future monitoring reports. A report reflecting a proposed structure for future Board monitoring reports is below.

Board Retreat 2017

Board Monitoring Reports

Southwest
Tech



Monitoring Reports

▶ Info Graphic Key Data Points

- ▶ College Health Indicators (broad)
- ▶ Program-specific performance (narrow)
- ▶ Lead data - predictive



Monitoring Reports

▶ Executive Summary

- ▶ Strengths and Weaknesses (Top and bottom performers)
- ▶ Competitive positioning statement
- ▶ Connect with Mission, Vision, Values, Strategic Directions, and Higher Learning Commission
- ▶ Dollar Value of Achieving our Goal or cost of failure (Share profits with employees?)
- ▶ Strategic Initiatives Designed to Improve our Performance (So What? Now What?)

▶ Raw Data

▶ Exhibits



Monitoring Reports

▶ Academic Council

- ▶ Student Access (September, Holly Miller)
- ▶ Quality Teaching and Learning (April, Katie Garrity)

▶ College Council

- ▶ College Culture (June, Krista Weber)

▶ Operations Council

- ▶ Safety and Security (January, Dan Imhoff and Heath Ahnen)
- ▶ Financial Sustainability (December, Caleb and Kelly; Spring Budget process)

▶ Leadership Council

- ▶ Compliance, primarily Higher Learning Commission (October, Barb)



B. Board Orientation

Karen Campbell, Executive Assistant to the Board, will lead a discussion on Board member orientation.

C. President's Goals Update

Dr. Wood will present progress towards the goals that were established last fall. The Board will have an opportunity to ask questions on specific goals and will also begin the process to establish goals for next year. A PowerPoint reflecting progress to date is available below.

Board Retreat 2017 President's Goals Update

Southwest
Tech



Process Goal #1

- ▶ Establish College Health Indicators with baseline measures and goals by December 31, 2016. (Goal Met and Completed)
 - ▶ Presented during College Forum
 - ▶ Presented to Board in November
 - ▶ Finalized by Executive Team in December
- ❖ Special thanks to Barb Tucker, Amy Loy, Mandy Henkel, Darnell Hendricks, and Doris Pulvermacher for taking the lead on designing the College Health Indicators.



Process Goal #2

- ▶ Implement Council Model for internal shared governance process by April 30, 2017. (Goal Met, Implementation on-going)
 - ▶ Research conducted by College Council - Spring 2016
 - ▶ Presented to college during August In-Service
 - ▶ Presented to college during September College Forum
 - ▶ December - All councils have met multiple times, work groups and project teams are being established
 - ▶ January 2017 - In-service update, College Forum update, and the work continues
- ❖ Special thanks to Krista Weber, Katie Garrity, Holly Miller, Caleb White, Barb Tucker, Connie Haberkorn, and Amy Charles for taking the lead on the various councils. Doris Pulvermacher has been essential in guiding the design and implementation process. Many other people have made valuable contributions leading the work groups and project teams. And, perhaps most importantly, thank you to the faculty and staff who are serving on our teams and groups - they are the reason this model is starting to work.



Process Goal #3

- ▶ Conduct an inaugural employee engagement survey (Gallup) in April 2017. (**On schedule**)
 - ▶ College Council determining which survey to use - Gallup or sub-section of the Campus Climate Survey

❖ Thank you to Krista Weber, Mandy Henkel, and the College Council for making this possible.



Process Goal #4

- ▶ Successfully complete Strategic Decision Quality certificate from Stanford University by June 30, 2017. **(70% complete)**
 - ▶ Decision Quality - Completed September 2016
 - ▶ Decision Analysis - Completed October 2016
 - ▶ Collaborative Decision Making and Negotiation - Completed November 2016
 - ▶ Converting Strategy into Action - Completed January 2017
 - ▶ Strategic Innovation and Design Thinking - Currently Enrolled
- ❖ Thank you to Kathryn and my daughters for supporting me going back to school...again. I hope I finish. I hope I'm done.



Process Goal #5

- ▶ Engage in 10 hands-on learning activities with faculty and students before May 15, 2017. **(Goal Met)**
 - ▶ Dental Assisting - Impressions
 - ▶ Electro-mech - observe programming competition
 - ▶ Graphic Design - convert photograph to painting digitally
 - ▶ Observe Adult Basic Education course
 - ▶ Lunch with Platteville High School Spanish students
 - ▶ Prep and serve lunch shift - student worker trained me



Process Goal #5

- ▶ Engage in 10 hands-on learning activities with faculty and students before May 15, 2017. **(Goal Met)**
 - ▶ Dec 7 - Attend Anatomy and Physiology Lecture/Lab - Dissect a kidney. Sent John a note - he's a master professor in the classroom. Excellent teacher.
 - ▶ Dec 13 - Dementia Simulation experience
 - ▶ Elevator Speech with Communications class
 - ▶ Carr Valley Cheese and Business Marketing Students - FEIDC Strategic Priority
- ❖ Wow...thanks to the faculty and staff for helping me learn more about their areas.



Outcome Goal #1

- ▶ Increase FTE generated by academic program enrollments from 985 to 1,010 (2.5%) by June 30, 2017. **(On-target)**
 - ▶ 1,002.8 FTE on February 13, 2017
- ❖ Thank you to the Student Success Coaches for leading the recruitment efforts. Thank you to the Marketing Department for their first-class customer service approach to marketing. Many faculty and staff have also engaged in recruitment efforts that are making a difference.



Outcome Goal #2

- ▶ Lower the Student Loan Default Rate from 17% to under 10% by September 30, 2018. **(Ahead of schedule, but a year out for official data)**
 - ▶ January 6, 2017 - Remediated 43 delinquent accounts
 - ▶ February 13, 2017 - Remediated 21 delinquent accounts
 - ▶ Projected rates:
 - ▶ Cohort 2015: Total Students: 538 Total Removed: 27
Total Default: 41 Default Rate: 7.62%
 - ▶ Cohort 2016: Total Students: 504 Total Removed: 37
Total Default: 14 Default Rate: 2.78%
- ❖ Special thanks to Joy Kite for her leadership in this area.



Outcome Goal #3

- ▶ Increase the percentage of full-time employees donating to the college from 33% to 100% by June 30, 2017. **(Goal Completed, Target Not Met)**
 - ▶ November 1 - 33%
 - ▶ November 18 - 65%
 - ▶ December 2 - 79%
 - ▶ December 31 - 93%
- ❖ Every donor deserves a “thank you” for their contribution. It makes a difference for our students. Special thanks to Holly Clendenen, Kim Schmelz, and Gina Udelhofen for leading this internal fundraising initiative. Amazingly successful!



Outcome Goal #4

- ▶ Reduce the Post-Retirement Health Benefit net liability from \$5,919,556 million on June 30, 2015, to \$3 million by June 30, 2017. (**Goal Met**)
 - ▶ July 1, 2016, net liability = \$3,832,618
 - ▶ July 1, 2017, net liability = \$2,751,749
-
- ❖ Caleb White and Kelly Kelly have done a fantastic job in an extremely challenging fiscal environment. And, because of their leadership, we are able to continue to meet our obligations to retirees. Thank you, Caleb and Kelly, for a job well done.



Outcome Goal #5

- ▶ Improve Executive Team 5 Dysfunctions Assessment score from 3.396 to 3.75 by April 30, 2017. **(On target to offer survey)**
 - ▶ Exec Team Retreats
 - ▶ Frequent team-taught professional development
- ❖ Thank you to Caleb White, Krista Weber, Katie Garrity, Holly Miller, Holly Clendenen, Barb Tucker, Richard Ammon, Derek Dachelet, and Karen Campbell for making a concerted effort to improve our team. I respect what we have accomplished and look forward to future successes.



Outcome Goal #6

- ▶ All supervisors have conducted 100% of initial “coaching” model employee evaluations by May 1, 2017. (**On target**)
 - ▶ Supervisor training scheduled for February 27, 2017
- ❖ Thank you to Krista Weber and the Culture Committee for her leadership in overseeing this process.



2017-18 Suggested Goals

- ▶ Student Housing and Student Success Experiential Learning Center Goal
 - ▶ External Relations Goal - #1 cheerleader for the college
 - ▶ Address accreditation concerns
 - ▶ Legislative engagement
 - ▶ Fundraising
 - ▶ Adult Populations goal
- ❖ Special thanks to Karen Campbell who is instrumental in any success the college enjoys. As the Board of Trustees well knows, she does good work!



D. Review of Retreat

Adjournment