Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 24, 2017

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda

BOARD MEETING NOTICE/AGENDA
Thursday, August 24, 2017

5:30 p.m. – Interactive Tour of Karen R. Knox Learning Center & Basic Education Lab
6:15 p.m. – Light Supper
7:00 p.m. – Regular Board Meeting
Room 492-493 – College Connection

ANNOTATED AGENDA

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

A. **Roll Call**

B. **Reports/Forums/Public Input**

CONSENT AGENDA
A. **Approval of Agenda**
A copy of the agenda is included with the electronic Board material.

B. **Minutes of the Annual Meeting of July 10, 2017**
Minutes of the July 10, 2017, annual Board meeting are included with the 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 $23,033.58 in July 2017 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. **Personnel Items**
Five employment recommendations, one transfer, and one resignation are being presented for approval in the Personnel Report.

OTHER ITEMS REQUIRING BOARD ACTION

A. Fundraising Priorities
Each year the College establishes fundraising priorities for consideration by the Foundation and Real Estate Foundation. Last year the priorities were established through a collaborative process between all three boards. For the 2017-18 fiscal year, four of the five priorities remain the same. We have added goals, which are included in the board packet, for each priority. If the College Board chooses to adopt these priorities, the Real Estate Foundation and the Foundation will determine which priorities to fund.

Recommendation – Adopt the 2017-18 Fundraising Priorities as presented.

B. Sustainable Compensation Strategies: Performance-Based Incentives
The College is interested in establishing a mechanism to facilitate and sustain growth. Employee compensation is the largest portion of the College budget typically encompassing between 75% and 80% of the funds. Antiquated "column and step" models of pay increases created a harmful cycle of growth and reductions that did not coincide with student enrollment fluctuations. Conversely, simple cost-of-living adjustments proved inadequate and did not adhere to the diversity of market patterns.

The Board will research and study various performance-based compensation models and consider whether to conduct a trial implementation with the president's compensation. The Board will consider whether to conduct the research as an entire Board or it will establish an ad-hoc committee per Board Policy 1.11 – Board Committees. Included in the electronic Board material is a proposed project charter to be used if the Board establishes an ad-hoc committee. Also included in the electronic material is Board Policy 1.11 – Board Committees.

Recommendation – (To be Determined at the Board Meeting)

C. Board Resolution – Letter of Credit from American Bank & Trust
With the recent change to American Bank as the College's financial institution, the Board must enter into a $50,000 line of credit with American Bank & Trust for the College's motor vehicle license. A Board resolution is included in the electronic Board material.

Recommendation: Approve the Board Resolution for the College to enter into a $50,000 letter of credit with American Bank & Trust.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Report
Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY17 Fourth Quarter report is available with the electronic Board material.

B. Staffing Update
Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE
A. **Enrollment Report**
The 2016-17 and 2017-18 Comparison FTE Reports and the Fall 2017 Application Comparison Report are available with the electronic Board material.

B. **Chairperson's Report**

C. **College President's Report**
1. Feasibility Study
2. College Happenings

D. **Other Information Items**

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
A. **Agenda**
1. Compliance Monitoring Report

B. **Time and Place**
Thursday, September 21, 2017, at 7:00 p.m. Location is still to be determined.

ADJOURN TO CLOSED SESSION
A. **Consideration of adjourning to closed session for the purpose of**
1. Discussing Internal Revenue Service potential action and items related to the issue per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
2. Discussing an Additional Holiday for Staff per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Discussing Contracts for Chief Officers of the College per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
4. Approval of Closed Session Minutes of May 25, 2017, June 22, 2017, and July 10, 2017.

RECONVENE TO OPEN SESSION
A. **Action, if necessary, on Closed Session Items**

ADJOURNMENT

Open Meeting

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   A. *Roll Call*

   B. *Reports/Forums/Public Input*

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA
Thursday, August 24, 2017

5:30 p.m. – Interactive Tour of Karen R. Knox Learning Center & Basic Education Lab
6:15 p.m. – Light Supper
7:00 p.m. – Regular Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING
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- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA
- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 10, 2017
- 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. Fundraising Priorities
- B. Sustainable Compensation Strategies: Performance-Based Incentives
- C. Board Resolution – Letter of Credit from American Bank & Trust

BOARD MONITORING OF COLLEGE EFFECTIVENESS
- A. Foundation Quarterly Report
- B. Staffing Update

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
    A. Agenda
    B. Time and Place

ADJOURN TO CLOSED SESSION
    A. Consideration of adjourning to closed session for the purpose of
        1. Discussing Internal Revenue Service potential action and items related to the issue per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
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        3. Discussing Contracts for Chief Officers of the College per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
        4. Approval of Closed Session Minutes of May 25, 2017, June 22, 2017, and July 10, 2017.

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}

MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 10, 2017

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:05 p.m. on July 10, 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, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher (5:08 p.m.)

Absent: Linda Erickson, James Kohlenberg

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dan Imhoff, Kelly Kelly, Krista Weber, and Caleb White. Public present included John Mehan from Robert W. Baird & Co.

Vice-Chairperson Prange 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
Monday, July 10, 2017

5:00 p.m. – Annual Meeting – Room 492-493, College Connection
6:30 p.m. – Annual Joint Board Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board
8:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

AGENDA

OPEN MEETING
The following statement will be read: "The July 10, 2017, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."
   A. Roll Call
   B. Reports/Forums/Public Input
   C. Oath of Office – recently appointed Board members

CONSENT AGENDA
   A. Approval of Agenda

B. Minutes of the Regular Meeting of June 22, 2017
C. Financial Reports
1. Purchase Orders Greater than $2,500
2. Treasurer's Cash Balance
3. Budget Control
D. Contract Revenue
E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
A. Resolution Awarding the Sale of $2,500,000 General Obligation Promissory Notes
B. Three-Year Facilities Plan
C. Signatory Authority Policy for 2017-18
D. Designate Official Newspaper 2016-19
E. Designate Depository for 2017-22
F. Designate College Legal Counsel for 2017-18
G. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Staffing Update

INFORMATION AND CORRESPONDENCE
A. Enrollment Report
B. Chairperson's Report
1. Boards Association Committee Appointments
2. ACCT Leadership Congress: September 25-28, 2017, in Las Vegas, NV
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. President's Contract per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
2. Approval of Closed Session Minutes of May 25, 2017, and June 22, 2017

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}

Re-appointed Board members Russell R. Moyer, Eileen Nickels, and Chris J. Prange read and signed the Oath of Office.

After a review of the Consent Agenda, including the July 10, 2017, agenda; June 22, 2017, Board minutes; financial reports; six contracts totaling $5,849.67 in June 2017; and the employment recommendation of Heather Ringberg – Online Navigator and transfer of Deb Ihm to Director of Agriculture, Ms. Nickels moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

John Mehan from Robert W. Baird & Co. presented the bids for the sale of $2,500,000 General Obligation Promissory Notes. Mr. Mehan reviewed the Municipal Portfolio Strategy and explained the process noting the College received a Moody's Rating of Aa2. Seven bidders provided bids ranging from 1.4890 to 1.7044 percent. Mr. Mehan recommended the Board approve Bankers' Bank with the low bid. Ms. Fitzsimons moved to approve the resolution authorizing the sale of $2,500,000 in General Obligation Promissory Notes to Bankers' Bank at a rate of 1.4890 percent. Ms. Mickelson seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2018 remodeling and capital projects. Remodeling projects include replacement roof on the Bookstore, Building 300 sprinkler installation, and a remodel of the Information Technology entrepreneurial center, Building 500 rooftop air handling unit replacement, shooting range berm improvements, and cosmetic upgrades to the three tunnels with no capital projects projected. Projects for FY2019 include Building 500 air handling unit (#4 and #5) replacement, Lenz Center / cafeteria sprinkler installation, parking lot work in the West Parking Lot, and a student success and economic development project. Projects for FY2020 include Room 519 dust collector replacement, Lenz Center roof top units, kitchen / cafeteria remodel, Electrical Power Distribution/Fire Safety building, Facilities storage building, and Buildings 100 and 200 entrance replacement. Mr. Moyer moved to approve the FY 2018–2020 Three-Year Facilities Plan with Ms. Fitzsimons seconding the motion. The motion unanimously was approved.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The 2017-18 signatory authority policy was presented for approval. Mr. Tuescher moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2017-18 with the authority to sign official or legally binding documents. Ms. Mickelson seconded the motion; motion carried.

At the July 11, 2016, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2016-2019.

A joint Request for Proposals (RFP) for banking services was held with the College, Foundation and Real Estate Foundation. The scope of the RFP included providing banking services including interest earnings and collateralization. The public opening was held on May 17, 2017, with six proposals received. An evaluation team reviewed and rated the proposals and as a result, American Bank, BMO Harris, US Bank, and Wells Fargo were invited for interviews. The RFP summary and evaluation scores were reviewed by the Board. Mr. Tuescher moved to award the contract for banking services to American Bank,

Fennimore, WI. Ms. Fitzsimons seconded the motion. The motion unanimously carried with Mr. Prange abstaining from the vote.

Letters of engagement for legal counsel were reviewed by the Board. Mr. Moyer made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, as Bond Counsel. Ms. Nickels seconded the motion. The motion unanimously carried.

Elections for the 2017-18 Officers of the Board were held. Mr. Bolstad nominated Chris Prange for Chairperson. Mr. Moyer made a motion to close the nominations. Mr. Bolstad seconded the motion. The motion carried by a unanimous vote and Mr. Prange was elected Chairperson.

Mr. Moyer nominated Melissa Fitzsimons for Vice Chairperson. Mr. Bolstad moved the ballot be closed and a unanimous ballot be cast for Ms. Fitzsimons. Mr. Tuescher seconded the motion. The motion carried, and Ms. Fitzsimons was elected Vice Chairperson.

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

Mr. Tuescher nominated Charles Bolstad for Treasurer. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Mr. Bolstad. Ms. Nickels seconded the motion. Motion carried, and Mr. Bolstad was elected Treasurer.

A staffing update was provided by Krista Weber, Chief Human Resources Officer. Positions in various stages of the hiring process include Health Information Technology Instructor (part-time), Welding Instructor/Mobile Lab Specialist, and Assistant College Controller/Foundation Accountant.

The Enrollment Report was reviewed with Mr. White noting that FY2017 FTEs decreased seven percent over the previous year. He also noted that for FY2018 report reflects an increase of 16 percent. The Program Application Report for Fall 2017 reflected a slight increase from the previous year.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Bylaws – Russell Moyer; Marketing – Chris Prange; Internal – Charles Bolstad and Melissa Fitzsimons; External – Eileen Nickels and Darlene Mickelson; and Insurance Committee – Chris Prange. Ms. Fitzsimons will be the District Board's representative to the Foundation Board and Mr. Prange will continue as the District Board's representative to the Real Estate Foundation Board.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing the President's Contract per Wis. Statutes 19.85(1)(c) Mr. Moyer seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 5:53 p.m.

The Board reconvened to open session at 6:14 p.m. Mr. Tuescher moved to extend the President's Contract through June 30, 2020. Consistent with the College philosophy of

compensating employees at the 50th percentile, the Board approved moving closer to the 50th percentile of the WTCS Presidents' average salary over the course of 2017-18 and 2018-19 fiscal years. The President's salary for the 2017-18 year was increased $20,000. Other updates to the contract included clarification of termination clauses. Ms. Fitzsimons seconded the motion. Upon a roll call vote, the motion unanimously carried. The Board will form a committee to research and determine the possibility of future presidential compensation increases being tied to College performance.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting until the start of the Annual Joint Board Meeting of the District Board, SWTC Foundation Board, and the Real Estate Foundation Board. Mr. Moyer seconded the motion. The motion carried and the meeting adjourned at 6:19 p.m.

_____
Darlene Mickelson, Secretary

Members from the District Board, SWTC Foundation Board, and Real Estate Foundation Board heard a presentation from Marta Purty and Scott Harrington from Vandewalle & Associates, Inc. on the preliminary results of the feasibility study for the student success and economic development project. This meeting took place immediately following the Board meeting. No action was taken by the District Board. Dr. Wood communicated that the project intent is to enhance applied learning for Southwest Tech students that lead to local jobs. Based on feedback received, the project will be reviewed and will be brought back to the District Board.

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN $2,500
FOR THE PERIOD 07/01/2017 TO 07/31/2017

Invoices

Vendor	Invoice #	Description	Amount	
DISTRICTS MUTUAL INSURANCE	1569	17-18 services	$159,550.00	
WI TECH COLLEGE DISTRICT BDS ASN	17-18 DUES	2017-18 fee WTCDBAM	$19,906.32	
NEBRASKA BOOK COMPANY	3073308-N	books	$19,393.76	
NORTHEAST WI TECHNICAL COLLEGE	M5390	WTCS Annual Consortium fee	$15,160.00	
ELSEVIER	56540DC8	books	$9,295.35	
EMSI	ANNUAL FEE 17-18	basic job posting analytic fee	$8,400.00	
NEBRASKA BOOK COMPANY	513021	software maint/support	$8,110.00	
KALTURA, INC.	121102	17-18 Subscription	$6,000.00	
LAKESHORE TECHNICAL COLLEGE	L00011460	Foreign/business/crime ins	$4,421.02	
HIGHER LEARNING COMMISSION	D28875	FTE Dues, base dues	$4,200.00	
OTIS ELEVATOR COMPANY	CED65346717	Elevator Service Contract	$4,132.90	
WPS HEALTH INSURANCE	070317006094	K Suddeth Medicare Prem	$4,064.96	
WPS HEALTH INSURANCE	070317024685	medicare prem R Rogers	$3,947.36	
WPS HEALTH INSURANCE	070317006098	medicare prem K Rosemeyer	$3,594.84	
ASSN OF COMMUNITY COLLEGE	50392	2017-18 Board of Trustee Dues	$3,240.00	
WPS HEALTH INSURANCE	070317018222	medicare prem J Struss	$2,510.39	
WPS HEALTH INSURANCE	070317018367	medicare prem C Rogers	$2,510.39	
Total Invoices				**$278,437.29**

Purchase Orders

Vendor	PO #	Description	Amount	
HEARTLAND BUSINESS SYSTEMS	6521	Network Infrastructure Upgrade	$749,811.16	
FENNIMORE MUNICIPAL UTILITIES	6524	Blanket PO	$315,000.00	
EXELON CORPORTATION	6529	Blanket PO Natural Gas	$60,000.00	
VANGUARD COMPUTERS INC	6522	HP Elitebooks with docking stations	$43,610.72	
WE ENERGIES	6527	Blanket PO	$40,000.32	
RITCHIE IMPLEMENT, INC.	6543	Facilities: Bobcat 5600 with bursh/bucket/mower	$32,050.00	
C.K. NORMAN DEVELOPMENT	6516	Blanket PO: Richland Center Rent/Dumpster	$29,681.76	
UNITED RENTALS (NORTH AMERCA), INC.	6531	Facilities: Electronic Scissor Lift	$21,012.16	
TDS TELECOM	6539	Blanket PO: Phone	$16,800.00	
SOUTHWEST ASPHALT SEALING	6530	Facilities: Crackfilling, sealing & curb painting	$14,090.00	

BLUTREE PROPERTY MANAGEMENTLLC	6515	Blanket PO: Dodgeville Rent	$13,200.00	
PLATTEVILLE SCHOOLS	6514	Blanket PO: Platteville Rent	$8,400.00	
CENTURY LINK	6535	Blanket PO: Long Distance	$8,100.00	
FED EX	6532	Blanket PO	$5,000.00	
GENUINE TELECOM	6538	Blanket PO: RC Outreach	$4,500.00	
TDS TELECOM	6540	Blanket PO: FAX	$3,300.00	
ALLIANT ENERGY / WP&L	6525	Blanket PO	$3,000.00	
Total Purchase Orders				**$1,367,556.12**

Bank Withdrawals

Vendor	Transaction #	Audit Trail	Amount	
Sikich July 2017	WDL000004813	CMTRX00001807	$309,140.10	
ETF June 2017 #178138	WDL000004865	CMTRX00001828	$189,753.04	
IRS 7.14.17 Payroll	WDL000004846	CMTRX00001818	$136,410.14	
IRS 941 7.28.14	WDL000004878	CMTRX00001831	$135,188.87	
Wells Fargo #673282870	WDL000004859	CMTRX00001824	$32,561.36	
WDR WT-6 7.28.17 Payroll	WDL000004884	CMTRX00001831	$23,978.42	
WDR WT-6 7.14.17 Payroll	WDL000004850	CMTRX00001818	$22,840.87	
Wells Fargo #675055655	WDL000004901	CMTRX00001840	$17,623.00	
The Hartford #587383051840	WDL000004852	CMTRX00001819	$9,553.25	
Wells Fargo #670101921	WDL000004814	CMTRX00001807	$8,063.00	
IRs 941 7.28.17	WDL000004879	CMTRX00001831	$6,732.43	
Delta Dental #119727	WDL000004822	CMTRX00001811	$5,210.06	
Vanguard #WB64291654	WDL000004888	CMTRX00001833	$4,967.76	
Delta Dental #123640	WDL000004862	CMTRX00001826	$3,882.48	
Delta Dental #124713	WDL000004870	CMTRX00001829	$3,344.45	
Total Bank Withdrawals				**$909,249.23**

Payroll

Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 7/14/2017	WDL000004833	UPRCC00000576	$4,395.18	
Direct Deposit 7/14/2017	WDL000004832	UPRCC00000575	$4,478.18	
Direct Deposit 7/14/2017	WDL000004840	UPRCC00000583	$6,953.20	
Direct Deposit 7/14/2017	WDL000004835	UPRCC00000578	$7,255.79	
Direct Deposit 7/14/2017	WDL000004837	UPRCC00000580	$7,560.88	
Direct Deposit 7/14/2017	WDL000004842	UPRCC00000585	$20,234.39	
Direct Deposit 7/14/2017	WDL000004841	UPRCC00000584	$24,835.70	
Direct Deposit 7/14/2017	WDL000004838	UPRCC00000581	$40,668.78	
Direct Deposit 7/14/2017	WDL000004839	UPRCC00000582	$241,527.73	
Direct Deposit 7/28/2017	WDL000004866	UPRCC00000587	$7,279.31	
Direct Deposit 7/28/2017	WDL000004867	UPRCC00000588	$8,205.31	
Direct Deposit 7/28/2017	WDL000004875	UPRCC00000594	$10,828.89	
Direct Deposit 7/28/2017	WDL000004864	UPRCC00000586	$26,527.13	
Direct Deposit 7/28/2017	WDL000004874	UPRCC00000593	$31,697.68	
Direct Deposit 7/28/2017	WDL000004872	UPRCC00000591	$287,684.79	
Total Payroll				**$730,132.94**

Purchase Cards

Vendor	Transaction #	Audit Trail	Amount	
US Bank 7.27.17 PCard	WDL000004831	CMTRX00001816	$86,157.75	
US Bank 7.11.17	WDL000004871	CMTRX00001829	$49,926.21	
Total Purchase Cards				**$136,083.96**
Total Purchases > $2,500				**$3,421,459.54**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 07/31/2017			
Receipts			
Fund			
1 General	1,021,941.06		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	32,970.00		
6 Internal Service	328,871.05		
7 Financial Aid/Activities	138,315.92		
Total Receipts		**1,522,098.03**	
Expenses			
Fund			
1 General	1,867,918.91		
2 Special Revenue			
3 Capital Projects	17,196.83		
4 Debt Service	-		
5 Enterprise	230,883.06		
6 Internal Service	345,458.44		
7 Financial Aid/Activities	155,427.29		
Total Expenses		**2,616,884.53**	
Net cash change - month			**(1,094,786.50)**
EOM Cash Balances			
-Main Checking 1176	644,572.78		
-Peoples State Bank 4187	5,100.00		
-Federal Funds checking 1192	29.39		
-Money Market 3915	9,313,125.41		
-Offset account 4011	850,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,171,614.39		
Ending Cash/Investment Balance		**11,987,381.97**	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 1 Month ended July 2017							
	2017-18 Budget	**2017-18 YTD Actual**	**2017-18 Percent**	**2016-17 Percent**	**2015-16 Percent**	**2014-15 Percent**	**2013-14 Percent**
General Fund Revenue	23,143,000.00	1,021,941.06	4.42	4.02	2.42	2.38	2.35
General Fund Expenditures	23,613,000.00	1,867,918.91	7.91	8.88	9.13	6.00	1.15
Capital Projects Fund Revenue	2,530,000.00	-	-	0.97	0.01	0.13	1.98
Capital Projects Fund Expenditures	3,243,000.00	17,196.83	0.53	4.52	3.71	5.80	9.61
Debt Service Fund Revenue	5,272,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,359,600.00	-	-	-	-	-	-
Enterprise Fund Revenue	2,100,000.00	32,970.00	1.57	1.90	1.92	1.66	6.56
Enterprise Fund Expenditure	2,000,000.00	230,883.06	11.54	3.10	4.58	6.42	10.78
Internal Service Fund Revenue	4,350,000.00	328,871.05	7.56	10.30	10.91	5.87	4.64
Internal Service Fund Expenditures	4,350,000.00	345,458.44	7.94	7.78	14.08	9.36	10.59
Trust & Agency Fund Revenue	8,000,000.00	138,315.92	1.73	1.03	1.49	0.14	1.32
Trust & Agency Fund Expenditures	8,030,000.00	155,427.05	1.94	1.59	1.81	1.15	1.44
Grand Total Revenue	45,395,000.00	1,522,098.03	3.35	3.34	2.58	1.87	2.25
Grand Total Expenditures	46,595,600.00	2,616,884.29	5.62	5.98	6.72	4.76	2.72

D. Contract Revenue

There are 11 contracts totaling $23,033.58 in July 2017 being presented for Board approval. The Contract Revenue Report follows.

Contract #	Service Provided	Contact	Number Served		Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
						INDIRECT COST FACTOR			
03-2018-0002-I-23	Industrial Electrical Wiring	Amy Charles	23	$	3,285.00	No		X	
Schreiber	Machine Control	Amy Charles	24	$	3,280.00	No		X	
WAT Grant 03-163-124-177	OSHA NFPA 70E	Amy Charles	24	$	1,650.00	No		X	
03-2018-0004-F23	Administrative & Fiscal Services	Amy Charles		$	2,708.33	No		X	
Prosperity Southwest									
03-2018-0037	Lean Principles	Amy Charles	25	$	1,900.00	No		X	
Grant County	5S/Visual Workplace	Amy Charles	26	$	1,900.00	No			
03-2018-0042-I-41	BLS for Healthcare Provider - CPR Recert	Kris Wubben	16	$	950.00	No		X	
Atrium Post Acute Care-Lancaster									
03-2018-0043-T-42	Equipment Rental	Kris Wubben		$	100.00	No		X	
City of Fennimore									
03-2018-0045-I-11	Heartsaver CPR/AED with First Aid	Kris Wubben	21	$	1,076.03	Yes		X	
Cuba City School District									
03-2018-0047-I-23	Business Concepts	Amy Charles	6	$	1,360.00	No		X	
Schreiber									
WAT Grant 03-163-124-177									
03-2018-0048-I-41	Heartsaver CPR/AED Adult Only	Kris Wubben	34	$	1,928.34	No		X	
Bemis Performance Packaging-Lancaster									
03-2018-0049-I-23	Workplace Communication	Amy Charles	19	$	1,750.00	No		X	
Dillman									
WAT Grant 03-149-124-177									
03-2018-0053-I-41	Heartsaver CPR/AED w/ First Aid	Kris Wubben	8	$	495.88	No		X	
Precious Time Preschool & Daycare									
03-2018-0054-T-41	Microsoft Excel Training	Amy Charles		$	650.00	No		X	
WI Association of Mutual Insurance Co.									

TOTAL of all Contracts	**226**	**$**	**23,033.58**	
Exchange of Services	21	$	1,076.03	
For Pay Service	205	$	21,957.55	

Southwest Wisconsin Technical College
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E. *Personnel Items*

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

PERSONNEL REPORT
August 24, 2017

Employment: NEW HIRES

Name	Jeanne Smoczyk
Title	Health Information Technology Instructor
Number of Applicants and Number Interviewed	84 applicants / 6 interviewed
Start Date	August 1, 2017
Salary/Wages	$60,000 (at 50% load)
Classification	Part-Time Regular
Education and/or Experience	Masters & Bachelors in Career & Technical Education both from UW-Stout; 18 years of occupational experience and 16 years of teaching experience at Chippewa Valley Technical College

Name	Ben Halvorson
Title	Welding Instructor/Mobile Lab Specialist
Number of Applicants and Number Interviewed	4 applicants / 3 interviewed
Start Date	August 14, 2017
Salary/Wages	$53,500 (at 50% load)
Classification	Part-Time Regular
Education and/or Experience	Ironworks Apprenticeship –St. Paul Technical College and Associate Degree in Machine Tool Technology from Dunwoody Institute with 16 years of industry experience and 2 years of welding instructor experience with Madison Area Technical College

Name	Kim Govier
Title	Assistant College Controller/Foundation Accountant
Number of Applicants and Number Interviewed	20 applicants / 5 interviewed
Start Date	July 31, 2017
Salary/Wages	$54,000
Classification	Full-Time Regular
Education and/or Experience	BS in Business Administration/Human Resources from UW-Platteville with 16 years of foundation and grant accounting experience

Name	Patricia Greenwood
Title	Academic Success Coach
Number of Applicants and Number Interviewed	8 applicants / 6 interviewed
Start Date	August 22, 2017
Salary/Wages	$25.00 hourly
Classification	Part-time (Limited-Term)
Education and/or Experience	Pursuing Liberal Arts & Sciences Bachelors Degree (May 2018) from UW-Baraboo/Sauk County with six months experience

Name	Emily Leibold
Title	Academic Success Coach
Number of Applicants and Number Interviewed	8 applicants / 6 interviewed
Start Date	August 28, 2017
Salary/Wages	$25.00 hourly
Classification	Part-time (Limited-Term)
Education and/or Experience	Bachelors in Medical Microbiology & Immununology from UW-Madison with 9 years for experience

PROMOTIONS / TRANSFERS

John Troxel	Network Administrator

RETIREMENTS / RESIGNATIONS

Matt Lansing (Resignation 7/31/17)	Farm Business & Production Management Instructor

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Fundraising Priorities

Each year the College establishes fundraising priorities for consideration by the Foundation and Real Estate Foundation. Last year the priorities were established through a collaborative process between all three boards. For the 2017-18 fiscal year, four of the five priorities remain the same. We have added goals, which are included in the board packet, for each priority. If the College Board chooses to adopt these priorities, the Real Estate Foundation and the Foundation will determine which priorities to fund.

Recommendation – Adopt the 2017-18 Fundraising Priorities as presented.

2017-18 Fundraising Priorities

Fundraising Goals:

$600,000 total received

$375,000 cash received

Priorities Recommendation

#1 = Scholarships
- *Goal of $180,000 awarded in 2017-18*

#2 = Student Support Funds
- *Goal of $15,000 received for Charger Dream Fund*

Priorities Recommendation

#3 = Academic Program Support, including student conferences and competitions

- *Goal of 5 student club online campaigns*

Priorities Recommendation

#4 = Indoor Trap Shooting Facility
- *Create a fundraising campaign*

#5 = Endowment
- *Goal of $50,000 received*

B. *Sustainable Compensation Strategies: Performance-Based Incentives*

The College is interested in establishing a mechanism to facilitate and sustain growth. Employee compensation is the largest portion of the College budget typically encompassing between 75% and 80% of the funds. Antiquated "column and step" models of pay increases created a harmful cycle of growth and reductions that did not coincide with student enrollment fluctuations. Conversely, simple cost-of-living adjustments proved inadequate and did not adhere to the diversity of market patterns.

The Board will research and study various performance-based compensation models and consider whether to conduct a trial implementation with the president's compensation. The Board will consider whether to conduct the research as an entire Board or if it will establish an ad-hoc committee per Board Policy 1.11 – Board Committees. Included in the electronic Board material is a proposed project charter to be used if the Board establishes an ad-hoc committee. Also included in the electronic material is Board Policy 1.11 – Board Committees.

Recommendation: (To be Determined at the Board Meeting)

Sustainable Compensation Strategies - Performance-Based Incentives

Project

The College is interested in establishing a mechanism to facilitate and sustain growth. Employee compensation is the largest portion of the College budget typically encompassing between 75% and 80% of the funds. Antiquated "column and step" models of pay increases created a harmful cycle of growth and reductions that did not coincide with student enrollment fluctuations. Conversely, simple cost-of-living adjustments proved inadequate and did not adhere to the diversity of market patterns. We are committed to finding a better for our future.

Charge

The Board will research and study various performance-based compensation models. The ad-hoc committee, established following Board Policy 1.11 – Board Committees, will formulate several options to present to the full Board for consideration. The full Board may opt to conduct a trial experiment with one of the options for the president's compensation.

Timeline

Work will be conducted between monthly Board meetings and require one extra meeting per month as well as time to read materials. Recommendations should be completed in time to present to the entire Board during the February 2018 retreat.

Members

The Board chairperson will select membership. Employee members should include the President of the College, the Chief Human Resources Officer, and Chief Financial Officer. In addition, the labor attorney, Jon Anderson, should participate as a resource.

_____   _____

Approved by Board Chair   Date

1.11 - BOARD COMMITTEES

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose. Accordingly:

1. The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge as well as a timeline for the completion of the committee's work.

2. The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.

3. It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board.   When this task is completed, the committee shall be discharged.

4. Ad hoc committees do not exercise control or authority over the President or the staff.

5. Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority by the Board for specific and time-limited purposes.

Adopted: 1/24/02
Reviewed: 11/21/02, 9/27/07
Revised:

C. *Letter of Credit from American Bank & Trust*

With the recent change to American Bank as the College's financial institution, the Board must enter into a $50,000 line of credit with American Bank & Trust for the College's motor vehicle license. A Board resolution is included in the electronic Board material.
Recommendation*:* Approve the Board Resolution for the College to enter into a $50,000 letter of credit with American Bank & Trust.

RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, Southwest Wisconsin Technical College holds a Wisconsin Department of Transportation retail dealer license allowing the College to purchase vehicles for use in the student labs to enhance the learning environment and for use in other College purposes;

WHEREAS, Southwest Wisconsin Technical College holds a Wisconsin Department of Transportation retail dealer license allowing the College to sell vehicles that the College no longer needs;

WHEREAS, a $50,000 irrevocable letter of credit is required to hold a retail dealer license in the State of Wisconsin; and

WHEREAS, Southwest Wisconsin Technical College's official depository is American Bank & Trust.

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board of Directors approves a $50,000 irrevocable letter of credit with American Bank & Trust with the beneficiary listed as the Wisconsin Department of Transportation, Dealer Section, PO Box 7909, Madison, WI 53707-7909.

Adopted and recorded this 24th day of August, 2017.

_____
Chris J. Prange
Chairperson

ATTEST:

_____
Darlene Mickelson
Secretary

Board Monitoring of College Effectiveness

A. Foundation Quarterly Report

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY17 Fourth Quarter report is available below.

Southwest Tech Foundation and SWTC Real Estate Foundation (REF)
FY17 Fourth Quarter Report to District Board August 24, 2017

- FY17 Fundraising Totals
  - $595,819.54 total gifts received *(FY16 total was $331,413.35; FY17 goal was $360,000 – goal met)*
    - $371,637.06 cash received *(FY16 total was $264,818.93)*
    - $224,182.48 Gift In-Kind total *(FY16 total was $66,594.42)*
    - $29,938.69 received from retirees *(FY16 total was $18,912.00)*
    - $45,344.69 received from current employees, 176 employee donors including 79 ongoing payroll deductions *(FY16 total was $29,927.35, 91 employee donors; FY17 goal was $35,000 received – goal met)*
  - 3,387 total gifts *(FY16 total was 1,750)*
  - 1,000 total donors including 438 new donors *(FY16 total was 452 including 157 new)*

- Gift Highlights – Thank you!
  - $90,699 from The Cummins Foundation for Mobile Welding Lab
  - $17,746.52 GIK from Advance Auto Parts of auto parts and supplies for Industry, Trades and Agriculture Division
  - $8,000 from Suzann Lewison for the Vern Lewison Memorial Scholarship Endowment
  - $5,000 from District Mutual Insurance for Southwest Tech Foundation Scholarship Endowment
  - $5,000 from John Haskins for John Haskins Dairy Herd Management Scholarship
  - $3,000 from Caterpillar Elkader for Mobile Welding Lab outstanding pledge
  - $3,000 from Morris Newspaper Corp for 50th Anniversary Sponsorship
  - $2,798.00 GIK from Sloan Implement of John Deere gators for Industry, Trades and Agriculture Division
  - $2,500 from Karen and Doug Knox for 50th Anniversary Patio Project – table sponsorship
  - $1,572 GIK from Martina Steger of automobile for Industry, Trades and Agriculture Division
  - $1,500 from Marilyn Richards for the Ralph C. Hauri Auto Tech Scholarship
  - $1,500 grant from Elmer G. Biddick Foundation for Charger Dream Fund

- Board Membership
  - Two Foundation board members completed their 6-year board terms as of June 30, 2017 – Carol Rogers and Kevin Raisbeck. They both received an appreciation plaque for their service. Kevin will continue to serve as a REF board member.
  - Three new Foundation board members were approved by the board on June 28, 2017 – Theresa Braudt, Fennimore; Bryant Gill, Platteville; and Greg Novinska, Poynette. All three are alumni.
  - The Foundation board will be electing officers at its November meeting.

- Scholarships
  - [2017-18 Scholarships](): scholarship reception is scheduled for October 26 before the District Board meeting

- Appeals
  - Phonathon was conducted in both fall and spring semesters. Goal was $30,000. Actual was $28,735.77. *(FY16 total was $10,365.44 in 1 phonathon.)*
  - 50th Anniversary Patio Paver project as of 8/7/17 had 1 table sponsorship, 1 bench sponsorship and 34 paver sponsorships. These sponsorships range from $50 student discount to $2,500.

- Events – Foundation and 50th Anniversary
  - August 11 Charger Golf Classic, Prairie du Chien Country Club, 12:00 pm registration, 1:00 Shot Gun Start
  - August 26 50th Anniversary Corn Maze at Vesperman Farms Sneak Peek, Lancaster
  - Sept 23 50th Anniversary Homecoming Reunion and Celebration Concert, campus, 12:00 pm
  - Oct 26 23rd Annual Scholarship Reception, campus, 5:30 pm

- Real Estate Foundation
  - REF board approved a vision statement and mission statement and continues to work on strategic plan, success measures, goals, and strategic initiatives.
    - Mission: The SWTC Real Estate Foundation supports student learning, enriches student lives and generates revenue to support the Southwest Tech Foundation, Southwest Tech, and its students.
    - Vision: The SWTC Real Estate Foundation will invest in and develop real estate properties to support the priorities of the Southwest Tech Foundation and Southwest Tech.
  - Housing has 100 migrant workers and 8-12 students living in units throughout the summer.
  - 1920 Brownwood Rd will be demolished in August 2017.
  - 1543/45 Brownwood was completed this summer for students to move in to in August.
  - Construction began on 1533/35 Brownwood in July so carpentry program class can begin work when classes start.
  - Weatherization inspections complete for 1935 and 1955 Brownwood with no improvements required to satisfy rental property waiver.

B. *Staffing Update*

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

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Sara Biese	Health Information Technology Instructor (HIT) (Part-time)	Jeanne Smoczyk	8/1/2017	BS $47,297-$75,203 MS $52.202-$83.000 $60,000 (at 50% load)
2	New Position	Online Navigator	Heather Ringberg	7/10/2017	Hourly Band B23 $18.96 - $24.65 Hired at $19.00/hour
3	New Position	Welding Instructor/Mobile Lab Specialist (Part-time)	Ben Halvorson	8/14/2017	BS $47,297-$75,203 $53,500 (at 50% load)
4	New Position	Assistant College Controller/Foundation Accountant	Kim Govier	7/31/2017	Salary Band C42 $47,777-$66,888 Hired at $54,000
5	New Position - Internal posting	Director of Agriculture	Deb Ihm	7/1/2017	Salary Band D62 $62,198-$90,187 Hired at $61,500 (75% of $82,000)
6	Replacement-Ed Edwards & Marlene Klein	Academic Success Coaches - (Part-time, LTE)	Patricia Greenwood (15 hrs) Emily Leibold (5 hours - online)	8/23/2017 8/28/2017	Hourly Band B24 $20.32 - $26.41 Hired at $25.00/hour

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	Replacement - Matt Lansing	Farm Business/Production Management Instructor	Posted	9/15/2017	BS $47,297-$75,203 MS $52.202-$83.000
8	Replacement - John Troxel	Technology Support Specialist	Posted	9/15/2017	Salary Band C42 $47,777-$66,888

Information and Correspondence

A. Enrollment Report

The 2016-17 Comparison FTE Report is available below.

Program Code	Program Title	08-15-16 Students	08-14-17 Students	Student Change	08-15-16 FTE	08-14-17 FTE	FTE Change
	Southwest Tech		**2015-2016 and 2016-2017 FTE Comparison**				
10-101-1	Accounting	29	42	13	16.63	30.63	14.00
10-106-6	Administrative Professional	14	9	(5)	11.50	7.90	(3.60)
10-006-2	Agri-Business/Science Technology (OLD)	70	36	(34)	63.80	34.23	(29.57)
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)		16	16		13.07	13.07
10-102-3	Business Management	89	88	(1)	62.63	61.47	(1.17)
10-530-5	Cancer Information Management	21	36	15	12.83	20.87	8.03
10-504-X	Criminal Justice Studies	54	51	(3)	48.53	46.70	(1.83)
10-316-1	Culinary Arts	22	12	(10)	17.50	9.70	(7.80)
10-317-1	Culinary Management	7	8	1	4.83	7.30	2.47
10-510-6	Direct Entry Midwife	52	59	7	23.50	22.53	(0.97)
10-307-1	Early Childhood Education	41	35	(6)	30.17	27.80	(2.37)
10-620-1	Electromechanical Technology	39	38	(1)	31.97	35.00	3.03
10-325-1	Golf Course Management	21	14	(7)	20.27	14.10	(6.17)
10-201-2	Graphic And Web Design	36	41	5	30.90	35.40	4.50
10-530-1	Health Information Technology	45	46	1	23.23	27.83	4.60
10-520-3	Human Services Associate	58	54	(4)	43.87	38.53	(5.33)
10-825-1	Individualized Technical Studies	4	8	4	2.63	7.23	4.60
10-620-3	Instrumentation and Controls Technology (NEW)		2	2		0.43	0.43
10-150-1	IT-Network Communications Specialist	42	40	(2)	35.43	34.27	(1.17)
10-513-1	Medical Laboratory Technician	18	19	1	15.87	12.83	(3.03)
10-543-1	Nursing - Associate Degree	213	225	12	106.37	122.37	16.00
10-531-1	Paramedic Technician (NEW)		3	3		0.57	0.57
10-524-1	Physical Therapist Assistant	41	45	4	29.53	32.10	2.57

10-196-1	Supervisory Management		25	33	8	14.03	16.17	2.13
10-182-1	Supply Chain Management		13	30	17	7.20	12.77	5.57
10-499-5	Technical Studies-Journey Worker		2	1	(1)	0.60	0.20	(0.40)
	Total Associate Degree		**956**	**1,014**	**58**	**653.84**	**694.07**	**40.23**
31-101-1	Accounting Assistant		7	1	(6)	6.30	0.20	(6.10)
30-531-6	Advanced EMT		7	8	1	0.93	1.07	0.13
32-070-1	Agricultural Power & Equipment Technician		43	34	(9)	40.33	36.03	(4.30)
31-405-1	Auto Collision Repair & Refinishing Technician		19	17	(2)	14.50	13.73	(0.77)
32-404-2	Automotive Technician		36	35	(1)	33.10	27.70	(5.40)
31-408-1	Bricklaying & Masonry-PDC Correctional			2	2		1.60	1.60
31-475-1	Building Trades - Carpentry		10	14	4	8.70	12.87	4.17
31-307-1	Child Care Services (ETD)		20	13	(7)	15.50	9.30	(6.20)
30-420-2	CNC Setup/Operation (ETD)		4	2	(2)	2.13	0.70	(1.43)
31-502-1	Cosmetology		41	25	(16)	33.83	17.67	(16.17)
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	2.90	(2.70)
31-091-1	Dairy Herd Management		21	19	(2)	20.87	19.53	(1.33)
30-508-2	Dental Assistant - Short Term		13	17	4	7.30	9.57	2.27
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	22.73	(0.50)
50-413-2	Electricity (Construction) Apprentice		21	24	3	3.13	3.50	0.37
30-531-3	Emergency Medical Technician		48	58	10	9.57	15.33	5.77
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
32-080-6	Farm Operations & Management - Livestock (NEW)			1	1		0.33	0.33
30-317-1	Food Production Assistant (ETD)			1	1		0.60	0.60
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	5.03	(3.17)
31-154-6	IT-Computer Support Technician		17	20	3	13.10	14.13	1.03
31-513-1	Laboratory Science Technician		5	6	1	3.63	4.17	0.53
31-509-1	Medical Assistant		40	35	(5)	31.70	28.90	(2.80)
31-530-2	Medical Coding Specialist (ETD) (NEW)		46	49	3	16.37	23.67	7.30
30-543-1	Nursing Assistant		209	219	10	23.97	26.30	2.33

Program Code	Program Title	08-15-16 Students	08-14-17 Students	Student Change	08-15-16 FTE	08-14-17 FTE	FTE Change
31-106-8	Office Support Specialist	7	6	(1)	6.57	5.73	(0.83)
50-427-5	Plumbing Apprentice	21	22	1	3.57	3.06	(0.51)
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	47.03	53.43	6.40
	Total Technical Diploma	**767**	**775**	**8**	**391.34**	**373.09**	**(18.24)**
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	9	14	5	1.83	5.33	3.50
	Undeclared Majors	984	356	(628)	135.21	53.37	(81.84)
	Total	**2,728**	**2,175**	**(553)**	**1,186.22**	**1,132.69**	**(53.52)**
	Percent of Change						**-4.51%**
	Vocational Adult (Aid Codes 42-47)	4,834	3,805	(1,029)	86.21	69.98	(16.23)
	Community Services (Aid Code 60)	90	60	(30)	0.29	0.35	0.06
	Basic Skills (Aid Codes 73,74,75,76)	490	409	(81)	56.27	47.00	(9.27)
	Basic Skills (Aid Codes 77 & 78)	1,770	1,021	(749)	114.27	81.80	(32.47)
	Grand Total	**9,912**	**7,470**	**(2,442)**	**1,443.25**	**1,331.82**	**(111.43)**
	Total Percent of Change						**-7.72%**
	(ETD= Embedded Technical Diploma)						

The 2017-18 Comparison FTE Report is available below.

Program Code	Program Title	2016-2017 and 2017-2018 FTE Comparison					
		08-15-16 Students	08-14-17 Students	Student Change	08-15-16 FTE	08-14-17 FTE	FTE Change
10-101-1	Accounting	33	34	1	15.60	14.93	(0.67)
10-106-6	Administrative Professional	9	6	(3)	4.90	3.13	(1.77)
10-006-2	Agri-Business/Science Technology (OLD)	32	7	(25)	21.30	1.80	(19.50)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	8	11	3	4.23	6.33	2.10
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	13	24	11	7.00	14.07	7.07
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	11	24	13	5.17	13.40	8.23
10-102-3	Business Management	63	98	35	29.90	43.73	13.83
10-530-5	Cancer Information Management	23	55	32	8.60	24.13	15.53
10-504-X	Criminal Justice Studies	51	52	1	26.57	24.07	(2.50)
10-316-1	Culinary Arts	15	17	2	7.47	7.73	0.27
10-317-1	Culinary Management	6	7	1	2.73	3.43	0.70
10-510-6	Direct Entry Midwife	33	32	(1)	9.87	12.80	2.93
10-307-1	Early Childhood Education	36	35	(1)	18.30	16.67	(1.63)
10-620-1	Electromechanical Technology	40	34	(6)	20.60	17.20	(3.40)
10-325-1	Golf Course Management	10	18	8	5.43	9.00	3.57
10-201-2	Graphic And Web Design	41	33	(8)	19.73	16.30	(3.43)
10-530-1	Health Information Technology	42	52	10	15.47	22.03	6.57
10-520-3	Human Services Associate	45	38	(7)	20.23	17.60	(2.63)
10-825-1	Individualized Technical Studies	10	5	(5)	4.70	3.23	(1.47)
10-620-3	Instrumentation and Controls Technology (NEW)		3	3		1.07	1.07
10-150-X	IT-Network Specialist (NEW)	41	28	(13)	20.60	12.33	(8.27)
10-513-1	Medical Laboratory Technician	16	15	(1)	8.47	7.03	(1.43)
10-543-1	Nursing - Associate Degree	205	188	(17)	62.73	56.80	(5.93)
10-531-1	Paramedic Technician (NEW)	4	9	5	0.87	5.10	4.23
10-524-1	Physical Therapist Assistant	39	44	5	14.37	15.60	1.23
10-196-1	Supervisory Management	24	30	6	9.07	9.47	0.40
10-182-1	Supply Chain Management	15	20	5	5.80	7.50	1.70
10-499-5	Technical Studies-Journey Worker	1		(1)	0.20		(0.20)
	Total Associate Degree	**866**	**919**	**53**	**369.90**	**386.50**	**16.60**

Program Code	Program Title	08-15-16 Students	08-14-17 Students	Student Change	08-15-16 FTE	08-14-17 FTE	FTE Change
31-101-1	Accounting Assistant	1	5	4	0.43	1.97	1.53
30-531-6	Advanced EMT	-	3	3	-	0.40	0.40
32-070-1	Agricultural Power & Equipment Technician	37	38	1	20.77	19.50	(1.27)
31-405-1	Auto Collision Repair & Refinishing Technician	17	19	2	7.67	7.67	-
32-404-2	Automotive Technician	37	34	(3)	16.53	15.93	(0.60)
31-475-1	Building Trades - Carpentry	16	9	(7)	8.00	4.40	(3.60)
31-307-1	Child Care Services (ETD)	10	5	(5)	5.00	2.50	(2.50)
30-420-2	CNC Setup/Operation (ETD)	2		(2)	0.53		(0.53)
31-502-1	Cosmetology	20	21	1	9.87	10.67	0.80
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	9	8	(1)	5.33	3.40	(1.93)
31-317-1	Culinary Specialist (ETD)	1	3	2	0.50	0.93	0.43
31-091-1	Dairy Herd Management (OLD)	19	1	(18)	10.57	0.73	(9.83)
30-508-2	Dental Assistant - Short Term	17	16	(1)	9.20	8.53	(0.67)
30-812-1	Driver and Safety Education Certification (NEW)		11	11		2.00	2.00
31-413-2	Electrical Power Distribution	25	28	3	13.07	14.37	1.30
50-413-2	Electricity (Construction) Apprentice	24	19	(5)	1.70	1.27	(0.43)
30-531-3	Emergency Medical Technician	-	26	26	-	4.33	4.33
32-080-4	Farm Operations & Management - Ag Mechanics(NEW)		6	6		3.17	3.17
31-080-6	Farm Operations & Managenent - Crop Operations (ETD)(NEW)		1	1		0.27	0.27
32-080-3	Farm Operations & Management - Dairy (NEW)		6	6		2.27	2.27
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)		2	2		0.63	0.63
31-080-2	Farm Operations & Management - Farm Ag Maintenance(ETD)(NEW)		1	1		0.50	0.50
31-080-7	Farm Operations & Management - Livestock Tech(ETD)(NEW)		1	1		0.43	0.43
30-317-1	Food Production Assistant (ETD)	1		(1)	0.33		(0.33)
50-413-1	Industrial Electrician Apprentice	11	8	(3)	0.80	0.83	0.03
31-620-1	Industrial Mechanic (ETD)	3	7	4	1.60	3.50	1.90
31-154-6	IT-Computer Support Technician	15	13	(2)	6.40	4.40	(2.00)
31-513-1	Laboratory Science Technician	3	3	-	1.13	1.10	(0.03)
31-509-1	Medical Assistant	35	35	-	17.50	16.97	(0.53)
31-530-2	Medical Coding Specialist (ETD) (NEW)	41	45	4	13.03	18.03	5.00
30-543-1	Nursing Assistant	98	121	23	11.67	13.90	2.23
31-106-8	Office Support Specialist	3	2	(1)	1.53	0.70	(0.83)

Program Code	Program Title	08-15-16 Students	08-14-17 Students	Student Change	08-15-16 FTE	08-14-17 FTE	FTE Change
50-427-5	Plumbing Apprentice	4	15	11	0.22	1.37	1.15
31-420-7	Precision Machining Technology (NEW)	1	8	7	0.50	3.83	3.33
31-504-5	Security Operations (ETD) (NEW)		1	1		0.30	0.30
31-182-1	Supply Chain Assistant (ETD)	-	3	3	-	1.47	1.47
31-442-1	Welding	51	51	-	26.47	26.47	-
	Total Technical Diploma	**501**	**575**	**74**	**190.35**	**198.73**	**8.39**
20-800-1	Liberal Arts - Associate of Arts	13	9	(4)	3.53	1.67	(1.87)
20-800-2	Liberal Arts - Associate of Science	12	16	4	3.23	4.20	0.97
	Undeclared Majors	245	232	(13)	38.14	35.23	(2.91)
	Total	**1,637**	**1,751**	**114**	**605.15**	**626.33**	**21.18**
	Percent of Change						**3.50%**
	Vocational Adult (Aid Codes 42-47)	1,319	1,276	(43)	24.65	25.85	1.20
	Community Services (Aid Code 60)	22	26	4	0.06	0.09	0.03
	Basic Skills (Aid Codes 73,74,75,76)	34	125	91	1.17	8.37	7.20
	Basic Skills (Aid Codes 77 & 78)	252	146	(106)	9.87	5.10	(4.77)
	Grand Total	**3,264**	**3,324**	**60**	**640.89**	**665.73**	**24.84**
	Total Percent of Change						**3.88%**
	(ETD= Embedded Technical Diploma)						

B. Chairperson's Report

C. College President's Report

     1. Feasibility Study
     2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Compliance Monitoring Report

B. Time and Place

Thursday, September 21, 2017, at 7:00 p.m. Location is still to be determined.

Adjourn to Closed Session

A. Consideration of adjourning to closed session for the purpose of
1. Discussing Internal Revenue Service potential action and items related to the issue per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
2. Discussing an Additional Holiday for Staff per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Discussing Contracts for Chief Officers of the College per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
4. Approval of Closed Session Minutes of May 25, 2017, June 22, 2017, and July 10, 2017.

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment