



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

November 16, 2017

Held at

Building Automation Products, Inc.
750 N. Royal Avenue
Gays Mills, WI 54631

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 16, 2017

5:30 p.m. – Tour of Building Automation Products, Inc.

6:30 p.m. – Dinner

7:00 p.m. - Board Meeting
Building Automation Products, Inc.
750 N. Royal Avenue
Gays Mills, WI 54631

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The November 16, 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 and the Village of Gays Mills in an attempt to make the general public aware of the time, place and agenda of the meeting.”

OPEN MEETING

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

A copy of the November 16, 2017, agenda is included with the electronic Board material.

B. Minutes of the Board Retreat / Regular Meeting of October 26, 2017

Minutes of the October 26, 2017, Board retreat/regular 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 four contracts totaling \$6,798.14 in October 2017, which are being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One retirement is being presented for approval in the Personnel Report.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$16,000,000 General Obligation Refunding Bonds

A presentation from John Mehan of Robert W. Baird & Company on refinancing options of the bonds issued during the 2008 referendum financing will be heard. Information will be available at the Board meeting.

Recommendation: (To be determined at Board meeting.)

B. Consortium RFP - Financial Advisory Services

The public opening of the request for proposals (RFP) to provide financial advisory services for the College was held on Friday, September 8, 2017. The scope of the RFP included providing coordination of debt issuance and drafting/issuing of an Official Statement (OS). Four proposal were received with two companies being invited for interviews. Information on the scoring of the RFP is included with the electronic Board material.

Recommendation: Award the contract for Financial Advisory Services to RW Baird & Co., Inc., Milwaukee, Wisconsin.

C. Bid: Building 300 Administration - Fire Protection

Bid openings were held on October 26, 2017, for this project, which consists of interior renovation at Building 300 to extend the fire protection sprinkler system though the administration area. Two bids were received. The bid summary is available in the electronic Board material.

Recommendation: Award the Building 300 Administration – Fire Protection project to Automatic Fire Systems, Inc., Rockford, Illinois, with the low bid of \$44,765.

D. Grant County Economic Development Corporation Lease for 2018

The 2018 office space lease for Grant County Economic Development Corporation is available with the Board material. The lease remains the same as the 2017 lease agreement and is for rental and furniture for two office spaces. Available with the electronic Board material is the 2018 lease.

Recommendation: Approve the 2018 lease in the amount of \$370 per month for Grant County Economic Development Corporation.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 2018-19 Budget Process

Caleb White will present the 2018-19 budget process. An outline of the process is available electronically with all other 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 2017-18 Comparison FTE Report is available with the electronic Board material.

B. Chairperson's Report

1. Fall District Boards Association Meeting
2. ACCT National Legislative Summit, Washington, DC – February 11–14, 2018

C. College President's Report

1. President's Goals
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. FY2017 Financial Audit
2. Benefit Analysis
3. Financial Sustainability Monitoring Report
4. Mental Health Services for Students
5. Clery Act

B. Time and Place

Thursday, December 21, 2017, at 7:00 p.m. College Connection – Rooms 492-493

ADJOURNMENT

Open Meeting

The following statement will be read: "The November 16, 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 and Village of Gays Mills in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 16, 2017

5:30 p.m. – Tour of Building Automation Products, Inc.

6:30 p.m. – Dinner

7:00 p.m. - Board Meeting

Building Automation Products, Inc.

750 N. Royal Avenue

Gays Mills, WI 54631

AGENDA

OPEN MEETING

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OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 26, 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 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$16,000,000 General Obligation Refunding Bonds
- B. Consortium RFP - Financial Advisory Services
- C. Bid: Building 300 Administration - Fire Protection
- D. Grant County Economic Development Corporation Lease for 2018

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2018-19 Budget Process
- 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

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 Board Retreat / Regular Board Meeting of October 26, 2017

MINUTES OF THE BOARD RETREAT / REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE OCTOBER 26, 2017

The Board of Southwest Wisconsin Technical College met in open session of a Board retreat/regular Board meeting commencing at 12:36 p.m. on October 26, 2017, in Room 303 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 (3:50 p. m.), Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher (3:30 p.m.)

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Stephanie Brown, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Dan Imhoff, Cynde Larsen, Holly Miller, Matt Schneider, Barb Tucker, Krista Weber, Caleb White, and Kris Wubben.

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

Thursday, October 26, 2017

12:00 – 3:30 p.m. – Light Lunch/Board Retreat
3:30 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
5:30 - 7:00 p.m. – Scholarship Reception
7:00 p.m. – Regular Board Meeting
Southwest Tech Campus

**12:00 – 3:30 p.m. – Board Retreat
Southwest Tech Campus
Room 303**

AGENDA

OPEN MEETING

The following statement will be read: “The October 26, 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 City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

BOARD RETREAT

- A. Review of Board ENDS
- B. President's Goals
- C. Teambuilding Dialogue

**3:30 – 5:00 p.m. – Joint District Board / SWTC Foundation / Real Estate Foundation
Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Investment Opportunities for Future Growth

The Board will adjourn for the Scholarship Reception for social purposes only and no College business will be conducted.

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

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 28, 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. Fund & Account Transfers (2016-17 Budget Modifications)
- B. Resolution for Adoption of 2017 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. Resolution for "Southwest Tech Day"
- E. Approval to Move Forward with Facilities Master Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. Student Access Monitoring 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues 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 September 28, 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}

During the retreat, the Board reviewed the Board ENDS including the mission, vision, purposes, values, and strategic directions. Minor changes were discussed. A process to engage the entire college will be used to develop the strategic directions to be brought to the Board for approval in Fall 2018.

The Board and Dr. Wood reviewed the proposed president's goals which are aligned with strategic and operational priorities. The goals are categorized into process and outcome goals. Input into the selection of goals occurred through the all-employee evaluation of the president and through formal discussions with the Executive Team. The Board and Dr. Wood discussed changes to the proposal goals, which will be brought back to the Board in November.

The Board members spent time discussing ways to strengthen the Board. Topics discussed included the District Boards Association, mentoring, and Board member orientation. The Board recessed at 3:20 p.m.

The District Board reconvened at 3:35 p.m. in Rooms 492-493 for a joint meeting with the SWTC Foundation Board and the Real Estate Foundation Board. Attending this portion of the meeting were District Board members Chuck Bolstad, Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher; SWTC Foundation and Real Estate Foundation Board members Brad Biddick, Kevin Raisbeck, Greg Novinska, Pete Hoffman, April Brandt, Mindy Johnson, Lori

Barry, Becky Fernette, Jerry Brunner, Dennis Cooley, Sheila Ruchti, and Connie Larson. College Staff present included Jason Wood, Heath Ahnen, Stephanie Brown, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Dan Imhoff, Cynde Larsen, Holly Miller, Matt Schneider, Barb Tucker, Krista Weber, Caleb White, and Kris Wubben.

A concept proposal was presented to the three Boards on future growth opportunities. Included in the concept proposal were projects to expand student housing, remodel event space on campus, and add a building at the Public Safety Complex shooting range for classroom purposes.

The Board recessed for the scholarship reception for social purposes only and no college business was conducted. Chairperson Prange reconvened the District Board meeting at 7:06 p.m.

After a review of the Consent Agenda, including the October 26, 2017, agenda; September 28, 2017, Board minutes; financial reports; seven contracts totaling \$7,080.83 in September 2017; the employment recommendation of Kory Stalsberg, Farm Business & Production Management Instructor; the resignation of Anna Stremmlau, Student Success Coach; and the retirement of Lori Garvey, Support/Disability Services Specialist & Transition Coordinator/ADA Coordinator, Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2016-17 budget modifications for Board approval. The College ended the fiscal year positively. Mr. White reviewed the unaudited fund balances for all College funds. The recommended budget modification included a modification to the General Fund. The budget modification was to approve expending an additional \$200,000 for general institutional and an additional \$200,000 for student services with a \$400,000 transfer from the instructional category. Mr. Tuescher moved to approve the budget modification for 2016-17 as presented. Ms. Erickson seconded the motion. Upon a roll call vote with all members present voting affirmatively, the budget modification was approved.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2017 in the amount of \$5,004,597 for operational expenses and \$4,950,000 for debt retirement for a total tax levy of \$9,954,597. Mr. White provided information that the resolution would increase the tax levy by an operational net change of \$64,381 (0.65%), which includes an operational increase of \$147,138 (1.48%) minus the prior year tax levy for Lands' End rescinded taxes of \$82,757 (-0.83%), and no increase for debt service. The overall tax levy value increased 0.65% resulting in an overall 2.71 percent decrease in mill rate. Mr. Moyer moved to approve the Resolution Providing for Tax Levy for the Year 2017 as presented. Ms. Nickels seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Under Other Items Requiring Board Action, the Board reviewed and approved the Wisconsin Code of Ethics Resolution. Ms. Fitzsimons moved to approve the Wisconsin Code of Ethics Resolution, which names Dr. Jason S. Wood, President; Ms. Kathleen E. Garrity, Chief Academic Officer; Ms. Holly Miller, Dean of Students; Ms. Krista M. Weber, Director of Human Resources; and Mr. Caleb White, Vice President for Administrative Services, as the employees of the college to which the Code of Ethics applies. Ms. Mickelson seconded the motion; motion was unanimously approved.

A formal resolution proclaiming November 22, 2017, as Southwest Tech Day was presented for approval. The Board has designated November 22 as Southwest Tech Day for the efforts of the faculty, staff and student for the 50th Anniversary celebration, for faculty's and staff's dedication to the College, and for the 1,705 volunteer hours to give back to the Southwest Tech communities for the 50th Anniversary celebration. Mr. Bolstad moved to approve the Board Resolution recognizing November 22, 2017, as Southwest Tech Day. Mr. Tuescher seconded the motion; motion unanimously carried.

At the joint meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board prior to the District Board meeting, the Board was presented with the Facilities Master Plan. Included in the presentation was three projects – student housing expansion, public safety & firearms facility, and event space remodel. Mr. Tuescher made a motion to move forward with the public safety & firearms facility and event space remodel projects including hiring an architect to determine construction design and costs and to pursue the WTCS Board approval process for the two projects. Ms. Mickelson seconded the motion. The motion unanimously carried. Mr. Moyer moved to authorize the Real Estate Foundation Board to move forward, if they so wish, with the Student Housing expansion project. Mr. Bolstad seconded the motion; motion unanimously carried.

Holly Clendenen, Executive Director for the SWTC Foundation and Real Estate Foundation, updated the District Board on the Foundations' activities for fiscal year 2018. Highlights of the report included \$91,092.29 in total gifts through the first quarter; the scholarship reception was held prior to this meeting and to date 289 scholarships totaling \$165,839 has been awarded in FY 2018; the fall phonathon is underway with a goal of \$35,000; and all leases for student housing have been filled with no current vacancies.

Mr. White presented a summary of the five-year Purchase Card Activity Summary report and a listing of the FY2017 >\$50,000 Vendors report. The FY2017 rebate based on total purchases made was \$43,361.07. Since 2010, the purchase card performance rebates total more than \$200,000.

Holly Miller, Chief Student Services Officer, and Derek Dachelet, Executive Dean of Agriculture, Trades & Industry presented the Student Access Monitoring Report focused on adult student enrollment. The goal is to increase adult student enrollment in FTE-generation by 4% to 330 FTEs, which represents an increase of 14 FTEs. The District Board was in support of the strategic initiatives of conducting a gap analysis and career pathway opportunities, eight-week course delivery, free pre-enrollment trial courses, online adoption of existing offerings, opportunities tied to wait lists, programming in the prisons, professional development offerings, adult boot campus, deferred tuition payment for students who are utilizing their employers tuition assistance programs, and adult scholarships through the Foundation.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Positions in various stages of the hiring process included an LTE full-time Midwifery Instructor and a Student Success Coach. The Board reviewed the 2017-18 Comparison FTE Report noting that enrollment reflects a 3.39% increase compared to the previous year.

The President's Report included an update on the compensation analysis with it noted that the masters experience equivalency project still working on the plan, discussion with the Board on the benefits analysis project and benefits important to the Board, a congratulatory note to the Nursing faculty and staff and Dr. Garrity for the successful Accreditation Commission for

Education in Nursing (ACEN) on-site review, and a note of appreciation to Denise Janssen and Lisa Riley who presented at the WIDS user conference.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(c) and approving the Closed Session minutes from September 28, 2017. Mr. Tuescher seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:08 p.m. The Board reconvened to open session at 8:23 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 8:23 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 10/01/2017 TO 10/31/2017				
Invoices				
Vendor	Invoice #	Description	Amount	
SWTC REAL ESTATE FOUNDATION	FALL 1718 HOUSING	Fall 1718 housing	\$107,868.09	
MADISON COLLEGE	173636	Statewide marketing consortium	\$25,099.00	
PORTZEN CONSTRUCTION INC	FINAL PMT 9.18.17	final pmt for patio	\$24,981.50	
VETESNIK POWER SPORTS	2-2017 TU 250 CYCLES	2017 TU 250 motorcycles	\$9,455.00	
NEBRASKA BOOK COMPANY	320937-N	books	\$7,681.46	
WISC-TV	92994-1	#1 & #3 -Visit Us-TV commercial	\$7,440.00	
SIGNS TO GO!	23841	welding trailer rewrap	\$6,650.00	
KEY BENEFIT CONCEPTS, LLC	2241014	post employment benefits	\$6,600.00	
EBSCO SUBSCRIPTION SERVICES	CG-F-57018-00 RNWLS	EBSCO Magazine renewals	\$6,377.73	
DISTRICTS MUTUAL INSURANCE	1585	increase in cyber liability	\$5,505.50	
KRAEMER AIR FILTER CORP.	16954	cartridge filters	\$5,154.22	
SWTC REAL ESTATE FOUNDATION	PAST DUE TERMS PMTS	past due terms pmts	\$4,765.99	
WOODWARD PRINTING SERVICES	45418	College Preview Guide	\$4,578.65	
PHASE 3 DIGITAL AGENCY/MADISON	92993-1	50th TV commercial	\$4,400.00	
HOONUIT LLC	RENEWAL # 101728927	renewal 10.16.17-10.15.18	\$4,308.96	
CAPTE-COMMISSION ON	1366718	PTA Annual Accreditation Fee	\$4,250.00	
Abby J Ramsden	1450508	Opp Student Refund	\$4,153.27	
LAMAR COMPANIES	108457375	Jaren Billboards-Visit Us	\$4,046.00	
SIGNS TO GO!	24035B	Grow Lab Wrap	\$3,790.00	
Crystal S Cavender	1447947	Opp Student Refund	\$3,760.72	
WOODWARD PRINTING SERVICES	45171	Homecoming Reunion programs	\$3,662.39	
JONES & BARTLETT LEARNING, LLC	BO925267	books	\$3,422.47	
EBSCO SUBSCRIPTION SERVICES	1000066077-1	Assoc Prog Source 10.1-9.30.18	\$3,000.00	
MCCOTTER ENERGY SYSTEMS, INC.	9464	Capacitor/blow assembly	\$2,980.47	
Thomas L Roesch	1447953	Opp Student Refund	\$2,970.00	
Makayla L McVay	1450606	Opp Student Refund	\$2,960.00	
Cindy L Schlehlein	1450443	Opp Student Refund	\$2,897.00	
Trina K Rear	1450674	Opp Student Refund	\$2,897.00	
Jennifer F Pilling	1450440	Opp Student Refund	\$2,893.00	
SW WI WORKFORCE DEVELOPMENT BD	AUG '17 SPAYDE	August 2017 Spayde	\$2,892.12	
KRAMER ENTERTAINMENT AGENCY, INC.	CONTRACT# 39288	Emotion Matrix entertainment	\$2,850.00	

Vendor	Invoice #	Description	Amount	
Joleen M Meckley	1450396	Opp Student Refund	\$2,835.00	
Jessica A Przychocki	1450663	Opp Student Refund	\$2,778.25	
WPS HEALTH INSURANCE	100317001972	L Tucker Medicare Prem	\$2,761.20	
WPS HEALTH INSURANCE	100317027943	K Knox Medicare Prem	\$2,753.56	
Moriah G Post-Kinney	1446564	Opp Student Refund	\$2,715.06	
Sophia Ann Hefel	1448960	Opp Student Refund	\$2,656.25	
Amber V Bruckert	1450370	Opp Student Refund	\$2,650.00	
Miranda K Baker	1450430	Opp Student Refund	\$2,650.00	
Michael J Hartman	1450633	Opp Student Refund	\$2,650.00	
Amy L Ekleberry	1450642	Opp Student Refund	\$2,638.00	
JONES & BARTLETT LEARNING, LLC	3679197	books	\$2,636.17	
Colton A Ehr	1450387	Opp Student Refund	\$2,599.00	
Amber L Ewing	1450381	Opp Student Refund	\$2,598.00	
Kenneth W Adams	1450583	Opp Student Refund	\$2,598.00	
Sara D James	1450690	Opp Student Refund	\$2,597.00	
Keare S Armenta	1450441	Opp Student Refund	\$2,597.00	
Gina L Lynch	1450640	Opp Student Refund	\$2,597.00	
SYSCO FOODS OF BARABOO	118391646	food	\$2,581.55	
Joseph W Schafer	1450449	Opp Student Refund	\$2,535.00	
WEBER PAPER COMPANY	D036508	Paper towels/disinfectant	\$2,509.43	
Adrienne D Hughes	1450679	Opp Student Refund	\$2,502.00	
Total Invoices				\$339,728.01
Purchase Orders				
Vendor	PO #	Description	Amount	
VANGUARD COMPUTERS INC	6568	IT: Elitedesk 850 G3 PC	\$11,407.96	
VANGUARD COMPUTERS INC	6569	IT: Elitedesk 850 G3 PC	\$5,415.03	
MAC TOOLS	6571	Ag Power: Instructor Toolbox/tools	\$10,731.33	
VAN METER INC	6575	Electricity App: Allen Bradley Motor Control	\$9,693.00	
Total Purchase Orders				\$37,247.32
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
Sikich October 2017	WDL000005034	CMTRX00001898	\$302,348.15	
ETF October 2017	WDL000005091	CMTRX00001917	\$119,909.81	
IRS 10.20.17 Payroll	WDL000005075	CMTRX00001910	\$116,591.69	
IRS 941 10.6.17 Payroll	WDL000005050	CMTRX00001904	\$115,961.07	
WDR WT-6 10.6.17	WDL000005058	CMTRX00001904	\$21,533.87	
WDR WT6 10.20.17 Payroll	WDL000005080	CMTRX00001910	\$21,478.76	
The Hartford #581084360318	WDL000005064	CMTRX00001907	\$9,781.06	
Wells Fargo #683646663	WDL000005062	CMTRX00001905	\$7,363.00	
Wells Fargo #685332240	WDL000005083	CMTRX00001911	\$7,363.00	
Delta Dental #144086	WDL000005085	CMTRX00001912	\$6,540.44	
Delta Dental #140096	WDL000005063	CMTRX00001906	\$4,877.85	
Delta Dental #141165	WDL000005069	CMTRX00001909	\$3,802.42	
Delta Dental #139022	WDL000005043	CMTRX00001901	\$2,992.07	
Total Bank Withdrawals				\$740,543.19

Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 10/6/2017	WDL000005047	UPRCC00000616	\$301,862.47	
Direct Deposit 10/6/2017	WDL000005044	UPRCC00000613	\$10,190.17	
Direct Deposit 10/6/2017	WDL000005045	UPRCC00000614	\$4,941.14	
Direct Deposit 10/6/2017	WDL000005046	UPRCC00000615	\$2,653.89	
Direct Deposit 10/20/2017	WDL000005074	UPRCC00000621	\$301,553.91	
Direct Deposit 10/20/2017	WDL000005072	UPRCC00000619	\$10,072.39	
Direct Deposit 10/20/2017	WDL000005071	UPRCC00000618	\$4,964.88	
Total Payroll				\$636,238.85
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 9.19.17 Statement	WDL000005048	CMTRX00001902	\$61,309.12	
Us Bank 10.3.17 Statement	WDL000005070	CMTRX00001909	\$52,923.44	
Total Purchase Cards				\$114,232.56
Total Purchases > \$2,500				\$1,867,989.93

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 10/31/2017			
Receipts			
Fund			
1 General	509,966.13		
2 Special Revenue	-		
3 Capital Projects	8,180.44		
4 Debt Service			
5 Enterprise	77,802.36		
6 Internal Service	336,600.46		
7 Financial Aid/Activities	1,111,573.33		
Total Receipts		2,044,122.72	
Expenses			
Fund			
1 General	1,686,099.85		
2 Special Revenue			
3 Capital Projects	103,742.18		
4 Debt Service	112.00		
5 Enterprise	96,798.84		
6 Internal Service	337,660.68		
7 Financial Aid/Activities	1,007,871.04		
Total Expenses		3,232,284.59	
Net cash change - month			(1,188,161.87)
EOM Cash Balances			
-Main Checking 1176	612,298.10		
-Peoples State Bank 4187	11,900.04		
-Federal Funds checking 1192	29.39		
-Money Market 3915	13,019,301.25		
-Offset account 4011	848,819.22		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,174,591.58		
Ending Cash/Investment Balance		15,669,879.58	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 4 Months ended October 2017							
	2017-18	2017-18	2017-18	2016-17	2015-16	2014-15	2013-14
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,143,000.00	5,246,382.12	22.67	22.46	24.56	21.30	20.02
General Fund Expenditures	23,613,000.00	6,800,129.89	28.80	29.12	31.49	28.37	31.13
Capital Projects Fund Revenue	2,530,000.00	2,515,793.70	99.44	100.69	99.13	100.35	100.31
Capital Projects Fund Expenditures	3,243,000.00	869,335.05	26.81	24.91	12.79	26.28	30.11
Debt Service Fund Revenue	5,272,000.00	35,030.00	0.66	1.29	0.86	0.02	-
Debt Service Fund Expenditures	5,359,600.00	33,325.00	0.62	0.60	-	-	-
Enterprise Fund Revenue	2,100,000.00	738,097.88	35.15	35.07	36.34	38.50	41.32
Enterprise Fund Expenditure	2,000,000.00	664,716.05	33.24	30.01	26.22	27.71	25.28
Internal Service Fund Revenue	4,350,000.00	1,324,874.58	30.46	31.27	34.38	32.02	30.48
Internal Service Fund Expenditures	4,350,000.00	1,391,359.59	31.99	32.36	48.50	42.05	31.03
Trust & Agency Fund Revenue	8,000,000.00	3,025,877.47	37.82	40.20	37.79	41.34	46.91
Trust & Agency Fund Expenditures	8,030,000.00	3,070,595.01	38.24	40.81	37.75	41.98	46.81
Grand Total Revenue	45,395,000.00	12,886,055.75	28.39	28.85	29.85	28.56	29.26
Grand Total Expenditures	46,595,600.00	12,829,460.59	27.53	27.91	29.38	28.70	30.25

D. Contract Revenue

Being presented for Board approval are four contracts totaling \$6,798.14 for October 2017. The Contract Revenue Report follows.

2017-2018 CONTRACTS

10/1/2017 - 10/31/2017

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>		<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2018-0055-I-11 Potosi School District	Introduction to Criminal Justice Studies	Kris Wubben	5	\$	906.85	No		X	
03-2018-0101-I-41 Midwest Stainless Technologies, Inc	10 HR OSHA Construction OSHA Confined Space	Amy Charles	12	\$	3,130.00	No		X	
			20	\$	770.00	No		X	
03-2018-0108-T-42 Lone Rock EMS	Emergency Medical Technician Refresher Participant Guarantee	Kris Wubben	9	\$	986.85	No		X	
03-2018-0123-I-42 Mineral Point EMS	EVOC for EMS	Kris Wubben	10	\$	1,004.44	No		X	
TOTAL of all Contracts			56	\$	6,798.14				
Exchange of Services			-	\$	-				
For Pay Service			56	\$	6,798.14				

E. Personnel Items

One retirement is being presented for approval in the Personnel Report. The report is available below.

**PERSONNEL REPORT
November 16, 2017**

RETIREMENTS / RESIGNATIONS

Karla Blackbourn (Retirement 6/30/2018)	Associate Degree Nursing Instructor
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Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$16,000,000 General Obligation Refunding Bonds

A presentation from John Mehan of Robert W. Baird & Company on refinancing options of the bonds issued during the 2008 referendum financing will be heard. Information will be available at the Board meeting.

Recommendation: (To be determined at Board meeting.)

B. Consortium RFP – Financial Advisory Services

The public opening of the request for proposals (RFP) to provide financial advisory services for the College was held on Friday, September 8, 2017. The scope of the RFP included providing coordination of debt issuance and drafting/issuing of an Official Statement (OS). Four proposal were received with two companies being invited for interviews. Information on the scoring of the RFP is available below.

Recommendation: Award the contract for Financial Advisory Services to RW Baird & Co., Inc., Milwaukee, Wisconsin.

**Financial Advisory Services – Consortium RFP
RFP #2018-0010**

The public opening of the request for proposals (RFP) to provide Financial Advisory Services for the College was held on Friday, September 8, 2017 at 1:30 p.m. The scope of the RFP included providing coordination of debt issuance and drafting/issuing of an Official Statement (OS).

Proposals were received from PMA, Baird, PFM, and Springsted Group. An evaluation team consisting of Caleb White and Kelly Kelly reviewed and rated the proposals and as a result, PMA & Baird were invited for interviews. Evaluation team scoring was based on the following criteria:

Phase 1 – Written Proposal

Qualifications and experience of the firm and staff	25
Completeness/responsiveness of written proposal	20
Best fit to meet the College(s)’s needs	35
Cost	<u>20</u>
Total	100

Phase 2 – Interview

Qualifications and experience of the firm and staff	25
Best fit to meet the College(s)’s needs	65
References	<u>10</u>
Total	100

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

Ranking	Vendor		Team Avg. Points
1	RW Baird & Co., Inc.	Milwaukee, WI	99.00
2	PMA Securities, Inc.	Milwaukee, WI	91.00

C. Bid - Building 300 Administration - Fire Protection

Bid openings were held on October 26, 2017, for this project, which consists of interior renovation at Building 300 to extend the fire protection sprinkler system though the administration area. Two bids were received. The bid summary is below.

Recommendation: Award the Building 300 Administration – Fire Protection project to Automatic Fire Systems, Inc., Rockford, Illinois, with the low bid of \$44,765.

Bid #1718-02 Building 300 Administration – Fire Protection October 26, 2017 @ 2:00 p.m., Room 492

This project consists of interior renovation at Building 300 to extend the Fire Protection sprinkler system though the Administration area. The work consists of installing fire protection systems across approximately 8,400 square feet gross floor area.

The public opening of bids was held on Thursday, October 26, 2017 at 2:00 p.m. in Room 492 of the College Connection. Multiple vendors were notified of the bid request with two bids submitted:

Vendor	Base Bid	Alternate: Expansion of existing zone in lieu of creating new	Total
Automatic Fire Systems, Inc - Rockford, IL	\$ 54,647	\$ (9,882)	\$ 44,765
J.F. Ahern Co, Deforest, WI	\$ 49,990	\$ (1,000)	\$ 48,990

Alternate includes utilizing the existing adjacent zone for this expansion and not creating a new zone by running a new 6" water line to feed this zone. Including the alternate in the award is recommended.

D. Grant County Economic Development Corporation Lease for 2018

The 2018 office space lease for Grant County Economic Development Corporation is available with the Board material. The lease remains the same as the 2017 lease agreement and is for rental and furniture for two office spaces. Available below is the 2018 lease.

Recommendation: Approve the 2018 lease in the amount of \$370 per month for Grant County Economic Development Corporation.

RENTAL/LEASE AGREEMENT

between

**Grant County Economic Development Corporation
and Southwest Wisconsin Technical College**


This agreement between Southwest Wisconsin Technical College (college) and Grant County Economic Development Corporation (GCEDC) covers the following:

1. Director's office including credenza and storage shelf, side chair, table, one storage cabinet: \$185 monthly.
2. Secretary's office including side chair, credenza and storage shelf, three filing cabinets and: \$185 monthly.
3. GCEDC will be responsible for a separate line for all outgoing calls.
4. Copy machine costs to be billed at the current rate of .10 per copy or .20 for back to back.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

All of the above will be billed on or before the 23rd of the following month, commencing January 1, 2018. This rental/lease agreement covers the calendar year 2018 through December 31, 2018 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.

s/ 
Executive Director
Grant County Economic Development Corporation

s/ _____
Vice President for Administrative Services
Southwest Wisconsin Technical College

s/ 
President
Grant County Economic Development Corporation

Board Monitoring of College Effectiveness

A. 2018-19 Budget Process

Caleb White will present the 2018-19 budget process. An outline of the process follows.

2018-2019 DISTRICT BUDGETARY PROCESS

Budget development is an integral step in planning and dedicating operational resources to facilitate the implementation of strategic directions for Southwest Tech in the forthcoming year and beyond. The budget allocates financial resources for on-going programs, courses and services, as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1, 2018.

In planning for the prudent use of the College's resources, a budget will be developed:

- that complements the vision, mission and strategic directions of the College;
- that addresses the needs of students, business and industry, and other external agencies;
- that is sensitive to public concerns and local economic trends.

TIMELINE

ACTIVITY

November 15	Fiscal Services initiates process and schedule for each department to plan staffing needs and define programs/services, both new and ongoing.
November 15 – December 22	Budget managers collect budget requests from staff and develop program and overall departmental budgets by cost center encompassing the collective input of staff and accounting for all elements of operational and capital expenditures.
December 22 – February 1	Controller meets with supervisors to adjust departmental chart-of-accounts for tracking/reporting (including proposed grants) and integrates budget requests to specific accounts. Schedule budget review sessions with College Leadership to balance priorities and new initiatives within budget capacity.
January to March 1	Grant proposals for upcoming year by main sources are due. Other grants/projects may filter in throughout a budget year such as new and expanding, occupational competency, or other state initiatives.
February 1	Fiscal Services compiles the College's aggregate budget. This provides the basis for comparative analysis at various levels of detail among multiple years.
February District Board Meeting	District Board reviews College priorities and establishes budget assumptions and parameters.
April District Board Meeting	Detail review of the proposed budget by the full District Board. Modify assumptions and parameters if necessary.
May 15	Review budget changes with the respective departments and staff.
May District Board Meeting	Second update of the proposed budget to the District Board.
June 15	Final adjustment to budget document.
June District Board Meeting	Public hearing on proposed budget followed by regular board meeting and budget adoption.

B. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. . 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	Kory Stalberg	10/15/2017	BS \$47,297-\$75,203 MS \$52,202-\$83,000 Hired at \$62,000
8	Replacement - John Troxel	Technology Support Specialist	Jake Wienkes	10/2/2017	Salary Band C42 \$47,777-\$66,888 Hired at \$25.40/hour
9	New Position	Midwifery Instructor (FT - LTE)	Interviews scheduled	11/1/2017	BS \$47,297-\$75,203
10	Replacement - Anna Stremlau	Student Success Coach	Posted	12/11/2017	Salary Band C42 \$47,777-\$66,888
11	Replacement - Michael Mann	Evening Custodian	Posted	12/1/2017	Hourly Band A12 \$15.28 - \$18.34
12	Replacement - Karla Blackburn	Associate Degree Nursing Instructor	Posted	1/16/2018	BS \$47,297-\$75,203

Information and Correspondence

A. Enrollment Report

The 2017-18 Comparison FTE Report is available below.

		2016-2017 and 2017-2018 FTE Comparison					
Program Code	Program Title	11-06-16 Students	11-06-17 Students	Student Change	11-06-16 FTE	11-06-17 FTE	FTE Change
10-101-1	Accounting	35	33	(2)	15.97	14.23	(1.73)
10-106-6	Administrative Professional	7	5	(2)	3.77	2.80	(0.97)
10-006-2	Agri-Business/Science Technology (OLD)	33	7	(26)	20.10	1.80	(18.30)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	8	10	2	4.03	5.67	1.63
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	13	27	14	7.00	15.73	8.73
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	12	23	11	5.77	12.97	7.20
10-102-3	Business Management	68	97	29	30.33	42.33	12.00
10-530-5	Cancer Information Management	27	50	23	10.13	21.37	11.23
10-504-X	Criminal Justice Studies	47	53	6	24.13	24.27	0.13
10-316-1	Culinary Arts	14	17	3	6.93	7.73	0.80
10-317-1	Culinary Management	8	5	(3)	3.57	2.17	(1.40)
10-510-6	Direct Entry Midwife	34	32	(2)	10.17	13.50	3.33
10-307-1	Early Childhood Education	35	40	5	17.10	17.50	0.40
10-620-1	Electromechanical Technology	38	34	(4)	19.27	16.43	(2.83)
10-325-1	Golf Course Management	12	18	6	6.53	9.20	2.67
10-201-2	Graphic And Web Design	41	34	(7)	19.93	16.93	(3.00)
10-530-1	Health Information Technology	41	49	8	14.47	20.97	6.50
10-520-3	Human Services Associate	48	38	(10)	21.13	17.73	(3.40)
10-825-1	Individualized Technical Studies	8	15	7	4.40	8.30	3.90
10-620-3	Instrumentation and Controls Technology (NEW)		3	3		1.03	1.03
10-150-X	IT-Network Specialist (NEW)	38	28	(10)	18.83	12.63	(6.20)
10-513-1	Medical Laboratory Technician	17	16	(1)	8.20	7.07	(1.13)
10-543-1	Nursing - Associate Degree	212	193	(19)	64.67	58.50	(6.17)
10-531-1	Paramedic Technician (NEW)	4	5	1	0.73	1.87	1.13
10-524-1	Physical Therapist Assistant	41	45	4	15.23	15.73	0.50

		2016-2017 and 2017-2018 FTE Comparison					
Program Code	Program Title	11-06-16 Students	11-06-17 Students	Student Change	11-06-16 FTE	11-06-17 FTE	FTE Change
10-196-1	Supervisory Management	29	35	6	9.37	10.33	0.97
10-182-1	Supply Chain Management	17	25	8	6.60	9.00	2.40
10-499-5	Technical Studies-Journey Worker	1	1	-	0.20	0.27	0.07
	Total Associate Degree	888	938	50	368.57	388.07	19.50
31-101-1	Accounting Assistant	2	5	3	0.90	1.97	1.07
30-531-6	Advanced EMT	8	2	(6)	1.07	0.27	(0.80)
32-070-1	Agricultural Power & Equipment Technician	34	35	1	19.10	16.70	(2.40)
31-405-1	Auto Collision Repair & Refinishing Technician	18	17	(1)	8.13	6.07	(2.07)
32-404-2	Automotive Technician	36	31	(5)	15.97	14.43	(1.53)
31-475-1	Building Trades - Carpentry	14	9	(5)	6.93	4.37	(2.57)
31-307-1	Child Care Services (ETD)	11	5	(6)	5.10	2.50	(2.60)
30-420-2	CNC Setup/Operation (ETD)	1		(1)	0.23		(0.23)
31-502-1	Cosmetology	22	19	(3)	11.00	9.50	(1.50)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	7	9	2	4.23	4.07	(0.17)
31-317-1	Culinary Specialist (ETD)	2	4	2	0.83	1.03	0.20
31-091-1	Dairy Herd Management (OLD)	19	2	(17)	10.63	0.93	(9.70)
30-508-2	Dental Assistant - Short Term	17	14	(3)	9.20	7.47	(1.73)
30-812-1	Driver and Safety Education Certification	3	15	12	0.60	3.00	2.40
31-413-2	Electrical Power Distribution	24	28	4	12.20	14.17	1.97
50-413-2	Electricity (Construction) Apprentice	24	21	(3)	1.80	1.40	(0.40)
30-531-3	Emergency Medical Technician	39	32	(7)	7.70	5.87	(1.83)
32-080-4	Farm Operations & Management - Ag Mechanics(NEW)		1	1		0.33	0.33
32-080-3	Farm Operations & Management - Dairy (NEW)		6	6		2.30	2.30
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)		1	1		0.17	0.17
31-080-7	Farm Operations & Management - Livestock Tech(ETD)(NEW)		1	1		0.37	0.37
50-413-1	Industrial Electrician Apprentice	11	8	(3)	1.13	0.93	(0.20)
31-620-1	Industrial Mechanic (ETD)	6	9	3	3.10	4.03	0.93
31-154-6	IT-Computer Support Technician	18	16	(2)	7.40	5.67	(1.73)
31-513-1	Laboratory Science Technician	4	4	-	1.70	1.13	(0.57)
31-509-1	Medical Assistant	34	35	1	17.20	16.87	(0.33)
31-530-2	Medical Coding Specialist (ETD)	43	46	3	13.83	17.73	3.90

		2016-2017 and 2017-2018 FTE Comparison					
Program Code	Program Title	11-06-16 Students	11-06-17 Students	Student Change	11-06-16 FTE	11-06-17 FTE	FTE Change
30-543-1	Nursing Assistant	141	162	21	16.10	17.37	1.27
31-106-8	Office Support Specialist	6	2	(4)	2.73	0.70	(2.03)
50-427-5	Plumbing Apprentice	19	17	(2)	1.34	1.53	0.19
31-420-7	Precision Machining Technology	1	8	7	0.50	3.83	3.33
31-504-5	Security Operations (ETD) (NEW)		2	2		0.67	0.67
31-182-1	Supply Chain Assistant (ETD)		3	3		1.13	1.13
31-442-1	Welding	57	50	(7)	28.90	26.00	(2.90)
	Total Technical Diploma	621	619	(2)	209.57	194.50	(15.07)
20-800-1	Liberal Arts - Associate of Arts	13	17	4	3.77	3.23	(0.53)
20-800-2	Liberal Arts - Associate of Science	12	23	11	3.03	6.37	3.33
	Undeclared Majors	218	300	82	26.33	38.77	12.43
	Total	1,752	1,897	145	611.27	630.93	19.66
	Percent of Change						3.22%
	Vocational Adult (Aid Codes 42-47)	2,261	2,027	(234)	41.98	43.16	1.17
	Community Services (Aid Code 60)	44	29	(15)	0.19	0.12	(0.07)
	Basic Skills (Aid Codes 73,74,75,76)	204	229	25	8.73	18.50	9.77
	Basic Skills (Aid Codes 77 & 78)	284	169	(115)	9.70	6.37	(3.33)
	Grand Total	4,545	4,351	(194)	671.88	699.08	27.20
	Total Percent of Change						4.05%
	(ETD= Embedded Technical Diploma)						

B. Chairperson's Report

1. Fall District Boards Association Meeting
2. ACCT National Legislative Summit, Washington, DC – February 11–14, 2018

C. College President's Report

1. President's Goals
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. FY2017 Financial Audit
2. Benefit Analysis
3. Financial Sustainability Monitoring Report
4. Mental Health Services for Students
5. Clery Act

B. Time and Place

Thursday, December 21, 2017, at 7:00 p.m. College Connection – Rooms 492-493

Adjournment