



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

April 26, 2018

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, April 26, 2018

5:15 p.m. – Board Meeting
Rooms 490, 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The April 26, 2018, 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

ADJOURN TO CLOSED SESSION

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

1. Discussion of Personnel Issues per Wis. Stats. 19.85(1)(f) {{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}}
2. Discussion of Executive Team Contracts per Wis. Stats. 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. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 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. Final Notices of Non-renewal per Wis. Stats. 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.}

5. Discussion of Post-Retirement Health Benefits and Employment Consideration of an Employee per Wis. Stats. 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.}
6. Potential Program Expansion per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}

B. Closed Session Minutes from March 22, 2018

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

A. Approval of Agenda

A copy of the April 26, 2018, agenda is included with the electronic Board material.

B. Minutes of the Regular Board Meeting of March 22, 2018

Minutes of the March 22, 2018, regular Board meeting are included with the Board packet.

C. Financial Reports

1. Purchases 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 14 contracts totaling \$39,787.93 in March 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation, three resignations, and four retirements are being presented for approval in the Personnel Report. Information is included in the electronic Board packet.

F. 2018-19 Out-of-State Tuition Waivers

Annually, the College submits to the State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits.

The request is included with the electronic Board material.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Bid: Building 200 Interior Renovation

A bid summary for the Building 200 Interior Renovation project is being submitted for Board approval. The bids were opened on April 18 with six bids received for the project. The bid summary is included in the electronic Board material.

Recommendation: Award the bid for the Building 200 Interior Renovation project in the amount of \$61,324 to Otter Creek Construction, LLC, Highland, Wisconsin.

B. Program Approval: 50-620-1, Mechatronics Technician Apprentice

Included in the electronic Board material is a program approval request for a Mechatronics Technician Apprentice, 50-620-1, program. Local employers have requested this apprenticeship for an electrical, mechanical and electronics systems technician. Derek Dachelet, Executive Dean – Ag, Industry & Trades, will present the program information for approval.

Recommendation: Approve the Mechatronics Technician Apprentice program, 50-620-1.

C. Compensation Sustainability Plan

The Compensation Sustainability Plan is included in the electronic Board material. Krista Weber, Chief Human Resources Officer, will present the Compensation Sustainability Plan for approval.

Recommendation: Approve the Compensation Sustainability Plan as presented.

D. Telecommuting Policy

Included in the electronic Board material is the Telecommuting Policy. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Telecommuting Policy as presented.

E. Flexible Work Schedule Policy

Included in the electronic Board material is the Flexible Work Schedule Policy. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Flexible Work Schedule Policy as presented.

F. Managed Time Off Policy

The Managed Time Off Policy is included in the electronic Board material. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Managed Time Off Policy as presented.

G. Holiday Policy

Included in the electronic Board material is the Holiday Policy. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Holiday Policy as presented.

H. Master's Equivalency Compensation Plan

Krista Weber will present on the Master's Equivalency Compensation Plan. A PowerPoint is included in the electronic Board material.

Recommendation: Approve the Master's Equivalency Compensation Plan as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Report

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, will present the FY2018 third quarter Foundation report to the Board

highlighting the activities and results of fundraising efforts and other initiatives. The report is available with the electronic Board material.

B. FY2019 Budget Update

Caleb White will present an update on the FY2019 budget. Included with the electronic Board packet is the current General Fund overview.

C. Post-Retirement Health Benefits

Discussion of post-retirement health benefits (OPEB) will take place at the Board meeting. Dr. Wood is seeking feedback on the current options based on feedback received from college employees.

D. Draft Policy on Acting President Designation

Dr. Wood will present a draft Governance Policy on Acting President Designation at the Board meeting. The policy will be available at the Board meeting.

E. Staffing Update

Krista Weber 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, 2018-19 Comparison FTE Report, and the Fall 2018 Application Report are available electronically with all other Board material.

B. Chairperson's Report

C. College President's Report

1. Higher Learning Commission Conference
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Proposed Budget
2. Financial Sustainability Board Monitoring Report
3. State of College Report

B. Time and Place

Thursday, May 24, 2018, at 7:00 p.m. at Southwest Tech Campus in Rooms 492-493

ADJOURN TO CLOSED SESSION

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

3. Discussion of President's Performance Evaluation per Wis. Stats. 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.}

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

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1. Discussion of Personnel Issues per Wis. Stats. 19.85(1)(f) {{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}}
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3. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 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. Final Notices of Non-renewal per Wis. Stats. 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.}
5. Discussion of Post-Retirement Health Benefits and Employment Consideration of an Employee per Wis. Stats. 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.}
6. Potential Program Expansion per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}

B. Closed Session Minutes from March 22, 2018

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, April 26, 2018

5:15 p.m. – Board Meeting
Rooms 490, 492-493 – College Connection

AGENDA

OPEN MEETING

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

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 - 1. Discussion of Personnel Issues per Wis. Stats. 19.85(1)(f) {{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}}
 - 2. Discussion of Executive Team Contracts per Wis. Stats. 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. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 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. Final Notices of Non-renewal per Wis. Stats. 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.}
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6. Potential Program Expansion per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}

B. Closed Session Minutes from March 22, 2018

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 22, 2018
- C. Financial Reports
 1. Purchases Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2018-19 Out-of-State Tuition Waivers

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid: Building 200 Interior Renovation
- B. Program Approval: 50-620-1, Mechatronics Technician Apprenticeship
- C. Compensation Sustainability Plan
- D. Telecommuting Policy
- E. Flexible Work Schedule Policy
- F. Managed Time Off Policy
- G. Holiday Policy
- H. Master's Equivalency Compensation Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. FY2019 Budget Update
- C. Post-Retirement Health Benefits
- D. Draft Policy on Acting President Designation
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of President's Performance Evaluation per Wis. Stats. 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.}

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail accom@swtc.edu}

B. Minutes of the Regular Board Meeting of March 22, 2018



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MARCH 22, 2018

The Board of Directors of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on March 22, 2018, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Chuck Bolstad, Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange (joined the meeting via video conference) and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Josh Bedward, Karen Campbell, Dave Friesen, Katie Garrity, Connie Haberkorn, Dan Imhoff, Melissa Klinkhammer, Kim Maier, Krista Weber, and Caleb White. Public present included.

Vice-Chairperson Fitzsimons 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, March 22, 2018

6:00 p.m. – Financial Aid Showcase
6:15 p.m. – Board Dinner
7:00 p.m. – 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 Board Retreat/Regular Meeting of February 23-24, 2018
- C. Financial Reports

1. Purchases Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- D. Contract Revenue
E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. WTCS Request for Approval – Cold Storage Facilities Project
 1. Resolution Approving Cold Storage Facilities Project
 B. Dodgeville Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Sustainability Plan / Telecommuting Policy / Flexible Work Schedule Policy /
 Managed Time Office Policy / Holiday Policy
 B. Board Monitoring Report - Quality Teaching & Learning
 C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Discussion of personnel issues per Wis. Stats. 19.85 (1) (f) {Considering
 financial, medical, social or personal histories or disciplinary data of specific
 persons, preliminary consideration of specific personnel problems or the
 investigation of charges against specific persons except where par. (b) applies
 which, if discussed in public, would be likely to have a substantial adverse effect
 upon the reputation of any person referred to in such histories or data, or
 involved in such problems or investigations.
 2. Discussion of preliminary notices of non-renewal, post-retirement health
 benefits, and executive team two-year contracts per Wis. Stats. 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.}
 B. Approval of Closed Session Minutes – February 23, 2018

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}

After a review of the Consent Agenda, including the March 22, 2018, agenda; February 23-24 Board meeting/retreat minutes; financial reports; and 13 contracts totaling \$45,035.32 in February 2018, Mr. Bolstad moved to approve the Consent Agenda as presented. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, and Dan Imhoff, Director of Facilities, presented the architectural drawings to centralize storage and replace storage buildings that are nearing end of life. Three new cold storage facilities to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building, and near the Facilities/Maintenance Building were presented. The recommendation was made to get quotes on both steel-structure and wood-structure buildings. Mr. Moyer moved to approve the construction of three new cold storage facilities to add approximately 16,000 square feet of storage to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200). Construction bid results with award recommendation will be presented at a future meeting for board consideration. Mr. Tuescher seconded the motion; motion was approved.

Mr. White presented a lease agreement for the current Dodgeville outreach site. Mr. Tuescher moved to approve the 2018-19 lease agreement with Michael S. Polsky, Esquire, to rent 2,000 square feet of office/classroom space at 316 W. Spring Street, Dodgeville, WI, at a cost of \$1,100 per month. Mr. Kohlenberg seconded the motion; motion carried.

Krista Weber, Chief Human Resources Officer, and members of the Benefits Analysis Team, including Connie Haberkorn, Melissa Klinkhammer, and Dave Friesen presented the draft Sustainability Plan, Telecommuting Policy, Flexible Work Schedule Policy, Managed Time Off Policy, and Holiday Policy. The Board provided input on the various policies and recommendations for approval will be brought back to the April Board meeting. The Board asked that the individuals working on this work group be recognized with a shout out from the Board.

Krista Weber, Josh Bedward, and Kim Maier presented on the Compensation Sustainability Plan noting there are three levels to the plan including a compensation maintenance schedule, college-wide performance management, and individual performance management. Level 1 is based on the CPI index while level 2 is focused on paying a fixed dollar incentive when strategic direction goals are met. Level 3 will be based on performance evaluations tied to compensation percentage to move employees through the ranges. Level 1 is currently done with the proposal to implement level 2 July 1, 2018, and level 3 would be implemented when a performance evaluation tool is developed. A recommendation on this plan will be presented at the April Board meeting.

Ms. Weber also reported a recommendation will be presented at the April Board meeting for the Master's Equivalency Compensation Plan.

Dr. Katie Garrity, Chief Academic Officer, presented the Quality Teaching & Learning Report. Dr. Garrity highlighted the status of Technical Skill Attainment, Team Action Plans, Alternative & Innovative Learning, a Competitive Positioning Statement, and strengths and weaknesses. Future plans include co-curricular team action plan development; WIDS 100% compliance; expansion in alternative & innovative programming and delivery; expanded K-12 partnerships (20/2020); and increased ABE/GED transitioning.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process included the positions of a Marketing Specialist and a Disability Services Specialist. The Board reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 3.16% increase in overall enrollment compared to the previous year. The application comparison report for Fall 2018 reflected applications are comparable to Fall 2017 applications at the same time last year.

In the College President's Report, Dr. Wood shared two examples of daily struggles for some of our students. He had contacted some current students recently to find out how things were going for them at the college and to find out what we can do to help them succeed. He also noted that at the recent Job Fair there were over 60 employers and a good student turnout.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f); discussing preliminary notices of non-renewal, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 19.85(1)(c); and approving the Closed Session minutes from February 23, 2018. Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:51 p.m. The Board reconvened to open session at 9:47 p.m. with no action taken.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 9:47 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 03/01/2018 TO 03/31/2018				
Invoices				
Vendor	Invoice #	Description	Amount	
SWTC REAL ESTATE FOUNDATION	SPR 1718 HOUSING	Spring 1718 Housing	\$117,975.13	
SWTC REAL ESTATE FOUNDATION	FALL 1718 HSNG	Fall 1718 housing	\$42,677.78	
CDW GOVERNMENT	RCT00000000005267	Receivings Transaction Entry	\$17,645.00	
VANGUARD COMPUTERS INC	RCT00000000005269	Receivings Transaction Entry	\$13,413.62	
CITY OF DODGEVILLE	2013 LE CHARGEBACK	Lands End Charge back 2013	\$11,610.89	
EXELON CORPORTATION	RCT00000000005260	Receivings Transaction Entry	\$10,476.18	
VANDEWALLE & ASSOCIATES INC	201710042	feasibility study	\$9,639.06	
CITY OF DODGEVILLE	2016 LE CHARGE BACK	Lands End Charge back 2016	\$6,636.25	
CITY OF DODGEVILLE	2015 LE CHARGE BACK	Lands End Charge back 2015	\$6,195.54	
WE ENERGIES	RCT00000000005275	Receivings Transaction Entry	\$5,752.28	
CITY OF DODGEVILLE	2009 LE CHARGE BACK	LE Charge back of taxes 2009	\$5,586.50	
CITY OF DODGEVILLE	2014 LE CHARGE BACK	Lands End Charge Back 2014	\$5,583.17	
GALLAGHER BENEFIT SERVICES, INC	122021	final for job desc development	\$5,056.25	
Christopher S Carter	1507640	Opp Student Refund	\$4,852.61	
FENNIMORE MUNICIPAL UTILITIES	RCT00000000005239	Receivings Transaction Entry	\$4,805.96	
IMEG	18001186.00-1	Prof Svcs-Child care boiler	\$4,764.24	
FENNIMORE MUNICIPAL UTILITIES	RCT00000000005237	Receivings Transaction Entry	\$4,712.86	
WISCONSIN TECHNICAL COLLEGE	INV170075	Mapping courses & creating syl	\$4,500.00	
SWTC REAL ESTATE FOUNDATION	PAST DUE HOUSING	Past due Housing	\$4,391.76	
VANDEWALLE & ASSOCIATES INC	201709038	Feasibility Study	\$4,283.90	
ZENTX MEDIA GROUP INC	15-2623A	corn, soybeans, alfalfa plants	\$4,035.00	
UW EXTENSION DIVISION FOR	SBDC18_3	contracted svcs (prosperity)	\$4,000.00	
BOARDMAN & CLARK LLP	98243	consulting	\$3,955.00	
VANDEWALLE & ASSOCIATES INC	RCT00000000005224	Receivings Transaction Entry	\$3,935.00	
FENNIMORE MUNICIPAL UTILITIES	RCT00000000005235	Receivings Transaction Entry	\$3,875.61	
Amy L Ekleberry	1507485	Opp Student Refund	\$3,723.02	
LAMAR COMPANIES	108838683	posters	\$3,675.00	
FENNIMORE MUNICIPAL UTILITIES	RCT00000000005234	Receivings Transaction Entry	\$3,465.16	
SWTC FOUNDATION	2018 HAITI TRIP	Haiti Nursing Trip	\$3,136.00	

Vendor	Invoice #	Description	Amount	
VANGUARD COMPUTERS INC	RCT00000000005268	Receivings Transaction Entry	\$3,030.93	
SW WI WORKFORCE DEVELOPMENT	FEB 2018 SPAYDE	February 2018 Spayde	\$2,951.71	
SW WI WORKFORCE DEVELOPMENT	JAN 2017 SPAYDE	January 2017 Spayde	\$2,951.40	
Cody W Averkamp	1506524	Opp Student Refund	\$2,950.40	
Robert C Nihles	1504535	Opp Student Refund	\$2,923.59	
DISTRICTS MUTUAL INSURANCE	1635	High-value vehicle endorsement	\$2,880.00	
WPS HEALTH INSURANCE	030318022181	R Walz Medicare Prem	\$2,864.40	
BELVEDERE USA, LLC	0667220	PO#6508 (16-17) mani tables	\$2,828.75	
Jamie L Huberty-Koerner	1507630	Opp Student Refund	\$2,747.60	
GODFREY & KAHN, S.C.	710344	Misc labor & employment issues	\$2,712.00	
Cody W Averkamp	1506525	Opp Student Refund	\$2,655.50	
Robert C Nihles	1507276	Opp Student Refund	\$2,599.00	
Colton A Ehr	1507280	Opp Student Refund	\$2,599.00	
Gina L Lynch	1507483	Opp Student Refund	\$2,597.00	
Yariana Feliciano	1507509	Opp Student Refund	\$2,597.00	
Sara D James	1507537	Opp Student Refund	\$2,597.00	
Joseph W Schafer	1507337	Opp Student Refund	\$2,540.00	
TELEGRAPH HERALD	AD# 674072 & 684075	Fast Track	\$2,516.67	
Adrianne D Hughes	1507526	Opp Student Refund	\$2,502.00	
Michelle L Griffith	1507364	Opp Student Refund	\$2,500.00	
Total Invoices				\$378,902.72
Purchase Orders				
Vendor	PO #	Description	Amount	
TRANE U.S. INC.	6598	Air Handling Unit-500 Rooftop	\$222,730.00	
HERNANDEZ ROOFING LLC	6601	Bookstore Roof Replacement	\$55,121.00	
GEISLER BROTHERS COMPANY	6602	Air Handling Unit-500 Rooftop	\$48,430.00	
UW SYSTEM DoIT	6604	ITS-Knowledge Base Software/Training	\$6,000.00	
Total Purchase Orders				\$332,281.00
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
Sikich H Ins Cons March 2018	WDL000005365	CMTRX00002024	\$307,539.58	
ETF Feb 2018 #189767	WDL000005424	CMTRX00002046	\$119,022.50	
IRS 941 3.9.18 Payroll	WDL000005384	CMTRX00002032	\$108,591.08	
IRS 941 3.23.18 Payroll	WDL000005408	CMTRX00002039	\$108,301.40	
WDR WT-6 3.9.18 Payroll	WDL000005385	CMTRX00002032	\$21,564.52	
WDR WT-6 3.23.18 Payroll	WDL000005413	CMTRX00002039	\$21,460.25	
The Hartford #589489478111	WDL000005394	CMTRX00002035	\$9,847.73	

Vendor	Invoice #	Description	Amount	
Wells Fargo #703856666	WDL000005418	CMTRX00002041	\$7,523.00	
Wells Fargo #705405298	WDL000005415	CMTRX00002040	\$7,523.00	
Delta Dental #172863	WDL000005381	CMTRX00002030	\$5,033.05	
Delta Dental #173965	WDL000005393	CMTRX00002034	\$4,732.29	
Delta Dental #177188	WDL000005400	CMTRX00002037	\$3,971.90	
Delta Dental #178297	WDL000005421	CMTRX00002043	\$3,202.60	
Total Bank Withdrawals				\$728,312.90
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 3/9/2018	WDL000005371	UPRCC00000664	\$310,455.01	
Direct Deposit 3/23/2018	WDL000005406	UPRCC00000674	\$304,480.96	
Direct Deposit 3/9/2018	WDL000005374	UPRCC00000667	\$8,835.07	
Direct Deposit 3/23/2018	WDL000005398	UPRCC00000668	\$7,259.31	
Direct Deposit 3/23/2018	WDL000005399	UPRCC00000669	\$7,087.84	
Direct Deposit 3/9/2018	WDL000005373	UPRCC00000666	\$4,596.71	
Direct Deposit 3/23/2018	WDL000005402	UPRCC00000670	\$4,302.87	
Direct Deposit 3/9/2018	WDL000005372	UPRCC00000665	\$3,302.92	
Direct Deposit 3/23/2018	WDL000005404	UPRCC00000672	\$2,050.46	
Direct Deposit 3/23/2018	WDL000005403	UPRCC00000671	\$1,780.47	
Direct Deposit 3/23/2018	WDL000005405	UPRCC00000673	\$693.41	
Total Payroll				\$654,845.03
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 2.20.18 Statement	WDL000005382	CMTRX00002030	\$64,334.36	
US Bank 3.6.18 Statement	WDL000005401	CMTRX00002037	\$61,557.19	
Total Purchase Cards				\$125,891.55
Total Purchases > \$2,500				\$2,220,233.20

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 03/31/2018			
Receipts			
Fund			
1 General	320,739.11		
2 Special Revenue	-		
3 Capital Projects	17,478.44		
4 Debt Service	-		
5 Enterprise	75,898.22		
6 Internal Service	345,744.52		
7 Financial Aid/Activities	657,732.96		
Total Receipts		1,417,593.25	
Expenses			
Fund			
1 General	1,634,716.15		
2 Special Revenue			
3 Capital Projects	104,438.85		
4 Debt Service	-		
5 Enterprise	87,817.08		
6 Internal Service	338,911.96		
7 Financial Aid/Activities	700,693.12		
Total Expenses		2,866,577.16	
Net cash change - month			(1,448,983.91)
EOM Cash Balances			
-American Operating 0359	1,310,634.76		
-American Cash Deposit 062	3,126.59		
-American Investment 4929	21,038,593.52		
-Huntington Offset account 4011	50,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,181,069.90		
Ending Cash/Investment Balance		23,586,364.77	

1. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 9 Months ended March 2018							
	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	19,932,869.02	86.13	81.75	95.09	91.43	84.51
General Fund Expenditures	23,613,000.00	15,818,509.11	66.99	65.72	68.37	64.88	67.95
Capital Projects Fund Revenue	2,530,000.00	2,637,523.00	104.25	101.09	99.89	100.52	101.27
Capital Projects Fund Expenditures	3,243,000.00	1,514,644.19	46.71	37.09	41.39	65.87	48.97
Debt Service Fund Revenue	5,272,000.00	3,509,020.16	66.56	64.59	4.18	3.47	3.62
Debt Service Fund Expenditures	5,359,600.00	657,358.76	12.27	12.57	12.68	14.03	13.74
Enterprise Fund Revenue	2,100,000.00	1,328,919.42	63.28	64.65	74.62	82.13	73.61
Enterprise Fund Expenditure	2,000,000.00	1,226,768.02	61.34	57.23	72.97	61.13	54.81
Internal Service Fund Revenue	4,350,000.00	3,038,634.99	69.85	67.70	76.99	73.85	72.82
Internal Service Fund Expenditures	4,350,000.00	3,101,445.25	71.30	69.36	83.96	80.01	75.22
Trust & Agency Fund Revenue	8,000,000.00	6,218,096.78	77.73	83.34	77.97	82.38	90.75
Trust & Agency Fund Expenditures	8,030,000.00	6,292,602.77	78.36	84.28	79.16	83.15	90.94
Grand Total Revenue	45,395,000.00	36,665,063.37	80.77	79.02	79.37	78.67	75.93
Grand Total Expenditures	46,595,600.00	28,611,328.10	61.40	61.01	64.20	63.81	65.33

D. Contract Revenue

There were 14 contracts totaling \$39,787.93 in March 2018 being presented for Board approval. The Contract Revenue Report is included below.

2017-2018 CONTRACTS

3/1/2018 - 3/31/2018

<u>Contract Holder</u>	<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>
Barneveld School District	03-2018-0057-I-11	Intro to Criminal Justice	Kris Wubben	9	\$ 7,859.30	No		X	
Potosi Rescue Squad	03-2018-0095-T-42	EMT Refresher - Participant Guarantee	Kris Wubben	3	\$ 328.95	No		X	
Iowa Grant School District	03-2018-0129-I-11	Heartsaver CPR/AED	Kris Wubben	39	\$ 936.00	Yes		X	
Prosperity Southwest	03-2018-0131-F-23	Administrative and Financial Services (March)	Amy Charles		\$ 3,562.50	No		X	
BOOST Consortium	03-2018-0132-I-11	Intro to Psychology - Online	Kim Maier	23	\$ 10,350.00	No		X	X
Schuman Cheese	03-2018-0148-I-41	Leadership Legal Issues Training	Amy Charles	6	\$ 2,800.00	No		X	
Grant County Emergency Manager	03-2018-0152-I-42	Hazardous Materials Technician	Kris Wubben	11	\$ 8,544.58	No	X		
Soldiers Grove Fire Department	03-2018-0155-I-42	S-131 Firefighter Type 1	Kris Wubben	12	\$ 1,682.90	No	X		
SW CAP - Headstart	03-2018-0156-I-42	Heartsaver CPR/AED	Kris Wubben	11	\$ 737.15	No		X	
Kickapoo Valley Rescue Squad	03-2018-0158-T-42	EMT Refresher - Participant Guarantee	Kris Wubben	1	\$ 109.65	No		X	
Linden First Responders	03-2018-0160-T-42	EMR Refresher - Participant Guarantee	Kris Wubben	1	\$ 65.79	No		X	
Prairie Industries	03-2018-0163-I-41	Heartsaver CPR/AED w/ First Aid-Adult Only	Kris Wubben	21	\$ 1,354.31	No		X	
Giese Sheet Metal Co, Inc	03-2018-0166-I-41	OSHA 70E Arc Flash Training	Amy Charles	3	\$ 960.00	No		X	
Dillman Equipment	03-2018-0170-I-41	Tactical Emergency Casualty Care	Kris Wubben	18	\$ 496.80	No		X	
TOTAL of all Contracts				158	\$ 39,787.93				
Exchange of Services				39	\$ 936.00				
For Pay Service				119	\$ 38,851.93				

E. Personnel Items

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

PERSONNEL REPORT January 18, 2017

Employment: NEW HIRES

Name	Dan Wackershauser
Title	Marketing Specialist
Number of Applicants and Number Interviewed	34 applicants/8 phone & 2 in-person interviews
Start Date	April 19, 2018
Salary/Wages	\$52,000
Classification	Full-Time Regular
Education and/or Experience	Bachelor's Degree in Broadcast Communications Technology from UW-Platteville with over 20 years of combined experience in media, marketing and communications.

PROMOTIONS / TRANSFERS

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RETIREMENTS / RESIGNATIONS

Dan Scullion (resignation 3/21/2018)	Lead Evening Custodian
Nate Parker (resignation 4/6/2018)	Evening Custodian
Pam Johnson-Loy (resignation 4/21/2018)	Administrative Assistant
Dan Schildgen (retirement 6/30/2018)	Automotive Technician Instructor
Kristy Wiest (retirement 6/30/2018)	Basic Education Instructor
Nancy Devlin (retirement 6/30/2018)	Bookstore Manager
Chyme Stimart (retirement 6/30/218)	Enrollment Services Specialist

F. 2018-19 Out-of-State Tuition Waivers

Annually, the College submits to the State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. The request is included below.

2018-19 Out-of-State Tuition Waivers

Southwest Wisconsin Technical College requests authority from the WTCS President to remit out-of-state tuition for 756 credits for 28 needy and worthy students during the 2018-19 academic year. The district projects 1380 FTEs (net of Community Services) for the year.

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Bid: Building 200 Interior Renovation

A bid summary for the Building 200 Interior Renovation project is being submitted for Board approval. The bids were opened on April 18 with six bids received for the project. The bid summary is included below.

Recommendation: Award the bid for the Building 200 Interior Renovation project in the amount of \$61,324 to Otter Creek Construction, LLC, Highland, Wisconsin.

Bid # 1718-05 Building 200 Interior Renovation

April 18, 2018 @ 2:00 p.m., Room 490

Invitations to bid on the Building 200 Interior Renovation were solicited of vendors. A pre-bid meeting was held on April 10 for interested bidders.

The public opening of bids was held on Wednesday, April 18, 2018 at 2:00 p.m. in Room 490 of the College Campus. Six vendors responded to the bid request and with the results as follows:

<u>Bidder</u>		<u>Base Bid</u>
Otter Creek Construction, LLC	Highland, WI	\$61,324
MZ Construction, Inc.	Livingston, WI	\$61,650
Midwest Builders, Inc.	Fennimore, WI	\$71,223
Portzen Construction, Inc.	Dubuque, WI	\$75,400
Rock Church Construction, Inc.	Livingston, WI	\$76,000
CCJ Construction, LLC	Muscoda, WI	\$87,800

B. Program Approval: 50-620-1, Mechatronics Technician Apprentice

Included below is a program approval request for a Mechatronics Technician Apprentice, 50-620-1, program. Local employers have requested this apprenticeship for an electrical, mechanical and electronics systems technician. Derek Dachelet, Executive Dean – Ag, Industry & Trades, will present the program information for approval.

Recommendation: Approve the Mechatronics Technician Apprentice program, 50-620-1.

Apprentice Related Instruction Action Form (PRI)

TC-APP-PRI

Action: (circle one)	New	Expansion	Consolidation	Change in Delivery/Curriculum
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WTCS PRI Program Number and Title: 50-620-1 Mechatronics Technician		Number of Apprentices Affected: 13/Year	
College Initiating Action: Southwest Wisconsin Technical College			
Other colleges affected: Blackhawk Technical College		Advisory Committee: NA	
Implementation date: 8/13/18		(new) school assigned as per BASIS (DWD):	
Term of Apprenticeship/Hours Provided		Type of Apprenticeship: Hybrid	
Years:	5	Time-based:	NO
Hours:	10,000	Competency-based:	NO
OJL:	9,136	Hybrid:	YES
PRI:	864	License or Certification:	NO
URI:	8	Interim Credentials:	NO
Special Provisions:	Per contract:	Job Book:	YES

Part II. RELATED INSTRUCTION: PROVISIONS FOR DELIVERY AND APPROVED CURRICULUM
(circle, highlight or fill in blanks as appropriate)

Who is responsible for providing Paid Related Instruction? Southwest Wisconsin Technical College	Registration	Grade Reports	Transcript
Who is responsible for daily attendance records?	School attendance=SWTC; Job = Employer		
Location/site for PRI:	Southwest Wisconsin Technical College		
Scheduling:	weekly	every other week	block stacked/ slotted in shared class
5. Delivery mode:	Classroom	100% online	blended
6. Instructor(s) employed by:	Southwest Wisconsin Technical College		
7. Is supplemental/unpaid related instruction (URI) Included in approved curriculum? Provider / record keeper for URI:	YES		
8. Source of curriculum:	WTCS Aligned	WTCS Non-aligned	Proprietary Instructor Generated
9. Does a course outline of subjects covered each year exist?	YES		
10. Please list any contingencies affecting this program: Enrollment will be a consideration in the second year and beyond with a minimum of 13 students required. This program expansion is included in the current DWD WAGES grant.			
Reviewed by DWD-BAS Administrative Office Representative:			
Date: <i>Karen Morgan 4-12-18</i>			
Reviewed by Representative of Related Instruction Provider:			
Date:			

**APPRENTICE PROGRAM IMPLEMENTATION
District Request (TC-APP-IMP)**

Wisconsin Technical College System

District Board approval is required to offer a program of Apprentice Related Instruction (PRI Aid Code 50). Submit this form for approval to implement PRI programs that are new to the state, the replication of previously approved programs and the reinstatement of suspended PRI programs.

District: Southwest Wisconsin Technical College Proposed Implementation Date: 8/13/18

WTCS Apprentice Related Instruction Program Title: Mechatronics Technician

Program Number: 50-620-1

Type of approval requested:

☐ Implementation of program new to the System

☒ Replication of existing program at: Blackhawk Technical College

☐ Reinstatement of suspended program

Estimated number of apprentices at implementation: 13

District minimum class size/contingencies: 13

Curriculum Documentation:

☒ College curriculum aligns with approved WTCS curriculum standards model posted on the WTCS Apprenticeship Repository

☒ Replicates currently approved curriculum at Blackhawk Technical College

☐ Proprietary curriculum owned by _____

☐ For a program that is new to the system or differs from an approved curriculum model;

Please provide WIDs Program Design or the following documentation:

1. Program outcomes, courses, and course competencies
2. Course descriptions and curriculum configuration
3. Documentation of industry support: (i.e. advisory committee minutes, letters of support)
4. Documentation of DWD-BAS support e-mail from the bureau director or chief of field operations

Date approved by local WTCS Board: 4/26/18

District President or ISA Approval: _____ Date: _____



Registered Apprenticeship Program for

Mechatronics Technician

What is a Mechatronics Technician?

A Mechatronics Technician is an electrical, mechanical, and electronics systems technician in industrial plants. The job includes work in automation and robotics in modern manufacturing processes. Workers typically troubleshoot, operate and debug industrial computer and communication systems, including Programmable Logic Controls (PLC), and Human Machine Interface (HMI) technologies.

What is registered apprenticeship?

- On-the-job learning is the heart of apprenticeship. It constitutes nearly 90% of the program. Apprentices learn the core duties, hands-on, directly from experienced workers.
- Related classroom instruction constitutes approximately 10% of the program. Apprentices learn the theory behind their duties in a classroom setting through the Wisconsin Technical College System.
- Full-time employment is the most basic requirement. Apprentices work and learn from day one, earning guaranteed raises as their skill level increases.
- A nationally recognized certificate, supported by the U.S. Dept. of Labor is awarded to graduates.
- A Career pathway that employers commonly use to promote new or lesser-skilled workers. Apprentice graduates are well prepared for leadership roles and can earn credit towards an associate degree.

The Mechatronics Technician Registered Apprenticeship Program

The program is 5 years of not less than 10,000 hours including 864 hours of related instruction. It uses the hybrid model which requires apprentices to successfully complete learning hours as well as competency requirements.

On-the-Job Learning requires the employer to train the Apprentice in 10 Mandatory duties and 1 optional, outlined in the apprentice contract as "work processes":

- | | | |
|---------------------------------|----------------------------------|------------------------------------|
| 1. Perform work safely | 5. Modify devices and systems | 9. Maintain automation systems |
| 2. Install electrical equipment | 6. Install mechanical equipment | 10. Maintain documents and records |
| 3. Troubleshoot systems | 7. Maintain mechanical equipment | 11. Local optional work processes |
| 4. Weld and fabricate parts | 8. Operate machine shop tools | |



Registered Apprenticeship Program for

Mechatronics Technician

Who can apply to be a Mechatronics Technician apprentice?

Requirements

- Must be a high school graduate or equivalent
- Must be physically able to perform the work of the occupation with reasonable accommodations
- Must have reliable transportation to and from work and to perform work duties
- May be required to undergo drug or alcohol testing at time of selection as an apprentice
- Apprentices must demonstrate basic computer skills.
- May be required to maintain basic CPR and First Aid certifications.

Responsibilities

- Work safely and follow the employer's written work rules and policies
- Advance competency, on-the-job, under the supervision of a skilled worker
- Maintain a record of training
- Notify the Bureau of Apprenticeship of changes in contact information or program status

Which organizations can apply to sponsor a Mechatronics Technician apprentice?

Requirements

- Must be able to employ the apprentice full-time
- Must employ a full-time skilled worker to supervise and train the apprentice
- Must ensure that the apprentice is trained as outlined in the apprentice contract
- Must provide an environment conducive to delivering well-rounded training

Responsibilities

- Train apprentice(s) on-the-job as outlined in the apprentice contract
- Properly supervise, monitor and mentor the apprentice
- Release and pay apprentices to attend related instruction
- Maintain personnel and training records for the apprentice

50-620-1 MECHATRONICS TECHNICIAN APPRENTICE

Program Configurations Review Draft

Mechatronics Technician Apprentice Related Instruction Model [2016-17]

Credits & Hours

- 1 - Occupation Specific 24.00 credits \times 36 hours/credit = 864 hours
- 2 - Occupation Supportive 0.00 credits & 8 hours (Transition to Trainer)

Total Credits 24.00 credits and 872 hours

Term 1

Course #	Course Title	Credits	Function
50-620-701	Trade Math Review for Mechatronics Apprentices	1.00	1 - Occupation Specific
50-620-702	Mechatronic Principles	2.00	1 - Occupation Specific
50-620-703	DC Electricity for Mechatronics	1.00	1 - Occupation Specific

Term 2

Course #	Course Title	Credits	Function
50-620-704	AC Electricity for Mechatronics	1.00	1 - Occupation Specific
50-620-705	Motors & Motor Control for Mechatronics	2.00	1 - Occupation Specific
50-620-708	Electrical Codes for Mechatronics	1.00	1 - Occupation Specific

Term 3

Course #	Course Title	Credits	Function
50-620-708	Fluid Power Systems for Mechatronics Apprentices	2.00	1 - Occupation Specific
50-620-709	Servos and Drives for Mechatronics	1.00	1 - Occupation Specific
50-620-710	Power Transmission Systems for Mechatronics	1.00	1 - Occupation Specific

Term 4

Course #	Course Title	Credits	Function
50-620-711	Machining Concepts for Mechatronics	2.00	1 - Occupation Specific

50-620-712	Introduction to Programmable Logic Controllers	2.00	1 - Occupation Specific
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Term 5

Course #	Course Title	Credits	Function
50-620-714	HMI Technologies & PLC Applications for Mechatronics	2.00	1 - Occupation Specific
50-620-715	Introduction to Robotic Systems for Mechatronics	2.00	1 - Occupation Specific

Term 6

Course #	Course Title	Credits	Function
50-620-716	Introduction to Robotic Integration	3.00	1 - Occupation Specific
50-620-707	Welding Basics for Mechatronics	1.00	1 - Occupation Specific

Term OTHER

Course #	Course Title	Credits	Function
47-455-455	Transition to Trainer: Your Role as a Journey Worker	0.00	2 - Occupation Supportive

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Exhibit A - Program Provisions

Approved: 4/5/2017

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Hybrid, which has been established to be 5 years of not less than 10,000 hours. In addition to the specified hours, the apprentice must successfully attain the competencies described in these program provisions. Hours of labor shall be the same as established for other skilled employees in the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 12 months of employment, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 864 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the trade, the apprentice shall have experience and training in the following areas and shall demonstrate competency, as specified herein. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

Work Process Description

Approximate Hours
(Min - Max)

Perform work safely

500

- A. Follow lockout-tagout procedure.
- B. Establish a safe workspace.
- C. Follow confined space entry safety rules.
- D. Work at heights safely.
- E. Reference applicable federal, state and local electrical codes.
- F. Wear personal protective equipment.
- G. Adhere to arc flash safety.
- H. Use hand and power tools safely.

Install mechanical equipment.

1000

- A. Interpret mechanical drawings and schematics.
- B. Assemble machine equipment and components.
- C. Rig loads.
- D. Operate forklifts and powered industrial vehicles.
- E. Level and align machines.
- F. Complete connections to hydraulic and pneumatic utilities.

Install electrical equipment.

1000

- A. Interpret electrical schematics.
- B. Install electrical field devices.
- C. Construct control cabinets.

Maintain mechanical equipment.

1000

- A. Inspect equipment and components.
- B. Perform thermography.
- C. Disassemble equipment.
- D. Repair hydraulic/pneumatic devices and systems.

DETA-10408-E (R. 12/2010)

Exhibit A – Page 1 of 3

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 Exhibit A - Program Provisions

E. Rebuild pumps and cylinders.	
F. Maintain mechanical power transmission systems.	
G. Replace mechanical components.	
H. Perform preventive maintenance.	
I. Replace motors.	
Troubleshoot systems.	2000
A. Communicate with operators.	
B. Troubleshoot electrical systems.	
C. Troubleshoot with PLC logic.	
D. Troubleshoot hydraulic/pneumatic systems.	
E. Research solutions to problems.	
Operate machine shop equipment and tools.	650
A. Utilize precision and semi-precision measuring equipment	
B. Operate grinders.	
C. Operate lathes.	
D. Operate drill presses.	
E. Operate mills.	
F. Operate saws.	
Weld and fabricate parts.	300
A. Bend or shape metal.	
B. Perform welds using all processes, positions and materials available to employer.	
C. Use proper safety procedures for handling gasses.	
Maintain automation systems.	1000
A. Maintain vision systems.	
B. Troubleshoot vision systems.	
C. Maintain robotic systems.	
D. Troubleshoot robotic systems.	
Modify devices and systems.	500
A. Modify HMI.	
B. Modify PLC programs.	
C. Install/ Replace VFDs.	
Maintain documents and records.	200
A. Revise paper or pencil drawings.	
B. Use computerized maintenance systems.	
C. Conduct inventory procurement.	
Local Optional Work Processes	986
Paid Related Instruction	864
TOTAL	10000

The above schedule is to include all operations and such other work as is customary in the trade

MINIMUM COMPENSATION TO BE PAID:

The apprentice's wage must average no less than 60% of the skilled wage rate during the term of the apprenticeship

DETA-10408-E (R. 12/2010)

State Ind Mech & Flu Maint Committee • Madison WI
Mechatronics Technician • 2-828261022-02-H
Exhibit A - Program Provisions

(DWD 295.05) The apprentice may not be started at less than the minimum wage.

Base skilled wage rate N/A per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this trade and this firm shall be based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved:	N/A
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School credit hours approved:	N/A
 Paid related instruction:	N/A

 Unpaid related instruction:	N/A
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Total credit hours to be applied to the term of the apprenticeship:	N/A
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SPECIAL PROVISIONS:

The apprentice must successfully complete the Transition to Trainer course in his or her final year.

The apprentice may be required by the employer to obtain basic First Aid and CPR certifications and maintain them throughout the program.

MECHATRONICS TECHNICIAN APPRENTICESHIP

SOUTHWEST TECH

THE REASON WE ARE HERE...



Occupation Summary for Electromechanical Technology

561 Jobs (2018) 23% above National average	12.8% % Change (2018-2023) Nation: 7.9%	\$21.91/hr Median Hourly Earnings Nation: \$24.03/hr
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Growth

561 2018 Jobs	633 2023 Jobs	72 Change (2018-2023)	12.8% % Change (2018-2023)
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PREDICTED GROWTH ABOVE NATIONAL AVG



Regional Trends



OCCUPATION AGE BREAKDOWN



Age	2017 Jobs	2017 Percent
14-18	2	0.3%
19-24	28	5.2%
25-34	93	17.3%
35-44	108	20.0%
45-54	151	28.0%
55-64	134	24.9%
65+	23	4.3%

Regionally 57% of Industrial Maintenance and Electromechanical Techs are 45+ Years Old

CURRENT SOUTHWEST TECH PROGRAMS



2-Year Associates Degree in Electromechanical Technology
2-Year Associates Degree in Instrumentation & Controls Technology
1-Year Technical Diploma in Industrial Mechanic
Industrial Electrician Apprenticeship
Extensive Customized Training Through Business & Industry Services

MECHATRONICS APPRENTICESHIP



- 24-Credits (872 Hours) plus Transition to Trainer
- Crosswalk nearly 100% with Electromechanical AAS
- Multiple Instructors
- Block Scheduling (One course at a time)
- Curriculum Handout

MECHATRONICS APPRENTICESHIP - TIMELINE

- (18) Mondays per Semester
- Fall 2018-19 Start (Aug 13 – December 17)
- 8AM – 3:50PM (30 Min Lunch)
- No Classes from Late May to Early Aug



MECHATRONICS APPRENTICESHIP - CPL

- Credit for Prior Learning
- Electromechanical AAS Nearly Completes Apprenticeship Educational Requirements
- Test Out Options



MECHATRONICS APPRENTICESHIP - COST

- Students/Employer invests approx. \$4,900 in tuition and textbooks (\$1,650/year)
- Southwest Tech invests approx. \$15,000/year/section
- Invest in some additional trainers and an integrated systems manufacturing cell

VIRTUAL TOUR – PLCS & MOTOR CONTROLS



VIRTUAL TOUR - ROBOTICS



VIRTUAL TOUR – PROCESS CONTROL SYSTEMS



VIRTUAL TOUR – INSTRUMENTATION & CONTROLS



VIRTUAL TOUR – HYDRAULICS/PNEUMATICS & PUMP SYSTEMS



VIRTUAL TOUR – INDUSTRIAL MECHANICALS



VIRTUAL TOUR – MACHINING



MECHATRONICS APPRENTICESHIP - TIMELINE

- Fall 2018-19 Start (Aug 13 – December 17)
- 8AM – 3:50PM (30 Min Lunch)
- No Classes from Late May to Early Aug
- QUESTIONS?



C. Compensation Sustainability Plan

The Compensation Sustainability Plan is included below. Krista Weber, Chief Human Resources Officer, will present the Compensation Sustainability Plan for approval.

Recommendation: Approve the Compensation Sustainability Plan as presented.

DRAFT Multi-Level Sustainability Plan

This recommendation is a multi-level compensation plan for regular full and part-time employees that is a combination of base-building and incentive pay, and rewards employees for college-wide and individual performance.

Level One

Compensation Maintenance Schedule

- Increase salaries by variable % increase (based on CPI)
- Review and adjust ranges annually as necessary
- Develop maintenance schedule for market reviews of our ranges/positions (every 3-5 years)

Level Two

College-wide Performance Management

- Pay fixed dollar (lump sum) incentives when the college reaches goals based on strategic directions (*Increase Student Access and Improve Student Success, Ensure Fiscal Sustainability, Strengthen a Culture of Integrity*) annually. Goals can vary each year. This is not base-building compensation.

Level Three

Individual Performance Management

- Develop Performance Evaluations tied to compensation percentage to move employees through the ranges. This will be base-building compensation.
- The Performance Evaluation will:
 - Be based on college mission, vision and values
 - Focus on competence (what they do and how well) and character (encourage consistent culture)
 - Increase communication with supervisor (this will be an additional step to the two coaching sessions each year)

D. Telecommuting Policy

Below is the Telecommuting Policy. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Telecommuting Policy as presented.

Telecommuting Policy - DRAFT

Southwest Tech considers telecommuting to be a viable alternative work arrangement in cases where such an arrangement is possible. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may not be appropriate for all employees or positions and it in no way changes the terms and conditions of employment with Southwest Tech. The expectation of hours worked per day or per week does not change due to telecommuting. Any telecommuting arrangement made will be on a trial basis, and may be discontinued, at will, at any time, at the request of either the employee or Southwest Tech.

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as described below. Other informal, short-term arrangements may be made for employees on family or medical leave, with the consent of the employee's health care provider, and to the extent practical for the employee and the organization. All informal telecommuting arrangements are made on a case by case basis, focusing on the business needs of the organization first.

Formal telecommuting arrangements are defined below.

1. Current employees requesting formal telecommuting arrangements must have been employed for a minimum of 3 months or have an established agreement upon hire. Employees must have exhibited above average performance.
2. Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the Human Resources department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
 - a. Employee Suitability – the employee and supervisor will assess the needs of work habits of the employee, compared to traits customarily recognized as necessary for successful telecommuters.
 - b. Job Responsibilities – the employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - c. Equipment needs, work space design considerations and scheduling issues.
 - d. Responsibility for fulfilling all obligations for tax and other legal implications for use of the employee's home based on IRS, state and local government restriction rests solely with the employee.
3. An appropriate level of communication between the employee and supervisor will be agreed to as part of the process. There is value in periodic face-to-face meetings, and arrangements will be made for the employee to make regular office visits or teleconferences, as requested by Southwest Tech. The employee will be expected to participate in on-site activities (example: in-service), as required/requested by their supervisor or Southwest Tech.
4. The employee will establish an appropriate work environment within their home for work purposes. The employee is required to maintain the home office in a safe condition, free from hazards and other dangers to the employee and equipment. Southwest Tech will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, repairs or modifications to the home office space. The employee's laptop supplied by Southwest Tech will be used to perform all work except when online employees are required to supply their own equipment (see Computer Lifecycle

Telecommuting Policy - DRAFT

Management). Southwest Tech monitors and docking stations will not be removed from Southwest Tech's property. Employees must supply their own phone and internet. Equipment supplied by Southwest Tech will be maintained by Southwest Tech and brought to Southwest Tech for service. Employee owned equipment will be maintained by the employee.

5. The employee agrees not to hold face-to-face meetings with third parties at their home office.
6. Injuries sustained by the employee while at their home work location and in conjunction with their regular work duties are normally covered by Southwest Tech's workers' compensation policy. All work-related accidents and injuries occurring at the home office are to be reported to HR and the employee's direct supervisor within 24 hours.
7. The availability of telecommuting as a work arrangement for employees can be discontinued at any time at the discretion of Southwest Tech. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, where no notice is possible due to Southwest Tech's business needs.
8. Upon termination of employment all Southwest Tech property will be returned to Southwest Tech and failure to return Southwest Tech's owned equipment within five (5) business days from their termination date will result in a deduction of the equipment's fair market value from their final paycheck.

E. Flexible Work Schedule Policy

Below is the Flexible Work Schedule Policy. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Flexible Work Schedule Policy as presented.

Flexible Work Schedule - DRAFT

A flexible schedule is a work schedule with time of arrival and departure that differs from the standard weekly schedule. The college recognizes that there may be situations where flexible work arrangements are appropriate. Flexible work arrangements offer alternative approaches to getting work done through non-traditional work hours. Employees and supervisors will make every effort to ensure schedules will not negatively impact other employees or the College's service level.

Flexible work arrangements are not appropriate for all employees or positions and are not intended to shorten an employee's work hours per week. The normal workweek for all regular full-time employees, exempt (administration and faculty) and nonexempt (hourly) is 40 hours. Employees working less than 40 hours a week must use accumulated paid leave time. Exempt and nonexempt employees may be required to work hours in addition to 40 hours regardless of their regularly scheduled time. Hours worked over 40 in a work week (Sunday to Saturday) will be paid as overtime per the overtime pay policy for nonexempt employees.

An employee may request a flexible work schedule by contacting their supervisor. Supervisors will assess the employee's job responsibilities, suitability and will approve or deny a flexible schedule request on a case-by-case basis. The supervisor maintains the right to suspend or cancel the arrangement at any time.

F. Managed Time Off Policy

The Managed Time Off Policy is below. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Managed Time Off Policy as presented.

Managed Time Off Policy - DRAFT

A Managed Time Off (MTO) Plan is paid leave which allows employees the flexibility to manage their own time off. This plan replaces the former vacation and sick leave policies. MTO provides employees with necessary paid time away from work in order to maintain a positive work/life balance.

Vacation Balance Conversion

Effective 7/1/2018 support and administrative staff vacation balances will be converted to Managed Time Off (MTO) hours at 100% of their current hourly value up to the maximum carryover of 120 hours. To ease the transition to MTO, employees will be fronted half of their annual accrual on 7/1/2018. "Fronting" will only happen once to assist with the initial transition to MTO. The new bi-weekly MTO accrual formula will begin on 1/1/2019 and be added to the employee's MTO balance based upon years of service as of 7/1.

Effective 7/1/2018 faculty's sick and personal time will be converted to Managed Time Off (MTO). Faculty will be allowed to carryover a maximum of 16 hours on 7/1. To ease the transition to MTO faculty will be fronted half of the annual accrual on 7/1/2018. The "fronting" will only happen once to assist with the initial transition to MTO. The new bi-weekly MTO accrual formula will begin on 1/1/2019.

Scheduled Time Off

An employee may request to take scheduled time off using accrued MTO. Such requests must be submitted to the employee's supervisor or designee as far in advance as possible. Regular benefit eligible employees working at least twenty (20) hours or more per week will be able to participate in the MTO Plan on a pro-rated basis. Employee eligibility is based on employee's classification of employment as outlined in the employee handbook.

Employees are responsible for verifying the accuracy of the accrual-balance reporting. Employees are encouraged to verify balances bi-weekly and immediately report any discrepancies in writing to Human Resources or Payroll.

Accrual Policy

MTO accrual begins on an employee's initial date of hire. Employees working less than forty (40) hours will earn MTO on a pro-rated basis. MTO is earned based upon normally scheduled hours (not on overtime hours worked or compensatory time earned). MTO does not accrue when an employee is absent from work without pay.

The maximum annual MTO accrual is set forth in the Accrual Schedule below. If an employee moves up on the accrual schedule the change will take place on 7/1 of the next fiscal year. Faculty will be allowed to carry over a maximum of 16 hours into the next fiscal year. Staff will be allowed to carry over a maximum of 120 hours on 7/1. Remaining excess hours for staff and faculty will be transferred to the employee's Medical Leave Bank in the subsequent pay period. If the employee's Medical Leave Bank accrual balance is at the maximum of 480 hours, the excess MTO hours are forfeited. MTO hours transferred to an employee's Medical Leave Bank shall not be returned to the employee's MTO account.

Managed Time Off Policy - DRAFT

Accrual Schedule

Maximum Annual Accrual	
Accrual Periods	Employees Working 40 Hours per Week
0-1.99 year	136 hours
2 – 5 years	152 hours
6 – 10 years	176 hours
11 or more	216 hours
Exempt	216 hours (27 days)
Faculty	96 hours

*Employees that currently accrue 25 days of vacation each year will be grandfathered into MTO at 256 hours (32 days) on the schedule.

Use of MTO

Employees start to accrue MTO from the first day of employment. Use of MTO in combination with hours worked shall not exceed the number of hours an employee is scheduled to work for that day.

Except in certain, limited circumstances where use of MTO is approved by Human Resources or provided by law (e.g., FMLA), an employee's request to take unpaid leave will not be granted if the employee has accrued MTO available. Human Resources shall be notified when an employee's use of MTO exceeds three (3) consecutive days due to FMLA reasons.

In some circumstances it may be necessary for an employee to have a negative balance in their MTO bank. Negative balances must be pre-approved through an employee's supervisor. Staff may not accrue a negative balance of more than 24 hours. Faculty may not accrue a negative balance of more than 16 hours. Upon separation from Southwest Tech, employees will have the negative balance deducted from their final paycheck.

Staff Use of MTO

Non-exempt employees may use time in increments of no less than one (1) hour. Exempt employees may use time in increments of four (4) or eight (8) hours.

Faculty Use of MTO

Faculty can use up to 16 hours of accrued MTO for personal time off each fiscal year (non-sick time). Faculty may use time in increments of no less than 4 or 8 hours

Medical Leave Bank

Staff MTO hours in excess of 120 hours as of 7/1 will be transferred into the Medical Leave Bank. Faculty MTO hours in excess of 16 hours as of 7/1 will be transferred into the Medical Leave Bank. An employee may accumulate a maximum 480 hours in the Medical Leave Bank. Once an employee's balance reaches 480 hours, no additional time will be credited to the employee's Bank until the balance falls below the 480-hour maximum.

Managed Time Off Policy - DRAFT

An employee may only use hours in the Medical Leave Bank for the same events which would qualify them to use State or Federal Family and Medical Leave (described in the Southwest Tech FMLA Policy), e.g., for a qualified illness, injury, and/or medical emergency of the employee or his/her covered family member, or military exigencies of the employee or his/her covered family member, subject to approval by Human Resources. The Medical Leave Bank will be used for the three (3)-day waiting period to cover time lost due to a Worker's Compensation time loss event. MTO continues to accrue when using paid time in the employees Medical Leave Bank.

Sick Leave Balances at Time of Adoption

Sick leave balances on 7/1/18 will be transferred into a personal Sick Leave Bank. Additional sick leave shall not be earned after the MTO Plan is implemented. The Sick Leave Bank refers to the sick leave benefit earned and accrued by qualified employees prior to the implementation of the MTO Plan. The Sick Leave Bank is not the same as the Medical Leave Bank or MTO. The Sick Leave Bank can be used for illness or medical appointments for yourself, a child, spouse, parent or parent-in-law suffering from an illness. The Sick Leave Bank must be used prior to MTO for these reasons until it is exhausted. The Sick Leave Bank must also be used before the Medical Leave Bank in the case of a qualified State or Federal FMLA leave until it is exhausted.

Time Off Without Pay

If an employee's Medical Leave Bank is exhausted, they must use available MTO prior to requesting time off without pay. Time off without pay is not permitted, unless authorized by State or Federal FMLA, required by other laws (e.g., ADA), or when the employee has the prior written authorization by Human Resources. MTO is not earned in pay periods during which leave is unpaid. Pay received through short- or long-term disability policies or workers' compensation, for example, will not count toward MTO accrual.

Separation from Employment

Staff and administration are paid for the MTO balance they have accrued upon separation from Southwest Tech and consistent with the terms of the Southwest Tech Separation Policy. Faculty will receive MTO paid out up to 16 hours for the current fiscal year. The hours of accrued MTO in an employee's account will be paid out at the employee's current wage rate (subject to withholdings). Upon an employee's separation from Southwest Tech, the employee will not be entitled to payment for unused time from their Medical or Sick Leave Bank.

Donation of MTO

If an employee has depleted or will completely exhaust their MTO bank according to Southwest Tech's FMLA policy, another staff member may make a voluntary transfer of up to sixteen hours of accrued MTO leave each fiscal year into a recipient's Medical Leave Bank. The recipient may not receive donated MTO time greater than the amount that he or she was allotted in the fiscal year in which the serious illness or injury first occurred. Donation and receipt of MTO is open to both staff and faculty. The process is voluntary and the donor will remain anonymous. Employees who are interested in donating MTO time should contact Human Resources.

G. Holiday Policy

Included below is the Holiday Policy. Krista Weber will present the policy for Board approval.

Recommendation: Approve the Holiday Policy as presented.

Holiday Policy - DRAFT

The College provides paid time off to all full-time regular and part-time (more than 20 hours per week) regular employees on the following holidays.

Memorial Day*

Summer Break

- Independence Day
- Four (4) additional days

Labor Day*

Thanksgiving Day*

Day after Thanksgiving

Winter Break

- Christmas Eve Day
- Christmas Day*
- Three (3) additional days
- New Year's Eve Day
- New Year's Day*

Spring Holiday (Good Friday)*

Summer Break will be observed the week of Independence Day. Winter Break will be observed beginning Christmas Eve Day returning the day following New Year's Day. Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day are included during Winter Break.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Employees will be notified prior to the beginning of each calendar year of the actual dates on which these holidays are observed. Part-time employees are paid on a pro-rated basis (based on normal work schedule) and only for the holidays that fall during the normal work schedule. Faculty observed holidays* are listed in the Compensation Guidelines.

G. Master's Equivalency Compensation Plan

Krista Weber will present on the Master's Equivalency Compensation Plan. A PowerPoint is included below.

Recommendation: Approve the Master's Equivalency Compensation Plan as presented.



College Council Projects

**Presented by Masters Equivalency
Project Team Members**



College Council

Masters Equivalency Project Overview

- This project is the second phase of the compensation analysis.
- Thanks to project team members for their time and effort spent working on this important project!
 - Jeff Midtlien, Tyson Larson, Danielle Seippel, John Kvigne, Annetta Smith, Mary Johannesen, Krista Weber





Compensation Analysis – Masters Equivalency



Looking back: Project Team Recommendations

Faculty

- Adopt the proposed structure to establish salary ranges that are competitive at the 50th percentile of the unadjusted market
- Implement by bringing employees to step (up to midpoint)
- Identify specific disciplines that may require consideration of a Masters equivalency level



Compensation Analysis - Masters Equivalency



Looking back: Project Team Recommendations

Total cost of recommendations:

Proposed Structure Costs	Salary To Step (Up to Midpoint)
Staff:	\$175,761
Faculty:	\$174,055
Total:	\$349,816



Compensation Analysis – Masters Equivalency



Why?

- Provides equal opportunity for occupational faculty to earn advanced or masters level compensation
- Provides an incentive for faculty to gain experience, certifications, continuing education to stay current with technology and trends in their specific industry
- Southwest Tech maintains a competitive advantage in the market to attract and retain qualified faculty



Compensation Analysis – Masters Equivalency



How?

- Addition of new Advanced level
- Creation of a criteria review form to determine base criteria for Bachelor, Advanced and Master levels
 - Education
 - Certification, license, specialized training
 - Occupational non-teaching experience
- HR applies criteria to current occupational instructor salary and at the time of hire
- Changes would be effective 7/1/18



Questions?



Board Monitoring of College Effectiveness

A. Foundation Quarterly Report

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, will present the FY2018 third quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The report follows.



Southwest Tech Foundation and SWTC Real Estate Foundation (REF) FY18 Third Quarter Report to District Board April 26, 2018

- **FY18 Fundraising Totals**
 - \$464,787.62 total gifts received (*FY18 goal is \$600,000*)
 - \$423,065.96 cash received (*FY18 goal is \$375,000*)
 - \$41,721.66 Gift In-Kind total
 - \$26,916.33 received from retirees
 - \$44,615.70 received from current employees, 174 employee donors including 88 ongoing payroll deductions (*FY17 total was \$45,344.69, 176 employee donors*)
 - 3,267 total gifts (*FY17 total was 3,387*)
 - 855 total donors (*FY17 total was 1,000*)
- **Gift Highlights – Thank you!**
 - \$25,000 from Montchevre-Betin for Dairy Goat Herd Management Program (2nd gift of \$100,000 multi-year pledge)
 - \$25,000 from Pat Thiele for Charger Dream Fund and Charger Scholarship
 - \$11,906.33 gift-in-kind from Upland Hills
 - \$8,000 gift-in-kind from McFarlane Manufacturing Co
 - \$5,000 from Goldman Sachs Philanthropy Fund – designated from anonymous donor for Southwest Tech Foundation Scholarship fund
- **Scholarships**
 - 472 applications received, nearly 100 more than last year. Scholarship recipients will be selected and notified in April/May. Anticipate about \$177,000 to be awarded in scholarships.

- **Employee Awards** (cash award or professional development stipend; third award is for tuition reimbursement)
 - [Innovation of the Year](#) presented to Doris Pulvermacher
 - [Wood Family Employee Excellence Awards](#) presented to Cynde Larsen and Vanessa Caldari
 - [Nicholas' Servant-Leadership Award](#) presented to Tyson Larson
- **Appeals/Requests**
 - Phonathon total is \$32,605.32. Calling will be complete before April 26. In the spring semester we asked for scholarship support.
 - Dubuque Racing Association grant submitted
 - Alliant Energy Foundation grant submitted
 - Elmer Biddick Foundation grant submitted
- **Events**
 - April 28 – [Trap Shooting Tournament](#), Muscoda, 10:00-2:00 (fundraiser for Trap Shooting Team)
 - May 4 – [Ladies Leadership Luncheon](#), Platteville, 11:00-1:00
 - May 18 – Alumni and Retiree Awards and Donor Appreciation Dinner, campus, 5:30 pm
 - May 31 & June 1 – WTCS Foundations Board Development Workshop, NTC - Wausau
- **Real Estate Foundation**
 - Construction underway on 1533/35 Brownwood by carpentry program
 - HSR site survey draft and cash flow proforma complete and to be discussed with REF board at re-scheduled meeting on April 30.
 - Considering partnering with carpentry program again in 2018-19 to construct another apartment for student housing.

B. FY2019 Budget Update

Caleb White will present an update on the FY2019 budget. Included below is the current General Fund overview.

4/18/2018

Southwest Wisconsin Technical College
General Fund
2018-2019 Budgetary Development Status

	2016-17 <u>Actual</u>	2017-18 <u>Budget</u>	2018-19 <u>Budget</u>	<u>Change</u>	
REVENUES					
Local Government	5,013,198	5,050,000	5,140,000	90,000	
State Aids	10,118,962	10,643,000	10,178,000	(465,000)	
Program Fees	4,317,812	4,391,000	4,596,000	205,000	
Material Fees	326,224	345,000	313,000	(32,000)	
Other Student Fees	452,169	440,000	495,000	55,000	
Institutional	1,631,332	1,500,000	1,500,000	-	
Federal	1,144,050	774,000	755,000	(19,000)	
Total Revenues	23,003,747	23,143,000	22,977,000	(166,000)	-0.72%
EXPENDITURES					
Instruction	14,118,582	14,781,400	14,591,100	(190,300)	
Instructional Resources	251,308	211,400	186,000	(25,400)	
Student Services	2,041,038	1,821,800	1,905,000	83,200	
General Institutional	4,576,235	4,763,000	4,587,000	(176,000)	
Physical Plant	1,968,777	2,035,400	2,047,000	11,600	
Total Expenditures	22,955,940	23,613,000	23,316,100	(296,900)	-1.26%
Net Revenue (Expenditures)	47,807	(470,000)	(339,100)		
Operating Transfer In (Out)	210,429	470,000	-		
Change in Fund balance	258,236	-	(339,100)		
Beginning Fund Balance	8,350,305	8,608,541	8,608,541		
Ending Fund Balance	8,608,541	8,608,541	8,269,441		

C. Post-Retirement Health Benefits

Discussion of post-retirement health benefits (OPEB) will take place at the Board meeting. Dr. Wood is seeking feedback on the current options based on feedback received from college employees.

D. Draft Policy on Acting President Designation

Dr. Wood will present a draft Governance Policy on Acting President Designation at the Board meeting. The policy will be available at the Board meeting.

E. 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)	Hilary Schlinger	11/1/2017	BS \$47,297-\$75,203 Hired at \$62,000
10	Replacement - Anna Stremlau	Student Success Coach	Kyle Bennett and Cora Beth Halverson	12/11/2017	Salary Band C42 \$47,777-\$66,888 Hired at 48,000
11	Replacement - Michael Mann	Evening Custodian	Tim Lync	1/19/2018	Hourly Band A12 \$15.28 - \$18.34 Hired at \$15.28/hour
12	Replacement - Karla Blackburn	Associate Degree Nursing Instructor	Pam Bartels	1/8/2018	BS \$47,297-\$75,203 Hired at \$62,000

Staffing Update 2017-18 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position (Cora Halverson's FA position will not be replaced)	Assistant Financial Aid Manager	Cora Halverson	3/1/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$53,000
14	Replacement - Katharine Caywood	Marketing Specialist	Dan Wackershauser	4/19/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$52,000
15	Replacement - Lori Garvey	Disability Services Specialist	Offer Pending	5/16/2018	Salary Band C42 \$47,777-\$66,888
16	Replacement - Dan Scullion	Lead Evening Custodian	Interviews Scheduled	5/15/2018	Hourly Band A13 \$16.42 - \$19.70
17	Replacement - Nate Parker	Evening Custodian	Posted	5/15/2018	Hourly Band A12 \$15.28 - \$18.34

Information and Correspondence

A. Enrollment Report

The 2017-18 Comparison FTE Report, 2018-19 Comparison FTE Report, and the Fall 2018 Application Report are below.


2017-18 Comparison FTE Report

		2016-2017 and 2017-2018 FTE Comparison					
Program Code	Program Title	04-17-17 Students	04-16-18 Students	Student Change	04-17-17 FTE	04-16-18 FTE	FTE Change
10-101-1	Accounting	40	37	(3)	28.87	27.87	(1.00)
10-106-6	Administrative Professional	9	5	(4)	7.90	4.47	(3.43)
10-006-2	Agri-Business/Science Technology (OLD)	36	7	(29)	34.23	2.20	(32.03)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	7	16	9	6.30	13.80	7.50
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	16	24	8	15.77	25.80	10.03
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	16	25	9	13.07	25.10	12.03
10-102-3	Business Management	88	112	24	61.47	83.73	22.27
10-530-5	Cancer Information Management	36	72	36	20.87	40.03	19.17
10-504-X	Criminal Justice Studies	51	59	8	46.70	45.10	(1.60)
10-316-1	Culinary Arts	12	14	2	9.70	11.70	2.00
10-317-1	Culinary Management	8	8	-	7.30	6.73	(0.57)
10-510-6	Direct Entry Midwife	60	49	(11)	22.40	25.73	3.33
10-307-1	Early Childhood Education	36	47	11	29.00	34.73	5.73
10-620-1	Electromechanical Technology	39	39	-	35.23	34.53	(0.70)
10-325-1	Golf Course Management	14	17	3	14.10	16.83	2.73
10-201-2	Graphic And Web Design	41	36	(5)	35.40	31.73	(3.67)
10-530-1	Health Information Technology	47	63	16	28.60	36.93	8.33
10-520-3	Human Services Associate	55	40	(15)	39.13	30.33	(8.80)

Program Code	Program Title	04-17-17 Students	04-16-18 Students	Student Change	04-17-17 FTE	04-16-18 FTE	FTE Change
10-825-1	Individualized Technical Studies	9	17	8	8.13	14.90	6.77
10-620-3	Instrumentation and Controls Technology (NEW)	2	4	2	0.43	2.13	1.70
10-150-X	IT-Network Specialist	39	34	(5)	33.73	23.73	(10.00)
10-513-1	Medical Laboratory Technician	19	17	(2)	12.83	13.37	0.53
10-543-1	Nursing - Associate Degree	223	206	(17)	121.73	104.37	(17.37)
10-531-1	Paramedic Technician (NEW)	3	2	(1)	0.57	0.70	0.13
10-524-1	Physical Therapist Assistant	45	48	3	32.10	30.17	(1.93)
10-196-1	Leadership Development	33	42	9	16.20	19.70	3.50
10-182-1	Supply Chain Management	30	38	8	12.77	17.27	4.50
10-499-5	Technical Studies-Journey Worker	1	1	-	0.20	0.27	0.07
	Total Associate Degree	1,015	1,079	64	694.73	723.97	29.23
31-101-1	Accounting Assistant	3	8	5	1.97	4.33	2.37
30-531-6	Advanced EMT	8	9	1	1.07	1.93	0.87
32-070-1	Agricultural Power & Equipment Technician	34	35	1	35.87	30.40	(5.47)
31-405-1	Auto Collision Repair & Refinishing Technician	17	17	-	13.77	9.07	(4.70)
32-404-2	Automotive Technician	35	32	(3)	27.70	26.47	(1.23)
31-408-1	Bricklaying & Masonry	1	1	-	0.57	0.87	0.30
31-475-1	Building Trades - Carpentry	14	9	(5)	12.87	7.27	(5.60)
31-307-1	Child Care Services (ETD)	12	3	(9)	8.60	2.80	(5.80)
30-420-2	CNC Setup/Operation (ETD)	2		(2)	0.70		(0.70)
31-502-1	Cosmetology	23	22	(1)	14.70	18.13	3.43
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	17	9	(8)	7.10	4.30	(2.80)
31-317-1	Culinary Specialist (ETD)	4	4	-	3.50	1.47	(2.03)
31-091-1	Dairy Herd Management (OLD)	19	2	(17)	19.53	1.30	(18.23)
30-508-2	Dental Assistant - Short Term	17	14	(3)	9.57	7.80	(1.77)
30-812-1	Driver and Safety Education Certification (NEW)	9	20	11	2.30	5.40	3.10
31-413-2	Electrical Power Distribution	24	29	5	22.80	26.50	3.70
50-413-2	Electricity (Construction) Apprentice	24	22	(2)	3.50	2.87	(0.63)
30-531-3	Emergency Medical Technician	58	67	9	15.33	16.33	1.00
32-080-4	Farm Operations & Management - Ag Mechanics(NEW)		1	1		0.33	0.33
32-080-3	Farm Operations & Management - Dairy (NEW)	1	5	4	0.43	4.20	3.77
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)	1	2	1	0.40	0.73	0.33
32-080-6	Farm Operations & Management - Livestock (NEW)	1	-	(1)	0.33	-	(0.33)
31-080-7	Farm Operations & Management - Livestock Tech(ETD)(NEW)		1	1		0.93	0.93

Program Code	Program Title	04-17-17 Students	04-16-18 Students	Student Change	04-17-17 FTE	04-16-18 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	11	8	(3)	1.60	1.70	0.10
31-620-1	Industrial Mechanic (ETD)	7	7	-	5.17	5.07	(0.10)
31-154-6	IT-Computer Support Technician	21	20	(1)	14.53	10.83	(3.70)
31-513-1	Laboratory Science Technician	5	4	(1)	3.27	2.40	(0.87)
31-509-1	Medical Assistant	35	36	1	28.90	28.20	(0.70)
31-530-2	Medical Coding Specialist (ETD)	48	54	6	22.93	25.60	2.67
30-543-1	Nursing Assistant	222	225	3	26.77	26.47	(0.30)
31-106-8	Office Support Specialist	6	2	(4)	5.73	0.70	(5.03)
50-427-5	Plumbing Apprentice	22	18	(4)	3.06	3.40	0.34
31-420-7	Precision Machining Technology (NEW)	1	8	7	1.03	8.00	6.97
31-504-5	Security Operations (ETD) (NEW)		2	2		1.20	1.20
31-182-1	Supply Chain Assistant (ETD)	1	6	5	0.43	2.40	1.97
31-442-1	Welding	72	61	(11)	53.40	48.57	(4.83)
	Total Technical Diploma	775	763	(12)	369.43	337.97	(31.46)
20-800-1	Liberal Arts - Associate of Arts	16	17	1	6.83	5.30	(1.53)
20-800-2	Liberal Arts - Associate of Science	15	26	11	5.57	10.17	4.60
	Undeclared Majors	309	484	175	44.53	79.67	35.13
	Total	2,130	2,369	239	1,121.09	1,157.07	35.97
	Percent of Change						3.21%
	Vocational Adult (Aid Codes 42-47)	3,586	3,635	49	67.25	73.22	5.97
	Community Services (Aid Code 60)	60	36	(24)	0.32	0.17	(0.15)
	Basic Skills (Aid Codes 73,74,75,76)	381	331	(50)	37.17	39.67	2.50
	Basic Skills (Aid Codes 77 & 78)	833	740	(93)	51.23	46.33	(4.90)
	Grand Total	6,990	7,111	121	1,277.06	1,316.46	39.40
	Total Percent of Change						3.09%
	(ETD= Embedded Technical Diploma)						

2018-19 Comparison FTE Report

		2017-2018 and 2018-2019 FTE Comparison					
Program Code	Program Title	04-17-17 Students	04-17-18 Students	Student Change	04-17-17 FTE	04-17-18 FTE	FTE Change
10-101-1	Accounting	23	19	(4)	10.97	8.50	(2.47)
10-106-6	Administrative Professional	5	-	(5)	2.93	-	(2.93)
10-006-2	Agri-Business/Science Technology (OLD)	9	-	(9)	1.37	-	(1.37)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	10	16	6	5.33	8.67	3.33
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	20	7	(13)	11.63	3.67	(7.97)
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	22	19	(3)	11.80	10.80	(1.00)
10-102-3	Business Management	63	55	(8)	28.73	23.70	(5.03)
10-530-5	Cancer Information Management	34	55	21	14.20	18.97	4.77
10-504-5	Criminal Justice Studies	41	43	2	19.93	19.67	(0.27)
10-316-1	Culinary Arts	10	8	(2)	4.53	4.20	(0.33)
10-317-1	Culinary Management	3	3	-	1.03	1.97	0.93
10-510-6	Direct Entry Midwife	28	28	-	12.87	10.80	(2.07)
10-307-1	Early Childhood Education	23	40	17	11.10	19.90	8.80
10-620-1	Electromechanical Technology	20	24	4	10.87	12.97	2.10
10-325-1	Golf Course Management	13	18	5	6.60	9.07	2.47
10-201-2	Graphic And Web Design	20	23	3	10.67	10.53	(0.13)
10-530-1	Health Information Technology	40	43	3	14.70	16.50	1.80
10-520-3	Human Services Associate	28	22	(6)	14.90	11.13	(3.77)
10-825-1	Individualized Technical Studies	5	5	-	2.90	2.20	(0.70)
10-620-3	Instrumentation and Controls Technology (NEW)	1	2	1	0.53	1.27	0.73
10-150-X	IT-Network Specialist	16	21	5	6.93	9.60	2.67
10-513-1	Medical Laboratory Technician	6	9	3	2.77	4.03	1.27
10-543-1	Nursing - Associate Degree	160	148	(12)	48.10	43.53	(4.57)
10-531-1	Paramedic Technician	3	-	(3)	1.63	-	(1.63)

Program Code	Program Title	04-17-17 Students	04-17-18 Students	Student Change	04-17-17 FTE	04-17-18 FTE	FTE Change
10-524-1	Physical Therapist Assistant	19	20	1	7.40	7.57	0.17
10-196-1	Leadership Development	17	14	(3)	5.70	5.00	(0.70)
10-182-1	Supply Chain Management	13	22	9	4.63	8.80	4.17
	Total Associate Degree	652	664	12	274.77	273.03	(1.73)
31-101-1	Accounting Assistant	2	3	1	0.80	1.03	0.23
32-070-1	Agricultural Power & Equipment Technician	34	29	(5)	18.03	15.47	(2.57)
31-405-1	Auto Collision Repair & Refinishing Technician	12	11	(1)	3.83	4.13	0.30
32-404-2	Automotive Technician	24	24	-	12.07	11.97	(0.10)
31-475-1	Building Trades - Carpentry	3	4	1	1.63	2.13	0.50
31-307-1	Child Care Services (ETD)	4	4	-	2.23	2.20	(0.03)
30-420-2	CNC Setup/Operation (ETD)	-	2	2	-	1.00	1.00
31-502-1	Cosmetology	11	16	5	5.50	8.00	2.50
31-317-1	Culinary Specialist (ETD)	1	-	(1)	0.10	-	(0.10)
30-508-2	Dental Assistant - Short Term	12	11	(1)	6.40	5.87	(0.53)
30-812-1	Driver and Safety Education Certification	1	2	1	0.20	0.30	0.10
31-413-2	Electrical Power Distribution	16	18	2	8.40	9.57	1.17
30-531-3	Emergency Medical Technician	2	2	-	0.63	0.33	(0.30)
32-080-4	Farm Operations & Management - Ag Mechanics	5	5	-	2.83	2.17	(0.67)
31-080-6	Farm Operations & Management - Crop Operations (ETD)	1	1	-	0.27	0.57	0.30
32-080-3	Farm Operations & Management - Dairy	3	13	10	1.33	6.47	5.13
31-080-3	Farm Operations & Management - Dairy Technician(ETD)	1	3	2	0.53	1.50	0.97
31-080-2	Farm Operations & Management - Farm Ag Maintenance(ETD)	-	2	2	-	0.73	0.73
31-080-7	Farm Operations & Management - Livestock Tech(ETD)	1	1	-	0.43	0.53	0.10
30-317-1	Food Production Assistant (ETD)	-	1	1	-	0.53	0.53
50-413-1	Industrial Electrician Apprentice	-	1	1	-	0.07	0.07
31-620-1	Industrial Mechanic (ETD)	1	7	6	0.57	3.40	2.83
31-154-6	IT-Computer Support Technician	3	-	(3)	0.97	-	(0.97)
31-513-1	Laboratory Science Technician	1	3	2	0.40	1.50	1.10

Program Code	Program Title	04-17-17 Students	04-17-18 Students	Student Change	04-17-17 FTE	04-17-18 FTE	FTE Change
31-530-2	Medical Coding Specialist (ETD)	17	21	4	4.93	6.73	1.80
30-543-1	Nursing Assistant	24	9	(15)	2.30	0.87	(1.43)
31-106-8	Office Support Specialist	3	-	(3)	0.93	-	(0.93)
31-420-7	Precision Machining Technology	6	-	(6)	2.97	-	(2.97)
31-504-5	Security Operations (ETD)	2	1	(1)	0.57	0.43	(0.13)
31-182-1	Supply Chain Assistant (ETD)	1	1	-	0.70	0.27	(0.43)
31-442-1	Welding	45	28	(17)	23.63	13.73	(9.90)
	Total Technical Diploma	236	223	(13)	103.20	101.50	(1.70)
20-800-1	Liberal Arts - Associate of Arts	4	1	(3)	1.00	0.10	(0.90)
20-800-2	Liberal Arts - Associate of Science	4	2	(2)	0.90	0.43	(0.47)
	Undeclared Majors	37	48	11	4.57	6.17	1.60
	Total	933	938	5	384.43	381.23	(3.20)
	Percent of Change						-0.83%
	Vocational Adult (Aid Codes 42-47)	285	270	(15)	6.29	6.41	0.13
	Community Services (Aid Code 60)	-	-	-	-	-	-
	Basic Skills (Aid Codes 73,74,75,76)	21	10	(11)	-	-	-
	Basic Skills (Aid Codes 77 & 78)	125	87	(38)	-	-	-
	Grand Total	1,364	1,305	(59)	390.72	387.65	(3.07)
	Total Percent of Change						-0.79%
	(ETD= Embedded Technical Diploma)						

Fall 2018 Application Report

Program Application Comparison 2017/18 vs. 2018/19								
PROGRAM	CAP	04/10/17			04/16/18			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			24	24		17	17	-7
Accounting Assistant			3	3		3	3	0
Administrative Professional			3	3				-3
Agribusiness Science & Technology	36							0
Agribusiness Science & Technology - Agbus Mgmt	20		9	9		16	16	7
Agribusiness Science & Technology - Agronomy	20		9	9		5	5	-4
Agribusiness Science & Technology - Animal Science	20		17	17		15	15	-2
Agricultural Power & Equipment Technician	22		31	31		21	21	-10
Auto Collision Repair & Refinish Technician	22		7	7		10	10	3
Automotive Technician	22		28	28		30	30	2
Building Trades-Carpentry	20		13	13		10	10	-3
Business Management			30	30		32	32	2
Cancer Information Management	30		37	37	22	48	70	33
Child Care Services	13		6	6		7	7	1
CNC Machine Operator/Programmer	5		1	1		6	6	5
Cosmetology	24		21	21		19	19	-2
Criminal Justice Studies	70		66	66		45	45	-21
Culinary Arts			18	18		15	15	-3
Culinary Management			2	2		1	1	-1
Culinary Specialist			0	0		0	0	0
Dental Assistant	18		28	28		22	22	-6
Early Childhood Education	28		23	23		27	27	4
Electrical Power Distribution	24		79	79		68	68	-11
Electro-Mechanical Technology	24		16	16		18	18	2
Farm Operations & Management - Ag Mechanics	20		7	7		5	5	-2
Farm Operations & Management - Crops Operations	20		1	1		3	3	2
Farm Operations & Management - Crops	20		1	1				-1
Farm Operations & Management - Dairy	20		7	7		14	14	7
Farm Operations & Management - Dairy Technician	20		4	4		5	5	1
Farm Operations & Management - Farm Ag Maintenance	20		1	1		5	5	4
Farm Operations & Management - Livestock	20		2	2				-2
Farm Operations & Management - Livestock Tech	20		2	2		1	1	-1
Food Production Assistant			0	0		2	2	2
Golf Course Management			8	8		10	10	2
Graphic and Web Design	25		23	23		23	23	0
Health Information Technology	22		33	33	11	22	33	0
Human Services Associate	31		23	23		18	18	-5
Industrial Mechanic	6		3	3		1	1	-2
Instrumentation and Controls Technology	6		1	1		4	4	3
IT-Computer Support Technician			9	9		15	15	6
IT-Network Specialist			14	14		25	25	11
Laboratory Science Technician	15		3	3		6	6	3

		04/10/17			04/16/18			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Leadership Development						2	2	2
Liberal Arts - Associate of Arts		10	3	13	14	3	17	4
Liberal Arts - Associate of Science		18	3	21	8	4	12	-9
Medical Assistant	32		45	45		46	46	1
Medical Coding Specialist	23		60	60	12	35	47	-13
Medical Laboratory Technician	16	7	5	12	8	3	11	-1
Nursing-Associate Degree	54	126	63	189	119	80	199	10
Nursing-Associate Degree-Part-time	28	2	22	24	2	37	39	15
Office Support Specialist			0	0				0
Paramedic Technician			7	7		4	4	-3
Physical Therapist Assistant	18	24	21	45	16	10	26	-19
Precision Machining Technology	15		9	9				-9
Security Operations			2	2				-2
Supervisory Management			4	4				-4
Supply Chain Assistant			0	0		1	1	1
Supply Chain Management			8	8		9	9	1
Undecided		27	0	27	29	0	29	2
Welding	40		49	49		41	41	-8
TOTAL		214	914	1128	241	869	1110	-18

B. Chairperson's Report

C. College President's Report

1. Higher Learning Commission Conference
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

4. Proposed Budget
5. Financial Sustainability Board Monitoring Report
6. State of College Report

B. Time and Place

Thursday, May 24, 2018, at 7:00 p.m.; Southwest Tech Campus in Rooms 492-493

Adjourn to Closed Session

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

1. Discussion of President's Performance Evaluation per Wis. Stats. 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.}

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment