



Southwest Wisconsin Technical College
District Board Meeting

Regular Meeting

December 20, 2018

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, December 20, 2018

5:45 – Tour of Information Technology Student Data Center and the College’s Data Center
(Meet in the Main Entrance Reception Area) / Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The December 20, 2018, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

The December 20, 2018, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of November 15, 2018

Minutes from the November 15, 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 ten contracts totaling \$74,235.50 in November 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation and two resignations are being presented for approval in the Personnel Report.

Recommendation: Approve the Consent Agenda, as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Request for Proposals: Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Services

The ERP Fit-Gap Analysis will be used by the College to evaluate current business processes in relation to our Student Information System (SIS), Financial/Human Resources software, the College Bookstore, and point-of-sale software used by our in-house café. An evaluation team reviewed the four proposal received and invited two companies for interviews. Included in the electronic Board material is a summary of the bid results and process used to evaluate the proposals. Members of the RFP evaluation team will present information on the RFP, the results, and the recommendation.

Recommendation: Award the contract for Enterprise Resource Planning Fit-Gap Analysis Consulting Services to CampusWorks, Inc., Bradenton, FL, in the amount of \$35,000 plus expenses (\$6,300 estimated).

B. First Reading of the following Governance Policies:

- 1. Governance Policy 1.2: Governing Philosophy**
- 2. Governance Policy 1.5: Board Member's Role**
- 3. Governance Policy 1.11: Board Committees**
- 4. Governance Policy 2.3: Monitoring College Effectiveness**
- 5. Governance Policy 2.6: Acting President**
- 6. Governance Policy 4.5: College Strategic Directions**

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to those listed above. The policies have been updated based on the Board's recommendations. This will be the first reading of the policy changes. The proposed first readings of the policies are included in the electronic Board material.

Recommendation: Approve the first reading of each policy, as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2018-19 Comparison Enrollment Report and the Fall 2019 Application Report are included in the electronic Board material.

B. Chairperson's Report

1. Resignation of Board Member James Kohlenberg
James Kohlenberg resigned from the Southwest Wisconsin Technical College Board of Directors effective December 11, 2018, due to health reasons. The process to replace the Employer Position (North), which Mr. Kohlenberg held, will be discussed at the Board meeting.
2. ACCT National Legislative Summit – February 10-13, 2019, Washington, DC

C. College President's Report

1. Request for Proposal: Economic Impact Study/Research Consulting Services
2. Request for Proposal: Property Acquisition
3. Accreditation Update
4. February 22-23, 2019, Board Retreat
5. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. District Boards Association Update from Layla Merrifield
2. FY2018 Financial Audit
3. Request for Proposal: Economic Impact Study/Research Consulting Services
4. Request for Proposal: Property Acquisition
5. Bid: SWTC Daycare Boiler Replacement
6. Board Monitoring Report: Safety & Security

B. Time and Place

The next regularly scheduled meeting will be held on Thursday, January 24, 2019, at 7:00 p.m. at the Southwest Tech campus, Rooms 492-493 in the College Connection.

ADJOURNMENT

Open Meeting

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A. Roll Call

B. Reports/Forums/Public Input

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 15, 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. Request for Proposals: Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Services
- B. First Reading of the following Governance Policies:
 - 1. Governance Policy 1.2: Governing Philosophy
 - 2. Governance Policy 1.5: Board Member’s Role
 - 3. Governance Policy 1.11: Board Committees
 - 4. Governance Policy 2.3: Monitoring College Effectiveness

5. Governance Policy 2.6: Acting President
6. Governance Policy 4.5: College Strategic Directions and others

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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

B. Minutes of the Regular Board Meeting of November 15, 2018



**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOVEMBER 15, 2018**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 7:09 p.m. on November 15, 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 (arrived at 7:15 p.m.), James Kohlenberg (excused himself at 9:04 p.m.), Darlene Mickelson (arrived at 7:13 p.m.), Eileen Nickels, Russell Moyer (arrived at 7:16 p.m.), Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Matthew Baute, Amy Campbell, Karen Campbell, Katie Garrity, Connie Haberkorn, Holly Miller, Krista Weber, and Caleb White. Others present included John Mehan from Robert W. Baird & Co., Inc.

Chairperson Prange called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

BOARD MEETING NOTICE/AGENDA

Thursday, November 15, 2018

5:30 p.m. – Scholarship Ceremony and Reception
7:00 p.m. - Board Meeting
Southwest Tech Campus
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: "The November 15, 2018, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 18, 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. Resolution Providing for the Sale of Approximately \$7,955,000 General Obligation Refunding Bonds, Series 2019
- B. Fund & Account Transfers (2017-18 Budget Modifications)
- C. Grant County Economic Development Corporation Lease for 2019
- D. First Reading of Governance Policy 4.5: College Strategic Directions
- E. Wellness Initiative

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Student Access
- B. 2019-20 Budget Process
- C. Review of Governance Policy Revisions
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing property acquisition per 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 required a closed session.
 - 2. Approval of Closed Session Minutes of October 18, 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 November 15, 2018, agenda; October 18, 2018, Board minutes; financial reports; three contracts totaling \$5,713.86 in October 2018; employment recommendation for Maria Kindrai – Associate Degree Nursing Instructor; the promotion of CoraBeth Halverson to Student Financial Assistance Manager, and the resignation of Jennifer Rice – part-time LTE Bookstore Assistant, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

John Mehan, Managing Director for Robert W. Baird & Co., Inc., presented a plan to refinance \$7,955,000 in debt from the 2008 referendum as a cost savings measure for the College. Mr. Mehan explained the current bonds have interest rates ranging from 5.2% - 5.875%. The new bonds will not extend past the original maturity date and the rate will be approximately 3.85%, saving the College approximately \$178,000. Mr. Bolstad moved to approve the resolution authorizing the sale of approximately \$7,955,000 General Obligation Refunding Bonds, Series 2019. Mr. Tuescher seconded the motion; upon a roll call vote with all members voting affirmatively, the motion was carried.

Caleb White, Vice President for Administrative Services, presented a 2017-18 budget modification for refinancing of long-term debt. The budget modification affected the Debt Service Fund – 400. Mr. Kohlenberg moved to approve the 2017-18 budget modification to the Debt Service Fund-400, as presented. Mr. Tuescher seconded the motion. With a roll call vote and all members present voting affirmatively, the motion carried.

Mr. White presented the 2019 office space lease for Grant County Economic Development Corporation to lease two offices and furniture from the College. Mr. Tuescher moved to approve the 2019 lease in the amount of \$370 per month for Grant County Economic Development Corporation. Ms. Nickels seconded the motion. The motion carried with Ms. Mickelson abstaining from voting due to a conflict of interest.

President Wood presented the first reading of Governance Policy 4.5: College Strategic Directions for 2019-2022. After discussing the policy, the Board made the following recommendations for changes to the policy.

1. Proposed Statement: Engage Student in High-Quality Learning - The Board consensus was to use the statement 'Engage Students with High-Quality Learning' versus "Engage Students with High-Quality Teaching.'
2. Proposed Statement: Invest in Improving our Economic Impact - The Board asked that the economic impact of what and who it affects be broadened for clarification and understanding.
3. Proposed Statement: Strengthen Integrity through Accountability - The Board consensus was to emphasize accountability instead of integrity.

The strategic directions statements will be refined, and the policy will be brought back to the December meeting for a first reading.

Wellness Project Team co-leads Amy Campbell and Connie Haberkorn presented the creation of an ongoing health & wellness program to include \$50 incentives in each of four wellness categories: social and environmental; physical well-being; financial well-being; and emotional well-being. A requirement for participants is that they must be enrolled in the College's health insurance plan. Up to \$200 will be deposited into the eligible employee's health savings account. The proposed budget for this wellness incentive program is \$40,000 annually. Mr. Bolstad moved to approve the funding as an employee benefit for the proposed ongoing

health and wellness program, with Ms. Wonderling seconding the motion. The motion unanimously carried on a voice vote.

Holly Miller, Chief Student Services Officer, presented the Board Monitoring Report – Student Access noting the report focused on strategic initiatives related to increasing access to education through enrollment and retention efforts. Ms. Miller highlighted student access strategies including adult basic education’s redesigned strategy to increase availability and pathways to post-secondary credentials and the College’s partnership with CESA #3 for a program titled COLLEGE Up that focuses on high school students bridging the achievement gap and increasing workforce development. Other strategies noted included workforce shortage strategies, a multi-year plan for supporting economically disadvantaged students, adding value to the student worker experience on campus, student attainment of Core Abilities, aligning guided pathways, and retention strategies through online learning, tutoring, and other retention strategies.

Mr. White outlined the 2019-20 budget process. The process begins mid-November and runs through the June Board meeting. The Board will review the College priorities and establish budget assumptions and parameters in February. Budget updates will be brought to the board meetings in the subsequent months until the June Board meeting where the public hearing on the proposed budget will occur and the Board will adopt the budget at it’s regular meeting in June.

Dr. Wood reviewed the governance policies highlighting the policies identified at the October Board retreat which needed updates. Dr. Wood introduced the addition of Chapter 5: Student Success. The first readings of most of the updated policies will occur at the December Board meeting. The Student Success policies will be discussed at the February 2019 Board Retreat.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting positions have been posted for a Communications Instructor Lead, Electrical Power Distribution Instructor, and a Student Life Coordinator & Athletic Director.

Mr. White reviewed the 2018-19 Comparison FTE Report with the Board noting there is a slight decrease from the same time as last year. Ms. Miller reviewed the Fall 2019 Application Report, which is showing stable numbers as compared to the previous year.

Under the Chairperson’s Report, Mr. Bolstad recapped the Association of Community College Trustees Leadership Congress he recently attended.

Dr. Wood summarized the Wisconsin Technical College System’s (WTCS) State Board meeting held on campus November 12-13. 3M Prairie du Chien was the recipient of the WTCS Futuremaker Partner Award. While on campus, the WTCS Board saw a demonstration on the new human patient simulator with the Nursing students and viewed a discussion by the culturally diverse Midwifery students.

Other highlights shared by Dr. Wood included that Ms. Mickelson has been featured in the *Harvard Business Review* in an article that focused on retraining the workforce. Dr. Wood shared that Mr. Tuescher was nominated for the District Boards Association “Board Member of the Year” award.

Mr. Tuescher moved to adjourn to closed session to discuss property acquisition per 19.85(1)(e). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion was approved and the Board meeting adjourned to closed

session at 9:04 p.m. At this time, Mr. Kohlenberg excused himself from the meeting and left campus. The Board reconvened to open session at 10:05 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 10:06 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 11/01/2018 TO 11/30/2018				
Invoices				
Vendor	Invoice #	Description	Amount	
ASSOCIATED TRUST COMPANY	99G100003 12.1.18	12.1.18 Interest Due/99G100003	\$454,771.00	
DTC	99G1000003 12.1.18	12.1.18 Int/iss 845-102	\$68,500.00	
SWTC REAL ESTATE FOUNDATION	FALL 1819 HOUSE	Fall 1819 housing	\$61,131.02	
GEISLER BROTHERS COMPANY	65267	Bldg 500 HVAC (PO 6602)	\$60,805.00	
EWALD'S HARTFORD FORD LLC	2-2019 EXPLORERS	SUV Ford Interceptor	\$59,038.00	
ASSOCIATED TRUST COMPANY	DECEMBER 2018 INT	December 2018 Interest	\$50,000.00	
CHIPPEWA VALLEY TECHNICAL	GRANT# 177 10.31 REI	Grant#177 10.31.18 reimburseme	\$46,920.00	
SWTC REAL ESTATE FOUNDATION	FALL 1819HOUSING	Fall 1819 Housing	\$41,389.18	
MBS TEXTBOOK EXCHANGE LLC	47-4627382	books	\$10,202.01	
COMMUNICATIONS ENGINEERING	269219	Fire Alarm Replacement	\$8,420.92	
WI TECHNICAL COLLEGE SYSTEM	1900015	2018-19 Annual FQAS fees	\$7,159.50	
CHIPPEWA VALLEY TECHNICAL	GRANT	Grant #177 Reimbursement	\$6,817.00	
SWTC FOUNDATION LOAN ACCOUNT	FALL 1819 FA ADV	Fall 1819 fin aid advancement	\$6,485.21	
HERNANDEZ ROOFING LLC	2470	Bookstore roof rplcmnt (6601)	\$5,512.10	
FRANSYL EQUIPMENT CO. INC.	16785	Vehicle Repair	\$5,307.79	
KRAEMER AIR FILTER CORP.	17972	Cartridge Filters	\$5,138.06	
LAMAR COMPANIES	109594049	Media Posters	\$4,025.00	
Marie L Diver	1583553	Opp Student Refund	\$3,773.74	
PHASE 3 DIGITAL AGENCY/MADISON	108893-1	Tech Hire mailer/buzzed in	\$3,750.00	
HSR ASSOCIATES INC	18008-06	Prof Services Bldg 400	\$3,680.00	
TRANE U.S. INC.	39409544	PO 6598-AHU Bldg 500 Rooftop	\$3,500.00	
WELTER STORAGE EQUIP CO. INC.	M-800787	12' x 48' teardrop upright shed	\$3,444.00	
PHASE 3 DIGITAL AGENCY/MADISON	108893-1	Tech Hire mailer/buzzed in	\$3,400.00	
Dalton Jacobson	1582362	Opp Student Refund	\$3,310.67	
HYDRO-FLO PRODUCTS, INC.	SWTC 10.16.18	Annual Maintenance	\$2,998.66	
Erin R Hemmer	1582353	Opp Student Refund	\$2,970.00	
Cole M Flynn	1585282	Opp Student Refund	\$2,970.00	
EBSCO SUBSCRIPTION SERVICES	1571756	yearly mag subsc renewal	\$2,950.76	
Doug L Steiner	1585284	Opp Student Refund	\$2,912.00	
KRAMER ENTERTAINMENT AGENCY,	40476	Emotion matrix	\$2,850.00	

Vendor	Invoice #	Description	Amount	
Bailey M Henkel	1583556	Opp Student Refund	\$2,770.00	
MIDWEST BUILDERS, INC.	123-2018	IT remodelCabinets/countertops	\$2,753.00	
CAHIIM	ANL2646	2019 annual accreditation fee	\$2,750.00	
Nathanael P Kingery	1582366	Opp Student Refund	\$2,745.00	
Cody J Clauer	1585720	Opp Student Refund	\$2,722.00	
Stephen A Henriksen	1585286	Opp Student Refund	\$2,686.75	
CREATIVE SOLUTIONS	C-011098	Flooring-304,305	\$2,649.02	
HSR ASSOCIATES INC	18026-06	Prof Services-Bldg 1200B/1800	\$2,620.47	
HYDRO-FLO PRODUCTS, INC.	SWTC 10.24.18	Ignition Transformer	\$2,590.98	
Charles R Washburn Jr	1581099	Opp Student Refund	\$2,588.89	
Total Invoices				\$971,007.73
Purchase Orders				
Vendor	PO #	Description	Amount	
GLADWIN MACHINERY & SUPPLY CO	6706	Welding-Used Accurpress Machine	\$67,900.00	
JOHN DEERE COMPANY	6704	EPD-Backhoe Simulator	\$26,598.70	
VAN METER INC	6707	Electromech-Kinetix TDK6500 Servo	\$12,127.00	
SLOAN IMPLEMENT COMPANY, INC.	6701	Ag Power-7000 Series Splitting Stands	\$3,975.00	
UE SYSTEMS, INC	6703	Elec Apprent.-Ultraprobe 3000	\$3,795.00	
INSIGHT PUBLIC SECTOR	6710	IT-SQL Server & licenses	\$2,861.36	
Total Purchase Orders				\$117,257.06
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WTCEB Nov 2018 H. Insurance	CMTRX00002231	WDL000005942	\$287,276.22	
ETF Oct 2018	CMTRX00002249	WDL000006000	\$117,242.31	
IRS 941 12116754	CMTRX00002249	WDL000006001	\$112,323.60	
IRS 941 #188645 11.16.18 PR	CMTRX00002243	WDL000005980	\$108,327.79	
IRS 941 10.2.18 #12484254	CMTRX00002233	WDL000005947	\$107,634.86	
WDR WT-6 #0-242-589-728	CMTRX00002249	WDL000006005	\$23,033.77	
WDR WT-6 #0-717-488-064	CMTRX00002233	WDL000005956	\$21,522.81	
WDR WT-6 #2-103-754-784	CMTRX00002243	WDL000005982	\$21,512.00	
The Hartford #582801446528	CMTRX00002242	WDL000005979	\$9,685.91	
Delta Dental #228801	CMTRX00002240	WDL000005967	\$7,777.71	
Wells Fargo #736267518	CMTRX00002234	WDL000005959	\$6,200.00	
Wells Fargo #738984213	CMTRX00002244	WDL000005989	\$6,175.00	
Delta Dental #233256	CMTRX00002245	WDL000005990	\$4,131.07	
Delta Dental #229903	CMTRX00002241	WDL000005976	\$2,693.00	
Delta Dental #234370	CMTRX00002255	WDL000006022	\$2,672.55	
Total Bank Withdrawals				\$838,208.60

Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 11/30/2018	UPRCC00000799	WDL000005994	\$267,898.92	
Direct Deposit 11/16/2018	UPRCC00000791	WDL000005970	\$252,033.70	
Direct Deposit 11/2/2018	UPRCC00000786	WDL000005934	\$244,800.30	
Direct Deposit 11/2/2018	UPRCC00000790	WDL000005938	\$67,450.48	
Direct Deposit 11/16/2018	UPRCC00000792	WDL000005971	\$62,887.43	
Direct Deposit 11/30/2018	UPRCC00000800	WDL000005995	\$56,187.00	
Direct Deposit 11/16/2018	UPRCC00000794	WDL000005973	\$9,870.67	
Direct Deposit 11/16/2018	UPRCC00000796	WDL000005975	\$8,843.14	
Direct Deposit 11/30/2018	UPRCC00000798	WDL000005993	\$8,775.84	
Direct Deposit 11/2/2018	UPRCC00000785	WDL000005933	\$8,351.51	
Direct Deposit 11/16/2018	UPRCC00000795	WDL000005974	\$7,470.67	
Direct Deposit 11/30/2018	UPRCC00000797	WDL000005992	\$6,073.67	
Direct Deposit 11/30/2018	UPRCC00000801	WDL000005996	\$5,367.56	
Direct Deposit 11/2/2018	UPRCC00000787	WDL000005935	\$3,652.67	
Direct Deposit 11/2/2018	UPRCC00000788	WDL000005936	\$3,463.14	
Direct Deposit 11/2/2018	UPRCC00000789	WDL000005937	\$3,389.06	
	Total Payroll			\$1,016,515.76
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 11.13.18 Statement	CMTRX00002241	WDL000005978	\$60,927.35	
US Bank 10.16.18	CMTRX00002231	WDL000005943	\$60,910.76	
US Bank 11.27.18 Statement	CMTRX00002248	WDL000005999	\$49,002.00	
	Total Purchase Cards			\$170,840.11
	Total Purchases > \$2,500			\$3,113,829.26

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 11/30/2018

Receipts

1 General	\$625,789.95	
2 Special Revenue	-	
3 Capital Projects	47.06	
4 Debt Service	-	
5 Enterprise	54,352.22	
6 Internal Service	327,005.23	
7 Financial Aid/Activities	661,675.78	
Total Receipts		\$1,668,870.24

Expenses

Fund		
1 General	\$2,073,158.57	
2 Special Revenue		
3 Capital Projects	199,605.01	
4 Debt Service	573,746.00	
5 Enterprise	100,906.80	
6 Internal Service	311,455.54	
7 Financial Aid/Activities	233,180.80	
Total Expenses		\$3,492,052.72

Net cash change - month **(\$1,823,182.48)**

EOM Cash Balances

-American Operating 0356	\$170,503.04	
-American Cash Deposit 062 (Fenn)	5,275.27	
-American Money Market 502 (Fenn)	5,063,956.70	
-American Investment 1324	9,346,311.29	
-Cash on Hand	2,940.00	
-Local Government Investment Pool	1,196,834.34	
Ending Cash/Investment Balance		\$15,785,820.64

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 5 Months ended November 2018							
	2018-19	2018-19	2018-19	2017-18	2016-17	2015-16	2014-15
	<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	23,355,000.00	5,951,103.04	25.48	25.98	25.91	27.42	23.83
General Fund Expenditures	24,685,400.00	9,343,337.54	37.85	36.74	35.88	38.46	35.49
Capital Projects Fund Revenue	4,050,000.00	4,012,401.10	99.07	99.50	100.69	99.14	100.57
Capital Projects Fund Expenditures	3,775,000.00	626,563.67	16.60	33.73	28.29	23.28	29.13
Debt Service Fund Revenue	5,616,000.00	-	-	3.65	4.34	0.86	3.47
Debt Service Fund Expenditures	5,616,000.00	601,821.00	10.72	12.00	11.36	12.68	14.03
Enterprise Fund Revenue	1,900,000.00	793,841.99	41.78	38.90	38.63	43.80	44.58
Enterprise Fund Expenditure	1,800,000.00	648,770.55	36.04	39.09	34.25	33.47	31.27
Internal Service Fund Revenue	4,385,000.00	1,620,421.94	36.95	38.44	38.71	42.02	39.60
Internal Service Fund Expenditures	4,385,000.00	1,704,414.79	38.87	39.54	45.48	56.71	48.79
Trust & Agency Fund Revenue	8,000,000.00	2,838,144.81	35.48	39.79	42.89	39.96	42.58
Trust & Agency Fund Expenditures	8,030,000.00	3,123,371.81	38.90	40.23	43.70	40.51	43.24
Grand Total Revenue	47,306,000.00	15,215,912.88	32.16	31.71	32.30	32.74	31.42
Grand Total Expenditures	48,291,400.00	16,048,279.36	33.23	34.65	34.73	36.53	35.05

D. Contract Revenue

There were ten contracts totaling \$74,235.50 in November 2018 being presented for Board approval. The Contract Revenue Report is included below.

2018-2019 CONTRACTS

11/1/2018 - 11/30/2018

<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>
USA High School Clay Target League	03-2019-0063-T-42	League Director Duties	Caleb White		\$ 500.00	No		X	
CESA 3	03-2019-0047-I-11	ColLEDGE Up - HESI Preparation	Kim Maier	21	\$ 3,150.00	No		X	
Prairie du Chien High School	03-2019-0064-I-11	Intro to Criminal Justice Studies	Kris Wubben	14	\$ 7,980.28	No		X	
Platteville High School	03-2019-0067-I-11	Cooking Principles and Equipment	Amy Charles	10	\$ 5,940.00	No		X	
Platteville High School	03-2019-0067-I-11	Baking 1	Amy Charles	22	\$ 8,930.80	No		X	
Platteville High School	03-2019-0067-I-11	Infant & Toddler	Amy Charles	17	\$ 7,020.70	No		X	
WI Dept of Corrections	03-2019-0075-I-32	Welding Instruction (7 classes - 6 participants each class)	Amy Charles	42	\$ 24,000.00	No		X	
SW WI Workforce Development Board	03-2019-0075-I-32	Welding Instruction (7 classes - 2 participants each class)	Amy Charles	14	\$ 8,000.00	No		X	
Iowa County	03-2019-0077-T-21	Utilization of Strength in Work Teams Presentation	Amy Charles		\$ 2,000.00	No		X	
WI Training & Standards Bureau	03-2019-0102-I-21	QPR for Law Enforcement	Kris Wubben	19	\$ 358.72	Yes	X		
Montfort Rescue Squad	03-2019-0104-I-42	BLS for Healthcare Provider CPR	Kris Wubben	15	\$ 825.00	No		X	
Schreiber Foods, Inc	03-2019-0112-I-41	DC and AC Fundamentals	Amy Charles	7	\$ 5,000.00	No		X	
Eden Senior Care -EdenbrookPlatteville	03-2019-0115-I-41	BLS for Healthcare Provider CPR	Kris Wubben	10	\$ 550.00	No		X	
TOTAL of all Contracts				191	\$ 74,255.50				
Exchange of Services				19	\$ 358.72				
For Pay Service				172	\$ 73,896.78				

E. Personnel Items

One employment recommendation and two resignations are being presented for Board approval. The Personnel Report is included below.

**PERSONNEL REPORT
December 20, 2018**

Employment: NEW HIRES

Name	Connor Zingarelli
Title	Communication Instructor
Number of Applicants and Number Interviewed	7 applicants, 4 interviewed
Start Date	January 3, 2019
Salary/Wages	\$55,000
Classification	Full-Time
Education and/or Experience	Master's Degree in English Literature from Ohio University and Bachelor's Degree in English (Communication) from University of Rio Grande with 2 years of assistant teaching and reading specialist experience.

PROMOTIONS / TRANSFERS

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RETIREMENTS / RESIGNATIONS

Dan Kliebenstein (resignation 12/7/2018)	Evening Custodian
Emily Vogt (resignation 12/14/2018)	Associate Degree Nursing Instructor

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Request for Proposals: Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Services

The ERP Fit-Gap Analysis will be used by the College to evaluate current business processes in relation to our Student Information System (SIS), Financial/Human Resources software, the College Bookstore, and point-of-sale software used by our in-house café. An evaluation team reviewed the four proposal received and invited two companies for interviews. Included below is a summary of the bid results and process used to evaluate the proposals. Members of the RFP evaluation team will present information on the RFP, the results, and the recommendation.

Recommendation: Award the contract for Enterprise Resource Planning Fit-Gap Analysis Consulting Services to CampusWorks, Inc., Bradenton, FL, in the amount of \$35,000 plus expenses (\$6,300 estimated).

**ERP Fit-Gap Analysis Consulting Services
RFP #1819-02**

The public opening of the request for proposals (RFP) to provide Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Services for the College was held on Friday, October 12, 2018, at 11:00 a.m.

This ERP Fit-Gap Analysis will be used by the College to evaluate current business processes in relation to our Student Information System (SIS), Financial/Human Resources software, the College Bookstore, and point-of-sale software used by our in-house café.

Proposals were received from Berkeley Research Group, CampusWorks, Navigator Management Partners and Strata Information Group. An evaluation team consisting of Lisa Riley, CoraBeth Halverson, Caleb White, Denise Janssen, Danielle Seippel, Jake Mootz, Matthew Baute, Heath Ahnen and Kelly Kelly reviewed and rated the proposals, and as a result, CampusWorks and Strata Information Group were invited for interviews. Evaluation team scoring was based on the following criteria:

Phase 1 – Written Proposal

Vendor’s ability to complete the project requirements	50
Project management plan to ensure project completion and deadlines	25
Total cost	20
Clarity and thoroughness of responses	<u>5</u>
	Total 100

Phase 2 – Interview

On-campus interview and presentation to College Selection Committee	50
Provide a detailed project plan with timeline at the presentation. Include all resources that will be required during the course of the project	25
References and vendor reputation regarding expertise and on-time completion of projects	<u>25</u>
	Total 100

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

Ranking	Vendor		Phase 1 Evaluation Score	Final Composite Score
1	CampusWorks, Inc.	Bradenton, FL	92.60	90.05
2	Strata Information Group, Inc.	San Diego, CA	76.20	84.66
3	Berkeley Research Group, LLC	Chicago, IL	56.80	
4	Navigator Management Partners, LLC	Columbus, OH	55.70	

Recommendation: Award the contract for ERP Fit-Gap Analysis Consulting Services to CampusWorks, Inc., Bradenton, FL, in the amount of \$35,000 plus expenses (\$6,300 estimated).

B. First Reading of the Following Governance Policies:

- 1. Governance Policy 1.2: Governing Philosophy**
- 2. Governance Policy 1.5: Board Member's Role**
- 3. Governance Policy 1.11: Board Committees**
- 4. Governance Policy 2.3: Monitoring College Effectiveness**
- 5. Governance Policy 2.6: Acting President**
- 6. Governance Policy 4.5: College Strategic Directions**

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to those listed above. The policies have been updated based on the Board's recommendations. This will be the first reading of the policy changes. The proposed first readings of the policies are below.

Recommendation: Approve the first reading of each policy, as presented.

1.2 - GOVERNING PHILOSOPHY

The Board embraces a view toward governance that is democratic, strategic, future-oriented, proactive, positive, and deliberative. The Board takes a long-term view in its decision making. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making, and empowers the President with clear direction.

The Board will:

1. Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy. The Board will use the expertise of individual members to enhance the ability of the Board as a body.
2. Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, board member conduct and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
4. Seek input from various sources including staff, students, alumni, employers, and other community members on Board policies on Ends.
5. Make decisions, to the extent possible, on a consensus basis.
6. Annually review the Board's activities and discipline relative to Governance Process and Board/Staff Relationship policies.
7. At the Board's annual organizational meeting in July, review and authorize a Signatory Authority Policy to define who in the organization has the authority to sign for the College.
8. Act as a Board of the whole refraining from small group or individual discussion of Board business, whether in person or through communication devices.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised: 1/16/03, 6/21/07, 2/28/13

1.5 - BOARD MEMBER'S ROLE

The Board of Trustees functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

1. Being effective at Board meetings through appropriate preparation, regular attendance (90% of the monthly meetings), active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
2. Understanding and supporting the Board governance concept and Board policies.
3. Being knowledgeable concerning the College Means for accomplishing its Ends such as organization, facilities, instructional programs, budget, and key processes.
4. Being responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
5. Accepting the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to students of the College.
6. Engaging in Board- and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
7. Attending College events.
8. Representing the College to the community.
9. Representing the community to the College.
10. Being active in legislative advocacy.

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07
Revised:

1.11 - BOARD COMMITTEES

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

1. The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge as well as a timeline for the completion of the committee's work.
2. The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
3. It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
4. Ad hoc committees do not exercise control or authority over the President or the staff.
5. Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority by the Board for specific and time-limited purposes.

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

2.3 - MONITORING COLLEGE EFFECTIVENESS

The Board shall monitor College effectiveness in meeting Board policies. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

College effectiveness may be monitored in one or more of three ways:

1. INTERNAL REPORTS – Disclosure of compliance information to the Board from the President. Internal reports follow a yearly established Monitoring Plan and include but are not limited to:
 - a. Monitoring Reports (Template attached to the policy as Exhibit A)
 - 1) Compliance
 - 2) Student Access
 - 3) Campus Safety and Security
 - 4) Quality Teaching and Learning
 - 5) Financial Sustainability
 - 6) College Culture
 - b. Budget Priorities
 - c. Foundation and Real Estate Foundation Quarterly Reports
 - d. State of the College
 - e. Three-Year Master Facilities Plan
 - f. Board Special Requests
 - ~~a. College Goals~~
 - ~~b. Programs~~
 - ~~c. Major Programmatic and/or Capital Initiatives~~
 - ~~d. Fiduciary Responsibility~~
 - ~~e. Executive Limitations~~
2. EXTERNAL REPORTS – Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include but are not limited to:
 - a. Financial Audit/Management Reports
 - b. Licensing Examination Results
 - c. Accreditation Reports
 - d. WTCS ~~Reports on College Comparables~~ Outcomes-Based Funding Report

3. DIRECT BOARD INSPECTION – Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.

As a result of the Board's monitoring, the Board shall review policies and make any adjustments necessary to improve College effectiveness with monitoring charts to be developed.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07
Revised:

First Reading

2.6: Acting President

On occasion, the President of the College on account of official business, vacation, illness, or other unavoidable cause, will be absent from campus. During such absences, it is essential that provision be made so that official business may proceed.

Therefore, in the temporary absence of the President, the order of succession for President of the College will be as follows:

1. Vice President for Administrative Services
2. ~~To be determined~~ Executive Director for Human Resources
3. ~~To be determined~~ Executive Dean for Industry, Trades, and Agriculture
- ~~3-4.~~ Executive Director for College Advancement

In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board when the vacancy occurs for consideration.

The President's Office will notify the Leadership Team when an Acting ~~P~~resident is named and forward that notification to the Board Chair.

The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees authorizes the President to:

~~A. Authorizes the President to:~~

- ~~B.A.~~ Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
- ~~C.B.~~ Assess and evaluate the performance of the Acting President.
- ~~D.C.~~ Provide compensation for services rendered as Acting President.
- ~~E.D.~~ Support the pursuit of a doctorate degree by the Vice President for Administrative Services and, if necessary, other identified positions through an investment of time and resources.
- ~~F. Determines the process to select a second Acting President during the October 2018 Board Retreat.~~

Adopted: 7/9/18
Reviewed:
Revised:

POSITION DESCRIPTION

JOB TITLE: Acting College President

REPORTS TO: College President

SUMMARY: Under the authority delegated by the President, the Acting College President serves in the place of the President when he is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, American Association of Community College, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversight ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.
- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.

- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

EDUCATION AND QUALIFICATIONS:

- Pursue an Ed.D. or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.

4.5 - COLLEGE STRATEGIC DIRECTIONS

- 2019-2022
 1. Engage Students in High-Quality Learning
 2. Strengthen Integrity through Accountability
 3. Promote our Economic Impact
- Goals for 2019-2020
 1. TBD
 2. TBD
 3. TBD

- ~~➤ Advance Quality~~
- ~~➤ Increase College Access~~
- ~~➤ Improve Student Completion & Success~~
- ~~➤ Strengthen Partnerships~~
- ~~➤ Create a Cohesive Culture~~
- ~~➤ Make Customer Service a Priority~~
- ~~➤ Promote Effective Communication~~
- ~~➤ Promote Fiscal Efficiency and Sustainability~~

~~On October 22, 2015, The District Board of Directors prioritized the Strategic Directions. Several directions were combined with the Board identifying the below as the priorities for the College:~~

- ~~● Increase Access and Improve Success~~
- ~~● Cohesive Culture and Customer Service~~
- ~~● Promote Fiscal Efficiency and Sustainability~~

Adopted: 1/24/02
Reviewed: 11/2/02, 6/19/08
Revised: 3/24/05, 7/14/08, 3/22/12, 3/26/15, 10/22/15

Board Monitoring of College Effectiveness

A. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available below.

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Dan Schildgen	Automotive Technician Instructor	Brian Waldner	7/31/2018	BS \$47,297-\$75,203 AS \$49,750-\$79,102 MS \$52,202-\$83,000 Hired at \$59,000
2	Replacement - Steve McCauley	Electromechanical Technician Instructor	Jobert Bermudo	7/31/2018	BS \$47,297-\$75,203 AS \$49,750-\$79,102 MS \$52,202-\$83,000 Hired at \$60,000
3	Replacement - Nancy Devlin	Bookstore Assistant - 2 positions, Part-time, LTE (ending 6/30/2019)	Lori Wiest & Jennifer Rice	6/25/2018	Hourly Band A13 \$16.42 - \$19.70 Lori- Hired at \$17.00; Jen- Hired at \$16.42
4	Replacement - Snehal Shirke	Communications Instructor	Connor Zingarelli	1/3/2019	MS \$53,314-\$84,768 Hired at \$55,000
5	Replacement - Jeff Domink	Animal Science Instructor	Ryan Weigel	8/6/2018	BS \$47,297-\$75,203 AS \$49,750-\$79,102 MS \$52,202-\$83,000 Hired at \$62,000
6	Replacement - Chyme Stimart	Student Services Records Specialist	Heather Day	8/6/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$17.00

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Automotive Mechanics Instructor - Part-Time	George Whiteaker	9/1/2018	BS \$47,297-\$75,203 AS \$49,750-\$79,102 MS \$52,202-\$83,000 Hired at \$60,000 (base)
8	New Position	Public Relations Manager	Dennis Cooley	8/13/2018	Salary Band C44 \$53,671 - \$75,139 Hired at \$75,139
9	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Katie Snitker	7/1/2018	Hourly Band B24 \$20.32 - \$26.4 Hired at \$25.32
10	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Brian Molini	7/1/2018	Hourly Band B24 \$20.32 - \$26.41 Hired at \$25.32
11	Replacement - Penny Demert-Neal	Associate Degree Nursing Instructor	Maria Kindrai	12/3/2018	MS \$52,202-\$83,000 Hired at \$58,000
12	New Position	Disability Services Associates	Heather Swatek	9/11/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$20.00/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement -Pam Johnson-Loy	Administrative Support Assistant - Public Safety. Part-time-30 hr)	Ken Straka	9/24/2018	Hourly Band B21 \$16.79 - \$21.83 Hired at \$17.50/hour
14	New Position	Regional Engagement Coordinator - Richland Center Outreach	Criag Woodhouse	8/13/2018	Salary Band C43 \$50,394-\$70,552 Hired at \$60,500
15	New Position	Regional Engagement Coordinator - Darlington Outreach	Hold	8/1/2018	Salary Band C43 \$50,394-\$70,552
16	Replacement - Breanna Callahan	Student Services Admission Specialist	Sherri Seitz	8/13/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$16.50
17	New Position	Safety Coordinator	Brian Kitclinger	9/15/2018	Salary Band C42 \$48,795-\$68,313 Hired at \$53,000
18	New Position	Help Desk Technology Support	Jamish Patel	9/20/2018	Hourly Band B23 \$19.36 - \$25.17 Hired at \$19.50/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement - Prior position for Cora Halverson	Finacial Aid Asst/Accounting Bursar	Camille Chappell	10/8/2018	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.26
20	New Position	Electrical Power Distribution Instructor	Offer Pending	1/7/2019	BS \$48,304-\$76,805 AS \$50,810-\$80,787 MS \$53,314-\$84,768
21	Replacement - Robin Lenz	Student Life Coordinator & Athletic Director	Offer Pending	1/1/2019	Salary Band C42 \$48,795 - \$68,313
22	Replacement -Emily Vogt	Associate Degree Nursing Instrucor	Interview Scheduled	1/7/2019	MS \$53,314-\$84,768
23	Replacement -Dan Kliebenstein	Evening Custodian	Interviews Scheduled	1/7/2019	Hourly Band A12 \$15.61 - \$18.73

Information and Correspondence

A. Enrollment Report

The 2018-19 Comparison FTE Report and the Fall 2019 Application report are available below.

2017-2018 and 2018-2019 FTE Comparison

Program Code	Program Title	12-11-17 Students	12-10-18 Students	Student Change	12-11-17 FTE	12-10-18 FTE	FTE Change
10-101-1	Accounting	33	27	(6)	26.33	18.27	(8.07)
10-106-6	Administrative Professional	5		(5)	4.23		(4.23)
10-006-2	Agri-Business/Science Technology	7	1	(6)	2.20	0.10	(2.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	12	18	6	11.43	16.73	5.30
10-006-5	Agribusiness Science & Technology - Agronomy	26	14	(12)	26.03	13.23	(12.80)
10-006-6	Agribusiness Science & Technology - Animal Science	24	30	6	23.90	26.10	2.20
10-102-3	Business Management	101	127	26	74.87	82.20	7.33
10-530-5	Cancer Information Management	64	97	33	38.27	49.73	11.47
10-504-X	Criminal Justice Studies	55	52	(3)	43.43	40.87	(2.57)
10-316-1	Culinary Arts	17	12	(5)	13.77	7.00	(6.77)
10-317-1	Culinary Management	5	6	1	3.37	5.27	1.90
10-510-6	Direct Entry Midwife	42	56	14	24.40	22.53	(1.87)
10-307-1	Early Childhood Education	42	57	15	32.60	41.47	8.87
10-620-1	Electro-Mechanical Technology	35	34	(1)	32.37	33.57	1.20
10-325-1	Golf Course Management	18	22	4	16.70	18.87	2.17
10-201-2	Graphic And Web Design	36	29	(7)	31.03	24.70	(6.33)
10-530-1	Health Information Technology	56	54	(2)	34.70	31.93	(2.77)
10-520-3	Human Services Associate	38	31	(7)	28.80	25.43	(3.37)
10-825-1	Individualized Technical Studies	15	6	(9)	14.37	5.10	(9.27)
10-620-3	Instrumentation and Controls Technology	3	6	3	1.93	5.97	4.03
10-150-X	IT-Network Specialist	28	39	11	22.77	25.27	2.50
10-513-1	Medical Laboratory Technician	16	16	-	13.00	11.83	(1.17)
10-543-1	Nursing-Associate Degree	195	199	4	107.43	108.03	0.60
10-531-1	Paramedic Technician	6		(6)	3.70		(3.70)
10-524-1	Physical Therapist Assistant	44	43	(1)	27.73	28.63	0.90
10-196-1	Leadership Development	37	29	(8)	17.07	12.47	(4.60)
10-182-1	Supply Chain Management	30	40	10	13.20	22.17	8.97
10-499-5	Technical Studies-Journeyworker	1		(1)	0.27		(0.27)
Total Associate Degree		991	1,045	54	689.90	677.47	(12.43)

Program Code	Program Title	12-11-17 Students	12-10-18 Students	Student Change	12-11-17 FTE	12-10-18 FTE	FTE Change
31-101-1	Accounting Assistant	5	6	1	3.57	2.97	(0.60)
30-531-6	Advanced EMT	7	7	-	1.03	2.70	1.67
32-070-1	Agricultural Power & Equipment Technician	35	34	(1)	29.07	32.03	2.97
31-405-1	Auto Collision Repair & Refinish Technician	17	14	(3)	10.80	10.17	(0.63)
32-404-2	Automotive Technician	32	30	(2)	26.47	23.73	(2.73)
31-475-1	Building Trades-Carpentry	9	7	(2)	7.23	5.93	(1.30)
31-307-1	Child Care Services	4	8	4	3.30	5.70	2.40
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	7.83	4.97	(2.87)
31-502-1	Cosmetology	20	23	3	14.07	16.47	2.40
30-504-2	Criminal Justice-Law Enforcement 720 Academy	9	15	6	4.30	11.00	6.70
31-317-1	Culinary Specialist	4	2	(2)	1.43	1.37	(0.07)
30-508-2	Dental Assistant	14	17	3	7.70	9.07	1.37
30-812-1	Driver and Safety Education Certification	16	13	(3)	3.70	2.50	(1.20)
31-413-2	Electrical Power Distribution	28	24	(4)	25.53	23.13	(2.40)
50-413-2	Electricity (Construction) Apprentice	21	21	-	1.67	1.40	(0.27)
30-531-3	Emergency Medical Technician	40	30	(10)	7.43	5.07	(2.37)
32-080-4	Farm Operations & Management - Ag Mechanics	1	6	5	0.33	5.37	5.03
31-080-6	Farm Operations & Management - Crop Operations		3	3		1.07	1.07
32-080-3	Farm Operations & Management - Dairy	8	13	5	5.17	12.77	7.60
31-080-3	Farm Operations & Management - Dairy Technician	2	7	5	0.73	5.10	4.37
31-080-2	Farm Operations & Management - Farm Ag Maintenance		4	4		2.70	2.70
31-080-7	Farm Operations & Management - Livestock Tech	1	4	3	0.93	3.93	3.00
50-413-1	Industrial Electrician Apprentice	8	6	(2)	1.30	0.47	(0.83)
31-620-1	Industrial Mechanic	7	2	(5)	4.87	1.37	(3.50)
31-154-6	IT-Computer Support Technician	17	12	(5)	9.00	6.47	(2.53)
31-513-1	Laboratory Science Technician	4	4	-	2.47	2.00	(0.47)
50-620-1	Mechatronics Technician Apprentice		8	8		1.47	1.47
31-509-1	Medical Assistant	35	36	1	29.27	28.00	(1.27)
31-530-2	Medical Coding Specialist	53	43	(10)	24.37	19.33	(5.03)
30-543-1	Nursing Assistant	171	167	(4)	20.60	21.93	1.33
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	17	23	6	1.64	1.72	0.08

Program Code	Program Title	12-11-17 Students	12-10-18 Students	Student Change	12-11-17 FTE	12-10-18 FTE	FTE Change
31-504-5	Security Operations	2	1	(1)	1.07	1.00	(0.07)
31-182-1	Supply Chain Assistant	3	4	1	1.63	2.07	0.43
31-442-1	Welding	58	43	(15)	43.60	28.80	(14.80)
	Total Technical Diploma	658	643	(15)	302.81	303.75	0.94
20-800-1	Liberal Arts - Associate of Arts	17	23	6	4.13	7.57	3.43
20-800-2	Liberal Arts - Associate of Science	23	11	(12)	8.40	3.60	(4.80)
	Undeclared Majors	367	322	(45)	62.10	52.57	(9.53)
	Total	2,056	2,044	(12)	1,067.34	1,044.95	(22.39)
	Percent of Change						-2.10%
	Vocational Adult (Aid Codes 42-47)	2,338	2,124	(214)	47.95	43.57	(4.38)
	Community Services (Aid Code 60)	29	5	(24)	0.12	0.02	(0.10)
	Basic Skills (Aid Codes 73,74,75,76)	243	208	(35)	22.47	22.73	0.27
	Basic Skills (Aid Codes 77 & 78)	172	140	(32)	6.47	4.10	(2.37)
	Grand Total	4,838	4,521	(317)	1,144.35	1,115.38	(28.97)
	Total Percent of Change						-2.53%
	(ETD= Embedded Technical Diploma)						

Fall 2019 Application Report

Program Application Comparison 2018/19 vs. 2019/20									
PROGRAM	CAP	12/12/17			12/12/18			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			12	12		14	14	2	
Accounting Assistant			1	1		2	2	1	
Agribusiness Science & Technology - Agbus Mgmt	20		16	16		6	6	-10	
Agribusiness Science & Technology - Agronomy	20		5	5		3	3	-2	
Agribusiness Science & Technology - Agronomy Tech	20					1	1	1	
Agribusiness Science & Technology - Animal Science	20		9	9		17	17	8	
Agricultural Power & Equipment Technician	22		20	20		39	39	19	
Auto Collision Repair & Refinish Technician	22		10	10		5	5	-5	
Automotive Technician	22		14	14		25	25	11	
Building Trades-Carpentry	20		6	6		7	7	1	
Business Management			13	13		11	11	-2	
Cancer Information Management			30	30	8	43	51	21	
Child Care Services	13		6	6		7	7	1	
CNC Machine Operator/Programmer	15					1	1	1	
Cosmetology	24		10	10		8	8	-2	
Criminal Justice Studies	48		36	36		24	24	-12	
Culinary Arts			13	13		2	2	-11	
Culinary Management			0	0		4	4	4	
Culinary Specialist			0	0		0	0	0	
Dental Assistant	18		12	12		21	21	9	
Early Childhood Education	28		18	18		16	16	-2	
Electrical Power Distribution	44		58	58		60	60	2	
Electro-Mechanical Technology	24		6	6		18	18	12	
Farm Operations & Management - Ag Mechanics	20		4	4		2	2	-2	
Farm Operations & Management - Crops	20		1	1		1	1	0	
Farm Operations & Management - Crop Operations	20		2	2		2	2	0	
Farm Operations & Management - Dairy	20		10	10		6	6	-4	
Farm Operations & Management - Dairy Technician	20		1	1		3	3	2	
Farm Operations & Management - Farm Ag Maintenance	20		2	2		2	2	0	
Farm Operations & Management - Livestock	20		1	1		0	0	-1	
Farm Operations & Management - Livestock Tech	20		4	4		1	1	-3	
Golf Course Management			7	7		5	5	-2	
Graphic and Web Design	25		16	16		9	9	-7	
Health Information Technology	22	2	10	12	2	12	14	2	
Human Services Associate	31		11	11		17	17	6	
Industrial Mechanic	12		1	1		1	1	0	
Instrumentation and Controls Technology	0					1	1	1	
IT-Computer Support Technician			12	12		5	5	-7	
IT-Network Specialist			17	17		8	8	-9	
Laboratory Science Technician	15		4	4		2	2	-2	
Leadership Development						2	2	2	

PROGRAM	12/12/17				12/12/18				YOY
	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Liberal Arts - Associate of Arts		13	0	13	15	0	15	2	
Liberal Arts - Associate of Science		7	1	8	5	0	5	-3	
Medical Assistant	32		44	44		23	23	-21	
Medical Coding Specialist	23	4	21	25	6	25	31	6	
Medical Laboratory Technician	16	4	0	4	8	2	10	6	
Nursing-Associate Degree	54	85	67	152	75	65	140	-12	
Nursing-Associate Degree-Part-time	28	1	11	12		10	10	-2	
Paramedic Technician			3	3				-3	
Physical Therapist Assistant	18	14	2	16	16	3	19	3	
Precision Machining Technology	15		4	4				-4	
Security Operations			1	1		1	1	0	
Supply Chain Assistant			0	0		0	0	0	
Supply Chain Management			0	0		3	3	3	
Undecided		34	0	34	29	0	29	-5	
Welding	40		24	24		21	21	-3	
TOTAL		164	576	740	164	566	730	-10	

PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Direct Entry Midwife		18	31	49	30	21	51	2
Welding (January Start)	20		14	14		9	9	-5
TOTAL		18	45	63	30	30	60	-3

B. Chairperson's Report

1. Resignation of Board Member James Kohlenberg

James Kohlenberg resigned from the Southwest Wisconsin Technical College Board of Directors effective December 11, 2018, due to health reasons. The process to replace the Employer Position (North) that Mr. Kohlenberg held will be discussed at the Board meeting.

2. ACCT National Legislative Summit – February 10-13, 2019, Washington, DC

C. College President's Report

1. Request for Proposal: Economic Impact Study/Research Consulting Services
2. Request for Proposal: Property Acquisition
3. Accreditation Update
4. February 22-23, 2019, Board Retreat
5. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. District Boards Association Update from Layla Merrifield
2. FY2018 Financial Audit
3. Request for Proposal: Economic Impact Study/Research Consulting Services
4. Request for Proposal: Property Acquisition
5. Bid: SWTC Daycare Boiler Replacement
6. Board Monitoring Report: Safety & Security

B. Time and Place

The next regularly scheduled meeting will be held on Thursday, January 24, 2019, at 7:00 p.m. at the Southwest Tech campus, Rooms 492-493 in the College Connection.

Adjournment