



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting/Board Retreat

February 22-23, 2019

Held at

Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533

Table of Contents

Annotated Agenda 3

Open Meeting 8

 A. Roll Call.....8

 B. Reports/Forums/Public Input.....8

Board Monitoring of College Effectiveness 9

Consent Agenda..... 10

 A. Approval of Agenda..... 10

 A. Minutes of the Regular Board Meeting of January 24, 2019 13

 C. Financial Reports 17

 1. Purchases Greater than \$2,500 17

 2. Treasurer’s Cash Balance 20

 3. Budget Control 21

 D. Contract Revenue 22

 E. Personnel Items 24

Other Items Requiring Board Action 25

 A. Bid #1819-07 – Bullet Catch 25

 B. RFP: Economic Impact Study & Other Research Projects 26

 C. First Reading of Governance Policy 2.6: Acting President..... 28

Board Monitoring of College Effectiveness 32

 A. Budget Priorities & Assumptions 32

 B. Staffing Update 34

Information and Correspondence..... 39

 A. Enrollment Report 39

 B. Chairperson’s Report..... 44

 C. College President’s Report..... 44

 D. Other Information Items..... 44

Establish Board Agenda Items for Next Meeting 45

 A. Agenda for Next Board Meeting 45

 B. Time and Place 45

Adjourn to Closed Session 46

Reconvene to Open Session..... 46

 A. Action, if necessary, on Closed Session Items 46

Board Monitoring of College Effectiveness 46

 A. District Board/President Dialogue 46

Board Monitoring of College Effectiveness 47

 A. Budget Priorities..... 47

B. District Board/President Dialogue47
C. Review of Retreat.....47

Adjournment..... 47

Annotated Agenda



BOARD RETREAT/MEETING NOTICE/AGENDA February 22-23, 2019

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

**Friday, February 22, 2019
12:00 p.m. – Working Lunch / Board Meeting / Retreat**

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The February 22-23, 2019, Board retreat/regular meeting of the Southwest Wisconsin Technical College District Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the cities of Fennimore and Dodgeville 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Accreditation Prep

1. First Area of Improvement: Assessment of Student Learning

- WIDS Above the Line
- WIDS Below the Line
- Technical Skill Attainment
- Instructional Vitality Process

2. Second Area of Improvement: Culture of Assessment

- Connections to Planning
- Team Action Plans
- Professional Development
- Involvement of Faculty and Staff

Barb Tucker, Executive Director of College Effectiveness; Lisa Riley, State Reporting & Curriculum Coordinator; Amy Loy, Evaluation Facilitator; and Denise Janssen, Academic Programs & Health Occupations Administrative Assistant will present on the processes the College is using to address the two areas of improvement identified above. Faculty and staff will provide a demonstration of assessment related to the following:

WIDS Above & Below the Line

Presenters: Medical Assistant Instructors Tonia Breuer and Kris Schoville

Technical Skill Attainment

Presenter: Dental Assistant Instructor Krista Demo

Team Action Plans

- Faculty Presenters: Math/Science Faculty Michael Madsen, John Pluemer, and Amanda Vissers and Cosmetology Faculty Cindy DiSalvo and Barb McCormick
- Staff Presenters: Administrative Professionals Haylee Freymiller, Denise Janssen, Jody Millin, Lori Needham, and Ken Straka

CONSENT AGENDA

A. Approval of Agenda

The February 22-23, 2019, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of January 24, 2019

Minutes from the January 24, 2019, 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 nine contracts totaling \$26,889.26 in January 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation is being presented for approval in the Personnel Report.

Recommendation: Approve the Consent Agenda, as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Bid #1819-07 – Bullet Catch

Bids to install a bullet catch for the firing ranges at the Public Safety Complex were due on February 14, 2019. Three bids were received from vendors. A summary of the bids is included in the electronic Board material.

Recommendation: Award the bid for the SWTC Bullet Catch Project in the amount of \$138,000 to Action Target, Provo, UT.

B. RFP: Economic Impact Study & Other Research Projects

A Request for Proposals (RFP) was initiated in December 2018 and due on January 15, 2019, for a consultant/partner to conduct multiple analysis needed to create a comprehensive Economic Impact Study for Southwest Tech. Proposals were also solicited for additional research projects. Five vendors submitted proposals. A team of college staff reviewed the proposals and have made a recommendation. The RFP summary and recommendation is included in the electronic Board material.

Recommendation: Award the Economic Impact Study/Research Consulting Services contract for only Project #1 (Economic Impact Study) to Economic Modeling, LLC, Moscow, Idaho, for \$19,500.

C. First Reading of Governance Policy 2.6: Acting President

Included in the electronic Board documents is a first reading of the Governance Policy 2.6: Acting President. Another position has been added to the list of those identified to serve as acting president.

Recommendation: Approve the first reading of Governance Policy 2.6: Acting President, as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Budget Priorities & Assumptions

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

B. Staffing Update

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

C. Administrative Services Report

Caleb White will update the Board on the OPEB buyout and impact, 2019-2022 budget forecasting including financing, and the ten-year facilities plan with updated financing. The material will be presented at the Board meeting.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

Available with the electronic Board material are the 2018-19 Comparison FTE Report and Fall 2019 Application Comparison Report. Caleb White will be available at the meeting for any questions.

B. Chairperson's Report

C. College President's Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Quality Teaching & Learning Monitoring Report

B. Time and Place

Thursday, March 28, 2019, at 7:00 p.m. at the Southwest Tech Campus, Rooms 492-493

ADJOURN TO CLOSED SESSION

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

1. Discussing property acquisition per Wis. Statutes 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.}.
2. Discussing specific personnel issues per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
3. Discussing Executive Team contracts per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
4. Approval of Closed Session Minutes of January 24, 2019

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. District Board/President Dialogue

The Board members will have the opportunity to ask the President questions focused on the state of the college.

The Board will adjourn until 8:45 a.m. on Saturday, February 23, 2019. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 23, 2019
8:45 a.m. – Board Retreat
Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Budget Priorities

The conversation will continue on the budget and discussion will focus on goals and alternatives for budget priorities.

B. District Board/President Dialogue

1. College Financing
2. Master Facilities Plan
3. Market Parity/Impact Pay
4. Outreach Sites

The Board members will have the opportunity to ask the President questions focused on the state of the college.

C. Review of Retreat

A brief review of the retreat will focus on strengths and opportunities for improvement.

ADJOURNMENT

Open Meeting

The following statement will be read: "The February 22-23, 2019, Board retreat/regular meeting of the Southwest Wisconsin Technical College District Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the cities of Fennimore and Dodgeville 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

Board Monitoring of College Effectiveness

A. Accreditation Prep

First Area of Improvement: Assessment of Student Learning

- WIDS Above the Line
- WIDS Below the Line
- Technical Skill Attainment
- Instructional Vitality Process

Second Area of Improvement: Culture of Assessment

- Connections to Planning
- Team Action Plans
- Professional Development
- Involvement of Faculty and Staff

Barb Tucker, Executive Director of College Effectiveness; Lisa Riley, State Reporting & Curriculum Coordinator; Amy Loy, Evaluation Facilitator; and Denise Janssen, Academic Programs & Health Occupations Administrative Assistant will present on the processes the College is using to address the two areas of improvement identified above. Faculty and staff will provide a demonstration of assessment related to the following:

WIDS Above & Below the Line

Presenters: Medical Assistant Instructors Tonia Breuer and Kris Schoville

Technical Skill Attainment

Presenter: Dental Assistant Instructor Krista Demo

Team Action Plans

- Faculty Presenters: Math/Science Faculty Michael Madsen, John Pluemer, and Amanda Vissers and Cosmetology Faculty Cindy DiSalvo and Barb McCormick
- Staff Presenters: Administrative Professionals Haylee Freymiller, Denise Janssen, Jody Millin, Lori Needham, and Ken Straka

Consent Agenda

A. Approval of Agenda



BOARD RETREAT/MEETING NOTICE/AGENDA February 22-23, 2019

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

**Friday, February 22, 2019
12:00 p.m. – Working Lunch / Board Meeting / Retreat**

AGENDA

OPEN MEETING

The following statement will be read: "The February 22-23, 2019, Board retreat/regular meeting of the Southwest Wisconsin Technical College District Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the cities of Fennimore and Dodgeville 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Accreditation Prep
 - 1. First Area of Improvement: Assessment of Student Learning
 - WIDS Above the Line
 - WIDS Below the Line
 - Technical Skill Attainment
 - Instructional Vitality Process
 - 2. Second Area of Improvement: Culture of Assessment
 - Connections to Planning
 - Team Action Plans
 - Professional Development
 - Involvement of Faculty and Staff

CONSENT AGENDA

- A. Approval of Agenda

- B. Minutes of the Regular Meeting of January 24, 2019
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- F. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid #1819-07 – Bullet Catch
- B. RFP: Economic Impact Study & Other Research Projects
- C. First Reading of Governance Policy 2.6: Acting President

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities & Assumptions
- B. Staffing Update
- C. Administrative Services Report

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 Wis. Statutes 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.}
 - 2. Discussing specific personnel issues per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
 - 3. Discussing Executive Team contracts per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 4. Approval of Closed Session Minutes of January 24, 2019

RECONVENE TO OPEN SESSION

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. District Board/President Dialogue

The Board will adjourn until 8:45 a.m. on Saturday, February 23, 2019. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 23, 2019
8:45 a.m. – Board Retreat**

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities
- B. District Board/President Dialogue
 - 1. College Financing
 - 2. Master Facilities Plan
 - 3. Market Parity/Impact Pay
 - 4. Outreach Sites
- C. Review of Retreat

ADJOURNMENT

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

A. *Minutes of the Regular Board Meeting of January 24, 2019*



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 24, 2019

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on January 24, 2019, 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:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange (joined the meeting via video conference), Donald Tuescher, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Dan Imhoff, Kelly Kelly, Krista Weber, and Caleb White.

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, January 24, 2019

6:00 – Presentation on Accreditation and Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: "The January 24, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of December 20, 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 Authorizing the Issuance and Awarding the Sale of Approximately \$7,670,000 General Obligation Refunding Bonds, Series 2019
- B. FY2018 Financial Audit
- C. Bid: Child Care Center Boiler Replacement
- D. Second Reading of the following Governance Policies:
 1. Governance Policy 1.2: Governing Philosophy
 2. Governance Policy 1.11: Board Committees
 3. Governance Policy 2.3: Monitoring College Effectiveness
 4. Governance Policy 2.6: Acting President
 5. Governance Policy 4.5: College Strategic Directions and others

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Update
- B. Board Monitoring Report – Safety & Security
- 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. Discussing property acquisition per Wis. Statutes 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.}.
 2. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
 3. Approval of November 15, 2018, Closed Session Minutes

RECONVENE TO OPEN SESSION

- A. Action on RFP: Property Acquisition

B. 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 January 24, 2019, agenda; December 20, 2018, Board minutes; financial reports; six contracts totaling \$12,130.89 in December 2018; employment recommendations for Kendrick Henkel – Evening Custodian and Robin Hamel – Student Activities Coordinator/Athletic Director and the retirements of Sherry DeVries – Midwifery Instructor, Charles Herbers – IT Support Specialist, JoEllen Taylor – Child Care Manager, Sheila Marten – Social Science Instructor, Dave Markin – Maintenance Worker, Ed Ruff – Farm Business & Production Management Instructor, Mary Schmitz – Administrative Assistant-Facilities, and Pete Hoffman, Ag Power & Equipment Technician, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

John Mehan, Managing Director of Robert W. Baird & Co. presented the bids for the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019. Mr. Mehan noted with the refinancing of these bonds, the maturity date has not been extended. In November the indication was that the true interest rate would be 3.85%; however, the rate came in at 2.28%. The total savings in debt service by refinancing the bonds will be approximately \$65,000 annually, which amounts to a savings of over \$399,000 (after expenses) over the period of the bonds. Since starting the refinancing initiative in 2017 the College will save \$1 million in debt service over life of the bonds. The Moody's rating came in at Aa2. Mr. Moyer moved to approve the resolution authorizing the issuance and awarding the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019. Mr. Bolstad seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion unanimously was approved.

Kelly Kelly, Controller, presented the FY2018 audit report. Ms. Kelly noted the audit produced an unmodified opinion as noted in the management letter. Mr. Tuescher moved to approve the 2017-18 Financial Audit as presented, and Ms. Mickelson seconded the motion. The motion was approved on a voice vote with Mr. Moyer abstaining from the vote.

Two bids were received for the SWTC Daycare boiler replacement bid opening on January 15, 2019. Mr. Tuescher moved to award the bid for the SWTC Daycare Boiler Installation Project in the amount of \$62,900 to H & N Plumbing & Heating, Inc., Fennimore, Wisconsin. Ms. Nickels seconded the motion; motion carried.

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to Governance Policy 1.2: Governing Philosophy, Governance Policy 1.11: Board Committees, Governance Policy 2.3: Monitoring College Effectiveness, Governance Policy 2.6: Acting President, Governance Policy 4.5: College Strategic Directions. The policies were brought to the Board for a first reading at the December 20, 2018, District Board meeting. Ms. Nickels moved to approve the second readings of Governance Policy 1.2: Governing Philosophy, Governance Policy 1.11: Board Committees, Governance Policy 2.3: Monitoring College Effectiveness, and Governance Policy 4.5: College Strategic Directions, as presented, and to modify Governance Policy 2.6: Acting President, under the position description summary to include a gender neutral pronoun. Mr. Tuescher seconded the motion; motion unanimously was approved.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented a quarterly Foundation and Real Estate Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. She noted 2,848 gifts had been received to date, Linda Parrish has joined the Foundation Board and Karla Fishnick is being considered for the Foundation Board. The Real Estate Foundation Board has authorized and construction has started to add 24 new beds to Student Housing.

Dan Imhoff, Director of Facilities, and Heath Ahnen, Director of Information Technology Services, presented the Safety & Security Board Monitoring Report. New positions and teams added over the last one and a half years that help protect campus safety and security included a full-time dedicated safety coordinator and the addition of a Cybersecurity Incident Response Team. Worker's compensation statistics were reviewed. Strengths highlighted included the willingness of a large group of employees to join the various safety and security teams and committees, and Districts Mutual Insurance has reviewed the college's emergency response plan and views it as a strength. Weaknesses noted included the lack of a full-time security staff and the infancy of our campus-wide cyber security awareness training.

Krista Weber, Chief Human Resources Officer, updated on College staffing. She updated on the status of the open positions of an Electrical Power Distribution and two Associate Degree Nursing instructors. The Board reviewed the FTE comparison enrollment report and the Fall 2019 application report, which were down 4% and 7% respectively. The Board expressed concern and asked for a plan to be brought to the Board on how this decline is being addressed.

Under the President's Report, Dr. Wood shared there were 270 K-12 students on campus for Skills USA competitions, reviewed the Board retreat agenda, updated on the RFP for Economic Impact Study/Research Consulting Services, announced the Board Appointment meeting will be held on March 7, and shared a conversation he had with a representative from a solar panel farm looking to locate in Iowa County. Dr. Wood thanked Mr. Bolstad and Eileen Nickels for attending the legislative summit and meeting with Senator Marklein and Representatives Tranel and Novak.

Mr. Bolstad moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e) and personnel issues per Wis. Stats. 19.85(1)(f). Mr. Moyer seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:20 p.m. The Board reconvened to open session at 9:48 p.m. with no action taken.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 9:50 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 01/01/2019 - 01/31/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
SWTC REAL ESTATE FOUNDATION	FALL 1819 HOUSING	Fall 1819 housing	\$20,259.44	
MBS TEXTBOOK EXCHANGE LLC	47-4688268	books	\$17,111.31	
JEFFERSON FIRE & SAFETY, INC.	252939A	fire equipment	\$15,220.39	
PEARSON EDUCATION INC.	2732014	access cards	\$11,634.50	
CITY OF FENNIMORE	2018-150	Liason Officer Services	\$11,278.75	
WESTERN TECHNICAL COLLEGE	IN07748	salary/fringe/travel	\$10,478.85	
QUARLES & BRADY LLP	6073651	legal svces	\$7,250.00	
MBS TEXTBOOK EXCHANGE LLC	47-4686489	books	\$6,506.59	
DIGITALBARN.US	SWTC011118	Site retargeting; leadership d	\$6,395.00	
DIGITALBARN.US	SWTC-021218	Site retargeting; leadership d	\$6,395.00	
GRANT COUNTY TRUCK BODIES	63194	Tommy Gates	\$6,350.00	
PAUL CONWAY SHIELDS	0431579-IN	Elkart Brass nozzles/monitors	\$5,760.00	
CENGAGE LEARNING	65719458	books	\$5,595.00	
MBS TEXTBOOK EXCHANGE LLC	47-4689435	books	\$5,357.99	
MBS TEXTBOOK EXCHANGE LLC	47-4683276	books	\$5,144.00	
CREATIVE SOLUTIONS	C-011029	flooring	\$4,972.08	
MCGRAW HILL GLOBAL EDUCATION, IMEG	106313801001	books	\$4,950.34	
FRANKLIN COVEY CLIENT SALES INC	18001186.00 - 2	Prof Svcs-Child Care Boiler Re	\$4,687.50	
FRANKLIN COVEY CLIENT SALES INC	1000053427	Participation kits	\$4,595.68	
MBS TEXTBOOK EXCHANGE LLC	47-4686487	books	\$4,366.23	
WISCONSIN LIBRARY SERVICES	489835	Films on demand	\$4,323.20	
COMMUNICATIONS ENGINEERING	274295	fire alarm system	\$4,320.00	
WIENKES KEVIN	7746	Firing Range Modification	\$4,305.71	
PAUL CONWAY SHIELDS	0432286-IN	globe structural ff jacket/pa	\$4,048.80	
TEAMVIEWER GMBH	2105276313	Corp Subscription	\$3,936.00	
CITY OF DODGEVILLE	LANDS END UNCOL	Lands End uncoll prop taxes	\$3,934.98	
WIENKES KEVIN	7745	firing range	\$3,868.07	
AMERICAN TECHNICAL PUBLISHERS	752131	books	\$3,785.66	

CAPITAL NEWSPAPERS	12.2.18 STMT	on ad	\$3,600.00	
PAUL CONWAY SHIELDS	0430251-IN	Leader TIC 3.1	\$3,515.00	
WPS HEALTH INSURANCE	010319003440	B Loy Medicare Prem	\$3,486.12	
PRO-SAFE FIRE TRAINING SYSTEMS	07-1755	Touch Screen Upgrade	\$3,381.00	
LAMAR COMPANIES	109827577	media psosters	\$3,150.00	
ARCHETYPE INNOVATIONS LLC	4988	Heehr Perfect 12 weeks	\$3,150.00	
WPS HEALTH INSURANCE	010319010699	H Drake Medicare Prem	\$3,073.67	
FRANKLIN COVEY CLIENT SALES INC	100041877	speaker-5 choices to extra pro	\$3,024.67	
WPS HEALTH INSURANCE	121418000196	Mediare Prem E Hunter	\$2,951.97	
KARLA D FISHNICK	1.17.19 CATERING	In Service January 2019	\$2,595.65	
WPS HEALTH INSURANCE	0111019000159	T Senn Medicare Prem	\$2,547.33	
5 ALARM FIRE & SAFETY EQUIPMENT,	181009-1	Elkhart Brass	\$2,545.49	
NEBRASKA BOOK COMPANY	492600-N	books	\$2,530.31	
Total Invoices				\$236,382.28
Purchase Orders				
Vendor	PO #	Description	Amount	
VANGUARD COMPUTERS INC	6720	ITS: HP Elitebook 850/Displays/5 YR War	\$105,663.69	
CAMPUS WORKS INC	6724	ERP Fit-Gap Analysis	\$35,000.00	
TORMACH INC	6723	CNC: Tomach CNC Lathe	\$23,919.20	
FINNEY IMPLEMENT INC.	6722	Ag Power: CaselH Splitting Stands	\$6,796.41	
CDW GOVERNMENT	6721	ITS: LockinCharge Mobile Charging Tower	\$3,719.98	
Total Purchase Orders				\$175,099.28
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits Jan 2019	WDL000006087	CMTRX00002274	\$295,805.16	
Jan 2019 941 EE Fed Tax	WDL000006139	CMTRX00002290	\$172,760.29	
WI ETF #204499	WDL000006152	CMTRX00002295	\$142,073.23	
WI Deferred Comp #74309522	WDL000006148	CMTRX00002292	\$117,186.96	
AM Funds #3587483	WDL000006113	CMTRX00002282	\$104,226.07	
Asprire/MG Trust #4912062	WDL000006147	CMTRX00002292	\$28,316.43	
WI DOR Jan 2019 2-009-408-54	WDL000006142	CMTRX00002290	\$27,691.60	
Ameriprise/NBS #1997500	WDL000006121	CMTRX00002284	\$24,959.50	
WI DOR #1-864-509-472	WDL000006116	CMTRX00002282	\$21,313.87	

Ameriprise NBS #2005245	WDL000006146	CMTRX00002292	\$13,785.15	
Newport Trust Co #6552901	WDL000006145	CMTRX00002292	\$10,881.75	
Dental Dental #243390	WDL000006111	CMTRX00002281	\$6,899.39	
Newport Trust #6519488	WDL000006119	CMTRX00002283	\$6,395.00	
Dup Exp Reimb from 1.11.19	WDL000006184	CMTRX00002304	\$6,163.83	
Delta Dental #244517	WDL000006122	CMTRX00002285	\$5,703.76	
Dental Dental #242259	WDL000006088	CMTRX00002274	\$5,278.35	
Dental Dental #249170	WDL000006150	CMTRX00002294	\$5,125.70	
Dental Dental #248034	WDL000006134	CMTRX00002287	\$2,916.00	
Total Bank Withdrawals				\$997,482.04
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 1/25/2019	WDL000006132	UPRCC00000838	\$282,113.77	
Direct Deposit 1/11/2019	WDL000006112	UPRCC00000829	\$277,285.26	
Direct Deposit 1/25/2019	WDL000006127	UPRCC00000833	\$47,585.96	
Direct Deposit 1/25/2019	WDL000006131	UPRCC00000837	\$33,939.45	
Direct Deposit 1/11/2019	WDL000006109	UPRCC00000827	\$12,498.20	
Direct Deposit 1/25/2019	WDL000006130	UPRCC00000836	\$10,015.90	
Direct Deposit 1/11/2019	WDL000006108	UPRCC00000826	\$9,408.82	
Direct Deposit 1/25/2019	WDL000006133	UPRCC00000839	\$7,159.93	
Direct Deposit 1/11/2019	WDL000006106	UPRCC00000824	\$6,164.74	
Direct Deposit 1/11/2019	WDL000006110	UPRCC00000828	\$6,163.83	
Direct Deposit 1/25/2019	WDL000006129	UPRCC00000835	\$5,400.77	
Direct Deposit 1/11/2019	WDL000006105	UPRCC00000823	\$2,927.68	
Total Payroll				\$700,664.31
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 1.8.2019	WDL000006137	CMTRX00002289	\$135,544.77	
Total Purchase Cards				\$135,544.77
Total Purchases > \$2,500				\$2,245,172.68

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 01/31/2019			
Receipts			
Fund			
1 General	3,943,705.16		
2 Special Revenue	-		
3 Capital Projects	7,111.00		
4 Debt Service	1,487,679.76		
5 Enterprise	279,511.34		
6 Internal Service	312,013.64		
7 Financial Aid/Activities	154,551.08		
Total Receipts		6,184,571.98	
Expenses			
Fund			
1 General	1,934,335.74		
2 Special Revenue			
3 Capital Projects	182,854.63		
4 Debt Service	7,725.00		
5 Enterprise	158,508.23		
6 Internal Service	349,940.15		
7 Financial Aid/Activities	30,530.32		
Total Expenses		2,663,894.07	
Net cash change - month			3,520,677.91
EOM Cash Balances			
-American Operating 0356	290,037.77		
-American Cash Deposit 062 (Fenn)	-		
-American Money Market 502 (Fenn)	5,084,104.89		
-American Investment 1324	8,578,261.56		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,201,760.94		
Ending Cash/Investment Balance		15,157,105.16	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 7 Months ended January 2019							
	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	10,081,009.70	43.16	46.38	43.34	49.73	50.61
General Fund Expenditures	24,685,400.00	13,556,157.53	54.92	52.72	52.20	55.20	52.11
Capital Projects Fund Revenue	4,050,000.00	4,019,682.15	99.25	103.56	101.04	99.51	100.51
Capital Projects Fund Expenditures	3,775,000.00	1,374,570.34	36.41	42.96	47.53	30.39	56.14
Debt Service Fund Revenue	5,616,000.00	1,636,981.16	29.15	32.46	33.38	4.18	3.47
Debt Service Fund Expenditures	5,616,000.00	609,546.26	10.85	12.27	12.57	12.68	14.03
Enterprise Fund Revenue	1,900,000.00	1,129,689.04	59.46	56.53	57.22	67.58	66.68
Enterprise Fund Expenditure	1,800,000.00	970,252.56	53.90	51.50	49.96	59.80	51.30
Internal Service Fund Revenue	4,385,000.00	2,253,331.54	51.39	54.02	56.45	61.29	58.50
Internal Service Fund Expenditures	4,385,000.00	2,400,373.12	54.74	55.61	54.48	67.16	67.39
Trust & Agency Fund Revenue	8,000,000.00	3,203,013.59	40.04	44.50	46.35	43.43	46.20
Trust & Agency Fund Expenditures	8,030,000.00	3,278,461.56	40.83	42.92	45.75	42.24	45.21
Grand Total Revenue	47,306,000.00	22,323,707.18	47.19	48.82	47.76	48.02	48.67
Grand Total Expenditures	48,291,400.00	22,189,361.37	45.95	45.92	46.33	47.96	48.28

D. Contract Revenue

There were nine contracts totaling \$26,889.26 in January 2019 being presented for Board approval. The Contract Revenue Report is included below.

2018-2019 CONTRACTS

1/1/2019 - 1/31/2019

<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	
Dillman Equipment	03-2019-0072-I-47	Equipment Safety	Amy Charles	4	\$ 1,733.01	No		X	
Fennimore School District	03-2019-0408-I-11	WI Statute 118.15	Julie Pluemer	2	\$ 3,742.50	No	X		
Iowa Grant School District	03-2019-0410-I-11	WI Statute 118.15	Julie Pluemer	1	\$ 2,228.75	No	X		
Lancaster School District	03-2019-0412-I-11	WI Statute 118.15	Julie Pluemer	1	\$ 1,495.00	No	X		
Platteville School District	03-2019-0416-I-11	WI Statute 118.15	Julie Pluemer	3	\$ 4,603.75	No	X		
Weston School District	03-2019-0428-I-11	WI Statute 118.15	Julie Pluemer	2	\$ 3,810.00	No	X		
River Ridge School District	03-2019-0444-I-11	WI Statute 118.15	Julie Pluemer	2	\$ 4,591.25	No	X		
River Valley School District	03-2019-0456-I-11	WI Statute 118.15	Julie Pluemer	2	\$ 4,185.00	No	X		
TOTAL of all Contracts				17	\$ 26,889.26				
Exchange of Services				-	\$ -				
For Pay Service				17	\$ 26,889.26				

E. Personnel Items

One employment recommendation is being presented for Board approval. The Personnel Report is included below.

**PERSONNEL REPORT
February 22-23, 2019**

Employment: NEW HIRES

Name	Kyle McCorkle
Title	Electrical Power Distribution (EPD) Instructor
Number of Applicants and Number Interviewed	1 applicant, 1 interview (Re-posted)
Start Date	March 18, 2019
Salary/Wages	\$73,000
Classification	Full-Time
Education and/or Experience	Lineman Apprenticeship at CVTC with over 12 years of Lineman experience.

PROMOTIONS / TRANSFERS

--	--

RETIREMENTS / RESIGNATIONS

--	--

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Bid #1819-07 – Bullet Catch

Bids to install a bullet catch for the firing ranges at the Public Safety Complex were due on February 14, 2019. Three bids were received from vendors. A summary of the bids is below.

Recommendation: Award the bid for the SWTC Bullet Catch Project in the amount of \$138,000 to Action Target, Provo, UT.

Bid # 1819-07 SWTC Bullet Catch
February 14, 2019 @ = 10:00a.m., Room 490

Invitations to bid on the SWTC Bullet Catch installation were solicited of vendors. The bullet catch is needed to improve the safety and functionality of the range. The project scope includes the installation, training, and a one year warranty.

The public opening of bids was held on Thursday, February 14, 2019 at 10:00 a.m. in Room 490 of the College Campus. Three vendors responded to the bid request and the results are as follows:

<u>Bidder</u>		<u>Base Bid</u>
MZ Construction	Livingston, WI	189,500
Action Target	Provo, Utah	138,000
Green Dream International	Alexandria, VA	170,500

RECOMMENDATION: Award the bid for the SWTC Bullet Catch Project in the amount of \$138,000 to Action Target, Provo, UT.

B. RFP: Economic Impact Study & Other Research Projects

A Request for Proposals (RFP) was initiated in December 2018 and due on January 15, 2019, for a consultant/partner to conduct multiple analysis needed to create a comprehensive Economic Impact Study for Southwest Tech. Proposals were also solicited for additional research projects. Five vendors submitted proposals. A team of college staff reviewed the proposals and have made a recommendation. The RFP summary and recommendation is below.

Recommendation: Award the Economic Impact Study/Research Consulting Services contract for only Project #1 (Economic Impact Study) to Economic Modeling, LLC, Moscow, Idaho, for \$19,500.

**Economic Impact Study/Research Consulting Services
RFP #1819-06**

The public opening of the request for proposals to provide an Economic Impact Study and other research consulting services for the College was held on Tuesday, January 15, 2019 at 3:00 p.m.

The selected partner will be responsible for conducting multiple analysis needed to create a comprehensive Economic Impact Study for Southwest Tech. Proposals were also solicited for additional research projects. The deliverables from these projects will aid in informing Southwest Tech as to optimal strategies and directions for future College initiatives in order to maximize service to district constituents.

- Project #1 – Economic Impact Study
- Project #2 – Program Gap Analysis
- Project #3 – Program Development Opportunities by Outreach Location
- Project #4 – Consultation and economic impact data for potential property acquisition
(and other research projects as requested)

Proposals were solicited from multiple vendors and proposals were received from Anderson Economic Group LLC, Economic Modeling LLC, KPMG LLP, MGT Consulting Group LLC and Zilo International LLC. An evaluation team consisting of Mandy Henkel, Krista Weber, Derek Dachelet, Katie Glass and Caleb White reviewed and rated the proposals. The team’s scoring was based on the following evaluation criteria:

1. 30% - Experience with higher education/Demonstrated ability to deliver project objectives
2. 20% - Consistency of recommended methodology with College goals/Proposed approach
3. 20% - Proposed fee structure
4. 15% - References
5. 10% - Extent of services available/breadth of expertise
6. 5% - Clarity and thoroughness of response Criteria

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

Ranking	Vendor		Team Avg. Points
1	Economic Modeling, LLC	Moscow, ID	83.0
2	MGT Consulting Group, LLC	Tallahassee, FL	79.0
3	Anderson Economic Group, LLC	Chicago, IL	72.8
4	KPMG LLP	San Francisco, CA	63.2
5	Zilo International Group, LLC	Centennial, CO	33.3

Cost:

Ranking	Vendor	Project #1	Project #2	Project #3	Projects 1-3	Project #4
1	Economic Modeling, LLC	\$ 19,500	\$ 17,500	\$ 12,500	\$ 34,500	\$ 350/hr
2	MGT Consulting Group, LLC	74,653	39,902	49,892	164,455	90-250/hr
3	Anderson Economic Group, LLC	51,700	50,500	55,400	145,100	200/hr
4	KPMG LLP	113,250	76,000	81,750	271,000	278/hr
5	Zilo International Group, LLC	68,500	48,500	48,500	136,000	250/hr

Recommendation: Award the Economic Impact Study/Research Consulting Services contract for Project #1 only to Economic Modeling, LLC, Moscow, Idaho for \$19,500.

C. First Reading of Governance Policy 2.6: Acting President

Included below is a first reading of the Governance Policy 2.6: Acting President. Another position has been added to the list of those identified to serve as acting president.

Recommendation: Approve the first reading of Governance Policy 2.6: Acting President, as presented.

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. Executive Director for Human Resources
3. **Chief Academic Officer**
4. Executive Dean for Industry, Trades, and Agriculture
5. 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 for consideration.

The President's Office will notify the Leadership Team when an Acting President 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. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
- B. Assess and evaluate the performance of the Acting President.
- C. Provide compensation for services rendered as Acting President.
- 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.

Adopted: 7/9/18
Reviewed:
Revised: 1/24/19

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/she 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.

Board Monitoring of College Effectiveness

A. Budget Priorities & Assumptions

Caleb White and Jason Wood will present information relevant to the budget assumptions and parameters. The budget parameters and assumptions are below.



Priorities and Budget Assumptions for 2019-2020

Budget Priorities for 2019-2020

1. **Engage Students in High-Quality Learning**
 - a. Enhance Student Learning through Investments in On-Campus Jobs – Retention Goal 80%
 - b. Improve Student Success for Special Populations – Graduation Goal 65%
2. **Enhance a Culture of Accountability**
 - a. Implement Employee Performance Assessments – Employee Satisfaction Goal 4.08/5.00
 - b. Strengthen Student Enrollments – FTE Goal 1,330 for 2019-20
3. **Promote our Economic Impact**
 - a. Create Internal and External Awareness – New “Economic Impact” College Health Indicator

Budget Assumptions for 2019-2020

- Slight increase in district net new construction valuation
- Slight increase in tuition rates
- General state aid appropriation is estimated to remain flat
- Health and dental coverage is estimated to remain flat
- Gas, electric and water/sewer utility rates are estimated to increase six percent (6%), remain flat and increase five percent (5%), respectively
- Grant funding is estimated to remain flat
- Wisconsin Retirement System contribution rate decreased by 2.2% on January 1, 2019, from 6.70% to 6.55% (Southwest Tech’s 50% share; employees contribute 50% of the whole)
 - Projecting 1,300 FTEs 2018-19
- 2.53% CPI base wage increase = \$355k
- We are proposing a modest 1.25% increase to base pay for employee performance (\$177k)

Budget Gap

Year	As of 2/15/19	As of 3/23/17	As of 3/1/16
2017-18	***	(1,245,920)	(2,146,105)
2018-19	(1,087,500)	(1,448,330)	(2,773,980)
2019-20	(1,291,630)	(1,728,544)	(3,316,744)
2020-21	(1,602,269)	(1,905,327)	***
2021-22	(1,919,653)	***	***

B. 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 Lead	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	Houly 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	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
11	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	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	Kyle McCorkle	3/18/2019	BS \$48,304-\$76,805 AS \$50,810 - \$80,787 MS \$53,314-\$84,768 Hired at \$73,000
21	Replacement - Robin Lenz	Student Life Coordinator & Athletic Director	Robin Hamel	1/16/2019	Salary Band C42 \$48,795 - \$68,313 Hired at \$55,500
22	Replacements - 2 positions	Associate Degree Nursing Instructor	Reposted	Spring 2019	MS \$53,314-\$84,768
23	Replacement -Dan Kliebenstein	Evening Custodian	Kendrick Henkel	1/3/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61
23	Replacement -Pete Hoffman	Ag Power & Equipment Tech Instructor	Posted	4/1/2019	BS \$48,304-\$76,805 AS \$50,810 - \$80,787 MS \$53,314-\$84,768

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					
		02-12-18 Students	02-13-19 Students	Student Change	02-12-18 FTE	02-13-19 FTE	FTE Change
Program Code	Program Title						
10-101-1	Accounting	37	28	(9)	27.87	18.47	(9.40)
10-106-6	Administrative Professional	5		(5)	4.43		(4.43)
10-006-2	Agri-Business/Science Technology	8	1	(7)	2.50	0.10	(2.40)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	15	18	3	13.50	17.73	4.23
10-006-5	Agribusiness Science & Technology - Agronomy	24	14	(10)	25.80	13.73	(12.07)
10-006-6	Agribusiness Science & Technology - Animal Science	25	31	6	25.13	28.00	2.87
10-102-3	Business Management	112	135	23	83.73	88.57	4.83
10-530-5	Cancer Information Management	72	98	26	40.13	50.80	10.67
10-504-X	Criminal Justice Studies	59	53	(6)	45.13	40.73	(4.40)
10-316-1	Culinary Arts	14	12	(2)	11.70	7.63	(4.07)
10-317-1	Culinary Management	8	8	-	6.73	6.73	-
10-510-6	Direct Entry Midwife	47	60	13	25.20	22.90	(2.30)
10-307-1	Early Childhood Education	47	57	10	34.73	41.97	7.23
10-620-1	Electro-Mechanical Technology	39	36	(3)	34.80	32.87	(1.93)
10-325-1	Golf Course Management	17	24	7	16.83	20.37	3.53
10-201-2	Graphic And Web Design	36	31	(5)	31.73	25.50	(6.23)
10-530-1	Health Information Technology	64	59	(5)	37.33	33.53	(3.80)
10-520-3	Human Services Associate	39	38	(1)	30.20	27.70	(2.50)
10-825-1	Individualized Technical Studies	16	6	(10)	14.70	5.10	(9.60)
10-620-3	Instrumentation and Controls Technology	4	7	3	2.13	5.70	3.57
10-150-X	IT-Network Specialist	36	43	7	25.40	28.50	3.10
10-513-1	Medical Laboratory Technician	17	19	2	13.37	13.30	(0.07)
10-543-1	Nursing-Associate Degree	204	201	(3)	103.93	106.40	2.47
10-531-1	Paramedic Technician	2		(2)	0.70		(0.70)

Program Code	Program Title	02-12-18 Students	02-13-19 Students	Student Change	02-12-18 FTE	02-13-19 FTE	FTE Change
10-524-1	Physical Therapist Assistant	48	44	(4)	30.10	28.80	(1.30)
10-196-1	Leadership Development	41	33	(8)	19.00	15.60	(3.40)
10-182-1	Supply Chain Management	33	41	8	16.97	22.37	5.40
10-499-5	Technical Studies-Journeyworker	1		(1)	0.27		(0.27)
	Total Associate Degree	1,070	1,097	27	724.07	703.10	(20.97)
31-101-1	Accounting Assistant	8	8	-	4.23	3.37	(0.87)
30-531-6	Advanced EMT	9	9	-	1.93	2.97	1.03
32-070-1	Agricultural Power & Equipment Technician	36	33	(3)	31.50	30.77	(0.73)
31-405-1	Auto Collision Repair & Refinish Technician	17	14	(3)	9.07	10.13	1.07
32-404-2	Automotive Technician	32	32	-	26.47	25.60	(0.87)
31-408-1	Bricklaying & Masonry	1		(1)	0.87		(0.87)
30-443-1	Building Maintenance & Construction		1	1		0.33	0.33
31-475-1	Building Trades-Carpentry	9	7	(2)	7.23	5.93	(1.30)
31-307-1	Child Care Services	3	10	7	2.80	6.60	3.80
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	8.00	4.97	(3.03)
31-502-1	Cosmetology	22	23	1	18.13	17.53	(0.60)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	9	14	5	4.30	10.23	5.93
31-317-1	Culinary Specialist	4	1	(3)	1.47	0.40	(1.07)
30-508-2	Dental Assistant	14	17	3	7.80	8.97	1.17
30-812-1	Driver and Safety Education Certification	18	14	(4)	5.10	3.40	(1.70)
31-413-2	Electrical Power Distribution	29	24	(5)	26.63	24.47	(2.17)
50-413-2	Electricity (Construction) Apprentice	22	22	-	2.87	2.93	0.07
30-531-3	Emergency Medical Technician	67	37	(30)	16.33	9.07	(7.27)
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	7	13	6	5.50	13.33	7.83
31-080-3	Farm Operations & Management - Dairy Technician	2	6	4	0.73	4.23	3.50
31-080-2	Farm Operations & Management - Farm Ag Maintenance		4	4		2.80	2.80
31-080-7	Farm Operations & Management - Livestock Tech	1	4	3	0.93	4.03	3.10
30-317-1	Food Production Assistant		1	1		1.03	1.03
50-413-1	Industrial Electrician Apprentice	8	5	(3)	1.70	0.67	(1.03)

Program Code	Program Title	02-12-18 Students	02-13-19 Students	Student Change	02-12-18 FTE	02-13-19 FTE	FTE Change
31-620-1	Industrial Mechanic	7	2	(5)	5.07	1.83	(3.23)
31-154-6	IT-Computer Support Technician	18	13	(5)	9.20	7.67	(1.53)
31-513-1	Laboratory Science Technician	4	4	-	2.40	2.30	(0.10)
50-620-1	Mechatronics Technician Apprentice		8	8		1.73	1.73
31-509-1	Medical Assistant	35	38	3	28.20	28.67	0.47
31-530-2	Medical Coding Specialist	54	49	(5)	25.60	20.03	(5.57)
30-543-1	Nursing Assistant	199	204	5	23.90	30.20	6.30
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	18	26	8	3.40	3.28	(0.12)
31-504-5	Security Operations	2	1	(1)	1.20	1.00	(0.20)
31-182-1	Supply Chain Assistant	6	4	(2)	2.60	2.20	(0.40)
31-442-1	Welding	60	49	(11)	46.93	34.10	(12.83)
	Total Technical Diploma	732	712	(20)	333.13	333.22	0.08
20-800-1	Liberal Arts - Associate of Arts	17	24	7	5.37	8.67	3.30
20-800-2	Liberal Arts - Associate of Science	26	12	(14)	9.87	4.77	(5.10)
	Undeclared Majors	485	443	(42)	80.83	87.50	6.67
	Total	2,330	2,288	(42)	1,153.27	1,137.25	(16.02)
	Percent of Change						-1.39%
	Vocational Adult (Aid Codes 42-47)	3,053	2,558	(495)	63.79	52.87	(10.92)
	Community Services (Aid Code 60)	31	5	(26)	0.13	0.02	(0.11)
	Basic Skills (Aid Codes 73,74,75,76)	288	246	(42)	30.80	30.83	0.03
	Basic Skills (Aid Codes 77 & 78)	740	731	(9)	46.33	33.60	(12.73)
	Grand Total	6,442	5,828	(614)	1,294.32	1,254.58	(39.75)
	Total Percent of Change						-3.07%
	(ETD= Embedded Technical Diploma)						

Fall 2019 Application Report

Program Application Comparison 2018/19 vs. 2019/20									
PROGRAM	CAP	02/14/18			02/14/19			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			13	13		20	20	7	
Accounting Assistant			2	2		3	3	1	
Agribusiness Science & Technology - Agbus Mgmt	20		16	16		7	7	-9	
Agribusiness Science & Technology - Agronomy	20		5	5		3	3	-2	
Agribusiness Science & Technology - Agronomy Tech	20		0	0		1	1	1	
Agribusiness Science & Technology - Animal Science	20		11	11		22	22	11	
Agricultural Power & Equipment Technician	22		21	21		42	42	21	
Auto Collision Repair & Refinish Technician	22		12	12		6	6	-6	
Automotive Technician	22		24	24		27	27	3	
Building Trades-Carpentry	20		8	8		7	7	-1	
Business Management			21	21		18	18	-3	
Cancer Information Management	30	11	39	50	10	47	57	7	
Child Care Services	13		9	9		8	8	-1	
CNC Machine Operator/Programmer	5					2	2	2	
Cosmetology	24		13	13		10	10	-3	
Criminal Justice Studies	70		36	36		29	29	-7	
Culinary Arts			14	14		2	2	-12	
Culinary Management			0	0		4	4	4	
Culinary Specialist			0	0				0	
Dental Assistant	18		21	21		23	23	2	
Early Childhood Education	28		28	28		19	19	-9	
Electrical Power Distribution	24		67	67		66	66	-1	
Electro-Mechanical Technology	24		12	12		26	26	14	
Farm Operations & Management - Ag Mechanics	20		4	4		2	2	-2	
Farm Operations & Management - Crops Operations	20		3	3		1	1	-2	
Farm Operations & Management - Crops	20		0	0		1	1	1	
Farm Operations & Management - Dairy	20		12	12		7	7	-5	
Farm Operations & Management - Dairy Technician	20		2	2		3	3	1	
Farm Operations & Management - Farm Ag Maintenance	20		2	2		4	4	2	
Farm Operations & Management - Livestock	20		0	0		0	0	0	
Farm Operations & Management - Livestock Tech	20		4	4		1	1	-3	
Golf Course Management			10	10		6	6	-4	
Graphic and Web Design	25		21	21		11	11	-10	
Health Information Technology	22	10	15	25	2	12	14	-11	
Human Services Associate	31		13	13		23	23	10	
Individualized Technical Studies			1	1		0	0	-1	
Industrial Mechanic	6		1	1		1	1	0	
Instrumentation and Controls Technology	6		3	3		2	2	-1	
IT-Computer Support Technician			13	13		7	7	-6	
IT-Network Specialist			24	24		11	11	-13	
Laboratory Science Technician	15		4	4		1	1	-3	
Leadership Development			0	0		5	5	5	

PROGRAM	CAP	02/14/18			02/14/19			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Liberal Arts - Associate of Arts		13	2	15	11	0	11	-4
Liberal Arts - Associate of Science		8	1	9	5	1	6	-3
Medical Assistant	32		54	54		25	25	-29
Medical Coding Specialist	23	8	28	36	7	26	33	-3
Medical Laboratory Technician	16	5	3	8	8	4	12	4
Nursing-Associate Degree	54	104	73	177	100	64	164	-13
Nursing-Associate Degree-Part-time	28	2	30	32	1	17	18	-14
Paramedic Technician			5	5				-5
Physical Therapist Assistant	18	12	7	19	13	3	16	-3
Precision Machining Technology	15		5	5				-5
Security Operations			1	1		1	1	0
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			2	2		5	5	3
Undecided		31	0	31	31	0	31	0
Welding	40		33	33		27	27	-6
TOTAL		204	748	952	188	663	851	-101
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Direct Entry Midwife	32	3	38	41	7	29	36	-5
Welding (January Start)	20		0	0		0	0	0
TOTAL		3	38	41	7	29	36	-5

B. Chairperson's Report

C. College President's Report

1. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Quality Teaching & Learning Monitoring Report

B. Time and Place

Thursday, March 28, 2019, at 7:00 p.m. at the Southwest Tech Campus, Rooms 492-493

Adjourn to Closed Session

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

1. Discussing property acquisition per Wis. Statutes 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.}.
2. Discussing specific personnel issues per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
3. Discussing Executive Team contracts per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
4. Approval of Closed Session Minutes of January 24, 2019

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Board Monitoring of College Effectiveness

A. District Board/President Dialogue

The Board members will have the opportunity to ask the President questions focused on the state of the college.

The Board will adjourn until 8:45 a.m. on Saturday, February 23, 2019. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 23, 2019
8:45 a.m. – Board Retreat**

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

Board Monitoring of College Effectiveness

A. Budget Priorities

The conversation will continue on the budget and discussion will focus on goals and alternatives for budget priorities.

B. District Board/President Dialogue

1. College Financing
2. Master Facilities Plan
3. Market Parity/Impact Pay
4. Outreach Sites

The Board members will have the opportunity to ask the President questions focused on the state of the college.

C. Review of Retreat

A brief review of the retreat will focus on strengths and opportunities for improvement.

Adjournment