



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

### **Regular Meeting**

**April 18, 2013**

Held at

Rooms 492-493  
Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

### **BOARD MEETING NOTICE/AGENDA**

Thursday, April 18, 2013

6:15 p.m. – Light Supper  
7:00 p.m. – Regular Board Meeting  
Room 492-493 – College Connection

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The April 18, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

#### **A. Roll Call**

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

#### **ADJOURN TO CLOSED SESSION**

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

1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}

##### **B. Approval of Closed Session Minutes from March 28, 2013**

#### **RECONVENE TO OPEN SESSION**

##### **A. Action, if necessary, on Closed Session Items**

#### **CONSENT AGENDA**

##### **A. Approval of Agenda**

A copy of the agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Meeting of March 28, 2013**

Minutes of the March 28, 2013, Board meeting are included with the electronic Board material.

##### **C. Financial Reports**

1. Expenditures 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 in March 2013 totaling \$2,295.00 for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

Three retirements are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

**F. 2013-14 Out-of-state Tuition Waivers**

This is an annual procedure to obtain State Board approval for the waiver of out-of-state tuition for needy and worthy students. It is a projection of students and credits. A copy of the request is available with the electronic Board packet.

**G. 2013-14 ACCT Membership Renewal**

The 2013-14 ACCT Membership renewal invoice in the amount of \$2,879 is available electronically with all other Board material.

**Recommendation:** Approve the consent agenda.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Compensation Guidelines**

Compensation guidelines to be implemented July 1, 2013, have been developed and will be presented to the Board. The guidelines are available electronically within the Board packet.

**Recommendation:** Approve the Compensation Guidelines for implementation July 1, 2013.

**B. Concept Review: Health Information Technology Program**

A Concept Review is the first phase of the two phases in the WTCS Program Development process. Katie Garrity, Dean of Health, Education & Public Safety, will present the Health Information Technology Program Concept Review for approval by the Board. The Concept Review is available electronically with all other Board material.

**Recommendation:** Approve the Concept Review for the Health Information Technology Program as presented.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Teaching, Learning & Academic Outreach Report**

Julie Pluemer, Supervisor of Teaching, Learning & Academic Outreach, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in Student & Academic Affairs. The report will be available at the Board meeting.

**B. FY2014 Budget Update**

Caleb White, Vice President for Administrative Services, will present an update on the 2013-14 budget status. The report will be available at the Board meeting.

**C. Staffing Update**

Laura Bodenbender, Human Resources Director, will provide an update on College staffing. A summary is available electronically with all other Board material.

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The current Comparison FTE Report is available electronically with all other Board material. The 2013-14 Application Report will be available at the Board meeting. Caleb White will be available for any questions.

**B. Chairperson's Report**

1. ACCT Leadership Congress October 2-5, 2013, in Seattle, Washington

**C. College President's Report**

1. Valuation Factor

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. WTC District Boards Association Report
2. Proposed FY2014 Budget
3. RFP for Auditing Services
4. Public Budget Hearing/Approval
5. President's Performance Report

**B. Time and Place**

Thursday, May 23, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The April 18, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

### ***A. Roll Call***

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

## **Adjourn to Closed Session**

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

- (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.{Wis.Stats.19.85(1)(c)}

### ***B. Approval of Closed Session Minutes from March 28, 2013***

## **Reconvene to Open Session**

### ***A. Action, if necessary, on Closed Session Items***

## **Consent Agenda**

### ***A. Approval of Agenda***

# **BOARD MEETING NOTICE/AGENDA**

Thursday, April 18, 2013

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

## **OPEN MEETING**

The following statement will be read: "The April 18, 2013, 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."

- C. Roll Call
- D. Reports/Forums/Public Input

## **ADJOURN TO CLOSED SESSION**

- C. Consideration of adjourning to closed session for the purpose of
  - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- D. Approval of Closed Session Minutes from March 28, 2013

## **RECONVENE TO OPEN SESSION**

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

## **CONSENT AGENDA**

- H. Approval of Agenda
- I. Minutes of the Regular Meeting of March 28, 2013
- J. Financial Reports
  - 4. Expenditures Greater than \$2,500
  - 5. Treasurer's Cash Balance
  - 6. Budget Control
- K. Contract Revenue
- L. Personnel Items
- M. 2013-14 Out-of-State Tuition Waivers
- N. 2013-14 ACCT Membership Renewal

## **OTHER ITEMS REQUIRING BOARD ACTION**

- C. Compensation Guidelines
- D. Concept Review: Health Information Technology Program

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- D. Teaching, Learning & Academic Outreach Report
- E. 2013-14 Budget Update
- F. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- E. Enrollment Report
- F. Chairperson's Report
- G. College President's Report
- H. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- C. Agenda
- D. 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](mailto:accom@swtc.edu)}

## ***B. Minutes of the Regular Meeting of March 28, 2013***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MARCH 28, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on March 28, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Member Absent: Diane Messer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Derek Dachelet, Heather Fifrick, Dave Hardyman, Phil Thomas, Betsy Tollefson, and Caleb White. Public present included Rob Callahan, Fennimore Times, and Steve Stoeger-Moore, Districts Mutual Insurance.

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

### **BOARD MEETING NOTICE/AGENDA**

Thursday, March 28, 2013

6:00 p.m. – Tour of IT Server Area

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting  
Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: "The March 28, 2013, 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

1. Districts Mutual Insurance Update

### **ADJOURN TO CLOSED SESSION**

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

- (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes from January 25, 2013

### **RECONVENE TO OPEN SESSION**

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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of February 28, 2013
- C. Financial Reports
  1. Expenditures Greater than \$2,500
  2. Treasurer's Cash Balance
  3. Budget Control
- D. Contract Revenue

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Compensation Guidelines
- B. Personnel Items Under Consent Agenda
- C. Plan for Data and Hardware Back-up
- D. Personnel
  1. Preliminary Notices of Non-Renewal

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Student & Academic Affairs Report
- B. Industrial Occupations Report
- C. Foundation Report
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

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

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURNMENT**

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Steve Stoeger-Moore, Executive Vice President of Districts Mutual Insurance (DMI) presented on the state of DMI. DMI is owned by the 16 Wisconsin Technical Colleges (WTC) with the primary goal being to manage risk while saving the colleges money. Since its inception on July 1, 2004, DMI has saved the colleges more than \$10 million. Mr. Stoeger-Moore is the only employee with the rest of the business functions being contracted. All of the colleges have the same insurance policies for Equipment Breakdown, Property, General Liability, Auto Liability, Educators' Legal

Liability, School Violence Acts, and Worker's Compensation. The insurance company has a five-member board made up of one technical college president and four other chief financial officers or senior administrators with the responsibility of insurance.

Discussion followed on whether DMI could offer health insurance policies to the colleges. Mr. Stoeger-Moore explained that DMI's certificate of insurance does not authorize them to provide health insurance and that a separate entity would have to be created with a separate governing board. He did note that the WTCS is investigating the possibility of a single health insurance policy for the system but that there are several difficult issues to overcome. Dr. Ford informed the Board that the WTCS Human Resource Directors have been investigating this and hope to have a recommendation by the end of the year.

Agenda modifications were made including moving the Closed Session to the end of the meeting and tabled the Compensation Guidelines until the April Board meeting. Ms. Nickels moved to approve the Consent Agenda including the March 28, 2013, agenda; February 28, 2013, Board minutes; financial reports; and 16 contracts totaling \$233,307.99 in February 2013. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Ford presented a proposal to move personnel items under the consent agenda per the request of the College's legal counsel. He explained that the College enters into a legally binding agreement when a new hire signs a contract and that Board approval may be some time later, which creates a potential issue. Mr. Moyer moved to allow the President to enter into an employment contract with individuals and have the Board confirm the hiring at a subsequent meeting as a consent agenda item. Mr. Tuescher seconded the motion. Dr. Ford further explained that this would include all hires. The motion carried.

A plan for data and hardware back-up was presented by Caleb White, Vice President for Administrative Services, and Dave Hardyman, Network Specialist. Prior to the meeting, the District Board had toured the Information Technology (IT) server area to see the current back-up system. IT has been researching options and surveyed the other WTCS colleges. Some of the other colleges have been using a Unitrends back-up appliance located at one of their other campuses. Some of the local K-12 public schools also use a Unitrends appliance. The appliance backs up data servers and operations enabling a server to be rebuilt from the ground up. Mr. Hardyman is working with UW-Platteville as a possible location to house one of the Unitrends appliances. It is estimated that one appliance would cost between \$45,000 and \$120,000 depending on the size of the appliance. IT staff are hoping they can negotiate the cost down and project that a smaller appliance is what we will need for backup. The recommendation included purchasing two appliances in 2013-14 and housing one on campus and one off campus. Mr. Tuescher moved to purchase and install a new Unitrends backup appliance in the College Data Center and a second Unitrends backup appliance, which would initially be located in another building on campus, but could eventually be located off-campus at an arranged co-location site. Mr. Prange seconded the motion; motion carried.

Dr. Phil Thomas, Vice President for Student & Academic Affairs presented an update on current and new activities, future directions, and continuous improvement in

Student & Academic Affairs. Dr. Thomas noted current efforts of the Student & Academic Affairs Council include program development and program array, master scheduling process mapping, learner success initiative, student testing, grants management and progress, budgeting issues, accountability, Higher Learning Commission accreditation, and educational offerings at outreach centers.

The Industrial Occupations Report followed. Dr. Thomas provided a review of the programs housed in this division and current grant activities. The Industrial Occupations division is involved in several large federal and state collaborative grants especially in the manufacturing programs.

Heather Fifrick, Foundation Manager, provided a report updating the Board on current and new activities and future directions in the Foundation. Ms. Fifrick informed the Board that the Foundation focuses on five major activities: student housing, scholarships, special projects, grants, and in-kind donations. Foundation strategic directions highlighted included board development, financial/fundraising, outreach, and housing.

Laura Bodenbender, Director of Human Resources, updated the Board on College staffing noting applications are being reviewed for an LTE manufacturing/curriculum coordinator position. A proposal will be presented to the Student Senate for a student housing/ activities coordinator position funded by the Foundation and Student Senate. Ms. Bodenbender presented an employment recommendation for the IT/Process Improvement Supervisor position noting 13 applications were received and four candidates were interviewed. Mr. Tuescher moved to confirm the hiring of Lisa Riley as the Information Technology/Process Improvement Supervisor. Ms. Fitzsimons seconded the motion; motion carried.

Mr. White presented the FTE Comparison Report for FYs 2012 and 2013. The report indicated FTEs have increased two percent from last fiscal year. The Board reviewed the Fall 2013 application report.

Under the Chairperson's Report, Dr. Ford informed the Board a proposal for a legislative bill mandating website posting of WTCS District Board member's contact information is circulating. The bill would require all the technical colleges to provide e-mail addresses and phone numbers for their Board member's on the College website. Paul Gabriel from the WTC District Boards Association contacted the legislators co-sponsoring the bill and has negotiated that if all colleges voluntarily provide e-mail addresses and the Board chairperson's phone number, the bill will not be introduced. Concerns have been raised with this proposed bill in that it singles out the Wisconsin Technical College System but does not address this issue for other units of local government.

Under the President's Report, Dr. Ford provided a quarterly update on the current Strategic Projects and reminded the Board of the monthly activities report e-mailed to them. The Board was informed the Board Appointment meeting will be held on Thursday, April 11, and five citizens have applied for the three positions.

Ms. Fitzsimons moved to adjourn to closed session, with Ms. Nickels seconding the motion. Upon a roll call vote where all members present voted affirmatively, the meeting adjourned to closed session at 9:11 p.m.

The Board reconvened in open session at 9:38 p.m. Mr. Tuescher moved to approve a preliminary notice of non-renewal be issued to JoAnn Peterson, Farm Business & Management Instructor. Mr. Prange seconded the motion; motion carried. Mr. Tuescher moved to rescind the preliminary notice of non-renewal previously received by Earla White, Medical Transcription Instructor. Ms. Fitzsimons seconded the motion; motion carried.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion, motion carried, and the meeting adjourned at 9:39 p.m.

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Melissa Fitzsimons, Secretary

## ***C. Financial Reports***

### ***1. Expenditures Greater Than \$2500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 03/01/2013 TO 03/31/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
3/7/2013	5961	Collins & Hying	2,714.00	Building 150 Heat Control Modification
3/12/2013	5964	Stanley Security Solutions	12,979.80	Increase Signal Strength on Stanley Lock System
3/18/2013	5966	Mc Kottor	3,300.00	Building 1500 Boiler Repair
		<b>SUBTOTAL</b>	<b>\$ 18,993.80</b>	
<b><u>CAPITAL FUND</u></b>				
3/22/2013	5967	Velcheck & Finger	8,600.00	Engineering for Building 200 Roof Replacement
		<b>SUBTOTAL</b>	<b>\$ 8,600.00</b>	
		<b>TOTAL</b>	<b>\$ 27,593.80</b>	

## **2. Treasurer's Cash Balance**

### **Southwest Wisconsin Technical College Report of Treasurers Cash Balance 03/31/2013**

#### **Liability End of Month Balances**

FICA	33,953.33
Federal Withholding	48,023.46
State Withholding	-
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	579,984.19
Other (Due To)	<u>16,967,811.34</u>
Total Liability Adjustment	18,037,386.46

#### **Beginning Treasurers Balance**

**(232,178.46)**

#### **Receipts by Fund**

1 General	329,239.52
2 Special Revenue	-
3 Capital Projects	1,895.73
4 Debt Service	-
5 Enterprise	64,902.40
6 Internal Service	334,929.04
7 Financial Aid/Activities	<u>518,059.89</u>
Total Receipts	<u>1,249,026.58</u>

Cash Available 1,016,848.12

#### **Expenses by Fund**

1 General	2,393,576.94
2 Special Revenue	-
3 Capital Projects	204,405.93
4 Debt Service	-
5 Enterprise	73,090.94
6 Internal Service	307,467.55
7 Financial Aid/Activities	<u>54,716.03</u>
Total Expenses	3,033,257.39

#### **Treasurers Cash Balance**

**(2,016,409.27)**

#### **Liability Adjustment**

**18,037,386.46**

#### **Cash in Bank**

**16,020,977.19**

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 9 Months ended March 31, 2013**

	<b><u>2012-13 Budget</u></b>	<b><u>2012-13 YTD Actual</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>	<b><u>2010-11 Percent</u></b>	<b><u>2009-10 Percent</u></b>	<b><u>2008-09 Percent</u></b>
General Fund Revenue	21,318,000.00	18,553,800.13	87.03	87.41	81.74	93.58	80.05
General Fund Expenditures	21,618,000.00	15,265,962.28	70.62	68.41	65.19	66.12	65.84
Capital Projects Fund Revenue	2,550,000.00	2,602,653.34	102.06	101.95	94.08	99.65	99.21
Capital Projects Fund Expenditures	2,991,000.00	1,328,848.38	44.43	124.97	109.80	247.56	28.71
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	576,688.71	11.40	12.99	18.17	5.20	2.63
Enterprise Fund Revenue	1,850,000.00	1,399,618.26	75.66	71.58	103.14	72.12	63.36
Enterprise Fund Expenditure	1,650,000.00	1,014,076.76	61.46	51.75	78.35	77.66	57.82
Internal Service Fund Revenue	3,950,000.00	2,873,282.50	72.74	62.36	69.59	68.85	69.46
Internal Service Fund Expenditures	3,900,000.00	2,795,560.56	71.68	77.49	76.71	69.17	75.57
Trust & Agency Fund Revenue	7,780,000.00	7,420,049.72	95.37	87.98	109.87	119.85	81.53
Trust & Agency Fund Expenditures	7,780,000.00	7,387,395.47	94.95	89.37	109.75	118.52	81.32
<b>Grand Total Revenue</b>	<b>42,508,000.00</b>	<b>32,849,403.95</b>	<b>77.28</b>	<b>75.49</b>	<b>77.38</b>	<b>85.54</b>	<b>76.70</b>
<b>Grand Total Expenditures</b>	<b>42,999,000.00</b>	<b>28,368,532.16</b>	<b>65.97</b>	<b>70.18</b>	<b>70.99</b>	<b>98.52</b>	<b>55.12</b>

## D. Contract Revenue

There were nine contracts in March 2013 totaling \$2,295.00 for Board approval. The Contract Revenue Report follows.

### 2012-2013 CONTRACTS

3/01/13 through 3/31/13

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2013-0185-I-41 Schmitt Woodland Hills	Heartsaver 1st Aid w/ CPR and AED	Rita Luna	7	\$ 350.00	No		x	
03-2013-0187-I-21 Darlington Police Department	CPR for Healthcare Provider Recert	Rita Luna	7	\$ 245.00	Yes		x	
03-2013-0188-I-41 Dr. Lofthouse DDS	CPR for Healthcare Provider Recert	Rita Luna	7	\$ 245.00	No		x	
03-2013-0194-I-42 Glen Haven Fire Department	First Aid	Rita Luna	14	\$ 490.00	No		x	
03-2013-0198-I-11 Richland School District	CPR Recertification	Rita Luna	4	\$ 160.00	No		x	
03-2013-0199-I-41 Waite Family Dental	CPR for Healthcare Provider Recert	Rita Luna	5	\$ 175.00	No		x	
03-2013-0201-I-41 Friendly Frogs Child Care LLC	CPR for Healthcare Provider Recert	Rita Luna	6	\$ 210.00	No		x	
03-2013-0204-I-41 Medical Associates	CPR for Healthcare Provider Recert	Rita Luna	12	\$ 420.00	No		x	
<b>Totals:</b>			<u>62</u>	<u>\$ 2,295.00</u>				

### ***E. Personnel Items***

Three retirements are being presented for approval in the Personnel Report. The report is available below.

## **PERSONNEL REPORT APRIL 18, 2013**

### **EMPLOYMENT APPROVALS:**

No employment approvals are being presented this month.

### **RETIREMENTS/RESIGNATIONS:**

<b>Garry Welch - Retirement</b>	HVAC / Plumbing & Heating / Maintenance - June 26, 2013
<b>Sam Shumate – Retirement</b>	Groundskeeper - June 7, 2013
<b>Sharon Beer – Retirement</b>	Administrative Assistant - June 14, 2013

### ***F. 2013-14 Out-of-State Tuition Waivers***

This is an annual procedure to obtain State Board approval for the waiver of out-of-state tuition for needy and worthy students. It is a projection of students and credits. The request is below.

#### **Out-of-State Tuition Waiver Request for 2013-14**

Southwest Wisconsin Technical College requests authority from the WTCS President to remit out-of-state tuition for 560 credits for 20 needy and worthy students during the 2013-14 academic year. The district projects 1725 FTEs (net of Community Services) for the year.

## **G. 2013-14 ACCT Membership Renewal**

The 2013-14 ACCT Membership renewal invoice in the amount of \$2,879 is available below.



1233 20th STREET, NW, SUITE 301, WASHINGTON, DC 20036  
866.895.ACCT (2228) 202.775.4667 FAX: 202.223.1297  
[www.acct.org](http://www.acct.org)

**DATE:** April 1, 2013

**TO:** Member Chancellors/Presidents

**FROM:** Jean Torgeson, Chair, ACCT Board of Directors  
J. Noah Brown, ACCT President and CEO

**SUBJECT: 2013-2014 ACCT MEMBERSHIP RENEWAL**

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On behalf of the ACCT Board of Directors, we want to express our deep appreciation for the continuing support you and your board have given to your national trustee association. ACCT's work is driven by the needs of our members, and we continue to be a reliable and primary partner to support the critical work you do every day on behalf of your communities. We recognize that the resources you provide to ACCT are of real value to your college, and we promise to return your investment with an unwavering commitment to deliver you the best possible services. The enclosed 2012 ACCT State of the Association report summarizes many of the accomplishments ACCT has made in cooperation with and on behalf of your college last year, and we look forward to realizing just as much in 2013-2014.

Please see attached the FY2014 Fee Schedule and invoice. **We urge you to check your total headcount for credit (full and part time) for fall 2012 and update the invoice accordingly.** We are excited to announce our new Online Bill Presentment and Payment services to provide you with a convenient way to renew your membership using a credit card or ACH payment. Visit [www.acct.org](http://www.acct.org) and click on "Pay Your Invoice" link on the home page. For more information, please contact us at [payments@acct.org](mailto:payments@acct.org).

With your continued involvement, ACCT can continue our work as a critical partner to support you when facing tough choices and decisions to support your communities. The ACCT Board of Directors is committed to protecting your investment and guaranteeing transparency, openness, and responsiveness to you, our member boards and trustees.

We look forward to working with you in the future to ensure the long-term success of your college and the community college system across the nation. If you have any questions, updates, or need further information, please do not hesitate to contact us at [membershipupdates@acct.org](mailto:membershipupdates@acct.org).

Thank you for your support!



1233 20th St NW, Suite 301, Washington DC 20036  
PH: 202-775-4667 | 866-895-ACCT (2228)  
FAX: 202-223-1297 | 866-904-ACCT (2228)

## Membership Renewal Invoice

P.O. Number  
Invoice Number 47656  
Invoice Date 4/1/2013

**Customer #: 3635**

Dr. Duane Merlin Ford  
Southwest Wisconsin Technical College  
1800 Bronson Blvd  
Fennimore, WI 53809-9778

Description	Unit Price	Amount
BOARD OF TRUSTEES ANNUAL DUES: JULY 1, 2013 - JUNE 30, 2014. FALL 2012 DISTRICT HEADCOUNT FULL PART-TIME CREDIT _____	\$2,879.00	\$2,879.00

ACCT FEDERAL TAX ID #52-6120210

**NOTICE: ACCT now offers two convenient payment options:**

- 1. Pay Online:** Pay your membership dues online using a credit card or ACH at [www.acct.org](http://www.acct.org). Click on the "pay your invoice" link on the home page.
- 2. Pay By Mail:** Return a copy of your invoice with your payment by mail to: ACCT, Dept. 6061, Washington, DC 20042-6061

Invoice Total:	\$2,879.00
Amount Paid:	\$0.00
<b>CURRENT DUES:</b>	<b>\$2,879.00</b>

For questions regarding your invoice, please email [payments@acct.org](mailto:payments@acct.org) or call toll free (866) 904-2228.

## FEE SCHEDULE 2013 – 2014

*Promoting Effective Board Governance through Advocacy and Education*

### REGULAR MEMBERS VOTING

Fall Enrollment	United States Annual Dues (As of July 1, 2013)	Canadian/International Annual Dues (90% of U.S.)
0 - 1,000	\$1,918	\$1,726
1,001 – 4,000	2,879	2,591
4,001 – 6,000	3,830	3,447
6,001 – 8,000	4,794	4,314
8,001 – 10,000	5,264	4,738
10,001 – 15,000	5,763	5,187
15,001 – 20,000	6,235	5,611
20,001 – 30,000	6,703	6,033
30,001 – 40,000	7,200	6,480
40,001+	7,679	6,911

Annual fees for affiliation are based on total enrollment for credit (full and part-time) for the most recent fall term registration. Fees are payable July of each year in U.S. Dollars.

### CANADIAN/INTERNATIONAL

Canadian/International members enjoy the same privileges and benefits as U.S. members, except for federal advocacy efforts (10% of ACCT budget), therefore the dues of Canadian and international members are set at 90% of U.S. dues.

### ASSOCIATE MEMBERS (Non-Voting)

Annual Dues: \$415

This category is for state associations, state agencies and other entities not eligible to become regular voting members.

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#### ACCT OFFERS TWO CONVENIENT PAYMENT OPTIONS:

- Pay Online:** Pay your membership dues online using a credit card or ACH at [www.acct.org](http://www.acct.org). Click on the “pay your invoice” link on the home page
  - Pay by Mail:** return a copy of your invoice with your payment by mail to:  
ACCT, Dept. 6061, Washington, D.C. 20042-6061
-

**Recommendation:** Approve the consent agenda.

## **Other Items Requiring Board Action**

### ***A. Compensation Guidelines***

Compensation guidelines to be implemented July 1, 2013, have been developed and will be presented to the Board. The guidelines are available below.

**Recommendation:** Approve the Compensation Guidelines for implementation July 1, 2013.



## **COMPENSATION GUIDELINES 2013/14 FISCAL YEAR**

The information below is intended to be used as a guide for compensation practices beginning the 13/14 fiscal year. The guidelines are subject to change and if they do, they will be communicated with you as soon as practical and possible.

The minimum work week for all employees (salaried, instructional, non-instructional, and support staff) is 40 hours per week or five 8-hour days excluding lunch.

### **INSTRUCTIONAL STAFF**

- Work assignments will be initiated by the Dean and may include winterim and summer month assignments
- The determination of what will be a full load is at the discretion of the Dean and may vary for instructors
- Instructional staff will be presented with their load prior to each semester
- Management retains the right of assignments, including club advising
- Non instructional work time is being removed from current load calculations and instead may be paid as a separate work assignment
- If the employee's assignment is not 100% then management may assign other projects/duties to get the employee to a full load
- Work assignments may be averaged over an academic year (fall and spring semesters)
- Summer course work
  - Summer contracts will be issued separately
  - Pay will be based on the employee's base rate
  - Pay for instruction will be prorated for any number of students less than 12, **(unless mandated by regulatory guidelines)**
- ITV will be managed the same as face-to-face assignments
- ASC hours will be calculated at the "other rate"; this rate will not be adjusted to account for the shift from 35 to 40 hours per week



- Online instruction = no cap
  - 3-6 students = 1/3 work assignment
  - 7-13 students = 2/3 work assignment
  - 14 or more students = 100%
  - A one-time stipend of \$500 will be paid for teaching the first online class
  - Online instruction class size assignments will be at the discretion of the Dean
- Course preparation is considered part of the instructional assignment
- Independent study will be managed the same way as currently managed
  - \$100 for the first credit, plus \$50 per additional credit
  - Independent study assignments will be pre-approved by the Dean
  - A written and signed agreement between the student and instructor is required
  - Work will be done within the normal workweek schedule and will not affect the work assignment calculation of the instructor
  - The additional compensation will be paid upon completion of the independent study as evidenced by the issuance of a grade
  - An incomplete is not considered a grade
- Internship/practicum assignments will be managed the same way as done currently
- Current SWTC Instructors or non-instructional staff (not adjuncts) subbing for other instructors will be paid on a flat hourly rate
  - The substitute's base pay divided by 1520 hrs = their hourly rate
  - A flat hourly rate will be paid for the assigned instructional time only
- Faculty teaching "not for credit" courses, beyond their regular work load, will be paid at the non-degree adjunct rate. Example: Faculty member teaching a CPR course.
- Attendance at a minimum of one graduation ceremony per year is expected for instructional & non-instructional staff
- New instructor assignments may be less than 100% to accommodate the transition; though "Other" assignments could be added to new instructors to get to the 100%
- No travel time pay (windshield time)
- No non-teaching will be calculated in overload teaching assignments
- Instruction of classes in addition to those included in the base assignment (i.e., overload classes) will be paid at a rate based on the instructor's base rate.



- Overloads will be paid at the end of the academic year to allow for academic year averaging
- Additional teaching assignments will be paid at the end of the academic year to allow for academic year instruction averaging. Special projects, and other non-teaching assignments, not part of base assignment, may be paid at the end of the semester or deferred to the end of the fiscal year at the discretion of the Dean.

#### ACADEMIC YEAR

Days	Event
1	Orientation
6	Holidays
3	In-service
1	Open House
15	On Campus Work Days
0	Flexible In-service Days
1	Graduation
0	Staff Development Days
163	Student Contact Days
190	Total Work Days Required for Full Time
8	Hours Per Day
1520	Total Hours

#### NON-INSTRUCTIONAL STAFF

- If non-instructional staff are asked to teach a class they must request prior approval from their supervisor and the teaching must be outside of the regularly scheduled work day.
  - This would be paid as an overload

#### WAGE RANGES

- A step system for pay increases will not be used
- Base pay increases will require approval by the Board and will be announced prior to the beginning of the fiscal year
- The base salary ranges (no steps) for instructional and non-instructional staff for 2012-2013 would be:
  - BS \$39,549 - \$66,841
  - MS \$43,263 - \$72,927



- The base hourly ranges for support staff for the 2012/13 year would be:
  - Grade 1 (previously E).....\$11.65 - \$15.05 per hr. (F has been elimin.)
  - Grade 2 (previously G).....\$13.70 - \$17.70 per hr.
  - Grade 3 (previously H).....\$14.72 - \$19.00 per hr.
  - Grade 4 (previously I).....\$15.76 - \$20.36 per hr.
  - Grade 5 (previously J).....\$16.79 - \$21.64 per hr.
  - Grade 6 (previously K).....\$20.32 - \$26.20 per hr.
- A \$1.00 per hour shift premium will be paid to evening custodians
- The base salary ranges for all other salaried personnel for 2012/13 would be:
  - Grade 8.....\$43,220 - \$58,475
  - Grade 7.....\$50,376 - \$68,156
  - Grade 6.....\$57,532 - \$77,838
  - Grade 5.....\$64,688 - \$87,519
  - Grade 4.....\$71,844 - \$97,200
  - Grade 3.....\$79,000 - \$106,883
  - Grade 2.....\$86,156 - \$116,565
  - Grade 1.....\$93,311 - \$126,245

## **CLUB ADVISORS**

- An employee who serves as an advisor will be paid \$850 per year
- If more than one employee serves as an advisor for the same club then the \$850 is shared among the advisors

## **TUITION REIMBURSEMENT FOR ALL STAFF**

- Tuition reimbursement will replace salary advancement for instructional staff
- Supervisors will budget for pre-approved credits
- The College will reimburse 50% per credit up to 6 credits per fiscal year
- The amount reimbursed will be the lesser of either
  - (a) 50% of the actual tuition cost per credit at the college or university the employee is attending or
  - (b) 50% of the current tuition cost per credit at the undergraduate or graduate level at the UW-Madison
    - Current undergraduate tuition rate = \$435.44/credit
    - Current graduation tuition rate = \$742.55/credit



## **SUPPORT STAFF INFORMATION**

- We will no longer use the term “lab” assistants
- The following positions will be placed in the following categories:
  - Regular full-time annual employee (with vacation/pro-rated vacation)
    - Early Childhood Program Assistants
    - Automotive/Ag Power & Equip Asst.
    - Health & Services Assistant
    - Human Patient Simulator Tech
  - Regular full-time academic year employee (with 2 personal days)
    - This employee will work the days identified on the academic calendar
    - Additional work days may be requested by the supervisor in advance
    - If the supervisor requests and budgets more than 190 days for the ensuing fiscal year, then the employee would not receive personal days and instead would receive vacation days pro-rated based on additional days requested
      - Student Activities Coordinator
      - Career Coach (Academic Year)
      - Online Learning Assistant
      - Ag & Industry Assistant
      - Technical Support Assistant
      - ASC Assistant
- These positions will be paid for hours recorded on their timesheet like all other hourly employees

## **BUSINESS & INDUSTRY SERVICES**

- Compensation will be based on the instructional staff salary base ranges

## **FBPM INSTRUCTORS**

- Currently reviewing compensation and work assignments for the FBPM Instructors



#### **ADJUNCTS / SUBSTITUTE TEACHERS/RETIREE INSTRUCTORS**

- Adjunct pay - for credit courses (including retirees)
  - BS range is \$39,549 - \$48,194
  - MS range is \$43,263 – \$52,720
- Adjunct pay - not for credit courses (including retirees)
  - Range \$16.97 - \$24.24
  - This hourly rate incorporates time for preparation, driving, setup/takedown, pick up/dropping off equipment and attending training/conferences, no additional wages will be paid for these activities
  - Mileage reimbursement will be .50 per actual mile
- Substitute Teachers – paid at the same hourly rate as Adjunct pay – not for credit

## ***B. Concept Review: Health Information Technology Program***

A Concept Review is the first phase of the two phases in the WTCS Program Development process. Katie Garrity, Dean of Health, Education & Public Safety, will present the Health Information Technology Program Concept Review for approval by the Board. The Concept Review is available electronically with all other Board material.

**Recommendation:** Approve the Concept Review for the Health Information Technology Program as presented.

CONCEPT REVIEW/PROGRAM APPROVAL  
District Request (TC-OCOCRPA-1A)

Wisconsin Technical  
College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and  
Apprenticeship (Code 50).

District: Southwest Tech

Date: 4/3/13

Program Title: Health Information Technology

Program Aid Code and Number: 10-530-1

District Contact Person : Katie Garrity Phone : 608-822-2471


Primary Education Director : Kathy Loppnow Phone : 608-266-7608

For Program Approval Stage:

Date of State Board Concept Review Approval Date : \_\_\_\_\_

**CONCEPT REVIEW CRITERIA and SIGNATURE**

- a. Proposed Aid Code and Proposed Program Number : 10-530-1
- b. Proposed Program Title : Health Information Technology
- c. Tentative Program Description: Health Information Technicians are specialists who work in concert with healthcare delivery systems through the collection, analysis and reporting of healthcare data. HIM professionals can expect to be in high demand as the health sector expands into the century. The Bureau of Labor Statistics cites health information technology as one of the fastest growing occupations in the U.S. Health Information Technicians contribute to the overall quality of care in healthcare systems and requires knowledge of disease, treatments, computer systems, and organizational skills
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : Health Information Technology 29-2071.00
- e. Mean Starting Hourly Salary: \$16.01 (O\*NET)
- f. Source of Single Source Request (If applicable): \_\_\_\_\_
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached)
- j. Expected State Board "Program Approval" meeting date: 07/10/13 (If not the meeting immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)

 Notification of districts with the same or similar program has been completed.

Signed: Phil Thomas Date 4-4-13  
President or Instructional Services Administrator

## Attachment G.

**a. An analysis of how this new degree program supports employment demand in the district:**

- 1) Description of the assessment methodology**
- 2) If survey methodologies are used, specify the rate of return. If out-of-district surveys were used, a copy of the notification to the ISA(s) potentially affected by the need assessment must be included**
- 3) Analysis of labor market and employment trends for graduates and student demand for the program.**

1. Assessment of program development and viability was based on Southwest Tech's annual advisory committee meetings; a completed QRP with recommendations for trends and needs identified throughout the district and regionally, identified lack of available programming in the area, and current short-term offerings. Southwest Tech has provided information from a professional survey conducted via Survey Monkey to local healthcare partners, documentation of advisory committee discussion, and QRP recommendations.
2. Survey Monkey used: 90% response rate
3. Analysis of need provided below in Sullivan Report, US labor statistics, and Wisconsin labor statistics.

Local (regional) healthcare employers have stated that the current offerings (short term) do not provide the depth and breadth of expectations of health information technology, have become antiquated, and offer no "on the job training" for program students with clear expectations of job duties in the healthcare arena. Annual advisory meetings revealed that students were struggling with employment opportunities, facilities were choosing to outsource services, and coding graduates lacked an externship experience to align with facility expectations and opportunities as would be offered in an associate degree format. Job placement remains a struggle for students enrolled in the current short-term (Coding) and diploma (Transcription) programs (see enrollment/placement statistics).

### *Medical Coding/ Medical Transcription Advisory Meeting*

*Present: Katie Garrity SWTC                      Sondra Ostheimer SWTC                      Sharon Adkins MA Healthcare  
                 Connie Harpin                      Teri Vacha                      Deb Wilkinson  
                 Earla DeAnda SWTC instructor (via phone)                      Jennifer Lane (via Phone)*

<u>Enrollment: (CODING)</u>		<u>Enrollment: (Transcription)</u>	
Med. Term:	42	Medical Transcription:	17
Intro to Health Records:	19	Advanced Medical Trans.:	2
ICD-9 Coding:	16	Health and Disease:	18
CPT:	15	Pharm for Med Trans:	23
HC Reimbursement:	15	Human Disease for Health:	24

*Review of program evaluations was conducted. Overall evaluations of both programs were positive. Questions were raised as to job placement for students. Katie asked both instructors about facilities out-sourcing services. Katie shared that graduate follow up revealed that students were struggling with job placement due to short term programming, lack of experiential assignment, and current out-sourcing trends. Group discussion and recommendation regarding changing to Health Information Technician.*

Reported job placement:

### 5-Year Summary

#### Enrolled /Graduated/Placed Medical Transcription/Coding

	2010-11	2009-10	2008-09	2007-08	2006-07
<b>Enrolled</b>	50	51	50	43	49
<b>Grad</b>	12	12	15	12	6
<b>Placed</b>		6	7	8	4
<b>FTE's</b>		21.3333	25.3367	21.9332	21.9677

The American Institutes for Research (AIR) 2008 study found increasing demands on education and credentialing, with an estimation of 12,000 to 50,000 new jobs in health information and documentation expected by 2016. The Wisconsin Health Information Management Association (2012) cited data from the U.S. Bureau of Labor Statistics indicative of health information management (HIM) job growth projection "faster than the average of all other occupations through the year 2014." The AIR study's list of HIM and healthcare documentation positions in which employers prefer to fill with individuals who have an Associate degree is as follows.

- Cancer Registry Management
- Coding specialist
- Coordinator
- Customer/client representative
- Data quality analyst
- Diagnosis-related group (DRG) coordinator
- Healthcare documentation specialist (medical transcriptionist)
- Medical records analyst
- Quality assurance specialist
- Registrar
- Sales representative
- Supervisor
- Team leader

The U.S. Department of Labor, Bureau of Labor Statistics (2012) project workforce increases of 21% from 2010-20 for health information management and 6% for healthcare documentation as noted in the tables below.

#### Employment projections data for medical records and health information technicians, 2010-20

Occupational Title	SOC Code	Employment, 2010	Projected Employment, 2020	Change, 2010-20		Employment by Industry
				Percent	Numeric	
<b>Medical Records and Health Information Technicians</b>	29-2071	179,500	217,300	21	37,700	

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

Source: U.S. Bureau of Labor Statistics, Employment Projections program

### Employment projections data for medical transcriptionists, 2010-20

Occupational Title	SOC Code	Employment, 2010	Projected Employment, 2020	Change, 2010-20		Employment by Industry
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Medical Transcriptionists	31-9094	95,100	100,700	6	5,600	

Source: U.S. Bureau of Labor Statistics, Employment Projections program

In *The Road Ahead: Restoring Wisconsin's Workforce Development*, Sullivan (2012) reported that Wisconsin and other states in the U.S. are experiencing a skills gap resulting from education programs that have not kept up with changing workforce demands among other influences such as an aging population. The report further noted that Wisconsin Technical College System (WTCS) graduates earn a living wage. This concept is important to consider also for Gainful Employment requirements of higher educational institutions (Federal Register, 2011). Please see the Wisconsin and national wage and trend data retrieved from the U.S. Department of Labor, O\*Net OnLine (2012) that follow.

### Wisconsin and National Wages of Medical Records and Health Information Technicians

Location	Pay Period	2011				
		10%	25%	Median	75%	90%
United States	Hourly	\$10.42	\$12.64	\$16.01	\$20.87	\$26.53
	Yearly	\$21,700	\$26,300	\$33,300	\$43,400	\$55,200
Wisconsin	Hourly	\$11.08	\$13.05	\$16.09	\$20.29	\$23.97
	Yearly	\$23,000	\$27,100	\$33,500	\$42,200	\$49,900

National Data Source: [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#)

State Data Source: [Wisconsin Workforce Information, Bureau of Labor Statistics Programs](#)

### Wisconsin and National Trends for Medical Records and Health Information Technicians

United States	Employment		Percent Change	<a href="#">Job Openings</a> <sup>1</sup>
	2010	2020		
Medical Records and Health Information Technicians	179,500	217,300	+21%	7,370
Wisconsin	Employment		Percent Change	<a href="#">Job Openings</a> <sup>1</sup>
	2008	2018		
Medical Records and Health Information Technicians	3,830	4,380	+14%	130

<sup>1</sup> Job Openings refers to the average annual job openings due to growth and net replacement. Note: The data for the State Employment Trends and the National Employment Trends are not directly comparable. The projections period for state data is 2008-2018, while the projections period for national data is 2010-2020.

National Data Source: [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#)

State Data Source: [Wisconsin Workforce Information, Bureau of Labor Statistics Programs](#)

### Wisconsin and National Wages for Healthcare Documentation Specialists

Location	Pay Period	2011				
		10%	25%	Median	75%	90%
United States	Hourly	\$10.58	\$13.09	\$16.10	\$19.14	\$22.44
	Yearly	\$22,000	\$27,200	\$33,500	\$39,800	\$46,700
Wisconsin	Hourly	\$12.23	\$14.34	\$16.47	\$18.44	\$21.60
	Yearly	\$25,400	\$29,800	\$34,300	\$38,400	\$44,900

## Wisconsin and National Trends for Healthcare Documentation Specialists

United States	Employment		Percent Change	<a href="#">Job Openings</a> <sup>1</sup>
	2010	2020		
Medical Transcriptionists	95,100	100,700	+6%	2,020
Wisconsin	Employment		Percent Change	<a href="#">Job Openings</a> <sup>1</sup>
	2008	2018		
Medical Transcriptionists	4,580	4,820	+5%	80

<sup>1</sup>Job Openings refers to the average annual job openings due to growth and net replacement.

**Note:** The data for the State Employment Trends and the National Employment Trends are not directly comparable. The projections period for state data is 2008-2018, while the projections period for national data is 2010-2020.

### Associate of Applied Science Degree in Health Information Management

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 2012) provides a checklist for new HIM program development. Southwest Tech proposes utilization of the checklist to include, but not limited, to the following:

- Realistic needs assessment;
- Engage healthcare entities for potential jobs, faculty, practice experiences, program resources;
- Curriculum content;
- Share courses cross-curriculum;
- Resources (director, faculty, recruit, market, funding, etc.);
- Consistent quality regardless of course delivery methods; and
- Apply to CAHIIM.

## Attachment H

### a. List of stakeholders working in an Ad Hoc capacity, and summary of their discussions that support the new program.

Company Name	Billing Address	City	State	Zip	Contact Name	Phone Number	E-Mail Address	Date of Contact	Call Outcome/Notes	Date of Contact	Call Outcome/Notes
Medical Associates Clinic	1000 Langworthy	Dubuque	IA	52001	Sharon Adkins	608-647-3206	sadkins@mahallhealthcare.com	2/14	10:45 am LM for Sharon to call me back, ask her about satellite clinic in Plattville	2/18	3:00 LM. for Sharon to call me back by 4 today... if not... I will call her Monday morning. 3:00 LM. for Monica to call me back by 4 today... if not... I will call her Monday morning.
Richland Hospital	333 East 2nd Street	Richland Center	WI	53581	Monica Fry	608-647-3321		2/14	LM for Monica to call me back	2/18	2/18 CM
Clinic/Riverside Family Practice	205 Parker Street	Boscobel	WI	53805	Robin Rosemeyer	608-375-1112		2/13	2/13 CM		
Boscobel Clinic	208 Parker St	Boscobel	WI	53805	Dore Randall	608-375-1144		2/13	2/13 CM		
Memorial Hospital of Lafayette Co	800 Clay Street	Darlington	WI	53530	Shelly Barth	608-776-4468		2/14	2/14 CM		
Family Practice Associates	835 S. Iowa St.	Dodgeville	WI	53533	Leanne Zimmerman	608-595-3301		2/14	2/14 CM		
Grant Regional Health Center	507 S. Monroe	Lancaster	WI	53813	Betty Jorgensen	608-723-3228	bjorgens@grantregional.com	2/14	2/14 CM		
High Point Family Medicine	507 S. Monroe	Lancaster	WI	53813	Sharon Heising	608-723-3100		2/14	2/14 CM		
Dr. Masel Clinic	1250 Hwy 151 East	Platteville	WI	53813	Andrea Pastor	608-348-4877		2/13	2/13 CM		
Southwest Health Center-Hospital	1400 Enslin Road	Platteville	WI	53813	Lauren Bird	608-348-5331		2/14	2/14 CM		
Mayo Clinic Health System/Franciscan Skemp Healthcare	800 E. Blackhawk Ave	Prairie du Chien	WI	53821	Lauren Bird	608-326-0808		2/14	2/14 CM		
Great River Clinic Primary Practice	202 North Lincoln Ave	Prairie du Chien	WI	53821	Lauren Bird	608-326-1072		2/14	2/14 CM		
Prairie du Chien Memorial Hospital	709 East Taylor Street	Prairie du Chien	WI	53821	Sue Schaefer	608-357-2000		2/14	2/14 CM		
Grant Community Clinic	500 S. Madison	Lancaster	WI	53813	Molly Weigel	608-723-5335		2/14	2/14 CM		
Upland Hills Health	800 Compassion Way	Dodgeville	WI	53533	Vicky Schell	608-930-8000		2/14	2/14 CM		
Doctors Park Physicians	1400 Eastside Road	Platteville	WI	53818	Kim Reiter	608-342-4851		2/14	2/14 CM		
Family Practice Medical Center	9177 Old Potomac Rd	Lancaster	WI	53813	Rory Anderson	608-723-4300		2/14	2/14 CM		
Mineral Point Medical Center	104 High Street	Mineral Point	WI	53813	Andrea Koch Mary Wolback	608-987-2348		2/14	2/14 CM		
Richland Medical Center	301 E. 2nd St	Richland Center	WI	53581	Andrea Koch Mary Wolback	608-647-5161		2/14	2/14 CM		
Bluff Street Clinic	200 W Bluff St	Boscobel	WI	53805	Receptionist-Julie/Lisa?	608-375-2424		2/13	2/13 CM		
Medical Associates in Dubuque-Medical Associates Clinic	1240 Big Jack Road	Platteville	WI	53813	Susan Hermen	608-348-6266		2/14	2/14 CM		
Medical Associates	1500 Associates Dr	Dubuque	IA	52002	Denise Oberfall			2/14	2/14 CM		
Riverside Family Practice	525 N. Wisconsin Ave	Muscola	WI	53573	Leanne Lauenburg	800-648-6868		2/14	2/14 CM		
Fennimore Family Clinic	220 Lincoln Ave	Fennimore	WI	53809	Office Manager	608-739-3138		2/14	2/14 CM		
Upland Hills Health Clinic-MontfortHighland	202 W. US Hwy. 18	Montfort	WI	53569	Patty Ramaden	608-822-3737		2/14	2/14 CM		
Grant Regional Outpatient Clinic...	507 S. Monroe	Lancaster	WI	53813	Betty Jorgensen			2/14	2/14 CM		
Gundersen Lutheran Clinic	610 E. Taylor St	Prairie du Chien	WI	53821	Sue Fassbinder/Cindy in Health Records	608-943-6308		2/14	2/14 CM		
Duan Health Systems	30 Maple Drive	Platteville	WI	53816	Teri Vacha	608-723-2143		2/14	2/14 CM		
Medical Associates	731 Clay St	Darlington	WI	53530	Susan Stocker	608-326-6466		2/14	2/14 CM		

*Southwest Tech: Health Information Technology Needs Assessment Survey Summary  
2-19-2013*

- 29 Hospitals/clinics in Southwest Tech District on original list
- 9 respondents merged with one or more of the larger organizations on the list
- 18 completed survey
- 2 respondents unavailable to complete survey

Response rate = 18/20 90%

- 18% of respondents have difficulty finding qualified health informatics employees.
- 17% of respondents report a decrease in the number of health informatics employees in their organization while 83% experienced an increase or no change in the past four years.
- 58% feel the current health informatics staff is moderately to well-trained. The majority of organizations spoke of having utilized existing staff to meet the changing needs of their organization's health records department and were therefore trained as needed
- When asked to choose the top two factors when making a hiring decision, respondent's top choice was Interpersonal skills & work ethic (83%) with second choice being Educational degree (50%)
- Current HIT employees work an average of 32 hours/week with an average hourly wage of \$14.08.
- An entry level HIT who holds an Associate Degree would have a starting wage range of \$10.00-\$17.00 with an average hourly wage of \$13.16.
- There are currently no HIT job openings but a projected demand of 11 job openings within the next 3-4 years.
- 100% of respondents would hire a person with a 2 year AD in HIT.
- Of the 18 participating healthcare organizations who completed the survey, 44 current staff would benefit from and be encouraged to seek HIT training at SWTC.
- Q12 on the spreadsheet contains the names/organizations who completed the survey
- When asked if the healthcare organization would consider partnering with SWTC to accept students into a 72 hour PAID internship, 23 % declined the internship partnership while 61% readily agreed. However, of the 61% agreeing to a student internship 44% were comfortable with the PAID aspect and 17% preferred and UNPAID student internship.
- 4 respondents indicated interest in serving on SWTC's HIT Advisory Board. Names and contact info can be found on tab Q15

- *Additional verbatim comments/recommendations:*

Strongly suggests emphasis on new HIPPA guidelines for release of information. This program could be marketed to anyone currently in any aspect of healthcare, also market to high school students with A&P for transcribed credits. Medical Associates Dubuque gets several graduates out of NICC HIT program.

Very supportive of this program  
interested in unpaid internship

get the program started this fall

HIT role at Drs Park will be transitioning to Dean Healthcare

The pool of candidates for health informatics is getting better as the years go by; we just hired 2 HIT's in the last 2 months. One is an NICC grad

This clinic has electronic medical records system now. The health records department no longer exists. We would be interested in UNPAID internship not PAID

would be interested in internship but probably not paid

Our clinic utilizes an EMR so almost all staff use this client data system. No one person on staff as a HIT. Probably more of those at the hospital home office in LaCrosse.

SWTC might also consider training/credentials for a Clinical Documentation Specialist.

It's exciting to have this degree opportunity locally. My staff has had to go elsewhere for their degree. The biggest change coming at us is in technology and these skills are valuable.

HIT program is a great idea. Healthcare data management is ever changing.

HIT for our area is needed!

Fox Valley/Madison in WI and NICC and Cedar Rapids in IA are the only close training available right now.

Accreditation is VERY important in this field. These credentials are SO valuable in this career and will be a 'requirement' of employment in the near future.

Very nice to have this program at SWTC. This hospital has 6 staff who are involved in records, 2 transcriptionist, 1 coder, 1 HIM director (grad of NICC Health Information Tech), 1 scanner and 1 release of information. They would be interested in unpaid internships for SWTC students.

Very small clinic with 6 employees who all enter patient records as needed. Not much 'electronic' record keeping at this clinic.

This is a small clinic serving approximately 100 clients per day with 4 physicians. Many individuals in our organization collect and enter patient data: 2 receptionists, 1 insurance secretary, 1 coder, 4 physicians, 1 lab tech and four medical assistants.

Attachment I:

- a. Summary of initial discussions with other WTCS districts offering a similar or same program.

Summary of discussion with other WTCS programs

Sent to: WITC, FVTC, WCTC, WTC, NWTC, MPTC, GTC, CVTC

February 19, 2013

SWTC is in the beginning phase of the WTCS new program development process for an on-line 10-530-1 Health Information Technology degree. As a part of the process I am writing to ask for your assistance in gathering information for the Scope and Need Demonstration stage of this process. I am contacting you since you are listed as offering a program with the same title and code designation with the following request for information.

Please assist us with information on current graduation/placement rates, recruitment issues, program wait list, potential capital expenses, regulations and/or accreditation issues, laddering or articulation opportunities, and whether any Southwest Tech district residents are enrolling in your existing program. We would also appreciate information as to the extent/number of enrollees, etc. If you would please forward any information to me or my staff by Friday, March 22, 2013 I would appreciate it. Katie Garrity, Dean of Health, Education & Public Safety at [kgarrity@swtc.edu](mailto:kgarrity@swtc.edu), 608-822-2471 would be happy to discuss the particulars of our proposed program and answer any questions you may have regarding our plans.

Our intention is to file the necessary documentation with the WTCS Office for the May meeting. Any feedback based on this request above will be incorporated into our Need Demonstration. We will not be able to incorporate any feedback not provided by the November 30 date. Any questions or concerns can be communicated to me at 608-822-2721. Thank you for any assistance you can provide.

Warm regards,

Phil Thomas, Ph. D.  
Vice President for Student & Academic Affairs  
1800 Bronson Blvd.  
Fennimore, WI 53809  
[pthomas@swtc.edu](mailto:pthomas@swtc.edu)  
[www.swtc.edu](http://www.swtc.edu)

## Limited Responses:

### Program Scorecard 2011-2012 Health Information Technology 10-530-1

STUDENT DEMOGRAPHICS	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
Academically Disadvantaged			43	69%	37	66%
Economically Disadvantaged			41	66%	39	70%
Disabilities			2	3%	7	13%
Minorities			1	2%	1	2%
Single Parent			3	5%	5	9%
Financial Aid (pgm+pre-pgm)	71	68%	69	69%	64	67%
Male			6	10%	3	5%
Female			56	90%	53	95%
Mean Age			35		33	
Median Age			34		29.8	32
Mode Age			30		20	
Race per WTCS (NTO)		male		male		male
Total Program Students	71		62		56	
Total Pre-Program Students	53		55		40	
NOTE: Demographics include program students only, with the exception of financial aid						
STUDENT INTEREST	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
New Program Students	41	36	14	34	33	
Capacity	36	36	18	34	36	
Percent Capacity	114%	100%	78%	100%	92%	
Percent Capacity Target: 100%				Threshold: 88%		
Fall Waitlist	23	23	0	20	22	
GRADUATE PLACEMENT	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
Graduates	19	21	19	13	35	
Regional Job Openings	43	37	53	48	19	
Jobs per Graduate	2.3	1.8	2.8	3.7	0.5	
Employed-Related (of those in labor market)	N/A	68%	75%	64%	81%	
Employed-Related Target: 100%				Threshold: 67%		
Seeking Employment	N/A	5%	6%	15%	16%	
Continuing Education	N/A	0%	0%	8%	0%	
Survey Response Rate	N/A	100%	89%	100%	91%	
GRADUATE WAGES	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
Graduate Average Wage	N/A	\$13.03	\$13.14	\$12.22	\$14.80	
Cluster Average (Grad.)	N/A	\$17.50	\$17.52	\$17.26	\$17.70	
Regional Median Wage (DWD)	\$15.28	\$14.01	-	-	-	
Note: Tips, commissions, live-in provisions, or annual bonuses may not be reported in wages						
CAREER CLUSTER Health Science						
STUDENT SUCCESS	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
150% Graduation Rate	53%	67%	59%	71%	70%	
Graduate Completion Rates	2011-12	2010-11	2009-10	2008-09	2007-08	
On-time Rate (from pre-pgm entry)	16%	52%	-	-	-	
On-time Rate (from pgm entry)	84%	71%	-	-	-	
Average Years to Completion	1.8	2.1	-	-	-	
Core Course Retention/Success						
Retention Rate	96%	97%	97%	98%	96%	
Enroll Success Rate	88%	96%	93%	97%	89%	
Completer Success Rate	91%	99%	96%	99%	94%	
General Education Course Retention/Success						
Retention Rate	92%	91%	92%	87%	90%	
Enroll Success Rate	86%	85%	82%	79%	81%	
Completer Success Rate	94%	94%	89%	91%	90%	
TSA: RHIT Exam	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
Grade Taking Exam (w/in 6 months)	89%	86%	95%	69%	86%	
CVTC Cohort Group Success Rate (that grad class only)	88%	89%	61%	89%	90%	
National Avg. Success Rate	75%	75%	79%	86%	73%	
No additional measures						
COMPASS SCORES	2011-12 Student Scores		2010-11 Student Scores		2009-10 Student Scores	
	High	Low	High	Low	High	Low
Writing	60*	99	17	74	99	22
Reading	80**	99	52	89	99	68
Pre-Alg	45*	93	23	58	93	17
Algebra	N/A	64	19	36	50	31
* Required ** Required/no remediation						
Note: If programs have different day and evening requirements, they will be listed as Day score/Evening score						
STUDENT SURVEYS	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
SSI- Instructional Effectiveness by Program (scale of 1 to 7)			6.1	5.8	6.0	
CCSE- Active & Collaborative Learning by Cluster (scale of 1 to 4)	2.25		2.2	2.32	2.14	
* College average used, cluster did not have enough responses to report						
INSTRUCTIONAL COST	2011-12		2010-11		2009-10	
	Number	Percent	Number	Percent	Number	Percent
Instructional Cost per Student Credit	\$158	\$162	\$162	\$145	\$111	
Fall FTE Student per Faculty FTE	25	21	21	9	17	

## WCTC

Below is the information you requested regarding WCTC's HIT program.

### Total enrollment for HIT:

2011-12: 77 (35.9 FTE)

2012-13: 72 (32.5 FTE)

### QRP F600 3rd Year Graduation Rates for HIT:

2010: 13%

2011: 6%

2012: 23%

For comparison, the college wide F600 3rd year graduation rate is 31%.

### Placement:

We have been in contact with 15 of 21 total graduates of the program (71%) since 2008-09.

Employed: 10 out of 15 (67%)

Looking for work: 2

Continuing their education: 3

Employed in related field: 6/10, three were not, and one did not specify. Thus we have 67% employed-related, or 40% of respondents employed-related. It might also be worth noting that both of this year's graduates who were employed in the field worked for Healthport in Alpharetta, GA. Not sure if they are a national service with local placements or if those students moved out of state.

In 2012 and 2013, there were no students from Southwest's district in the HIT program. In fact in that time there were only 3 students from Southwest's district enrolled at WCTC in any capacity.

**Accreditation:**

We had our site visit in the fall of 2008 and received full accreditation status.

A significant issue that we came across was that in addition to a FT Program

Coordinator/faculty, they have now required programs to have an additional FT faculty. We had offered comments during that period of time that we felt as a College we were best able to determine when we needed the additional faculty and would prefer that not as a mandated requirement. Many schools commented on the fact that they were small and this may impact on their ability to continue. That requirement was adopted.

**Technology/Space:**

Space allocated for a dedicated lab would be helpful. We use space outside of our division for this purpose, and this arrangement has worked well. Capital expenses would be technology driven. We utilize the AHIMA Virtual Lab, and Quantim/Quadramed licensed software packages, as our two primary technology pieces.

**Articulation:**

We are currently working on agreements with St. Scholastica and University of Cincinnati for HIM BS completion.

Good luck with your program.

**MATC-Madison**

We do have Health Information Technology here. It is not an associate degree but it is an in house certificate. This certificate was developed as part of a national grant and offered here the last two years. Due to lack of consistent enrollment, (even though it was free!) we now only offer it as a 38.24 cost recovery offering. You can survey our health care providers but they have been surveyed repeatedly about this program.

Happy to talk with you further if you wish.

Terry

Terrance S. Webb

Provost

Madison Area Technical College

(608) 246-6270

[tswebb@madisoncollege.edu](mailto:tswebb@madisoncollege.edu)

BTC: Exploring program development (currently)

#### Attachment K

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This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their April 18, 2013 meeting. Approval will be forwarded to the WTCS Office after that date.

## **Board Monitoring of College Effectiveness**

### ***A. Teaching, Learning & Academic Outreach Report***

Julie Pluemer, Supervisor of Teaching, Learning & Academic Outreach, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in Student & Academic Affairs. The report will be available at the Board meeting.

### ***B. FY2014 Budget Update***

Caleb White, Vice President for Administrative Services, will present an update on the 2013-14 budget status. The report will be available at the Board meeting.

### ***C. Staffing Update***

Laura Bodenbender, Human Resources Director, will provide an update on College staffing. A summary is below

### POSITION TRACKING July 2012 - June 2013

(RET) = Retired, (Res) = Resigned, (Tra) = Transferred, (NonR) = Non Renewal,  
(L/O) = Layoff, (B) = Bumped, (Adj) = Adjunct, (LTE) = Limited Term Employee

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	Helena Robinson (L/O)	WIA Account Manager	Bumped K.Kabat, ASC Lab Asst.	7/1/2012	
2	Brian Kitelinger (L/O)	WIA Account Manager	Internal transfer to Jody Millin's position	7/1/2012	
3	Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012	
4	Doug Phillips (Ret)	Business & Ind. Instructor	Internal transfer Jason Kolbe	7/1/2012	
5	New Position	Advisor	Internal transfer Kari Kabat	7/2/2012	
6	Becky Fernette (Res)	Human Services Instructor	New hire - Julie Antonson	8/6/2012	
7	New Position	Electro Mechanical Instr.	New hire - Joshua Klaas	8/6/2012	
8	New Position	Electro Mechanical Instr.	New hire - Mary Hudson	8/6/2012	
9	New Position	Elec.Power Dist. Asst.(LTE)	Robert Hampton	8/6/2012	
10	New Ltd Term Position	Medical Lab Techn Instr	LTE hire – Brian Simmons	8/6/2012	
11	Kim Wolf (Res)	Fin. Aid/Bursar	New hire – Ashley Crubel	7/30/2012	
12	Temporary Position	College Receptionist	Temp hire - Laura Price	8/28/2012	
13	Sherri Kreul (Res)	Evening Custodial – Lead	New hire - Susann Bischoff	9/24/2012	
14	New Position	MSSC Instructor	New hire - Craig Woodhouse	10/1/2012	
15	Marnie Easler (L/O)	College Receptionist	Exercised bumping rights		
16	Mary Lou Olson (Ret)	Student Records/Serv. Spec.	Internal transfer Marnie Easler	12/10/2012	
17	Jane Roesch (Ret)	Accounts Payable	Internal transfer Ashley Crubel	12/10/2012	
18	Ashley Crubel (Tra)	Fin. Aid/Bursar	New hire – Holly Crubel	12/21/2012	
19	New Position	Assessment Advisor	Internal transfer Danielle Seippel	12/17/2012	

### POSITION TRACKING July 2012 - June 2013

(RET) = Retired, (Res) = Resigned, (Tra) = Transferred, (NonR) = Non Renewal,  
(L/O) = Layoff, (B) = Bumped, (Adj) = Adjunct, (LTE) = Limited Term Employee

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range</b>
20	Danielle Seippel (Tra)	Advisor	Internal transfer Pauline Wetter	1/14/2013	
21	New Positions (2)	PT Electro-Mech Asst.	Bart Wood & Scott Wallace	1/14/2013	
22	New Position	Career Placement Spec.	New hire – Mindy Johnson	1/28/2013	
23	Rhonda Walz (Ret)	Career Center Assistant / Testing Specialist		2/1/2013	
24	New LTE Position	Grant Writer Specialist	New hire - Julia Henley	2/12/2012	Grant Funded \$20.32 - \$26.20
25	New LTE (Faculty) Position	Mfg Grant Curriculum Coordinator	Interviews Scheduled		Grant Funded BS or MS
26	New Position (Salaried)	Process Improv. Coord.	Internal transfer Lisa Riley	4/1/2013	Grade 6 \$57,532-\$77,838
27	New Position (Salaried)	Resident Housing & Student Activities Manager	Position on Hold		Grade 7 \$50,376-\$68,156
28	Lisa Riley (Tra)	ERP System Administrator	Developing Job Posting		Level K \$20.32-\$26.20
29	New Position	Dean of Industry & Contracted Services	Posted Internally		Grade 2 \$86,156-\$116,565
30	Garry Welch (Ret)	HVAC/Plumbing & Heating	Developing Job Posting		Level K \$20.32-\$26.20

## Information and Correspondence

### A. Enrollment Report

The current Comparison FTE Report is available below. The 2013-14 Application Report will be available at the Board meeting. Caleb White will be available for any questions.



### 2011-2012 and 2012-2013 FTE Comparison

Program Type	Program Title	04-09-12 Students	04-08-13 Students	Student Change	04-09-12 FTE	04-08-13 FTE	FTE Change
10	Accounting	50	45	(5)	38.40	38.76	0.37
10	Administrative Professional	24	19	(5)	19.27	15.53	(3.73)
10	Agri-Business/Science Technology	40	42	2	32.60	37.00	4.40
10	Business Management	93	94	1	67.46	63.36	(4.10)
10	Medical Laboratory Technician	23	23	-	18.10	19.67	1.57
10	Criminal Justice - Law Enforcement	84	67	(17)	67.13	51.97	(15.17)
10	Culinary Management	34	29	(5)	22.94	20.10	(2.83)
10	Direct Entry Midwife	21	33	12	11.37	18.93	7.57
10	Early Childhood Education	51	50	(1)	39.27	39.87	0.60
10	Electro-Mechanical Technology	43	49	6	37.70	43.67	5.97
10	Engineering Technologist	19	23	4	17.73	19.30	1.57
10	Golf Course Management	31	31	-	28.23	29.63	1.40
10	Graphic and Web Design	51	42	(9)	40.26	34.80	(5.47)
10	Human Services Associate	72	59	(13)	45.20	39.70	(5.50)
10	IT-Computer Support Specialist	9	8	(1)	5.63	3.67	(1.97)
10	IT-Network Comm Spec	31	36	5	22.63	25.07	2.43
10	IT-Web Analyst/Programmer	22	29	7	18.67	17.40	(1.27)
10	Individualized Technical Studies	6	3	(3)	3.13	1.57	(1.57)
10	Marketing	-	4	4	-	2.10	2.10
10	Mechanical Design Technician	1	1	-	1.13	0.57	(0.57)
10	Nursing - Associate Deg	218	219	1	94.14	106.28	12.14
10	Physical Therapist Assistant	21	36	15	11.80	23.40	11.60
10	Supervisory Management	6	1	(5)	2.33	0.03	(2.30)
10	Technical Studies-Journeyworker	1	-	(1)	0.13	-	(0.13)
	<b>Total Associate Degree</b>	<b>951</b>	<b>943</b>	<b>(8)</b>	<b>645.26</b>	<b>652.37</b>	<b>7.11</b>

Program Type	Program Title	04-09-12 Students	04-08-13 Students	Student Change	04-09-12 FTE	04-08-13 FTE	FTE Change
31	Accounting Assistant	14	12	(2)	11.27	7.90	(3.37)
32	Agricultural Power & Equipment Tech	45	46	1	43.24	41.14	(2.10)
31	Auto Collision Repair & Refinish Tech	34	26	(8)	20.03	17.77	(2.27)
32	Automotive Technician	54	38	(16)	44.37	34.94	(9.43)
31	Barber/Cosmetologist	41	41	-	29.81	35.51	5.70
31	Bricklaying and Masonry	8	-	(8)	6.77	-	(6.77)
30	Building Maintenance & Construction	4	-	(4)	1.57	-	(1.57)
31	Building Trades - Carpentry	14	14	-	13.74	11.90	(1.83)
30	CNC Setup/Operation	9	7	(2)	4.93	3.87	(1.07)
31	Child Care Services	19	13	(6)	15.77	8.23	(7.53)
30	Criminal Justice-Law Enf Acad	15	15	-	7.90	7.97	0.07
31	Culinary Specialist	12	13	1	8.90	10.07	1.17
31	Dairy Herd Management	21	14	(7)	18.70	14.37	(4.33)
30	Dental Assistant	18	30	12	10.10	16.34	6.23
31	Electrical Power Distribution	22	24	2	19.73	22.93	3.20
50	Electricity (Construction)	7	14	7	0.87	1.73	0.87
31	Esthetician	8	14	6	5.80	10.80	5.00
30	Farm Business & Production Manage	83	79	(4)	18.81	19.46	0.65
50	Industrial Electrician Apprentice	8	12	4	2.00	2.13	0.13
31	Medical Assistant	50	44	(6)	32.97	30.74	(2.23)
30	Medical Coding Specialist	67	68	1	23.67	29.63	5.97
31	Medical Transcription	31	14	(17)	15.17	8.10	(7.07)
30	Nursing Assistant	235	262	27	27.30	34.05	6.74
30	Office Aide	9	-	(9)	5.03	-	(5.03)
31	Office Support Specialist	10	4	(6)	8.60	2.80	(5.80)
50	Plumbing Apprentice	16	16	-	2.43	2.40	(0.03)
31	Welding	40	47	7	38.37	40.90	2.53
<b>Total Technical Diploma</b>		<b>894</b>	<b>867</b>	<b>(27)</b>	<b>437.84</b>	<b>415.67</b>	<b>(22.18)</b>
Undeclared Majors					252.49	270.47	17.98
<b>Total</b>		<b>1,845</b>	<b>1,810</b>	<b>(35)</b>	<b>1,335.60</b>	<b>1,338.51</b>	<b>2.91</b>
<b>Percent of Change</b>							<b>0.22%</b>
Vocational Adult (Aid Codes 42-47)					72.07	71.05	(1.01)
Community Services					0.43	0.66	0.23
Basic Skills (Aid Codes 7x)					106.38	116.13	9.75
<b>Grand Total</b>					<b>1,514.47</b>	<b>1,526.36</b>	<b>11.89</b>
<b>Total Percent of Change</b>							<b>0.78%</b>

## ***B. Chairperson's Report***

### **1. ACCT Leadership Congress**

The Leadership Congress is scheduled for October 2-5, 2013, in Seattle, Washington. If any Board members are attending, travel arrangements will need to be made soon.

## ***C. College President's Report***

### **1. Valuation Factor**

## ***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda***

6. WTC District Boards Association Report
7. Proposed FY2014 Budget
8. RFP for Auditing Services
9. Public Budget Hearing/Approval
10. President's Performance Report

### ***B. Time and Place***

Thursday, May 23, 2013, at 7:00 p.m. in Rooms 492-493, College Connection,  
Southwest Tech Campus

## **Adjournment**