



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

### **Regular Meeting**

**April 26, 2012**

Rooms 492-493, College Connection  
Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809

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## **Annotated Agenda**

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

Thursday, April 26, 2012

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 26, 2012, 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**

The agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Meeting of March 22, 2012**

Minutes of the March 22, 2012, regular meeting are included with the electronic Board material.

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

1. Purchase Orders Greater than \$2,500
2. Treasurer's Cash Balance
3. Budget Control

Each report is available electronically with all other Board material. Caleb White, Director of Fiscal Services, will be at the meeting and available for questions.

##### **D. Contract Revenue**

There were 15 contracts totaling \$12,553.38 in March 2012 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

##### **E. 2012-13 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.

## **F. 2012-13 ACCT Membership Renewal**

The 2012-13 ACCT Membership renewal invoice in the amount of \$2,795 is available electronically with all other Board material.

**Recommendation:** Approve the consent agenda.

## **CONSTRUCTION UPDATE**

### **A. Public Safety Building**

Doug Pearson, Director of Facilities, will provide an update on the current construction of the Public Safety Building.

## **OTHER ITEMS REQUIRING BOARD ACTION**

### **A. Approval of Bids**

#### **1. General Education Building Annex HVAC Replacement**

A summary of the bids received for the General Education Building Annex HVAC Replacement will be available at the Board meeting.

#### **2. General Education Building Roof Replacement**

Bids were opened on April 12, 2012, for a roof replacement on the General Education Building. A summary of the bids received for the General Education Building Roof Replacement is available electronically. Doug Pearson will be present to review the bids.

**Recommendation:** Award the bid for the Building 100 (General Education Building) Reroof Project including Alternates #1 and #2, in the amount of \$229,810 to Nations Roof North of Waukesha, Wisconsin.

#### **3. Robotic Trainers**

Bids were opened on April 12, 2012, for a robotic training system. A summary of the bid received for the Robotic Training System is available electronically. Caleb White will be present to review the bid.

**Recommendation:** Accept the bid from Rixan Associates of Dayton, Ohio, for two (2) complete systems with robots and two (2) systems without robots in the amount of \$86,224.

### **B. Personnel**

#### **1. Resignations**

##### **a. Human Services Instructor**

A copy of the letter accepting the resignation of Becky Fernette, Human Services Instructor, effective at the end of her contract on June 30, 2012, is available electronically with all other Board material.

**Recommendation:** Approve the acceptance of the resignation of Becky Fernette, Human Services Instructor, effective June 30, 2012.

##### **b. Director of Information Technology**

A copy of the letter accepting the resignation of Jaime Klein, Director of Information Technology, effective at the end of her contract on June 29, 2012, is available electronically with all other Board material.

**Recommendation:** Approve the acceptance of the resignation of Jaime Klein, Director of Information Technology, effective June 29, 2012.

## **2. Retirements**

At this time, there are no retirements for approval

## **3. Employment**

### **a. Director of Student Services**

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Director of Student Services. The recommendation is available electronically with all other Board material.

**Recommendation** – Approve the employment recommendation for Laura Nyberg-Comins for the Director of Student Services at a salary of \$85,390 for the 2011-12 year.

### **b. Supervisor for Teaching, Learning, and Academic Outreach**

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Supervisor for Teaching, Learning, and Academic Outreach. The recommendation is available below.

**Recommendation** – Approve the employment recommendation for Julie Pluemer for the Supervisor for Teaching, Learning, and Academic Outreach at a salary of \$80,278 for the 2012-13 year.

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. 2012-13 Budget Report**

Caleb White, Director of Fiscal Services, will present an update on the 2012-13 budget status. A report showing the current status is available electronically with all other Board material.

### **B. 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**

A current College comparison 2011-12 FTE Report as well as a statewide FTE Comparison Report are available electronically with all other Board material. A 2012-13 comparison application report is also included in the electronic Board packet Caleb White will be present for any questions.

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

1. Board Appointment Process

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

1. TECh Award Nomination
2. Graduation
3. Lending Money

4. Lots for Building

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. Proposed Budget
2. State of College Report
3. Evaluation of President

**B. Time and Place**

May Board Meeting - Thursday, May 24, 2012, 7:00 p.m., Room 492-493  
College Connection

**ADJOURN TO CLOSED SESSION**

**A. Approval of Closed Session Minutes of February 23, 2012, and March 8, 2012**

**B. 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)}

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The April 26, 2012, 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***

## **BOARD MEETING NOTICE/AGENDA**

Thursday, April 26, 2012

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 26, 2012, 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 March 22, 2012**

### **C. Financial Reports**

#### **1. Purchase Orders Greater than \$2,500**

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

#### **3. Budget Control**

### **D. Contract Revenue**

### **E. 2012-13 Out-of-State Tuition Waivers**

### **F. 2012-13 ACCT Membership Renewal**

## **CONSTRUCTION UPDATE**

- A. Public Safety Building

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Approval of Bids
  - 1. General Education Building Annex HVAC Replacement
  - 2. General Education Building Roof Replacement
  - 3. Robotic Trainers
- A. Personnel
  - 1. Resignations
  - 2. Retirements
  - 3. Employment

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. 2012-13 Budget Report
- B. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Approval of Closed Session Minutes of February 23, 2012, and March 8, 2012
- B. Consideration of adjourning to closed session for the purpose of
  - 2. 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)}

## **RECONVENE TO OPEN SESSION**

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

## **ADJOURNMENT**

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



## ***B. Minutes of the Regular Meeting of March 22, 2012***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MARCH 22, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on March 22, 2012, in Room 492-93, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, with the following members present:

Dean Isaacson, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, Donald Tuescher

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Derek Dachelet, Kristal Davenport, Katie Garrity, Rita Luna, Emily McBee, Doug Pearson, JoEllen Taylor, Paula Timmerman, Caleb White, and Kris Wubben. Public present included Paul Gabriel and Dan Zadrazil.

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

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

Thursday, March 22, 2012

5:30 p.m. – Public Safety Building Tour

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 22, 2012, 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. Paul Gabriel, District Boards Association
  - 2. Ambassadors

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of February 23, 2012

- C. Minutes of the March 8, 2012, Special Board Meeting
- D. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- E. Contract Revenue

### **CONSTRUCTION UPDATE**

- A. Public Safety Building

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

- A. Financial Audit
- B. Election of Vice Chair
- C. Second Reading of Governance Policies
  - 1. Policy 4.1: College Vision
  - 2. Policy 4.2: College Mission
  - 3. Policy 4.5: College Strategic Directions

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

- A. Health & Service Occupations Update
- B. Child Care Center Update
- C. UW-Platteville Remediation Budgetary Considerations
- 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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Paul Gabriel, Executive Director of the Wisconsin Technical College System District Boards Association, presented an update on the most recent legislative session. Mr. Gabriel noted SB 275, which disbands the Milwaukee Area Technical College District Board; the restoration of Technical College System student IDs as voter ID; no action was taken on the two-year sunset (6-30-13) on the levy freeze for the Technical College System; and Associate Degree Nurses were protected to continue to serve as school nurses in the public school system.

Mr. Moyer moved to approve the Consent Agenda including the Board agenda; the February 23, 2012, and March 8, 2012, Board minutes; financial reports; and ten contracts totaling \$225,876.22. Mr. Isaacson seconded the motion; motion carried.

Doug Pearson, Director of Facilities, reported on construction projects noting that the contract with Olympic Builders has been closed out and the College has taken over responsibility for a few ongoing minor projects. Other items noted included a fire pit donated by We Energies will be installed this summer; the motorcycle training course will be painted this week at the Public Safety Complex (PSC); the Public Safety Building will be completed in April with move-in scheduled for the end of May; the paving of the PSC parking lot is scheduled for the 2012-13 year; and the architects are working on the conceptual plans for the Building 300 and 400 remodeling. Bids for the Building 100 Annex HVAC replacement, the Building 100 roof replacement, and playground equipment will be brought to the Board for approval in the upcoming months.

Caleb White, Director of Fiscal Services, presented the 2010-11 Audit Report for approval. Mr. White shared that the College received an unqualified opinion letter from the auditor. Mr. White reviewed highlights of the audit report including federal, state, and local grants received; maintaining the Moody's Aa2 rating; increased purchase card activity; and an increase in financial aid. Individual funds were also reviewed with the Board. Mr. Isaacson moved to approve the 2010-11 Audit Report as presented with Ms. Nickels seconding the motion. The motion carried.

Due to the unexpected passing of Bill Carlin, the Board elected a new Vice Chairperson. Mr. Moyer nominated Mr. Tuescher for the office of Vice Chair. Mr. Isaacson moved that the nomination process be closed and an unanimous vote be cast for Mr. Tuescher. Mr. Prange seconded the motion; motion carried.

Mr. Moyer moved to approve the second reading of Governance Policies 4.1-College Vision, 4.2-College Mission, and 4.5-College Strategic Directions. Mr. Tuescher seconded the motion; motion carried.

Katie Garrity, Dean of Health Occupations, reviewed the following current activities and highlighted new and future planned activities in the Health & Service Occupations division.

- The division annually generates 300-350 FTEs.
- Four of the programs are currently accredited or in the process of becoming accredited; programs include Nursing, Medical Laboratory Technician, Medical Assistant, and Physical Therapist Assistant.
- The last Nursing class had a 100 percent pass rate on the NCLEX exam, which can be credited to a change in the curriculum to better suit the students.
- The College has been awarded, in collaboration with eight colleges, approximately \$700,000 in grant funds over the next three years. The focus of the grant is on entry-level preparatory training for adults in health care.
- The College has also been awarded a \$360,000 GPR grant focusing on retention in Nursing and Medical Laboratory Technician.
- The Certified Nursing Assistant program is being looked at for an expansion into a one-semester program.
- The Midwife program is entering into an agreement with a facility in Florida to have an adjunct instructor verify and check off skills for the four skills courses.

The courses will be taught through alternative delivery and the adjunct will be in Florida.

- The College has entered into a contract with the local Area Health Education Centers (AHEC) board to expand health care opportunities for K-12.
- Several conversations have been held with federally qualified health clinics (FQHC) to offer dental services to economically disadvantaged public. No dentists in Wisconsin accepted Medicaid clients. These clients are seen at FQHCs. Nobody is currently willing to take on new clinics due to the Medicaid reimbursement process. The College would like to offer abbreviated services on campus for basic care but cannot lose perspective on the educational component that plays into the clinic.
- New programming possibilities include Occupational Therapist Assistant and Polysomnographer.

Rita Luna, Early Childhood Coordinator, and Caleb White presented an update on the Child Care Center. Ms. Luna stated the Child Care Center is a service to the community, students, and staff and is primarily a lab experience for the Early Childhood Education and Child Care Services program. Mr. White explained the financial statement that was included in the Board material including fees earned and operational expenses. Mr. White noted that the revenue and expenses are charged to the Enterprise Fund while the three managers' wages are charged to the operational budget. The Center staff have implemented revenue increasing activities and found cost savings to lower the fiscal loss.

The Board heard a report on the UW-Platteville Remediation Contract, which is the College's largest contract. Mr. White explained the revenues and expenses

Laura Bodenbender, Human Resources Director, provided an update on College staffing. The Academic Success Center Lab Assistant position has been filled, interviews are being conducted for the Director of Student Services position and advertising is continuing for the Vice President for Student and Academic Affairs position.

Mr. White reviewed the 2011-12 FTE Report compared to the 2010-11 FTE numbers. The report shows over an eight percent decrease in FTEs this year. The Application Comparison Report for 2012-13 applications was shared with the Board. It was noted that the 2012-13 applications are comparable to the 2011-12 applications.

Under the Chairperson's Report, Mr. Kohlenberg noted that four applications had been received for three of the current Board vacancies. Mr. Carlin's employee position received no applications and will be reposted. The Board Appointment meeting and public hearing will take place on April 12.

Items noted by Duane Ford in the President's Report included a restructuring/reorganization update and the College has notified the Southwestern WI Workforce Development Board that we will not seek renewal of the WIA Contract.

Other items discussed included the College's definition for student success and the Employee Handbook process. Dr. Ford sought input from the Board regarding their preference on whether the full Board or the review committee of the Board would like to

make policy decisions prior to the writing teams commencing their work. The consensus of the Board was to bring it to the full Board in April.

Mr. Moyer asked for the Board's opinion on the three candidates for the District Boards Association Secretary/Treasurer position. The Board directed him to use his judgment. With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Mr. Isaacson seconding the motion. The motion carried, and the meeting adjourned at 8:42 p.m.

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Melissa Fitzsimons, Secretary

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

### **1. Purchase Orders Greater Than \$2500**

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 3/1/2012 TO 3/31/2012**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
03/01/12	5772	Diversey, Inc.	<u>3,725.00</u>	2 Days On-Site Training-Game Time Software (Facilities) *Custodial Staffing Study
<b>SUBTOTAL</b>			<b>\$ 3,725.00</b>	
<b><u>CAPITAL FUND</u></b>				
03/09/12	5775	Lange Sign Group, Inc.	2,604.00	Public Safety Complex-interior signage
03/23/12	5781	Jim's Building Center Inc.	8,697.84	Public Safety Complex-material for Pavilion at Firearms Range
03/28/12	5786	Avtex Solutions LLC	8,385.00	Software Upgrade for Blue Coat-Web Security (IT)
03/28/12	5788	Sloans	<u>11,586.00</u>	Tractor Front & Rear Splitting Stands (Ag Power)
<b>SUBTOTAL</b>			<b>\$ 31,272.84</b>	
<b>TOTAL</b>			<b>\$ 34,997.84</b>	

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 3/31/12

#### Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	43,975.88
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	437,793.27
Other (Due To)	11,695,142.88
Total Liability Adjustment	12,584,526.17

Beginning Treasurers Balance 4,845,869.60

#### Receipt

Fund	
1 General	455,163.91
2 Special Revenue	-
3 Capital Projects	-
4 Debt Service	-
5 Enterprise	68,353.42
6 Internal Service	307,218.66
7 Financial Aid/Activities	321,043.59
Total Receipts	1,151,779.58

Cash Available 5,997,649.18

#### Expenses

Fund	
1 General	1,987,459.64
2 Special Revenue	-
3 Capital Projects	301,758.83
4 Debt Service	-
5 Enterprise	84,238.44
6 Internal Service	217,039.26
7 Financial Aid/Activities	111,162.61
Total Expenses	2,701,658.78

Treasurers Cash Balance 3,295,990.40  
 Liability Adjustment 12,584,526.17  
 Cash in Bank 15,880,516.57

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 9 Months ended March 31, 2012**

	<b><u>2011-12 Budget</u></b>	<b><u>2011-12 YTD Actual</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>	<b><u>2007-08 Percent</u></b>
General Fund Revenue	20,585,000.00	17,993,431.57	87.41	81.74	93.58	80.05	76.28
General Fund Expenditures	20,585,000.00	14,081,624.38	68.41	65.19	66.12	65.84	68.69
Capital Projects Fund Revenue	2,550,000.00	2,599,629.32	101.95	94.08	99.65	99.21	97.58
Capital Projects Fund Expenditures	2,898,000.00	3,621,712.92	124.97	109.80	247.56	28.71	45.95
Debt Service Fund Revenue	4,657,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	4,714,000.00	612,422.82	12.99	18.17	5.20	2.63	4.82
Enterprise Fund Revenue	1,850,000.00	1,324,143.57	71.58	103.14	72.12	63.36	84.61
Enterprise Fund Expenditure	1,650,000.00	853,868.45	51.75	78.35	77.66	57.82	69.11
Internal Service Fund Revenue	3,900,000.00	2,431,956.20	62.36	69.59	68.85	69.46	62.69
Internal Service Fund Expenditures	3,900,000.00	3,022,237.43	77.49	76.71	69.17	75.57	67.09
Trust & Agency Fund Revenue	7,780,000.00	6,844,856.47	87.98	109.87	119.85	81.53	104.28
Trust & Agency Fund Expenditures	7,780,000.00	6,952,976.33	89.37	109.75	118.52	81.32	103.18
<b>Grand Total Revenue</b>	<b>41,322,000.00</b>	<b>31,194,017.13</b>	<b>75.49</b>	<b>77.38</b>	<b>85.54</b>	<b>76.70</b>	<b>74.62</b>
<b>Grand Total Expenditures</b>	<b>41,527,000.00</b>	<b>29,144,842.33</b>	<b>70.18</b>	<b>70.99</b>	<b>98.52</b>	<b>55.12</b>	<b>67.21</b>



## D. Contract Revenue

There were 15 contracts for the month of March 2012 totaling \$12,553.38 for Board approval. The Contract Revenue Report follows.

### 2011-2012 CONTRACTS

03/01/12 through 03/31/12

<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>
03-2012-0165-I-42 Avoca EMS	CPR for Healthcare Provider Recertification	Rita Luna	5	125.00	Yes		x	
03-2012-0177-41 Frontier FS	Heartsaver First Aid w/ CPR and AED	Rita Luna	82	3,280.00	Yes		x	
03-2012-0192-I-42 Darlington Fire Department	CPR Recertification	Rita Luna	26	650.00	Yes		x	
03-2012-0193-I-42 Blue River EMS	CPR for Healthcare Provider Recertification	Rita Luna	11	275.00	Yes		x	
03-2012-0197-I-18 Western WI Technical College (WWTC)	30-hour OSHA Construction Instruction *SWTC Instructor provided instruction at WWTC	Derek Dachelet	0*	3,450.00	No		x	
03-2012-0200-I-18 University of WI - Platteville	Heartsaver First Aid w/ CPR and AED	Rita Luna	7	175.00	Yes		x	
03-2012-0201-I-42 Crawford County Sheriff's Department	Heartsaver First Aid w/ CPR and AED	Rita Luna	14	560.00	No		x	
03-2012-0204-I42 Galena Police Department	TASER Operator	Kris Wubben	11	298.38	No		x	
03-2012-0208-I-41 Cummins Emission Solutions	DISC Dimensions of Behavior	Derek Dachelet	12	2,065.00	No		x	
03-2012-0210-I-11 Riverdale School District	Heartsaver First Aid w/ CPR and AED	Rita Luna	32	800.00	No		x	

03-2012-0211-I-42 Cazenovia EMS	Heartsaver First Aid w/ CPR and AED	Rita Luna	10	250.00	Yes	x
03-2012-0212-I-42 Muscodia Police Department	CPR Recertification	Rita Luna	4	100.00	Yes	x
03-2012-0215-I-19 St. Charles School	CPR for Healthcare Provider	Rita Luna	7	175.00	No	x
03-2012-0216-I-41 American Bank	Computer Software Apps - MS Access	Derek Dachelet	3	200.00	No	x
03-2012-0220-I-41 Hughes Dental Clinic	CPR for Healthcare Provider	Rita Luna	6	150.00	No	x
<b>Totals:</b>			<u>230</u>	<u>\$ 12,553.38</u>		

### ***E. 2012-13 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 total students and credits.

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 2012-13 academic year. The district projects 1600 FTEs (net of Community Services) for the year.

### ***F. 2012-13 ACCT Membership Renewal***

The 2012-13 ACCT Membership renewal invoice in the amount of \$2,795 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)

A handwritten signature in black ink, appearing to read "Pang", is located in the upper right quadrant of the page.

**DATE:** April 1, 2012

**TO:** Member Chancellors and Presidents

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

**SUBJECT:** 2012-2013 ACCT MEMBERSHIP RENEWAL

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. We are sensitive to the current economic conditions facing your institutions and communities. 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 not given freely, and they must be returned by an unwavering commitment to deliver you the best possible services.

Please see the attached invoice and fee schedule for the upcoming fiscal year. **We urge you to check your Full Time Equivalent (FTE) totals and update them accordingly on the invoice.** With your continued investment in the Association, 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, 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.

Thank you for your support!

cc: ACCT Regional Chairs  
ACCT State, Province, and Territory Coordinators



Dept. 6061 \* Washington, DC 20042 - 6061  
PH: 202-775-4667 / 866-895-ACCT (2228)  
FAX: (202) 223-1297 / 866-904-ACCT(2228)

## Membership Renewal Invoice

P.O. Number  
Invoice Number 46740  
Invoice Date 4/1/2012

**Customer #: 451842**

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

Description	Unit Price	Amount
ACCT FEDERAL TAX ID #52-6120210	\$2,795.00	\$2,795.00
ANNUAL DUES - BOARD OF TRUSTEES - JULY 1, 2012 THROUGH JUNE 30, 2013. FALL 2011 DISTRICT HEADCOUNT FULL PART-TIME/CREDIT _____		

<b>Invoice Total:</b>	\$2,795.00
<b>Amount Paid:</b>	\$0.00
<b>CURRENT DUES:</b>	\$2,795.00

PLEASE RETURN COPY WITH PAYMENT TO: Dept. 6061 \* Washington, DC 20042 - 6061

## FEE SCHEDULE 2012 – 2013

*Promoting Effective Board Governance through Advocacy and Education*

### REGULAR MEMBERS VOTING

Fall Enrollment	United States Annual Dues (As of July 1, 2012)	Canadian/International Annual Dues (90% of U.S.)
0 - 1,000	\$1,862	\$1,676
1,001 – 4,000	2,795	2,516
4,001 – 6,000	3,718	3,346
6,001 – 8,000	4,654	4,188
8,001 – 10,000	5,111	4,600
10,001 – 15,000	5,595	5,035
15,001 – 20,000	6,053	5,448
20,001 – 30,000	6,508	5,857
30,001 – 35,000	6,990	6,291
35,001+	7,455	6,710

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.

### Mail a copy of the invoice and payment to:

**Association of Community College Trustees**

**Dept. 6061**

**Washington, D.C. 20042-6061**

**Recommendation:** Approve the consent agenda.

## **Construction Update**

### ***A. Public Safety Building***

Doug Pearson, Director of Facilities, will provide an update on the current construction of the Public Safety Complex.

## **Other Items Requiring Board Action**

### ***A. Approval of Bids***

#### ***1. General Education Building Annex HVAC Replacement***

A summary of the bids received for the General Education Building Annex HVAC Replacement will be available at the Board meeting.

## ***2. General Education Building Roof Replacement***

Bids were opened on April 12, 2012, for a roof replacement on the General Education Building. A summary of the bids received for the General Education Building Roof Replacement is available electronically. Doug Pearson will be present to review the bids.

**Recommendation:** Award the bid for the Building 100 (General Education Building) Reroof Project including Alternates #1 and #2, in the amount of \$229,810 to Nations Roof North of Waukesha, Wisconsin.

### **Bid #1112-08 Building 100 Reroof Project**

**April 12, 2012 @ 10:00 a.m., Room 490**

Invitations to bid on the Building 100 Roof Replacement project were provided to eight (8) vendors. A mandatory pre-bid meeting was held on March 29 for interested bidders.

Public opening of the bids was held on Thursday, April 12, 2012 at 10:00 a.m. in Room 490 of the College Campus. Seven vendors responded to the bid request and the results are as follows:

			Alt #1	Alt #2	
			Standing Seam	Downspouts	
<u>Bidder</u>		<u>Base Bid</u>	<u>Metal Panels</u>	<u>On Existing Drains</u>	<u>Total Bid</u>
Nations Roof North	Waukesha, WI	206,340	20,970	2,500	229,810
Performance Roofing	Richfield, WI	238,831	13,800	4,000	256,631
Walsdorf Roofing	Kiel, WI	238,900	34,900	3,400	277,200
Interstate Roofing	Onalaska, WI	263,580	22,970	2,400	288,950
Northern Metal & Roofing	Madison, WI	261,625	35,774	3,900	301,299
Maurer Roofing	Marshfield, WI	268,980	29,380	4,800	303,160
Pioneer Roofing	Johnson Creek, WI	289,960	20,586	8,252	318,798

**RECOMMENDATION:** Award the bid for the Building 100 Reroof Project including Alternates #1 and #2, in the amount of \$229,810 to Nations Roof North of Waukesha, Wisconsin.



### ***3. Robotic Trainers***

Bids were opened on April 12, 2012, for a robotic training system. A summary of the bid received for the Robotic Training System is available electronically. Caleb White will be present to review the bid.

**Recommendation:** Accept the bid from Rixan Associates of Dayton, Ohio, for two (2) complete systems with robots and two (2) systems without robots in the amount of \$86,224.

#### **Bid #1112-11 Robotic Training System April 12, 2012 @ 10:30 a.m. Room 490**

A public bid opening was held at 10:30 a.m. on Thursday, April 12, 2012 in Room 490 of the College campus for robotic training systems for use in the Electromechanical Technology program. Specifications in the bid were for the purchase of two (2) complete training systems with robots and two (2) robotic systems without robots for use with existing equipment. Bid specifications and information were sent to nine (9) vendors. One vendor, Rixan Associates, of Dayton, Ohio responded to the request with a total bid in the amount of \$86,224.

**Recommendation: Accept the bid from Rixan Associates of Dayton, Ohio, for two (2) complete systems with robots and two (2) systems without robots in the amount of \$86,224.**

## ***B. Personnel***

### ***1. Resignations***

#### **a. Human Services Instructor**

A copy of the letter accepting the resignation of Becky Fernette, Human Services Instructor, effective at the end of her contract on June 30, 2012, is available electronically with all other Board material.

**Recommendation:** Approve the acceptance of the resignation of Becky Fernette, Human Services Instructor, effective June 30, 2012.

April 9, 2012

Ms. Becky Fernette  
14345 Blue school Road  
Fennimore, WI 53809

Dear Becky:

I am in receipt of your letter indicating your resignation from the position of Human Services Instructor when your contract ends June 30, 2012. I accept your resignation with sincere appreciation for your service to students and our district. Your work has helped changed lives by providing opportunities for success.

The District Board and I wish you the best.

Sincerely,

Duane M. Ford, Ph.D.  
President

DMF/kc

cc: Laura Bodenbender  
Katie Garrity

**b. Director of Information Technology**

A copy of the letter accepting the resignation of Jaime Klein, Director of Information Technology, effective June 29, 2012, is available electronically with all other Board material.

**Recommendation:** Approve the acceptance of the resignation of Jaime Klein, Director of Information Technology, effective June 29, 2012.

April 18, 2012

Dr. Jaime Klein  
27315 St. Peters Road  
Cuba City, WI 53807

Dear Jaime:

I am in receipt of your letter indicating your resignation from the position of Information Technology Director effective June 29, 2012. I accept your resignation with sincere appreciation for your service to students and our district. Your work has helped changed lives by providing opportunities for success.

The District Board and I wish you the best.

Sincerely,

Duane M. Ford, Ph.D.  
President

DMF/kc

cc: Laura Bodenbender

## ***2. Retirements***

At this time, there are no retirements for approval

## ***3. Employment***

### **a. Director of Student Services**

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Director of Student Services. The recommendation is available below.

**Recommendation** – Approve the employment recommendation for Laura Nyberg-Comins for the Director of Student Services at a salary of \$85,390 for the 2011-12 year.

## **Recommendation for Employment**

**Laura Nyberg-Comins**

**Director of Student Services**

*May 2012*

The search and screen committee has completed the interview process for the Director of Student Services. Thirty-five applications were received and four candidates were interviewed.

### Laura's Educational Background:

- University of Wisconsin - Madison
  - Master Science Degree – Social Work 05/96
- University of Wisconsin – Stevens Point
  - BS Education Broad Field Social Studies 05/88

### Laura's Occupational Experience:

- Middleton-Cross Plains Area School District – Associate Principal, College & Career Transition Coordinator, Student Organizations Director (6 yrs)
- Middleton-Cross Plains Area School District – Dean of Students (5 yrs)
- DeForest Area Schools – Social Studies, At-risk, and Alternative Program Teacher (5 yrs)
- DeForest Area Schools – AODA Prevention & Intervention Coordinator (5 yrs)
- Edgewood High School – Religious Studies Teacher and Department Coordinator (3 yrs)
- St. Bernard's Church – Religious Education Coordinator (2 yrs)
- Dane County Rape Crisis Center – Volunteer Program Coordinator & Youth Counselor (2 yrs)

### Other notes of importance:

- Certified in Global Career Development
- Certified in Educational Leadership through the UW-Madison

Laura has accepted a salary \$85,390 for the 2011-2012 year.

The committee recommends the hiring of Laura Nyberg-Comins.

Submitted by:

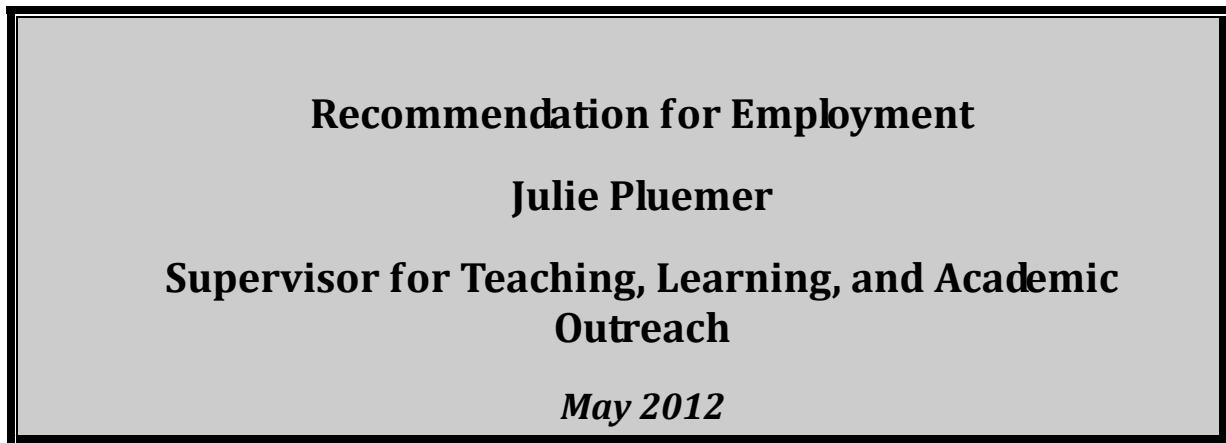
Laura Bodenbender

Director of Human Resources

**b. Supervisor for Teaching, Learning, and Academic Outreach**

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Supervisor for Teaching, Learning, and Academic Outreach. The recommendation is available below.

**Recommendation** – Approve the employment recommendation for Julie Pluemer for the Supervisor for Teaching, Learning, and Academic Outreach at a salary of \$80,278 for the 2012-13 year.



**Julie's Educational Background:**

- UW-Platteville
  - BS – Elementary Education – 05/91
  - Master of Science Education – 12/97

**Julie's Occupational Experience:**

- Southwest Tech (20yrs)
  - **Program Mentor (1992-1994)**
  - **Basic Education Instructor (1993-1995)**
  - **Tech Prep Specialist, now Career Prep Specialist (1995-present)**
    - Facilitate the Federal Tech Prep Grant, now State Career Prep Grant
    - Develop Articulation agreements between secondary school districts and Southwest Tech
    - Maintain transcribed credit agreements and advanced standing agreement, approximately 800 students receive Southwest Tech credit through these agreements.
    - Provide staff development opportunities for K-16 counselors, administrators and instructors.
    - Work as liaison between K-12 Districts and Southwest Tech
    - Maintain the Career Pathways Website
    - Chair the School to Work Advisory Committee
    - Developed The Academy for 21<sup>st</sup> Century Excellence
    - Serve as the Transfer In and Transfer Out Coordinator
    - Develop and maintain Articulation Agreements between Southwest Tech and Four-Year Colleges and Universities.

- **Curriculum Specialist (1997-present)**
  - Chair of Curriculum Committee
  - Conduct the Curriculum Review Process
  - Serve on the WIDS Advisory Committee
- **Staff Development Specialist (1997-present)**
  - Previously responsible for all campus wide in-service activities
  - Developed the Learning Academy concept
  - Developed the Center for Learning Innovation
  - Coordinate certification and recertification courses for staff
  - Work with UW-P in the offering UW courses for credit
  - Work with UW-Platteville, Upper Iowa University, Franklin and others in providing continuing education for Southwest Tech faculty, staff and students.
  - Developed the New Staff Academy and Mentor/Mentee Program
- **Teaching Experience**
  - Substitute Teacher (1992)
  - Basic Education Instructor (1993-1995)
  - Customer and Job Relations
  - Introduction to the Worldwide Instructional Design System
  - Technical and Adult Education in the WTCS (online)
- **Other**
  - Advisor of Phi Theta Kappa
  - Chair of the K-12 Action Team
  - Serve on the Certification Committee
  - Serve on the Student Success Committee
  - Received the following awards:
    - Standing Up for Rural Schools Promising Practice Award (2004)
    - Innovation of the Year Nominee (2006)
    - STEMMY Award (2009)
    - Innovation of the Year Recipient (2011)
    - BEST Award (2011)
    - PLTW Model School Award (2011)

Julie has accepted a salary of \$80,278 for the 2012-2013 year.

Administration is recommending the hiring of Julie Pluemer for the position of Supervisor for Teaching, Learning, and Academic Outreach.

Submitted by: Laura Bodenbender  
Director of Human Resources

## **Board Monitoring of College Effectiveness**

### **A. 2012-13 Budget Report**

Caleb White, Director of Fiscal Services, will present an update on the 2012-13 budget status. A report showing the current status is available below.

Southwest Wisconsin Technical College					4.17.12
General Fund					
2012-2013 Budgetary Development Status					
	<u>2010-11 Budget</u>	<u>2010-11 Actual</u>	<u>2011-12 Budget</u>	<u>2012-13 Budget</u>	<u>Change</u>
<b>REVENUES</b>					
Local Government	11,278,000	11,163,622	11,165,000	11,089,000	(76,000)
State Aids	4,087,000	4,391,904	2,839,000	3,031,100	192,100
Program Fees	3,900,000	3,984,828	4,180,000	4,200,000	20,000
Material Fees	340,000	332,487	340,000	334,000	(6,000)
Other Student Fees	450,000	405,509	360,000	407,000	47,000
Institutional	1,225,000	1,298,189	1,192,000	1,500,000	308,000
Federal	<u>471,000</u>	<u>855,577</u>	<u>509,000</u>	<u>757,100</u>	<u>248,100</u>
Total Revenues	21,751,000	22,432,116	20,585,000	21,318,200	733,200 3.56%
<b>EXPENDITURES</b>					
Instruction	14,693,000	14,653,533	13,621,000	14,410,000	789,000
Instructional Resources	391,500	386,858	418,000	266,000	(152,000)
Student Services	1,674,000	1,939,543	1,518,000	1,538,000	20,000
General Institutional	3,022,400	2,984,742	2,943,000	3,457,000	514,000
Physical Plant	<u>2,170,100</u>	<u>1,770,340</u>	<u>2,085,000</u>	<u>2,219,200</u>	<u>134,200</u>
Total Expenditures	21,951,000	21,735,016	20,585,000	21,890,200	1,305,200 6.34%
Net Revenue (Expenditures)	(200,000)	697,100	-	(572,000)	
Operating Transfer In (Out)	<u>200,000</u>	<u>82,276</u>	<u>-</u>	<u>-</u>	
Change in Fund balance	-	779,376	-	(572,000)	
Beginning Fund Balance	<u>4,051,313</u>	<u>4,755,668</u>	<u>4,714,389</u>	<u>5,535,045</u>	
Ending Fund Balance	<u>4,051,313</u>	<u>5,535,045</u>	<u>4,714,389</u>	<u>4,963,045</u>	



## ***B. Staffing Update***

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

### **POSITION TRACKING July 2011 – June 2012**

(Ret) = Retired      (Res) = Resigned      (Tra) = Transfer      (NonR) = Non Renewal

<b>Name</b>	<b>Title</b>	<b>Status</b>	<b>Date</b>
1. Randy Bussan (Ret)	Automotive Technician	No backfill - utilizing adjuncts	
2. Tom Sheehan (Ret)	Program Counselor	No backfill at this time	
3. Jeanette Nodorft (Ret)	Associate Degree Nursing	Internal transfer Darci Colsch	
4. Deb Warren (Ret)	Bookstore Asst/Parts Mgr	Internal transfer Jennifer Fonder	
5. Ron VanNatta (Ret)	Electrician/Maintenance	New hire - Dan Imhoff	
6. Janis Blackbourn(Ret)	UW-PVile Math	New hire - Michelle Iselin	
7. Don Tucker (Ret)	Ag Power & Equipment	New hire - John Kvigne	8/17/11
8. Jill Brechler (Ret)	Communications	New hire - Jessica Brogley	8/17/11
9. Paul Murphey (Ret)	Communications	Internal transfer Cindy Albrecht	
10. Patrick Hoffman (Ret)	Automotive Technician	New hire - Tyson Larson	8/17/11
11. Gene Medeke (Ret)	Ag – Farm Bus Prod Mgmnt	New hire - JoAnn Peterson	8/17/11
12. Janet Matthes (Ret)	Information Technology	Internal transfer Janet Weigel	
13. Marlene Klein (Tra)	Gen Ed.	Assumed Albrecht's position as Lead ASC	
14. Cindy Bruner (Ret)	Business Technology	Internal transfer Sondra Ostheimer	
15. Joan Senn (Ret)	VP of Learning	No Replacement	
16. New Position	Marketing & Pub Rel Asst	Internal transfer Jessica Helms	
17. New Position	Part Time Lab Asst.	Karl Sandry	7/1/11
18. Dan Thingvold (Res)	Evening Custodian	Internal transfer Dan Scullion	
19. New Position	Physical Therapist Asst.	Jaclyn Schultz-Sloan	8/17/11
20. New Position	Human Resources Asst.	New hire - Connie Haberkorn	6/27/11
21. Darci Colsch(Tra)	Nursing Assistant Instructor	New hire - Betty Frydenlund	8/17/11
22. New Position	Director of Development	Betsy Ralph	10/31/2011
23. New Position	Web Programmer/Analyst	Jackie Budd	10/31/2011
24. New Position	Accounting Clerk/Bursar	Internal transfer Jessica Brandes	9/2011
25. Mary Pilling (Ret)	EMS Coordinator	New hire - Ken Bartz	10/31/2011
26. Dan Scullion (Tra)	Lead Evening Custodian	New hire - Barbara Liska	11/7/2011
27. Ron Meissner (Ret)	ASC Lab Assistant	New hire - Brenda Schwarzmman	1/11/2012
28. New Position	Associate Degree Nursing	Rehire - Dana Oswald	1/11/2012

(Ret) = Retired

(Res) = Resigned

(Tra) = Transfer


(NonR) = Non Renewal

Name	Title	Status	Date
29. Joni Wedig (Res)	Medical Lab Tech Instr	New hire – Joan Young	1/11/2012
30. Diann Meissner (Ret)	Communications Instr.	No Replacement at this time	
31. Shirley Drake (Ret)	Acctg Asst. / Bursar	New hire – Kim Wolf	1/30/2012
32. Sheila Marmorstone (Ret)	ASC Instructor	New hire – Brenda Schwarzmman	1/17/2012
33. New Position	Recruitment Specialist	New hire – Sara Davis	2/1/2012
34. Adam Wisecup (Res)	ERP Systems Specialist	Internal transfer Jackie Budd	1/9/2012
35. New Position	Web Programmer/Analyst	New hire – Mike Steffel	1/30/2012
36. New Position	Project Based-Comp SuppSpec	New hire – Dave Friesen	1/30/2012
37. Brenda Schwarzmman(Tra)	ASC Lab Assistant	New hire – Kari Kabat	3/19/2012
38. New Position	Director of Student Services	Laura Lee Nyberg-Comins	5/7/2012
39. New Position	VP for Student and Ac Aff	2 <sup>nd</sup> Interviews and staff input	
40. Barbara Liska (Res)	Lead Evening Custodian	New hire – Sherri Kreul	4/30/2012
41. Kevin Hoff (Res)	Dean of Gen Education	No Replacement at this time	6/30/12
42. Andrew Calhoun (NonR)	Dean of Ag & Industry	Non-Renewal	6/30/12
43. Linda Knapp (Ret)	Admin Asst	Position posted internally	
44. Becky Fernette (Res)	Human Services Instructor	Preparing Posting	
45. New Position	Electro Mechanical Instr.	Preparing Posting	
46. New Position	PT Lab Asst. Up to 15 hrs/wk.	Preparing Posting	
47. Jaime Klein (Res)	Director of IT	Discussing Replacement	
48. New Positions (3)	Advisor	Initiate when Dir of St. Serv arrives	
49. Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012
50. Kim Wolf (Res)	Acctg. Asst./Bursar	Preparing Posting	

## Information and Correspondence

### A. Enrollment Report

A current College comparison 2011-12 FTE Report as well as a statewide FTE Comparison Report are available below. A 2012-13 comparison application report is also available below. Caleb White will be present for any questions.

		2010-2011 and 2011-2012 FTE Comparison					
Program Type	Program Title	04-15-11 Students	04-16-12 Students	Student Change	04-15-11 FTE	04-16-12 FTE	FTE Change
10	Accounting	59	50	(9)	52.23	38.40	(13.83)
10	Administrative Professional	27	24	(3)	24.37	19.27	(5.10)
10	Agri-Business/Science Technology	43	40	(3)	34.30	32.60	(1.70)
10	Business Management	89	93	4	62.63	67.46	4.83
10	Medical Laboratory Technician	16	23	7	13.70	18.10	4.40
10	Colaborative Assoc-Arts&Science	1	-	(1)	0.40	-	(0.40)
10	Criminal Justice - Law Enforcement	88	84	(4)	78.40	67.13	(11.27)
10	Culinary Management	37	34	(3)	29.67	22.94	(6.73)
10	Direct Entry Midwife	29	21	(8)	13.40	11.37	(2.03)
10	Early Childhood Education	46	51	5	35.70	39.27	3.57
10	Electro-Mechanical Technology	50	43	(7)	47.70	37.70	(10.00)
10	Engineering Technologist	18	19	1	16.07	17.73	1.66
10	Golf Course Management	35	31	(4)	36.13	29.23	(6.90)
10	Graphic and Web Design	64	51	(13)	48.91	40.26	(8.65)
10	Human Services Associate	105	72	(33)	64.23	45.20	(19.03)
10	IT-Computer Support Specialist	28	9	(19)	20.30	5.63	(14.67)
10	IT-Network Comm Spec	34	31	(3)	28.47	22.63	(5.83)
10	IT-Web Analyst/Programmer	29	22	(7)	26.87	18.67	(8.20)
10	Individualized Technical Studies	2	6	4	1.30	3.13	1.83
10	Mechanical Design Technician	12	1	(11)	9.70	1.13	(8.57)
10	Nursing - Associate Deg	283	219	(64)	110.54	96.94	(13.60)
10	Physical Therapist Assistant	11	21	10	5.37	11.80	6.43
10	Supervisory Management	18	6	(12)	10.63	2.33	(8.30)
10	Technical Studies-Journeyworker	-	1	1	-	0.13	0.13
<b>Total Associate Degree</b>		<b>1,124</b>	<b>952</b>	<b>(172)</b>	<b>771.01</b>	<b>649.05</b>	<b>(121.96)</b>

Program Type	Program Title	04-15-11 Students	04-16-12 Students	Student Change	04-15-11 FTE	04-16-12 FTE	FTE Change
31	Accounting Assistant	16	14	(2)	9.80	11.27	1.47
32	Agricultural Power & Equipment Tech	42	45	3	38.67	43.24	4.57
31	Auto Collision Repair & Refinish Tech	29	34	5	22.53	20.13	(2.40)
32	Automotive Technician	58	54	(4)	52.97	45.97	(7.00)
31	Barber/Cosmetologist	40	41	1	38.84	32.64	(6.20)
31	Bricklaying and Masonry	21	8	(13)	19.01	6.77	(12.24)
30	Building Maintenance & Construction	1	4	3	0.50	1.57	1.07
31	Building Trades - Carpentry	17	14	(3)	14.40	13.74	(0.67)
30	CNC Setup/Operation	8	9	1	4.17	4.93	0.77
31	Child Care Services	15	19	4	8.63	15.77	7.13
30	Criminal Justice-Law Enf Acad	32	15	(17)	13.90	7.90	(6.00)
31	Culinary Specialist	14	12	(2)	11.58	8.90	(2.68)
31	Dairy Herd Management	22	21	(1)	21.37	18.70	(2.67)
30	Dental Assistant	18	18	-	8.53	10.10	1.57
31	Electrical Power Distribution	25	22	(3)	22.00	19.73	(2.27)
50	Electricity (Construction)	8	7	(1)	1.20	0.87	(0.33)
31	Esthetician	17	8	(9)	15.20	5.80	(9.40)
30	Farm Business & Production Manage	134	83	(51)	17.10	18.81	1.72
50	Industrial Electrician Apprentice	2	8	6	0.27	2.00	1.73
31	Medical Assistant	62	50	(12)	37.34	32.97	(4.37)
30	Medical Coding Specialist	79	67	(12)	23.60	23.67	0.07
31	Medical Transcription	46	31	(15)	20.50	15.17	(5.33)
30	Nursing Assistant	282	235	(47)	31.27	27.30	(3.97)
30	Office Aide	23	9	(14)	9.40	5.03	(4.37)
31	Office Support Specialist	27	10	(17)	22.33	8.60	(13.73)
50	Plumbing Apprentice	19	16	(3)	2.70	2.43	(0.27)
31	Welding	26	40	14	21.00	38.37	17.37
<b>Total Technical Diploma</b>		<b>1,083</b>	<b>894</b>	<b>(189)</b>	<b>488.81</b>	<b>442.37</b>	<b>(46.44)</b>
Undeclared Majors				-	217.55	253.36	35.81
<b>Total</b>		<b>2,102</b>	<b>1,846</b>	<b>(361)</b>	<b>1,477.37</b>	<b>1,344.78</b>	<b>(132.59)</b>
<b>Percent of Change</b>							<b>-8.97%</b>
Basic Skills/Voc Adult Students							
Vocational Adult (Aid Codes 42-47)					80.20	74.13	(6.07)
Community Services					-	0.50	0.50
Basic Skills (Aid Codes 7x)					109.68	114.77	5.09
<b>Grand Total</b>					<b>1,667.25</b>	<b>1,533.68</b>	<b>(133.57)</b>
<b>Total Percent of Change</b>							<b>-8.01%</b>

WTCS  
FTEs  
as of 4/1/12

CJW 4/12/12

	FTEs				08-09 to 09-10		09-10 to 10-11		10-11 to 11-12		08-09 to 11-12	
	08-09	09-10	10-11	11-12								
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
Blackhawk	2,356	2,913	2,828	2,462	557	23.6	(85)	(2.9)	(366)	(12.9)	106	4.5
Chippewa Valley	4,386	4,572	4,727	4,500	186	4.2	155	3.4	(227)	(4.8)	114	2.6
Fox Valley	6,400	7,404	7,811	7,502	1,004	15.7	407	5.5	(309)	(4.0)	1,102	17.2
Gateway	5,182	5,985	6,382	6,300	803	15.5	397	6.6	(82)	(1.3)	1,118	21.6
Lakeshore	2,235	2,660	2,516	2,290	425	19.0	(144)	(5.4)	(226)	(9.0)	55	2.5
Madison Area	9,515	10,263	10,981	10,721	748	7.9	718	7.0	(260)	(2.4)	1,206	12.7
Mid-State	2,282	2,562	2,572	2,341	280	12.3	10	0.4	(231)	(9.0)	59	2.6
Milwaukee Area	13,416	14,614	14,541	13,999	1,198	8.9	(73)	(0.5)	(542)	(3.7)	583	4.3
Moraine Park	3,227	3,639	3,519	3,117	412	12.8	(120)	(3.3)	(402)	(11.4)	(110)	(3.4)
Nicolet Area	759	880	884	814	121	15.9	4	0.5	(70)	(7.9)	55	7.2
Northcentral	3,145	3,600	3,841	3,800	455	14.5	241	6.7	(41)	(1.1)	655	20.8
Northeast WI	6,600	7,446	7,554	7,383	846	12.8	108	1.5	(171)	(2.3)	783	11.9
<b>Southwest WI</b>	<b>1,615</b>	<b>1,738</b>	<b>1,768</b>	<b>1,615</b>	<b>123</b>	<b>7.6</b>	<b>30</b>	<b>1.7</b>	<b>(153)</b>	<b>(8.7)</b>	<b>0</b>	<b>0.0</b>
Waukesha County	4,208	4,800	4,856	4,570	592	14.1	56	1.2	(286)	(5.9)	362	8.6
WI Indianhead	2,898	3,142	2,938	2,668	244	8.4	(204)	(6.5)	(270)	(9.2)	(230)	(7.9)
Western WI	<u>3,698</u>	<u>4,130</u>	<u>4,104</u>	<u>3,835</u>	<u>432</u>	<u>11.7</u>	<u>(26)</u>	<u>(0.6)</u>	<u>(269)</u>	<u>(6.6)</u>	<u>137</u>	<u>3.7</u>
Total	<u>71,922</u>	<u>80,348</u>	<u>81,822</u>	<u>77,917</u>	<u>8,426</u>	<u>11.7</u>	<u>1,474</u>	<u>1.8</u>	<u>(3,905)</u>	<u>(4.8)</u>	<u>5,995</u>	<u>8.3</u>

## APPLICATION COMPARISON

<u>Max</u>	<u>Program</u>	<u>2012-13 (4/16/12)</u>				<u>2011-12 (4/18/11)</u>				<u>YOY Change</u>
		<u>In Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
	Accounting	3	9		12	3	13		16	(4)
	Acct Assist	-	3		3	2	2		4	(1)
	Admin Professional	1	5		6	4	8		12	(6)
	Agribusiness/Science	4	14		18	9	17		26	(8)
20	Ag Power	6	20	13	39	5	20	18	43	(4)
22	Auto Collision	4	16		20	7	14		21	(1)
22	Auto Tech	8	22	2	32	7	20	13	40	(8)
24	Barber/Cosmetologist	7	16		23	12	24		36	(13)
	Bricklaying & Masonry	2	2		4	1	8		9	(5)
	Bldg Trades-Carpentry	5	6		11	6	17		23	(12)
	Business Management	4	28		32	11	24		35	(3)
	CC Services	3	4		7	6	5		11	(4)
15	CNC Setup/Operation	3	-		3	4	2		6	(3)
	Criminal Justice-LE	12	31		43	19	26		45	(2)
	Culinary Mgnt	3	6		9	5	15		20	(11)
	Culinary Spec	3	10		13	5	6		11	2
	Dairy Herd	3	12		15	3	14		17	(2)
20	Dental Assist	6	20	12	38	17	16	16	49	(11)
	DE Midwife (Jan start only)				11				10	1
	Early Child Educ	1	18		19	8	11		19	-
20	Electrical Power Distribution	9	20	9	38	10	20	21	51	(13)
24	Electro-mech Tech	2	16		18	7	11		18	-
	Engineering Technologist	5	8		13	3	6		9	4
14	Esthetician	4	6		10	4	7		11	(1)
	Food Production Assistant	-	-		-					-
	Golf Course Mgnt	3	8		11	7	7		14	(3)

<u>Max</u>	<u>Program</u>	<u>2012-13 (4/16/12)</u>				<u>2011-12 (4/18/11)</u>				<u>YOY Change</u>
		<u>In Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
20	Graphic & Web Design	7	20	4	31	4	20	8	32	(1)
36	Hum Serv Assoc	4	19		23	10	29		39	(16)
	IT-Comp Sup Spec	1	1		2	3	4		7	(5)
	IT-Network Comm	3	5		8	2	5		7	1
	IT-Web Analyst/Program	4	6		10	1	8		9	1
	Marketing	1	-		1					1
32	Medical Asst	13	32	14	59	17	32	33	82	(23)
34	Med Coding Spec	9	24		33	15	31		46	(13)
16	Medical Laboratory Tech	6	3		9	5	5		10	(1)
28	Medical Trans	3	6		9	17	11		28	(19)
54	N-Assoc Degree	68	55	36	159	80	50	43	173	(14)
28	N-Assoc Degree P/T	1	28	4	33	3	24	16	43	(10)
	Office Aide (Jan start only)				6				20	(14)
	Office Sup Spec	1	1		2	-	5		5	(3)
15	Physical Therapist Asst	21	15	17	53	-	-		-	53
40	Welding	<u>9</u>	<u>23</u>	<u>-</u>	<u>32</u>	<u>6</u>	<u>20</u>	<u>8</u>	<u>34</u>	<u>(2)</u>
484	<b>Totals</b>	<b>252</b>	<b>538</b>	<b>111</b>	<b>918</b>	<b>328</b>	<b>557</b>	<b>176</b>	<b>1,091</b>	<b>(173)</b>
	<b>YOY Change</b>	<b>(76)</b>	<b>(19)</b>	<b>(65)</b>	<b>(173)</b>					

MP students carried over from 2011-12 who have Modified Plans and need 1st year classes are included in the Accepted/Total.

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

1. Board Appointment

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

1. TECh Award Nomination
2. Graduation
3. Lending Money
4. Lots for Building

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

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

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

4. Proposed Budget
5. State of College Report
6. Evaluation of President

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

May Board Meeting - Thursday, May 24, 2012, 7:00 p.m., Room 492-493 College Connection



## **Adjourn to Closed Session**

***A. Approval of Closed Session Minutes of February 23, 2012, and March 8, 2012***

***B. 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)}

## **Reconvene to Open Session**

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

## **Adjournment**