



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 22, 2013

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	2
Open Meeting	5
A. Roll Call	5
B. Reports/ Forums/Public Input	5
Consent Agenda.....	5
A. Approval of Agenda	5
B. Minutes of the Annual Meeting of July 8, 2013.....	7
C. Financial Reports	11
1. Expenditures Greater Than \$2500.....	11
2. Treasurer's Cash Balance	12
3. Budget Control.....	13
D. Contract Revenue	14
E. Personnel Items	17
Other Items Requiring Board Action	20
A. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements.....	20
1. Full-time Academic Staff.....	20
1. Regular Full-time and Regular Part-time Support Staff.....	20
B. First Reading of Board Policy 3.4: Budgeting/Forecasting.....	20
Board Monitoring of College Effectiveness	22
A. Public Safety Report	22
B. Staffing Update	22
Information and Correspondence.....	23
A. Enrollment Report.....	25
B. Chairperson's Report	27
C. College President's Report	27
D. Other Information Items	27
Establish Board Agenda Items for Next Meeting	28
A. Agenda	28
B. Time and Place.....	28
Adjourn to Closed Session	28
Reconvene to Open Session.....	28
Adjournment.....	28

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, August 22, 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 August 22, 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. Morna Foy, Wisconsin Technical College System President
2. Paul Gabriel, WTC District Boards Association Director

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Annual Meeting of July 8, 2013

Minutes of the June 20, 2013, Board 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, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. Contract Revenue

There were 24 contracts in July 2013 totaling \$321,430.84 for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

There are ten new hires, one promotion, one resignation and one retirement being presented for approval in the Personnel Report. The report is available with the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements

1. Full-time Academic Staff

2. Regular Full-time and Regular Part-time Support Staff

Collective Bargaining Agreements for full-time academic staff and regular full-time and regular part-time support staff have been developed for a 2.07 percent increase in base wages.

Recommendation: Approved the Collective Bargaining Agreements for full-time academic staff and full-time and regular part-time support staff.

B. First Reading of Board Policy 3.4: Budgeting/Forecasting

Policy 3.4: Budgeting/Forecasting is being presented for modification to adhere to recently passed legislation. This is the first reading of the revision to the policy.

Recommendation: Approve the revision, as presented, to Policy 3.4: Budgeting/Forecasting.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Public Safety Report

A Public Safety Report, including Fire, EMS, Criminal Justice, and Driver's Education, will be the focus of this update. The report will be available at the Board meeting.

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

The 2012-13 and 2013-14 Comparison FTE Reports are available electronically with all other Board material. Caleb White will be available for any questions.

B. Chairperson's Report

1. 2014 Board Member of the Year Award

C. College President's Report

1. Performance-Based Funding Summit and Future Process
2. AB177 Public Hearing
3. International Travel
4. Higher Learning Commission Online Approval

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Foundation Report

B. Time and Place

Thursday, September 26, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

- (1) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session.
{Wis.Stats.19.85(1)(e)}

B. Approval of Closed Session Minutes of June 20, 2013

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

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A. Roll Call

B. Reports/ Forums/Public Input

1. Morna Foy, Wisconsin Technical College System President
2. Paul Gabriel, WTC District Boards Association Director

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, August 22, 2013

6:15 p.m. – Light Supper
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Room 492-493 – College Connection

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- A. Roll Call
- B. Reports/Forums/Public Input
 1. Morna Foy, Wisconsin Technical College System President
 2. Paul Gabriel, WTC District Boards Association Director

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 8, 2013
- C. Financial Reports
 1. Purchase Orders Greater than \$2,500
 2. Treasurer's Cash Balance

- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements
 - 1. Full-time Academic Staff
 - 2. Regular Full-time and Regular Part-time Support Staff
- B. First Reading of Board Policy 3.4: Budgeting/Forecasting
- C. Health Information Technology Approval

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Public Safety 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. Consideration of adjourning to closed session for the purpose of
 - 1) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session.
{Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of June 20, 2013

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Annual Meeting of July 8, 2013

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JULY 8, 2013

The Board of Southwest Wisconsin Technical College met in public session of the annual meeting commencing at 5:31 p.m. on July 8, 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, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Diane Messer, Russell Moyer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Paul Bell, Laura Bodenbender, Karen Campbell, Derek Dachelet, Laura Nyberg-Comins, Doug Pearson, Phil Thomas, and Caleb White. Public present included Rob Callahan, Fennimore Times.

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

Monday, July 8, 2013

5:30 p.m. – Annual Meeting – Room 492-493, College Connection

7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

OPEN MEETING

The following statement will be read: “The July 8, 2013, annual 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
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 20, 2013
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Borrowing Resolutions
 - 1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Bid for Building 200 and 300 Interior Renovations
- C. Three-Year Facilities Plan
- D. Signatory Authority Policy
- E. Designate Official Newspaper for 2013-16
- F. Designate Depository for 2013-14
- G. Designate College Legal Counsel for 2013-14
- H. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Schedule
- B. Facilities Update
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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

Recently re-appointed Board members James Kohlenberg, Darlene Mickelson, and Rhonda Sutton read and signed the Oath of Office. After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda including the July 8, 2013, agenda; June 20, 2013, Board minutes; financial reports; 19 contracts totaling \$31,492.16 in June 2013; hiring of Sue Reukauf as the Marketing & Public Relations Manager and Mary Johannesen as the Career Prep & Youth Options Specialist; the promotion of Stephanie Foster to Counselor; and the retirement of Noreen Edge, Information Technology Lab Assistant. Ms. Nickels seconded the motion; motion carried.

John Mehan, Managing Director from Robert W. Baird & Co., presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Mehan explained the process noting there were multiple bidders due to the College's Aa2 Moody's rating and attractive debt structure. Eight bidders provided bids ranging from 1.2672 to 2.3004 percent. Mr. Mehan recommended the Board approve BOSC, Inc. (Bank of Oklahoma

Securities Corporation) with the low bid. Mr. Tuescher moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to BOSC, Inc. at a rate of 1.2672%. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Doug Pearson, Director of Facilities, presented the bid summary for the Building 200 and 300 Interior Renovations. Mr. Pearson noted that bid documents were sent to three contractors and all the bid houses in the State of Wisconsin. One bid was received for the projects. Mr. Tuescher moved to award the Building 200 and Building 300 interior renovations project to Joe Daniels Construction, Madison, Wisconsin, with the low bid of \$489,900 (including tax and performance bond savings). Ms. Mickelson seconded the motion; motion carried.

Mr. Pearson reviewed the Three-Year Facilities Plan 2013-2016 with the Board. Mr. Pearson noted this is an annual plan required by the Wisconsin Technical College System. Ms. Fitzsimons moved to approve the Three-Year Facilities Plan 2013-2016, with Ms. Nickels seconding the motion. The motion carried.

Dr. Ford presented a Signatory Authority Policy for the Board's approval. The Governance Policy was changed this past year in that a Signatory Authority Policy is to be brought forth at each annual meeting. Ms. Fitzsimons moved to approve the Signatory Authority Policy identifying those individuals designated for 2013-14 with the authority to sign official or legally-binding documents. Mr. Prange seconded the motion; motion carried.

The Board reviewed the bid for the newspaper of record for 2010-13. Only one bid, from *The Dodgeville Chronicle*, was received. The cost included in the bid was consistent with the previous year's cost. Mr. Tuescher moved to designate *The Dodgeville Chronicle* as the official newspaper for 2013-16. Ms. Mickelson seconded the motion, motion carried.

Mr. Tuescher moved to designate Citizen's Bank/First Merit Bank, Fennimore, as the official depository for 2013-14. Ms. Fitzsimons seconded the motion; motion carried.

Mr. Tuescher made a motion to retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, Wisconsin, as General Legal Counsel; and Jon Anderson of Godfrey & Kahn, Madison, Wisconsin, for Labor Relations for the 2013-14 fiscal year. Ms. Nickels seconded the motion; motion carried.

The election of Board officers for the 2013-14 fiscal year was held. Mr. Tuescher nominated Eileen Nickels for Chairperson. Mr. Prange moved to close nominations and cast an unanimous ballot. Mr. Tuescher seconded the motion. The motion carried and Ms. Nickels was elected Chairperson.

Ms. Nickels nominated Jim Kohlenberg for Vice-Chairperson. Ms. Nickels moved to close nominations with Ms. Fitzsimons seconding the motion. Upon voice vote, the motion carried and Mr. Kohlenberg was elected Vice-Chairperson.

Ms. Fitzsimons nominated Darlene Mickelson for the position of Secretary. Mr. Tuescher seconded the motion. Nominations were closed. Upon voice vote, the motion carried and Ms. Mickelson was elected Secretary.

Ms. Fitzsimons nominated Chris Prange for Treasurer. Mr. Tuescher seconded the motion and nominations were closed. Upon voice vote, the motion carried and Mr. Prange was elected Treasurer.

The 2013-14 Board Monitoring Schedule was reviewed by the Board. Consensus of the Board was to hold the February Retreat in Richland Center, Wisconsin.

Doug Pearson provided an update on the Facilities Department. A review of custodial supplies has been completed with the recommendation to change the cement floor sealer. Mr. Pearson noted that the College has been contracting the cleaning of the Public Safety Complex and Buildings 600 and 700 with Southwest Opportunities Center. Mr. Pearson reviewed energy consumption and the work order system noting that the service technicians are using iPads to assist with communication. Mr. Pearson also reviewed the mowing schedule of the Public Safety Complex.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. Current open positions include two Accounting Instructors, Financial Aid Assistant/Accounting Bursar, two Administrative Assistants, Assessment Specialist, Student Services Specialist, Enrollment Services Specialist, Foundation Assistant, and an LTE position for a Health Career Success Coach. The positions are in various stages of the hiring process.

Under the Enrollment Report, enrollment figures for 2012-13 reflected a decrease of 1.5 percent from the previous year. Enrollment figures for 2013-14 reflected an increase of over five percent from the previous year.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Bylaws, Policies, and Procedures—Chris Prange; Legislative—Don Tuescher; Program—Missy Fitzsimons; Human Resources—Eileen Nickels and Diane Messer; Marketing/Public Relations & Awards—Rhonda Sutton; and Interdistrict/Interagency Cooperation—Darlene Mickelson and Jim Kohlenberg.

Dr. Ford reported on the following under the President's Report:

- The Wisconsin Technical College System Office has contracted with a consultant to assist with the process of drafting a performance-based funding formula.
- The President's Cabinet is having a retreat to look at the data the College collects and reports and how that data is used.
- The College is starting to develop the AQIP Systems Portfolio, which is due May 2014.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn. Ms. Mickelson seconded the motion. The motion carried and the meeting adjourned at 6:29 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 07/01/2013 TO 07/31/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
7/1/2013	5997	TDS Telecom	18,000.00	Local Phone & PRI for 13-14 - Blanket PO
7/1/2013	5998	AT&T	12,000.00	OneNet Services (ISP) - Blanket PO
7/1/2013	5999	Fed Ex	7,500.00	Fed Ex Shipping Service - Blanket PO
7/1/2013	6001	Genuine Telcom	4,500.00	Internet for Richland Center site - Blanket PO
7/1/2013	6004	Department of Admin	9,000.00	TEACH WI/Badger Net Service - Blanket PO
7/1/2013	6006	TDS Telecom	4,500.00	Analog Phone Lines for College - Blanket PO
7/1/2013	6007	AT&T	4,800.00	PRI Circuit for College - Blanket PO
7/1/2013	6008	AT&T	3,600.00	OneNET Services Megacom 800 - Blanket PO
7/1/2013	6010	Platteville Schools	3,480.00	Rental for Platteville location - Blanket PO
7/1/2013	6011	Darlington Schools	3,200.00	Rental for Darlington location - Blanket PO
7/1/2013	6013	Stephen Fox-Wangard Partners	13,200.00	Rental for Dodgeville location - Blanket PO
7/1/2013	6014	CK Norman Development	28,401.12	Rental for Richland Center location - Blanket PO
7/3/2013	6015	Blackboard Inc.	79,927.00	Blackboard renewal & licensing
7/3/2013	6016	Wisc Net	11,000.00	Wisc Net membership & network access participation
7/3/2013	6021	3 Sons Concrete LLC	4,185.00	Bldg 400 Sidewalk and bldg 600 curb
7/3/2013	6022	Northern Metal & Roofing	3,800.00	Bldg 1700 wall work - bay 2
7/29/2013	6042	Integrays Energy Service	63,000.00	Gas Service for 13-14 - Blanket PO
7/30/2013	6043	We Energies	44,000.00	Gas Service for 13-14 - Blanket PO
7/30/2013	6045	Alliant Energy	3,000.00	Electricity for Richland Center - Blanket PO
7/30/2013	6046	Fennimore Municipal Utilities	280,000.00	Utilities for 13-14 - Blanket PO
SUBTOTAL			\$ 601,093.12	
<u>CAPITAL FUND</u>				
7/3/2013	6017	AT&T	45,732.73	Media Center video conferencing upgrade for Badgernet
7/3/2013	6018	H&N Plumbing & Heating	8,200.00	Heating system replacement for building 2200
7/17/2013	6027	Farmer's Implement Store	7,650.00	Loftness 9615 Auger
SUBTOTAL			\$ 61,582.73	
<u>ENTERPRISE FUND</u>				
None this month				
SUBTOTAL			\$ -	
TOTAL			\$ 662,675.85	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 07/31/2013

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	35,074.23
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	380,037.94
Sick Leave Payable	640,035.96
Other (Due To)	<u>(102,439.82)</u>
Total Liability Adjustment	952,708.31

Beginning Treasurers Balance

-

Receipt

Fund		
1 General	4,917,165.38	
2 Special Revenue	-	
3 Capital Projects	50,450.21	
4 Debt Service	-	
5 Enterprise	121,408.52	
6 Internal Service	190,272.11	
7 Financial Aid/Activities	<u>110,569.20</u>	
Total Receipts		<u>5,389,865.42</u>
Cash Available		5,389,865.42

Expenses

Fund		
1 General	263,103.26	
2 Special Revenue	-	
3 Capital Projects	208,566.75	
4 Debt Service	49,490.00	
5 Enterprise	177,866.68	
6 Internal Service	428,881.66	
7 Financial Aid/Activities	<u>120,161.16</u>	
Total Expenses		<u>1,248,069.51</u>
Treasurers Cash Balance		4,141,795.91
Liability Adjustment		<u>952,708.31</u>
Cash in Bank		5,094,504.22

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 1 Month ended July 2013**

	<u>2013-14 Budget</u>	<u>2013-14 YTD Actual</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>
General Fund Revenue	22,548,000.00	529,508.98	2.35	4.64	3.60	4.12	3.01
General Fund Expenditures	22,848,000.00	263,103.26	1.15	2.09	3.47	3.62	3.34
Capital Projects Fund Revenue	2,550,000.00	50,450.21	1.98	2.04	0.01	-	1.18
Capital Projects Fund Expenditures	2,171,000.00	208,566.75	9.61	5.94	13.11	3.51	0.40
Debt Service Fund Revenue	5,046,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	121,408.52	6.56	1.52	14.77	16.14	14.84
Enterprise Fund Expenditure	1,650,000.00	177,866.68	10.78	6.34	2.52	6.76	12.47
Internal Service Fund Revenue	4,100,000.00	190,272.11	4.64	5.01	2.88	4.72	4.08
Internal Service Fund Expenditures	4,050,000.00	428,881.66	10.59	6.71	8.54	8.21	8.29
Trust & Agency Fund Revenue	8,350,000.00	110,569.20	1.32	0.24	0.67	0.21	2.67
Trust & Agency Fund Expenditures	8,350,000.00	120,161.16	1.44	1.12	1.25	1.12	1.90
Grand Total Revenue	44,444,000.00	1,002,209.02	2.25	3.02	2.89	3.31	2.34
Grand Total Expenditures	44,129,000.00	1,198,579.51	2.72	2.52	3.77	3.31	2.95

D. Contract Revenue

There were 24 contracts in June 2013 totaling \$321,430.84 for Board approval. The Contract Revenue Report follows.

2012-13 (Closeouts) and 2013-2014 CONTRACTS

7/1/2013 through 7/31/13

<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>
03-2013-0084-I-41 03-168-116-113 WAT Grant Milprint, Inc.	Approaches to Leadership	Derek Dachelet	17	\$ 8,032.29	No		x	
03-2013-0110-I-41	Change Management	Derek Dachelet	30	\$ 5,007.86	No		x	
03-166-116-113 WAT Grant	Motivational Strategies		30	\$ 5,007.86	No		x	
Cabela's Wholesale	Basic Excel		14	\$ 3,865.70	No		x	
	Advanced Excel		14	\$ 3,864.70	No		x	
03-2013-0116-I-41	Basic Welding	Derek Dachelet	35	\$ 5,640.88	No		x	
03-169-116-113 WAT Grant 3M	Certification Welding		4	\$ 12,265.68	No		x	
	MS Word		53	\$ 13,952.75	No		x	
	MS Word		18	\$ 6,633.85	No		x	
	MS Excel		60	\$ 14,407.56	No		x	
	MS Excel		27	\$ 7,223.92	No		x	
	MS Word		43	\$ 9,556.55	No		x	
	MS Word		42	\$ 8,033.15	No		x	
	Hydraulics/Pneumatics		23	\$ 5,690.56	No		x	
	Mechanical		23	\$ 5,690.56	No		x	
	Electrical		14	\$ 6,604.30	No		x	
	PLC		14	\$ 11,653.80	No		x	
03-2013-0117-I-41	Related Welding Certification	Derek Dachelet	5	\$ 11,369.36	No		x	
03-176-116-113 WAT Grant	Coaching and Development		48	\$ 6,825.03	No		x	
Cummins Emission Solutions	Change Management		58	\$ 6,815.43	No		x	
	Leadership Approaches		48	\$ 9,814.97	No		x	
	Principles of Lean		50	\$ 7,978.06	No		x	
	Quality		50	\$ 8,357.28	No		x	
	Project Management		56	\$ 12,846.90	No		x	
	PLC Training		4	\$ 9,416.48	No		x	
	Hydraulics/Pneumatics		17	\$ 7,158.63	No		x	

Southwest Wisconsin Technical College

	PLC Training		4	\$	7,139.11	No	x
	Mechanical Bearings		12	\$	1,801.18	No	x
	Power Point 2007		16	\$	9,954.81	No	x
	Excel 2007		14	\$	7,109.58	No	x
03-2013-0147-I-41 Alliant Energy	Farmstead Rewiring	Derek Dachelet	11	\$	3,900.00	No	x
03-2013-0152-I-41	MS Excel 2010	Derek Dachelet	14	\$	3,989.20	No	x
03-189-116-113 WAT Grant	MS Excel 2010		7	\$	3,985.80	No	x
Curwood	MS Excel 2010		16	\$	3,927.00	No	x
03-2013-0169-I-41	Lean Culture	Derek Dachelet	31	\$	5,397.50	No	x
03-191-116-113 WAT Grant	Quality		31	\$	5,454.26	No	x
Upland Hills Health	Principles of Lean Facilitator		17	\$	6,021.69	No	x
	Principles of Lean		31	\$	4,065.82	No	x
	Value Stream Mapping		32	\$	4,036.91	No	x
	Principles of Lean with Simulation		37	\$	8,859.18	No	x
	Process Mapping		31	\$	4,299.49	No	x
03-2013-0181-I-42 Southwest Tech Foundation	OSHA General Industry	Derek Dachelet	12	\$	398.76	Yes	x
03-2013-0200-I-41	Principles of Lean	Derek Dachelet	38	\$	8,226.59	No	x
03-199-116-113 WAT Grant	Conflict Resolution		27	\$	8,215.59	No	x
Rayovac							
03-2013-0216-I-41	Workplace Communications	Derek Dachelet	30	\$	2,543.08	No	x
03-103-116-113 WAT Grant	Conflict Resolution		29	\$	2,543.08	No	x
Cabela's Wholesale	Time Management		27	\$	2,543.07	No	x
	Leadership Approaches		26	\$	2,543.78	No	x
03-2014-0045-I-21 Lafayette County Health Department	CPR for Healthcare Provider Recert	Rita Luna	14	\$	490.00	Yes	x
03-2014-0055-I-18 University of WI - Platteville	Heartsaver First Aid w/CPR and AED	Rita Luna	13	\$	650.00	Yes	x
03-2014-0062-I-42 Family Advocates, Inc.	CPR	Rita Luna	12	\$	420.00	Yes	x

03-2014-0063-I-42 Argyle EMS	CPR for Healthcare Provider Recert	Rita Luna	13	\$	455.00	Yes	x
03-2014-0064-I-41 Manor Care	CPR for Healthcare Provider Recert	Rita Luna	6	\$	210.00	No	x
03-2014-0070-I-42 Darlington Community Childcare	CPR	Rita Luna	11	\$	286.95	Yes	x
03-2014-0076-I-42 Platteville EMS	CPR for Healthcare Provider Recert	Rita Luna	4	\$	140.00	Yes	x
03-2014-0077-I-42 Rural Medical Ambulance Service	CPR for Healthcare Provider Recert	Rita Luna	2	\$	70.00	Yes	x
	CPR Instructor Recertification		2	\$	70.00	Yes	x
03-2014-0078-I-42 Cuba City Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	3	\$	105.00	Yes	x
03-2014-0079-I-41 Town and Country Sanitation	Forklift Safety	Derek Dachelet	2	\$	375.00	No	x
03-2014-0082-I-41 Tammy Scholl <i>Fitness 14</i>	Heartsaver First Aid w/CPR and AED	Rita Luna	8	\$	400.00	No	x
	Heartsaver CPR and AED		5	\$	175.00	No	x
03-2014-0083-I-42 Spring Green EMS	BLS for Healthcare Provider CPR	Rita Luna	5	\$	175.00	Yes	x
03-2014-0084-I-42 Dickeyville EMS	CPR for Healthcare Provider	Rita Luna	2	\$	70.00	Yes	x
03-2014-0085-I-42 Potosi Rescue Squad	CPR for Healthcare Provider	Rita Luna	2	\$	70.00	Yes	x
TOTAL of all Contracts			1,394	\$	324,831.55		
Exchange of Services			95	\$	3,400.71		
For Pay Service			1,299	\$	321,430.84		

E. Personnel Items

There are ten new hires, one promotion, one resignation and one retirement being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT August 22, 2013

Employment: NEW HIRE

Name	Garry Kirk
Title	Accounting Instructor
Start Date	8/16/2013
Salary/Wages	\$55,613 Annual
Classification	Regular Full Time
Education	BS in Business Administration & Management and Marketing MBA in Accounting & Finance
Experience	Business & Accounting Program Director and Instructor at Rockford Career College Adjunct Instructor for the University of Phoenix

Employment: NEW HIRE

Name	Gary Christiansen
Title	Accounting Instructor
Start Date	8/16/2013
Salary/Wages	\$56,943 Annual
Classification	Regular Full Time
Education	BA in Accounting with Music Minor In the process of completing his Masters through the UW Whitewater with a degree in School Business Management
Experience	Adjunct instructor for Madison Area Technical College and Cardinal Stritch University for 21 years. Assistant Business Manager for Cesa 5 and also the District Account for the School District of Baraboo

Employment: NEW HIRE

Name	Cora Halverson
Title	Financial Aid / Bursar
Start Date	8/2013
Salary/Wages	\$15.02/hr.
Classification	Regular Full Time

Employment: NEW HIRE

Name	Denise Bausch
Title	Administrative Assistant to the VP for Student and Academic Affairs and the Director of Student Services
Start Date	8/2013
Salary/Wages	\$18.15/hr.
Classification	Regular Full Time

Employment: NEW HIRE

Name	Lori Needham
Title	Administrative Assistant to the Dean of Business & Management & General Education
Start Date	8/2013
Salary/Wages	\$17.12/hr.
Classification	Regular Full Time

Employment: NEW HIRE

Name	Sara Bahl
Title	Foundation Assistant
Start Date	8/2013
Salary/Wages	\$16.50/hr. (Foundation Funded)
Classification	Regular Full Time

Employment: NEW HIRE

Name	Danette Tessman
Title	Health Care Success Coach/Advisor
Start Date	8/2013
Salary/Wages	\$20.74/hr. (Grant Funded)
Classification	1 Yr. Limited Term Employment

Employment: NEW HIRE

Name	Deb Thomas
Title	Enrollment Specialist
Start Date	8/2013
Salary/Wages	\$18.24/hr.
Classification	Regular Full Time

Employment: NEW HIRE

Name	Donna Marchese
Title	Assessment Specialist
Start Date	8/2013
Salary/Wages	\$17.50/hr.
Classification	Regular Full Time

Employment: NEW HIRE

Name	Breanna Callahan
Title	Student Services Support Specialist
Start Date	8/2013
Salary/Wages	\$13.98/hr.
Classification	Regular Full Time

PROMOTIONS

Name	Stephanie Foster
Title	Guidance Counselor
Start Date	07/01/2013
Salary/Wages	\$50,376 Annual
Classification	Regular Full Time
Education	BS in Psychology with a Minor in Business Administration Masters in Counselor Education
Experience	School Guidance Counselor for 10 years. Also, has worked at SWTC for 1 year as an Advisor.

RETIREMENTS / RESIGNATIONS

Kari Kabat (Resignation)	Advisor
Mary U'Ren (Retirement – Jan. 2014)	Payroll Supervisor (42 yrs with SWTC)

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements

1. Full-time Academic Staff

1. Regular Full-time and Regular Part-time Support Staff

Collective Bargaining Agreements for full-time academic staff and regular full-time and regular part-time support staff have been developed for a 2.07 percent increase in base wages.

Recommendation: Approve the Collective Bargaining Agreements for full-time academic staff and full-time and regular part-time support staff.

B. First Reading of Board Policy 3.4: Budgeting/Forecasting

Policy 3.4: Budgeting/Forecasting is being presented for modification to adhere to recently passed legislation. This is the first reading of the revision to the policy. The revision is available below.

Recommendation: Approve the revision, as presented, to Policy 3.4: Budgeting/Forecasting.

BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board

Accordingly, the President shall:

1. Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, use of fund balance, separation of capital and operational items, and disclosure of planning assumptions.
2. Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
3. Propose a budget which takes into account Board Ends priorities.
4. Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
5. Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
6. Propose an operating budget which meets guidelines established by the Board and **is within limits mandated by State Statute** ~~does not exceed 1.5 mills.~~
7. Submit any budget changes resulting in increases, decreases, or transfers by fund and /or function to the Board for a roll-call vote per Section 65.90(5), Wisconsin Statutes. (A two-thirds affirmative vote of the entire membership is required.)

Adopted: 1/24/02
Reviewed: 4/24/03, 5/1/07, 1/17/08, 10/15/10
Revised:

Board Monitoring of College Effectiveness

A. Public Safety Report

A Public Safety Report, including Fire, EMS, Criminal Justice, and Driver's Education, will be the focus of this update. The report will be available at the Board meeting.

B. Staffing Update

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

**Position Tracking 2013/2014 Fiscal Year
Presented August 22, 2013**

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	New Position	CNC Setup Instructor	New hire - Jason Robbins	Fall 2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
2	Derek Dachelet (Promotion)	Marketing Manager	New hire - Susan Reukauf	7/22/2013	Grade 6 Salaried Professional \$57,532-\$65,490
3	New Position	Career Prep Specialist	New hire - Mary Johannesen	7/1/2013	Partially Grant Funded
4	Stephanie Foster (Promotion)	Guidance Counselor	From Advisor to Guidance Counselor	7/1/2013	Grade 7 Salaried Professional \$50,376 Annual
5	Heather Fifrick (Transfer)	Student Housing & Activities Manager		7/1/2013	Funded through the Foundation
6	Noreen Edge (Retired)	Info. Tech. Lab Asst.		7/9/2013	
7	New Position	Health Care Success Coach, LTE	New hire - Danette Tessman	8/1/2013	Grant Funded Hourly Grade 6 \$20.74 - \$26.74
8	New Position	Culinary Arts Instructor	Student Enrollment Low - Defer to Spring 2014		BS \$40,368-\$68,225 MS \$44,159-\$74,437
9	Lily Long (Retired)	Accounting Instructor	New hire - Garry Kirk	8/16/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
10	Kerry Long (Resigned)	Accounting Instructor	New hire - Gary Christiansen	8/16/2013	Same as Above
11	Replacement (Ashley Crubel transfer to Accounts Payable)	Financial Aid Asst/Accounting Bursar	New hire - Cora Halverson	Aug-13	Grade 3 Hourly \$15.02 - \$19.39
12	Replacements (Sharon Beer and Jennifer Strand Retirement)	Administrative Assts. (2)	New hire - Denise Bausch & New hire - Lori Needham	Aug-13	Grade 4 Hourly \$16.09 - \$20.78

**Position Tracking 2013/2014 Fiscal Year
Presented August 22, 2013**

13	New Position	Assessment Specialist (Examiner)	New hire - Donna Marchese	Aug-13	Grade 5 Hourly \$17.14 - \$22.09
14	New Position	Student Services Specialist	New hire - Breanna Callahan	Aug-13	Grade 2 Hourly \$13.98 - \$18.07
15	New Position	Enrollment Services Specialist	New hire - Deb Thomas	Aug-13	Grade 5 Hourly \$17.14 - \$22.09
16	New Position	Foundation Assistant	New hire - Sara Bahl	Aug-13	Funded through the Foundation Grade 3 Hourly \$15.02 - 19.39
17	New Position	Welding Instructor (Spring 2014)	No Activity		BS \$40,368-\$68,225 MS \$44,159-\$74,437
18	New Position - Limited Term	Electro Mech Instructor	Interviewing		BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
19	Replacement - Kari Kabat Resignation	Advisor	Posted Internally / Externally		Grade 6 Hourly \$20.74 - \$26.74
20	New Positions (2) Limited Term	Healthcare Skills Specialist	Posted Externally		Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
21	New Position	Electro Mech Assistant	New hire - Glenn Crary	Aug-13	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
22	Replacement / Mary Uren Retirement	Payroll and Benefits Administrator	No Activity		

Information and Correspondence

A. Enrollment Report

The 2013-14 Comparison FTE Report is available below. Caleb White will be available for any questions.



2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	08-13-12 Students	08-12-13 Students	Student Change	08-13-12 FTE	08-12-13 FTE	FTE Change
10	Accounting	32	32	-	17.03	16.00	(1.03)
10	Administrative Professional	18	14	(4)	8.93	7.10	(1.83)
10	Agri-Business/Science Technology	40	41	1	21.70	20.00	(1.70)
10	Business Management	76	82	6	32.23	35.16	2.93
10	Medical Laboratory Technician	22	15	(7)	10.27	5.67	(4.60)
10	Criminal Justice - Law Enforcement	61	56	(5)	30.03	29.07	(0.97)
10	Culinary Arts	-	6	6	-	3.10	3.10
10	Culinary Management	27	14	(13)	12.34	6.23	(6.10)
10	Direct Entry Midwife	20	18	(2)	7.17	7.10	(0.07)
10	Early Childhood Education	44	41	(3)	22.37	19.20	(3.17)
10	Electro-Mechanical Technology	43	50	7	21.53	25.70	4.16
10	Engineering Technologist	20	21	1	9.43	10.23	0.80
10	Golf Course Management	28	31	3	13.23	15.43	2.20
10	Graphic and Web Design	38	34	(4)	18.17	16.20	(1.97)
10	Human Services Associate	42	48	6	17.80	19.53	1.73
10	IT-Computer Support Specialist	3	1	(2)	1.03	0.20	(0.83)
10	IT-Network Comm Spec	30	33	3	13.83	14.50	0.67
10	IT-Web & Software Developer	22	16	(6)	9.87	6.77	(3.10)
10	Individualized Technical Studies	2	5	3	0.70	3.00	2.30
10	Marketing	-	6	6	-	2.67	2.67
10	Nursing - Associate Deg	201	221	20	56.14	64.87	8.73
10	Physical Therapist Assistant	36	33	(3)	12.50	11.63	(0.87)
10	Supervisory Management	1	-	(1)	0.03	-	(0.03)
Total Associate Degree		806	818	12	336.34	339.37	3.03

Program Type	Program Title	08-13-12 Students	08-12-13 Students	Student Change	08-13-12 FTE	08-12-13 FTE	FTE Change
31	Accounting Assistant	12	9	(3)	4.70	3.33	(1.37)
32	Agricultural Power & Equipment Tech	42	43	1	22.97	22.34	(0.63)
31	Auto Collision Repair & Refinish Tech	24	22	(2)	9.80	8.90	(0.90)
32	Automotive Technician	35	33	(2)	17.10	15.03	(2.06)
31	Cosmetology	38	37	(1)	21.54	20.90	(0.63)
31	Bricklaying and Masonry	-	11	11	-	5.60	5.60
30	Building Maintenance & Construction	-	1	1	-	0.10	0.10
31	Building Trades - Carpentry	12	13	1	6.73	7.17	0.43
30	CNC Setup/Operation	8	9	1	4.03	4.90	0.87
31	Child Care Services	8	9	1	4.00	4.10	0.10
30	Criminal Justice-Law Enf Acad	15	22	7	8.00	11.63	3.63
31	Culinary Specialist	11	5	(6)	6.00	1.40	(4.60)
31	Dairy Herd Management	14	18	4	7.83	9.43	1.60
30	Dental Assistant	24	21	(3)	12.37	10.53	(1.83)
31	Electrical Power Distribution	25	30	5	13.83	14.13	0.30
50	Electricity (Construction)	6	1	(5)	0.40	0.10	(0.30)
31	Esthetician	14	10	(4)	5.90	3.90	(2.00)
30	Farm Business & Production Manage	-	1	1	-	0.17	0.17
50	Industrial Electrician Apprentice	13	13	-	1.13	0.93	(0.20)
31	Medical Assistant	44	44	-	18.04	19.37	1.33
30	Medical Coding Specialist	51	43	(8)	14.27	11.37	(2.90)
31	Medical Transcription	10	3	(7)	3.63	0.77	(2.87)
30	Nursing Assistant	134	98	(36)	14.48	10.53	(3.94)
31	Office Support Specialist	3	9	6	1.23	4.33	3.10
50	Plumbing Apprentice	3	4	1	0.30	0.40	0.10
31	Welding	39	49	10	20.77	23.17	2.40
	Total Technical Diploma	585	558	(27)	219.06	214.55	(4.51)
	Liberal Studies	-	11	9	-	4.97	4.97
	Undeclared Majors	243	173	(74)	37.65	30.45	(7.20)
	Total	1,634	1,560	(80)	593.05	589.34	(3.71)
	Percent of Change						-0.63%
	Vocational Adult (Aid Codes 42-47)				15.55	27.91	12.36
	Community Services				0.10	0.18	0.09
	Basic Skills (Aid Codes 7x)				0.53	0.80	
	Basic Skills Remedial(Aid Codes 78)				8.49	14.26	5.76
	Grand Total				617.72	632.49	14.76
	Total Percent of Change						2.39%

B. Chairperson's Report

1. 2014 Board Member of the Year Award

C. College President's Report

1. Performance-Based Funding Summit and Future Process
2. AB177 Public Hearing
3. International Travel
4. Higher Learning Commission Online Approval

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Foundation Report

B. Time and Place

Thursday, September 26, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

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

- (1) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session.
{Wis.Stats.19.85(1)(e)}

D. Approval of Closed Session Minutes of June 20, 2013

Reconvene to Open Session

B. Action, if necessary, on Closed Session Items

Adjournment