



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 23, 2012

Held at

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

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, August 23, 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 August 23, 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

C. Oath of Office

Recently appointed Board members Diane Messer and Darlene Mickelson will sign the Oath of Office.

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 9, 2012

Minutes of the July 9, 2012, annual 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 any questions.

D. Contract Revenue

There were 14 contracts in July 2012 totaling \$144,609.15 for Board approval. The Contract Revenue Report is included with the electronic Board material.

Recommendation – Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Request for Approval of Outdoor Dining Terrace Project

The Southwest Tech Three-Year Facility Plan for 2012-13 includes \$237,312 for site improvements to renovate the Outdoor Dining Area. This renovation will provide additional space for staff and student dining events. We seek the Boards approval to move forward with the renovation of the Outdoor Dining Area. Doug Pearson, Director of Facilities, will provide a review of the plans and present the Request for Approval.

1. Resolution Approving Outdoor Dining Terrace Project

The resolution approving the renovation of the Outdoor Dining Area is available with the Board material.

Recommendation: Approve the renovation of the Outdoor Dining Area.

2. Resolution Requesting State Board Approval of Outdoor Dining Terrace Project

The resolution approving the submission of the renovation of the Student Services area to the WTCS Board is available electronically with all other Board material.

Recommendation: Approve the submission to the State Board for their approval of renovation of Student Services.

B. Request for Approval of Student Services Renovation Project

The Southwest Tech Three-Year Facility Plan for 2012-13 includes \$500,000 for renovation to the Student Services area. Renovating Student Services will improve student registration, student recruitment, financial aid, and cashier functions. We seek the Boards approval to move forward with the renovation of Student Services. Doug Pearson, will provide a review of the plans and present the Request for Approval.

1. Resolution Approving Student Services Renovation Project

The resolution approving the renovation of Student Services is available with the Board material.

Recommendation: Approve the renovation of Student Services.

2. Resolution Requesting State Board Approval of Student Services Renovation Project

The resolution approving the submission of the renovation of Student Services to the WTCS Board is available electronically with all other Board material.

Recommendation: Approve the submission to the State Board for their approval of the Student Services renovation.

C. Personnel

1. Employment

An employment recommendation will be presented at the Board meeting for a Human Services Associate Instructor. The employment recommendation is available with all other electronic Board material.

Recommendation – Approve the employment recommendation for Julie Antonson for the Human Services Associate Instructor position at a salary of \$58,198 for academic year 2012-13.

2. Layoff

At the June 18, 2012, Board meeting, the District Board approved a strategy whereby program staff members are issued preliminary notice of non-renewal letters as soon as possible after September 1 and effective at the end of their contract next year in any program with fewer than 15 new students enrolled on September 1. This strategy gives the College and staff members at least nine months to implement corrective action. The low-enrollment programs and the names of staff members projected to be given such notices will be presented at the August Board meeting.

Recommendation – A recommendation to issue preliminary notice of non-renewal letters dependent on new student numbers following the final add/drop day will be presented at the Board meeting.

D. Friend of the College Award

On special occasions, it is appropriate for the Southwest Tech District Board and campus community to recognize the contributions of individuals or organizations that have advanced the mission and values of the College. The Southwest Tech “Friend of the College” Award nominations would entail a brief award rationale narrative and be brought to the District Board for consideration at a regular meeting. In recognition of their service to Southwest Tech, awardees will receive a proclamation plaque that will be presented at a regular meeting of the District Board.

Recommendation – Recognize Sherriff Keith Govier with a Friend of the College Award.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Administrative Services Report

Caleb White, Vice President for Administrative Services, will provide an Administrative Services Report updating the Board on current and new activities, future directions, and continuous improvement. The report will be available at the Board meeting.

B. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

1. Final 2011-12

2. Projected 2012-13

Enrollment reports are available electronically with all other Board material. Caleb White will be present for any questions.

B. Chairperson’s Report

1. 2013 Board Member of the Year Award

C. College President's Report

1. Sullivan Report to Council on Workforce Investment and College Workforce Readiness Council
2. Survey of Summer Hours and Other Matters

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Marketing and Business & Industry Services Report

B. Time and Place

Thursday, September 27, 2012, 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. 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)}
2. 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 July 9, 2012

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The August 23, 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

C. Oath of Office

Recently appointed Board members, Diane Messer and Darlene Mickelson, will sign the Oath of Office.

Consent Agenda

A. Approval of Agenda

REVISED BOARD MEETING NOTICE/AGENDA

Thursday, August 23, 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 August 23, 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."

D. Roll Call

E. Reports/Forums/Public Input

F. Oath of Office (Recently Appointed Board Members)

CONSENT AGENDA

E. Approval of Agenda

F. Minutes of the Annual Meeting of July 9, 2012

G. Financial Reports

4. Purchase Orders Greater than \$2,500

5. Treasurer's Cash Balance

6. Budget Control

H. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- E. Request for Approval of Outdoor Dining Terrace Project
 - 3. Resolution Approving Outdoor Dining Terrace Project
 - 4. Resolution Requesting State Board Approval of Outdoor Dining Terrace Project
- F. Request for Approval of Student Services Renovation Project
 - 1. Resolution Approving Student Services Renovation Project
 - 2. Resolution Requesting State Board Approval of Student Services Renovation Project
- G. Personnel
 - 3. Employment
 - 4. Layoff
- H. Friend of the College Award

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- C. Administrative Services Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- E. Enrollment Report
 - 3. Final 2011-12
 - 4. Projected 2012-13
- F. Chairperson's Report
- G. College President's Report
- H. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURN TO CLOSED SESSION

- C. Consideration of adjourning to closed session for the purpose of
 - 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
 - 2. 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 July 9, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Annual Meeting of July 9, 2012

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JULY 9, 2012

The Board of Southwest Wisconsin Technical College met in public session of the annual meeting commencing at 5:30 p.m. on July 9, 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:

Melissa Fitzsimons, James Kohlenberg, Russell Moyer, Chris Prange, Rhonda Sutton, Donald Tuescher

Absent: Diane Messer and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Derek Dachelet, Katie Garrity, Laura Lee Nyberg, Doug Pearson, Barb Tucker, and Caleb White. Public present included Rob Callahan, Fennimore Times; Darlene Mickelson; and John Mehan, Robert W. Baird & Co.

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

Monday, July 9, 2012

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 9, 2012, 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 18, 2012
- C. Financial Reports

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Borrowing Resolutions
 1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Personnel
 1. Employment
- D. Designate Official Newspaper for 2012-13
- E. Designate Depository for 2012-13
- F. Designate College Legal Counsel for 2012-13
- G. 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of April 26, 2012

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}

Recently appointed Board members Melissa Fitzsimons and Donald Tuescher signed the Oath of Office. After reviewing the Consent Agenda, Mr. Tuescher moved to

approve the Consent agenda, including the Board agenda; the June 18, 2012, Board minutes; financial reports; and 97 contracts totaling \$496,870.10. Ms. Fitzsimons seconded the motion, which was unanimously approved.

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. Seven bidders provided bids ranging from 0.8633 to 1.1815 percent. Mr. Mehan recommended the Board approve UMB (United Missouri Bank) N.A. with the low bid. Mr. Tuescher moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to UMB N.A. at a rate of 0.8633%. Mr. Prange seconded the motion. Upon a roll call vote with all Board members voting affirmatively, the motion carried.

Doug Pearson, Director of Facilities, presented the annual three-year Facilities Plan 2012-2015 required by the Wisconsin Technical College System. Mr. Pearson noted that Year One includes remodeling of site improvements (outdoor patio), renovation of Student Services and Student Activities Center, and carpet replacement; planning for the Library, Academic Success Center, and Center for Teaching & Learning renovation design; and HVAC replacement for the Cosmetology lab.

Year Two includes remodeling of the Kramer Building, Koenecke Roof Replacement, tunnel lighting and flooring, site improvements, Lenz Center and Cafeteria carpet replacement as well as capital improvements of a Public Safety Complex internal connector road. Year Three includes remodeling of the Library, Academic Success Center, and Center for Teaching & Learning, Building 700 renovation, and site improvements. After discussion, Mr. Tuescher moved to approve the Three-Year Facilities Plan 2012-2015. Ms. Fitzsimons seconded the motion; motion carried.

Duane Ford, President, presented two employment recommendations for Electromechanical Technology instructors. The two new instructors will replace Doug Phillips who retired and Jason Kolbe who will be providing contract and grant training. Mr. Tuescher moved to approve the employment recommendation for Mary Hudson for one of the Electromechanical Technology Instructor positions at a salary of \$51,378 for academic year 2012-13. Mr. Prange seconded the motion; motion carried. Mr. Tuescher moved to approve the employment recommendation for Joshua Klaas for one of the Electromechanical Technology Instructor positions at a salary of \$54,608 for academic year 2012-13. Responding to a question from the Board, Dr. Ford shared that the difference in pay is due to background training and work experience. Mr. Prange seconded the motion; motion carried.

On July 12, 2010, the Board approved the designation of *The Dodgeville Chronicle* as Southwest Tech's official newspaper for fiscal years 2011-2013; therefore, no bids were presented for approval.

Caleb White, Director of Fiscal Services, informed the Board that an RFP was sent out and six responses were received. After reviewing the proposals, Mr. White recommended Citizen's Bank be the official depository for 2012-13. Ms. Fitzsimons moved to designate Citizen's Bank, Fennimore, Wisconsin, as the official depository for 2012-13. Mr. Tuescher 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 2012-13 fiscal year. Ms. Fitzsimons seconded the motion; motion carried.

The election of officers for 2012-13 was held. Mr. Tuescher nominated James Kohlenberg for Chairperson. Mr. Moyer moved to close nominations and cast an unanimous ballot. Mr. Tuescher seconded the motion. The motion carried and Mr. Kohlenberg was elected Chairperson.

Mr. Moyer nominated Eileen Nickels for Vice Chairperson. Mr. Tuescher moved that nominations be closed and that a unanimous ballot be cast for Ms. Nickels for Vice Chairperson, seconded by Mr. Prange. The motion was carried and Ms. Nickels was elected Vice Chairperson.

Mr. Moyer nominated Melissa Fitzsimons for Secretary. Mr. Tuescher moved that nominations be closed and that a unanimous ballot be cast for Ms. Fitzsimons for Secretary, seconded by Mr. Prange. The motion was carried and Ms. Fitzsimons was elected Secretary.

Ms. Fitzsimons nominated Rhonda Sutton for Treasurer. Mr. Prange moved nominations be closed and that a unanimous ballot be cast for Ms. Sutton for Treasurer, seconded by Mr. Moyer. The motion carried and Ms. Sutton was elected Treasurer.

Board members reviewed the Board Monitoring Schedule and finalized the monthly meeting dates for 2012-13 noting a Board Retreat will be held in January.

Doug Pearson updated the Board on current and new activities, future directions, and continuous improvement in the Facilities Department. Items noted by Mr. Pearson included:

- The Public Safety Building has been completed. Several items are being completed at the Public Safety Complex including the paving and painting of the parking lot and the construction of the pavilion adjacent to the EVOC track. This fall a control burn is being investigated for the prairie seeding;
- Reroofing of the General Education Building and HVAC unit replacement on Building 150 is ongoing;
- The Manufacturing Center Electromechanical Technology lab is on schedule;
- Minor renovation in Building 700 for the plumbing apprentices and Electromechanical students is being completed;
- The College Connection and Kramer Administration Building renovations are in the design phase;
- The Koenecke Building carpet will be finished this summer.
- The air compressor unit being replaced in the Ag/Auto Center has been listed for sale on the State website;
- The Daycare Center playground is being installed;
- A walking trail around campus is currently being developed; and
- Student Housing work being done this summer includes painting of several units, replacement of siding on one of the older units; asbestos abatement work, and cleaning.

The Board thanked the people who have donated extra time and effort this year in the remodeling and building projects.

Dr. Ford provided the Staffing Update. He thanked Laura Bodenbender, Human Resources Director, for her work this past year with all the changes in staffing, Act 10, and the Employee Handbook. Dr. Ford informed the Board the new advisors are in place and with the one counselor we have a team of four people assisting students as advisors. In response to a question from the Board, Dr. Ford shared that the total number of full-time staff positions is less than FY 2012.

Caleb White reviewed the FTE Comparison report, which reflected a seven percent decrease from the previous year. Mr. White also reviewed the application comparison report and noted that maximum capacity has been increased for Graphic & Web Design and Electrical Power Distribution to accommodate waiting list students.

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

Under the College President's Report, Dr. Ford informed the Board that Manpower has become the new operator for the Workforce Investment Act (WIA) funds. The College will be leasing several offices to them. Dr. Ford has completed presentations to all five County Boards and plans to do this on an annual basis. Dr. Ford informed the Board that Dan Clancy, President of the Wisconsin Technical College System, has announced his retirement. The State Board will be conducting a presidential search for his replacement.

Mr. Tuescher moved to adjourn to closed session, with Ms. Fitzsimons seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to closed session at 6:28 p.m. The Board reconvened in open session at 6:46 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting. Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 6:48 p.m.

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 7/12012 TO 7/31/2012**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
7/2/2012	5836	CK Norman	27,540.48	7/1/12-6/30/13 Rent - Richland Center
7/11/2012	5840	Pro-Safe Fire Training Systems	4,800.00	Inspection/Preventative Maint. of Live Fire Training System
7/18/2012	5846	TDS Telecom	4,500.00	Local service phone analog lines for 2012-13
7/18/2012	5847	TDS Telecom	20,000.00	Local phone & PRI/DID numbers for 2012-13
SUBTOTAL			\$ 56,840.48	
<u>CAPITAL FUND</u>				
07/11/12	5839	Duet	4,555.20	McIntosh Workstation Desks for Room 211
07/16/12	5843	Zorn Compressor & Equipment	19,050.00	Model QRS25 Air Compressor
07/24/12	5849	University of Northern Iowa	33,206.86	Virtual Paint System for Auto Body
07/24/12	5850	Lange Sign Group	2,512.00	Single Face Non-Illuminated Sign-Housing
07/25/12	5851	CDW Government	14,985.24	Crucial 64GB Memory Kit for 6 Virtual Environment Servers
07/25/12	5852	CDW Government	14,464.35	HP E-MSM 466 Wireless Access Point w/ Antenna (15) - to improve/expand campus wireless network access
SUBTOTAL			\$ 88,773.65	
TOTAL			\$ 145,614.13	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 7/31/12

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	21,913.58
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	579,984.19
Other (Due To)	4,505,576.34
Total Liability Adjustment	5,515,088.25

Beginning Treasurers Balance -

Receipt

Fund	
1 General	988,480.80
2 Special Revenue	-
3 Capital Projects	51,974.59
4 Debt Service	-
5 Enterprise	28,174.33
6 Internal Service	197,984.69
7 Financial Aid/Activities	18,989.19
Total Receipts	1,285,603.60

Cash Available 1,285,603.60

Expenses

Fund	
1 General	452,415.15
2 Special Revenue	-
3 Capital Projects	177,661.58
4 Debt Service	-
5 Enterprise	104,587.79
6 Internal Service	261,790.25
7 Financial Aid/Activities	87,278.92
Total Expenses	1,083,733.69

Treasurers Cash Balance 201,869.91
 Liability Adjustment 5,515,088.25
 Cash in Bank 5,716,958.16

3. Budget Control

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

	<u>2012-13 Budget</u>	<u>2012-13 YTD Actual</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>
General Fund Revenue	21,318,000.00	988,480.80	4.64	3.60	4.12	3.01	2.93
General Fund Expenditures	21,618,000.00	452,415.15	2.09	3.47	3.62	3.34	3.44
Capital Projects Fund Revenue	2,550,000.00	51,974.59	2.04	0.01	-	1.18	-
Capital Projects Fund Expenditures	2,991,000.00	177,661.58	5.94	13.11	3.51	0.40	0.90
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	28,174.33	1.52	14.77	16.14	14.84	12.64
Enterprise Fund Expenditure	1,650,000.00	104,587.79	6.34	2.52	6.76	12.47	2.77
Internal Service Fund Revenue	3,950,000.00	197,984.69	5.01	2.88	4.72	4.08	3.65
Internal Service Fund Expenditures	3,900,000.00	261,790.25	6.71	8.54	8.21	8.29	8.21
Trust & Agency Fund Revenue	7,780,000.00	18,989.19	0.24	0.67	0.21	2.67	1.33
Trust & Agency Fund Expenditures	7,780,000.00	87,278.92	1.12	1.25	1.12	1.90	1.24
Grand Total Revenue	42,508,000.00	1,285,603.60	3.02	2.89	3.31	2.34	2.26
Grand Total Expenditures	42,999,000.00	1,083,733.69	2.52	3.77	3.31	2.95	2.64

D. Contract Revenue

There were 14 contracts in July 2012 totaling \$144,609.15 for Board approval. The Contract Revenue Report follows.

2011-12 (Close-outs) and 2012-2013 CONTRACTS

07/01/12 through 07/31/12

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2012-0119-I-41	Principles of Lean	Derek Dachelet	29	4,392.89	No		x	
03-127-116-112 WATG	Lean Culture		29	4,392.89	No		x	
Upland Hills Health	Value Stream Mapping		27	4,392.89	No		x	
	Process Mapping		28	4,392.89	No		x	
	Principles of Lean w/ Simulation		316	19,454.21	No		x	
	TPM/Quality		28	4,392.89	No		x	
	5S/Visual Workplace		28	4,392.89	No		x	
	Kaizen Practices & Principles		28	4,373.47	No		x	
03-2012-0134-I-41	Heartsaver First Aid w/ CPR and AED	Rita Luna	5	200.00	Yes		x	
American Players Theatre								
03-2012-0181-I-41	Organizational Leadership	Derek Dachelet	46	9,558.52	No		x	
03-140-116-112 WATG	Personal Leadership		46	9,558.52	No		x	
Richland County Manf. Consortium	Performance Management		46	9,558.52	No		x	
	Workplace Communication		47	9,608.52	No		x	
	Motivational Strategies		47	9,608.52	No		x	
	Change Management		48	9,658.52	No		x	
	Principles of Lean		8	3,187.51	No		x	
	Lean Culture		8	3,187.51	No		x	
	Value Stream Mapping		8	3,187.51	No		x	
	Process Mapping		8	3,187.51	No		x	
	TPM Quality Problem Solving		8	3,187.51	No		x	
	5S/Visual Workplace		8	3,187.51	No		x	
03-2012-0183-I-41	Conflict Resolution		7	1,267.59	No		x	
03-139-116-112 WATG	Coaching		6	1,267.59	No		x	
Gro Alliance	Planning & Goal Setting		3	1,267.59	No		x	
	PLC Training Seminar		8	3,270.40	No		x	

03-2012-0184-I-41 03-141-116-112 WATG Building Automation Products, Inc.	Basic Electrical Wiring	Derek Dachelet	12	7,344.78	No	x
03-2013-0038-I-41 Fitness 14	CPR for Healthcare Provider & First Aid	Rita Luna	4	155.00	No	x
03-2013-0039-I-41 Mineral Point Care Center	CPR for Healthcare Provider	Rita Luna	12	420.00	Yes	x
03-2013-0041-I-41 Kids Stuff Child Care Services	CPR	Rita Luna	4	140.00	Yes	x
03-2013-0042-I-42 Grassroots Citizens of Wisconsin	Facebook 101	Derek Dachelet	20	690.00	No	x
03-2013-0043-I-41 Canyon Camp	CPR CPR for Healthcare Provider First Aid	Rita Luna	4 15 3	815.00	Yes	x
03-2013-0045-I-42 West Grant EMS	CPR for Healthcare Provider	Rita Luna	15	560.00	No	x
03-2013-0056-I-41 Handy Enterprises	CPR for Healthcare Provider	Rita Luna	1	35.00	Yes	x
03-2013-0058-I-42 Highland Ambulance	CPR for Healthcare Provider Recert	Rita Luna	7	245.00	No	x
03-2013-0060-I-41 Prairie Mason	CPR for Healthcare Provider Recert	Rita Luna	2	70.00	Yes	x
Totals:			<u>969</u>	<u>\$ 144,609.15</u>		

Other Items Requiring Board Action

A. Request for Approval of Outdoor Dining Terrace Project

The Southwest Tech Three-Year Facility Plan for 2012-13 includes \$237,312 for site improvements to renovate the Outdoor Dining Area. This renovation will provide additional space for staff and student dining events. We seek the Boards approval to move forward with the renovation of the Outdoor Dining Area. Doug Pearson, Director of Facilities, will provide a review of the plans and present the Request for Approval.

1. Resolution Approving Outdoor Dining Terrace Project

The resolution approving the renovation of the Outdoor Dining Area is available below.

Recommendation: Approve the renovation of the Outdoor Dining Area.

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD**

WHEREAS, Southwest Wisconsin Technical College has statutory authority to renovate an existing facility, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate the Outdoor Dining Area to provide additional space for staff and student dining and events, and

WHEREAS, Southwest Wisconsin Technical College has considered contracting the design and renovation of the Outdoor Dining Area on the college campus, Fennimore, Wisconsin, to Design Studio, Etc., and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the renovation project via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves contracting for the design and renovation of the Outdoor Dining Terrace to provide additional space for staff and student dining and events on the college campus, Fennimore, Wisconsin.

Adopted and recorded this 23rd day of August, 2012.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimons
Secretary

2. Resolution Requesting State Board Approval of Outdoor Dining Terrace Project

The resolution approving the submission of the renovation of the Student Services area to the WTCS Board is available below.

Recommendation: Approve the submission to the State Board for their approval of renovation of Student Services.

RESOLUTION OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, the Southwest Wisconsin Technical College Board has approved the renovation of the Outdoor Dining Terrace to provide additional space for staff and student dining and events,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for State Board approval for the renovation of the Outdoor Dining Terrace on the college campus in Fennimore, Wisconsin.

Adopted and recorded this 23rd day of August 2012.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimons
Secretary

B. Request for Approval of Student Services Renovation Project

The Southwest Tech Three-Year Facility Plan for 2012-13 includes \$500,000 for renovation to the Student Services area. Renovating Student Services will improve student registration, student recruitment, financial aid, and cashier functions. We seek the Boards approval to move forward with the renovation of Student Services. Doug Pearson, will provide a review of the plans and present the Request for Approval.

1. Resolution Approving Student Services Renovation Project

The resolution approving the renovation of Student Services is available below.

Recommendation: Approve the renovation of Student Services.

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD**

WHEREAS, Southwest Wisconsin Technical College has statutory authority to renovate an existing facility, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate the Student Services area to improve student registration, student recruitment, financial aid, and cashier functions, and

WHEREAS, Southwest Wisconsin Technical College has considered contracting the design and renovation of the Student Services area in Building 400 of the college campus, Fennimore, Wisconsin, to Plunkett Raysich Architects, LLP, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the renovation project via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves contracting for the design and renovation of the Student Services Area of Building 400 of the college campus, Fennimore, Wisconsin, to improve student registration, student recruitment, financial aid, and cashiers functions.

Adopted and recorded this 23rd day of August, 2012.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimons
Secretary

3. Resolution Requesting State Board Approval of Student Services Renovation Project

The resolution approving the submission of the renovation of Student Services is available below.

Recommendation: Approve the submission to the State Board for their approval of the Student Services renovation.

RESOLUTION OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, the Southwest Wisconsin Technical College Board has approved the renovation of the Student Services area in Building 400 to improve student registration, student recruitment, financial aid, and cashier functions,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for State Board approval the renovation of the Student Services area of Building 400 located on the college campus in Fennimore, Wisconsin.

Adopted and recorded this 23rd day of August 2012.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimons
Secretary

C. Personnel

1. Employment

Laura Bodenbender, Director of Human Resources, will present an Employment Recommendation for a Human Services Instructor at the Board meeting. The employment recommendation is available below.

Recommendation: Approve the employment recommendation for Julie Antonson for the Human Services Associate Instructor position at a salary of \$58,198 for academic year 2012-13.

Recommendation for Employment

Julie Antonson

Human Services Associate Instructor

August 2012

The search and screen committee has completed the interview process for the Human Services Associate Instructor. Ten applications were received and three candidates were interviewed.

Julie's Educational Background:

- University of Wisconsin-Madison
 - Master of Science in Social Work - 5/89
- Wartburg College
 - Bachelors of Social Work & Bachelors of Arts in Psychology – 05/80

Julie's Occupational Experience:

- Upper Iowa University – Adjunct Instructor (21yrs)
- Crawford County Human Services (02-present) – Clinical Social Worker (10yrs)
- Gunderson Lutheran Behavioral Health – Psychotherapist (3yrs)
- Crawford County Human Services (90-99) – Clinical Social Worker (9yrs)

Other notes of importance: Specialized Training

- Dialectical Behavior Therapy
- Midwest Conference on Child Sexual Abuse
- U.S. psychiatric & Mental Health Congress
- EMDR (Eye Movement Desensitization and Reprocessing) Level II Training

Professional Affiliations:

- National Association of Social Workers, Wisconsin Chapter
- Domestic Abuse Task Force of Grant County

Julie has accepted a salary \$58,198.00 for the 2012-2013 year.

The committee recommends the hiring of Julie Antonson.

Submitted by: Laura Bodenbender, Director of Human Resources

2. Layoff

At the June 18, 2012, Board meeting, the District Board approved a strategy whereby program staff members are issued preliminary notice of non-renewal letters as soon as possible after September 1 and effective at the end of their contract next year in any program with fewer than 15 new students enrolled on September 1. This strategy gives the College and staff members at least nine months to implement corrective action. The low-enrollment programs and the names of staff members projected to be given such notices will be presented at the August Board meeting.

Recommendation – A recommendation to issue preliminary notice of non-renewal letters dependent on new student numbers following the final add/drop day will be presented at the Board meeting.

D. Friend of the College Award

On special occasions, it is appropriate for the Southwest Tech District Board and campus community to recognize the contributions of individuals or organizations that have advanced the mission and values of the College. The Southwest Tech “Friend of the College” Award nominations would entail a brief award rationale narrative and be brought to the District Board for consideration at a regular meeting. In recognition of their service to Southwest Tech, awardees will receive a proclamation plaque that will be presented at a regular meeting of the District Board.

Recommendation – Recognize Sherriff Keith Govier with a Friend of the College Award.

Board Monitoring of College Effectiveness

A. Administrative Services Report

Caleb White, Vice President for Administrative Services, will provide an Administrative Services Report updating the Board on current and new activities, future directions, and continuous improvement. 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 July 2012 – June 2013

(Ret)=Retired (Res)=Resigned (Tra)=Transfer (NonR)=Non Renewal (L/O)=Layoff (B)=Bumped (Adj)=Adjunct

Name	Title	Status	Start Date
1. Helena Robinson (L/O)	WIA Account Manager	Bumped K.Kabat ASC Lab Asst.	7/1/2012
2. Brian Kitelinger (L/O)	WIA Account Manager	Internal transfer to Jody Millin's pos.	7/1/2012
3. Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012
4. Doug Phillips (Ret)	Business & Ind. Instructor	Internal transfer Jason Kolbe	7/1/2012
5. New Position	Advisor	Internal transfer Kari Kabat	7/2/2012
6. Becky Fernette (Res)	Human Services Instructor	New hire - Julie Antonson	8/6/2012
7. New Position	Electro Mechanical Instr.	New hire - Joshua Klaas	8/6/2012
8. New Position	Electro Mechanical Instr.	New hire - Mary Hudson	8/6/2012
9. New Position	Elic.Power Dist. Lab Asst.	Robert Hampton	8/6/2012
10. Kim Wolf (Res)	Fin. Aid/Bursar	New hire – Ashley Crubel	7/30/2012
11. Temporary Position	College Receptionist	Advertising	
12. Sherri Kreul (Res)	Evening Custodial – Lead	Advertising	
13. New Position	MSSC Instructor	Advertising	
14. New Position	Electro-Mech Lab Asst.	On Hold	
15. Ltd Term Position	Medical Lab Techn Instr	LTE hire – Brian Simmons	8/6/2012
16. Ltd Term Position	Elec Power Dist Lab Asst. LTE	hire – Robert Hampton	8/6/2012

Information and Correspondence

A. Enrollment Report

A College 2011-12 FTE Report, WTCS Comparison of 2011-12 FTEs, and the 2012-13 comparison Application Report are available below. Caleb White will be present for any questions.



2010-2011 and 2011-2012 FTE Comparison

Program Type	Program Title	FINAL Students	08-13-12 Students	Student Change	FINAL FTE	08-13-12 FTE	FTE Change
10	Accounting	60	50	(10)	51.86	38.56	(13.30)
10	Administrative Professional	27	24	(3)	24.17	19.30	(4.87)
10	Agri-Business/Science Technology	43	40	(3)	34.10	32.60	(1.50)
10	Business Management	89	92	3	61.59	66.46	4.87
10	Medical Laboratory Technician	16	23	7	13.63	18.10	4.47
10	Criminal Justice - Law Enforcement	88	84	(4)	78.93	67.13	(11.80)
10	Culinary Management	38	33	(5)	30.40	21.83	(8.57)
10	Direct Entry Midwife	28	21	(7)	13.30	11.37	(1.93)
10	Early Childhood Education	46	54	8	35.63	42.67	7.03
10	Electro-Mechanical Technology	51	44	(7)	47.96	38.70	(9.27)
10	Engineering Technologist	18	18	-	16.07	16.73	0.66
10	Golf Course Management	35	31	(4)	36.00	29.33	(6.67)
10	Graphic and Web Design	64	51	(13)	48.68	40.26	(8.42)
10	Human Services Associate	105	72	(33)	64.03	45.20	(18.83)
10	IT-Computer Support Specialist	28	10	(18)	20.20	6.47	(13.73)
10	IT-Network Comm Spec	34	31	(3)	28.17	22.33	(5.84)
10	IT-Web Analyst/Programmer	29	21	(8)	26.33	18.13	(8.20)
10	Individualized Technical Studies	2	6	4	1.30	3.13	1.83
10	Mechanical Design Technician	12	2	(10)	9.50	2.13	(7.37)
10	Nursing - Associate Deg	327	219	(108)	135.38	97.28	(38.10)
10	Physical Therapist Assistant	11	21	10	5.17	12.53	7.37
10	Supervisory Management	18	6	(12)	10.33	2.33	(8.00)
10	Technical Studies-Journeyworker	2		(2)	0.73		(0.73)
	Total Associate Degree	1,171	953	(218)	793.49	652.59	(140.90)

Program Type	Program Title	FINAL Students	08-13-12 Students	Student Change	FINAL FTE	08-13-12 FTE	FTE Change
31	Accounting Assistant	14	15	1	8.20	12.47	4.27
32	Agricultural Power & Equipment Tech	42	45	3	38.57	43.24	4.67
31	Auto Collision Repair & Refinish Tech	29	32	3	23.93	18.77	(5.17)
32	Automotive Technician	58	54	(4)	54.74	49.00	(5.74)
31	Barber/Cosmetologist	40	41	1	38.47	32.31	(6.17)
31	Bricklaying and Masonry	22	9	(13)	19.01	7.60	(11.41)
30	Building Maintenance & Construction	1	4	3	0.50	1.57	1.07
31	Building Trades - Carpentry	17	13	(4)	14.24	12.90	(1.34)
30	CNC Setup/Operation	8	9	1	4.13	4.93	0.80
31	Child Care Services	16	16	-	8.63	12.37	3.73
30	Criminal Justice-Law Enf Acad	32	15	(17)	13.90	7.90	(6.00)
31	Culinary Specialist	15	13	(2)	12.08	9.97	(2.12)
31	Dairy Herd Management	22	21	(1)	21.27	18.70	(2.57)
30	Dental Assistant	20	17	(3)	8.53	9.07	0.53
31	Electrical Power Distribution	25	22	(3)	21.93	19.73	(2.20)
50	Electricity (Construction)	8	8	-	1.20	1.00	(0.20)
31	Esthetician	17	8	(9)	15.00	5.80	(9.20)
30	Farm Business & Production Manage	133	86	(47)	17.00	19.51	2.51
50	Industrial Electrician Apprentice	4	9	5	0.43	2.07	1.63
31	Medical Assistant	64	50	(14)	39.34	35.87	(3.47)
30	Medical Coding Specialist	79	69	(10)	23.50	25.37	1.87
31	Medical Transcription	45	30	(15)	19.83	14.50	(5.33)
30	Nursing Assistant	275	235	(40)	30.67	27.30	(3.37)
30	Office Aide	22	9	(13)	9.33	5.03	(4.30)
31	Office Support Specialist	27	10	(17)	21.97	8.23	(13.73)
50	Plumbing Apprentice	19	15	(4)	2.70	2.37	(0.33)
31	Welding	25	41	16	20.97	39.60	18.63
Total Technical Diploma		1,079	896	(183)	490.08	447.16	(42.92)
Undeclared Majors				-	198.79	278.51	79.72
Total		2,250	1,849	(401)	1,482.35	1,378.26	(104.10)
Percent of Change							-7.02%

Program Type	Program Title	FINAL Students	08-13-12 Students	Student Change	FINAL FTE	08-13-12 FTE	FTE Change
	Basic Skills/Voc Adult Students						
	Vocational Adult (Aid Codes 42-47)				94.33	102.33	8.00
	Community Services				-	0.58	0.58
	Basic Skills (Aid Codes 7x)				<u>190.85</u>	<u>163.17</u>	<u>(27.68)</u>
	Grand Total				<u>1,767.54</u>	<u>,643.76</u>	<u>(123.78)</u>
	Total Percent of Change						-7.00%

WTCS Comparison of FTES (as of 8/9/12)

CJW
8/13/12

	FTEs					09-10 to 10-11		10-11 to 11-12		11-12 to 12-13		08-09 to 12-13	
	08-09	09-10	10-11	11-12	12-13								
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Projected</u>	#	%	#	%	#	%	#	%
Blackhawk	2,356	2,913	2,828	2,565	2,462	(85)	(2.9)	(263)	(9.3)	(103)	(4.0)	106	4.5
Chippewa Valley	4,386	4,572	4,727	4,469	4,469	155	3.4	(258)	(5.5)	0	0.0	83	1.9
Fox Valley	6,400	7,404	7,811	7,501	7,501	407	5.5	(310)	(4.0)	0	0.0	1,101	17.2
Gateway	5,182	5,985	6,382	6,220	6,220	397	6.6	(162)	(2.5)	0	0.0	1,038	20.0
Lakeshore	2,235	2,660	2,516	2,257	2,360	(144)	(5.4)	(259)	(10.3)	103	4.6	125	5.6
Madison Area	9,515	10,263	10,981	10,668	11,050	718	7.0	(313)	(2.9)	382	3.6	1,535	16.1
Mid-State	2,282	2,562	2,572	2,341	2,270	10	0.4	(231)	(9.0)	(71)	(3.0)	(12)	(0.5)
Milwaukee Area	13,416	14,614	14,541	13,999	13,600	(73)	(0.5)	(542)	(3.7)	(399)	(2.9)	184	1.4
Moraine Park	3,227	3,639	3,519	3,138	3,190	(120)	(3.3)	(381)	(10.8)	52	1.7	(37)	(1.1)
Nicolet Area	759	880	884	843	843	4	0.5	(41)	(4.6)	0	0.0	84	11.1
Northcentral	3,145	3,600	3,841	3,738	3,800	241	6.7	(103)	(2.7)	62	1.7	655	20.8
Northeast WI	6,600	7,446	7,554	7,356	6,910	108	1.5	(198)	(2.6)	(446)	(6.1)	310	4.7
Southwest WI	1,615	1,738	1,768	1,644	1,644	30	1.7	(124)	(7.0)	0	0.0	29	1.8
Waukesha													
County	4,208	4,800	4,856	4,623	4,422	56	1.2	(233)	(4.8)	(201)	(4.3)	214	5.1
WI Indianhead	2,898	3,142	2,938	2,779	2,624	(204)	(6.5)	(159)	(5.4)	(155)	(5.6)	(274)	(9.5)
Western WI	3,698	4,130	4,104	3,856	3,625	(26)	(0.6)	(248)	(6.0)	(231)	(6.0)	(73)	(2.0)
Total	<u>71,922</u>	<u>80,348</u>	<u>81,822</u>	<u>77,997</u>	<u>76,990</u>	<u>1,474</u>	<u>1.8</u>	<u>(3,825)</u>	<u>(4.7)</u>	<u>(1,007)</u>	<u>(1.3)</u>	<u>5,068</u>	<u>7.0</u>

APPLICATION COMPARISON

<u>Max</u>	<u>Program</u>	<u>2012-13 (8/20/12)</u>			<u>2011-12 (8/22/11)</u>			<u>YOY Change</u>
		<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
	Accounting	17		17	25		25	(8)
	Acct Assist	6		6	8		8	(2)
	Admin Professional	13		13	10		10	3
	Agribusiness/Science	24		24	20	1	21	3
22	Ag Power	22	16	38	20	8	28	10
22	Auto Collision	16		16	20		20	(4)
22	Auto Tech	22	3	25	20	8	28	(3)
24	Barber/Cosmetologist	24	1	25	24		24	1
	Bricklaying & Masonry	-		-	7		7	(7)
	Bldg Trades-Carpentry	13		13	15	2	17	(4)
	Business Management	42		42	48		48	(6)
	CC Services	7		7	13		13	(6)
15	CNC Setup/Operation	9		9	7		7	2
	Criminal Justice-LE	36		36	45		45	(9)
	Culinary Mgnt	16		16	15		15	1
	Culinary Spec	13		13	9		9	4
	Dairy Herd	14		14	18		18	(4)
20	Dental Assist	23	10	33	18	12	30	3
	DE Midwife (Jan start only)			10			9	1
	Early Child Educ	23		23	24	6	30	(7)
27	Electrical Power Distribution	26		26	20	23	43	(17)
24	Electro-mech Tech	24	6	30	20		20	10
	Engineering Technologist	16		16	7		7	9
20	Esthetician	14		14	9		9	5
	Golf Course Mgnt	16		16	11		11	5
25	Graphic & Web Design	22		22	21	9	30	(8)
36	Hum Serv Assoc	28		28	29		29	(1)
	Individual Tech Studies	-		-	5		5	(5)
	IT-Comp Sup Spec	-		-	2		2	(2)
	IT-Network Comm	21		21	19		19	2
	IT-Web Analyst/Program	11		11	13		13	(2)
32	Medical Asst	32	21	53	32	34	66	(13)
34	Med Coding Spec	34	18	52	30	19	49	3
16	Medical Laboratory Tech	11		11	12		12	(1)
28	Medical Trans	10		10	21		21	(11)
54	N-Assoc Degree	54	62	116	55	61	116	-
28	N-Assoc Degree P/T	28	10	38	27	21	48	(10)
	Office Aide (Jan start only)			5			19	(14)

<u>Max</u>	<u>Program</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>YOY Change</u>
	Office Sup Spec	3		3	10		10	(7)
15	Physical Therapist Asst	15	26	41	15	11	26	15
40	Welding	39	-	39	36	-	36	3
504	Totals	744	173	932	760	215	1,003	(71)
	YOY Change	(16)	(42)	(71)				

B. Chairperson's Report

1. 2013 Board Member of the Year Award

C. College President's Report

1. Sullivan Report to Council on Workforce Investment and College and Workforce Readiness Council
2. Survey of Summer Hours and Other Matters

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Marketing and Business & Industry Services Report

B. Time and Place

September Board Meeting – Thursday, September 27, 2012, at 7:00 p.m. in Rooms 492-493, College Connection

Adjourn to Closed Session

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

1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
2. 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 July 9, 2012

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment