



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

December 19, 2013

Held at

Southwest Tech's Platteville Outreach Site
110 W. Adams Street
Platteville, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, December 19, 2013

5:00 p.m. – Board Meeting - Platteville Community Panel

6:00 p.m. – Dinner

6:30 p.m. – Regular Board Meeting

Platteville Outreach Site Meeting Room

110 W. Adams Street, Platteville, WI

ANNOTATED AGENDA (AMENDED)

OPEN MEETING

The following statement will be read: “The December 19, 2013, Board 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Platteville Community Panel

Community members from the Platteville area will engage with the Board for discussion of programming and services. Community members include:

- Larry Bierke, Platteville City Manager;
- Dan Rohrbach, Southwest Health Center;
- Tim Boldt, Pioneer Ford and Platteville Chamber of Commerce President;
- Dennis Shields, UW-Platteville;
- John Digman, Mound City Bank ;
- Jeff Jacobson, Platteville Schools; and
- Rich McNett, Mil-3 Precision Machining

The Board will adjourn until 6:30 p.m. The Board will have dinner for social purposes only and no College business will be conducted.

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of November 21, 2013

Minutes of the November 21, 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 Whites, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. Contract Revenue

Fourteen contracts totaling \$313,335.08 in November 2013 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

1. Employment

There are two new hires and one transfer being presented for approval in the Personnel Report. The report is available with the electronic Board material.

2. Resignation

There is one resignation being presented for approval in the Personnel Report, which is available with the electronic Board material.

Recommendation: Approve the consent agenda

OTHER ITEMS REQUIRING BOARD ACTION

A. Grant County Economic Development Corporation Lease

The 2014 office space lease with Grant County Economic Development Corporation is available with the Board material. The lease terms remain the same as last year's lease.

Recommendation: Approve the 2014 lease for Grant County Economic Development Corporation.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Business & General Studies Report

Joyce Czajkowski, Dean of Business & General Studies will present recent division activities. 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 2013-14 Comparison FTE and 2014-15 Application Reports are available electronically with all other Board material. Also available is a WTCS Comparison Report.

B. Chairperson's Report

C. College President's Report

1. Dodgeville Outreach Site Open House
2. Richland Alliance Co-Location
3. Iowa County Justice Committee

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit
2. Industry, Trades & Agriculture Report

B. Time and Place

Thursday, January 23, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURNMENT

Open Meeting

The following statement will be read: "The December 19, 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

Board Monitoring of College Effectiveness

A. Platteville Community Panel

Community members from the Platteville area will engage with the Board for discussion of programming and services. Community members include:

- Larry Bierke, Platteville City Manager;
- Dan Rohrbach, Southwest Health Center;
- Tim Boldt, Pioneer Ford and Platteville Chamber of Commerce President;
- Dennis Shields, UW-Platteville;
- John Digman, Mound City Bank ;
- Jeff Jacobson, Platteville Schools; and
- Rich McNett, Mil-3 Precision Machining

The Board will adjourn until 6:30 p.m. The Board will have dinner for social purposes only and no College business will be conducted.

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, December 19, 2013

5:00 p.m. – Board Meeting - Platteville Community Panel

6:00 p.m. – Dinner

6:30 p.m. – Regular Board Meeting

Platteville Outreach Site Meeting Room

110 W. Adams Street, Platteville, WI

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The December 19, 2013, Board 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Platteville Community Panel

The Board will adjourn until 6:30 p.m. The Board will have dinner for social purposes only and no College business will be conducted.

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 21, 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
 - 1. Employment
 - 2. Resignation

OTHER ITEMS REQUIRING BOARD ACTION

- A. Grant County Economic Development Corporation Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Business & General Studies 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

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 Regular Board Meeting of November 21, 2013

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOVEMBER 21, 2013

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on November 21, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Diane Messer and Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Heather Fifrick, Amy Loy, Laura Nyberg, Barb Tucker, and Caleb White. Public present included Rob Callahan, Fennimore Times, and David Hartberg, CEO of Gundersen Boscobel Area Hospital & Clinics.

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

BOARD MEETING NOTICE/AGENDA

Thursday, November 21, 2013

5:45 p.m. – Tour of Testing Center, Culinary Kitchen/Dining Room, & Human Resources

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The November 21, 2013, Board 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 October 24, 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
 - 1. Employment
 - 2. Resignation

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP For Medical & Dental Clinic Services
- B. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements
 - 1. Full-time Academic Staff
 - 2. Regular Full-time and Regular Part-time Support Staff

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2014-15 Budget Process
- B. Student Services Report
- C. Institutional Advancement Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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

After reviewing the Consent Agenda, Mr. Kohlenberg moved to approve the Consent Agenda including the November 21, 2013, agenda; October 24, 2013, Board minutes; financial reports; 14 contracts totaling \$10,830.13; hiring of Matthew Schneider, College Admissions Representative and Annetta Smith, Human Resources Assistant; transfer of Ashley Crubel, Financial Analyst; and the resignation of Shari Johnson, Early Childhood Education Instructor. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the summary of the proposals received for medical and dental clinic services. The request for proposals (RFP) was advertised and health care facilities in the district were sent the RFP. Three

proposals were received by the October 17 deadline. An internal committee reviewed the proposals and interviewed the top two candidates – Prairie du Chien Memorial Hospital and Gundersen Boscobel Area Hospital and Clinics. The proposal from Gundersen Boscobel Area Hospital and Clinics did not include dental services. Mr. White recommended the request for proposals be awarded to Prairie du Chien Memorial Hospital for an initial period of one year. Medical clinic services are projected to start in February one to three days per week and dental clinic services are projected to start in April. Clinic services will be open to the public and eventually will be available five days a week. The medical clinic will be staffed with a nurse practitioner under the direct supervision of a doctor and dental services will be provided by a dentist and/or dental hygienist. Mr. Tuescher moved to award the request for proposal for medical and dental clinic services to Prairie du Chien Memorial Hospital for a one-year lease. Ms. Mickelson seconded the motion; motion carried unanimously.

Dr. Ford presented the Professional Staff Association contracts for approval. The contract reflects a 2.07 percent increase in base wages. It was noted that only base wage increases could be negotiated. Mr. Kohlenberg moved to approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Full-time Academic Staff. Ms. Fitzsimons seconded the motion; motion carried. Mr. Moyer moved to approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Regular Full-time and Regular Part-time Support Staff. Mr. Prange seconded the motion; motion carried.

Under Board Monitoring of College Effectiveness, the 2014-15 Budget Process was presented. Mr. White outlined the process noting that initial information should be available February 1 with the budget parameters and assumptions being brought to the Board for approval in February 2014. The initial budget projection will be reviewed with the Board in April 2014. In June 2014, the budget will be brought to the Board for approval.

Laura Nyberg, Director of Student Services, and Heather Fifrick, Resident & Student Life Manager, presented an update on Student Services including admissions, advising/counseling, career placement, career coaching, and student life. Ms. Nyberg noted the admissions process has been simplified with a move to using data to make decisions and the next step is to develop metrics for evaluation purposes. Two teams of two advisors each support the programs and have integrated financial assistance programs other than financial aid and non-traditional occupations, minority and other grant specific activities into advising. Career coaching and career placement have been added to the spectrum of services within Student Services. Ms. Fifrick noted that housing has been moved to Student Services. Activities under resident/student life include a landlord survey for the Fennimore community and the development of an athletic handbook. Next steps in Student Services include transcripts and verifications through the Student Clearinghouse, moving more departmental registration to the continuing education portal, improving student and potential student communications, and updating the website.

Barb Tucker, Director of Institutional Advancement, and Amy Loy, Evaluation Facilitator, presented a report on grant activities and the Quality Review Process. Ms. Tucker compared the number and dollar amount of grants for the current year to 2009-10. The number of grant awards remains consistent with an increase of \$1 million in grant funding over that time period. Ms. Loy explained the Quality Review Process noting

that every three to five years each program or department undergoes a QRP with 10-12 programs/departments being reviewed each year. The QRP looks in-depth at the strengths and weakness on both a quantitative and qualitative level with a five-year improvement plan being written to address any opportunities or challenges in the review.

An update on College staffing was provided by Laura Bodenbender, Director of Human Resources. Current open positions include an Online Support Specialist, Southwest Health Network Director, Accounts Payable, Logistics Instructor/Program Coordinator, and Evening Custodian. The positions are in various stages of the hiring process.

The Board reviewed the 2013-14 Comparison FTE Report and 2014-15 Application Report. Mr. White explained that program enrollment for this academic year remains flat. For 2014-15, 892 potential students have applied for admission to a program for Fall 2014.

Under the Chairperson's Report, Mr. Moyer volunteered to attend the ACCT National Legislative Summit in February 2014. The Board also decided not to nominate any Board member for the Board Member of the Year award.

Dr. Ford informed the Board:

- The IT back-up system is fully operational with back-up discs stored off-campus.
- The Foundation recently received a donation of \$10,000 from Districts Mutual Insurance and a \$75,000 donation from the Allen Eck estate.
- Franklin University will be co-locating on campus in Fall 2014.
- There have been two accidents at the intersection of Hwy. 18 and Bronson Boulevard in the last six months. The WI Department of Transportation feels there is a significant concern for the College's three intersections on Hwy. 18, and Senator Schultz has requested a site visit from the WI Dept. of Transportation regional director.
- In Workforce Advancement Training (WAT) grants, Southwest Tech's dollars received is sixth out of the 16 Wisconsin Technical Colleges.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting; Mr. Moyer seconded the motion. The motion carried and the meeting adjourned at 9:03 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 11/01/2013 TO 11/30/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
<u>CAPITAL FUND</u>				
11/19/2013	6089	First Technologies Inc.	38,610.00	Business & Industry Power Study Module for DIGIAC
11/19/2013	6090	First Technologies Inc.	14,831.91	Business & Industry Circuits Study Module for DIGIAC
11/19/2013	6091	First Technologies Inc.	38,610.00	Business & Industry Power Study Module for DIGIAC
11/22/2013	6092	Target	4,574.40	Chairs for Platteville Outreach Site
11/25/2013	6093	Triplett Corporate Interiors	7,560.00	Zing High Performance Chairs w/ arms for Richland Center Outreach Site
11/26/2013	6096	DSI Recycling	3,500.00	DSI Stream Line Used Oil Collection System Ag Power
		SUBTOTAL	\$ 107,686.31	
<u>ENTERPRISE FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
		TOTAL	\$ 107,686.31	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 11/30/2013

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	23,547.85
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)	6,792,762.11
Total Liability Adjustment	7,836,383.86

Beginning Treasurers Balance 4,083,809.10

Receipt

Fund	
1 General	827,781.80
2 Special Revenue	-
3 Capital Projects	17,122.68
4 Debt Service	-
5 Enterprise	42,244.71
6 Internal Service	328,233.48
7 Financial Aid/Activities	101,217.14
Total Receipts	1,316,599.81

Cash Available 5,400,408.91

Expenses

Fund	
1 General	1,575,487.58
2 Special Revenue	-
3 Capital Projects	99,804.24
4 Debt Service	562,391.26
5 Enterprise	72,308.89
6 Internal Service	353,903.28
7 Financial Aid/Activities	130,211.33
Total Expenses	2,794,106.58

Treasurers Cash Balance 2,606,302.33

Liability Adjustment 7,836,383.86

Cash in Bank 10,442,686.19

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 5 Months ended November 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	5,341,098.72	23.69	26.75	25.33	26.05	30.39
General Fund Expenditures	22,848,000.00	8,688,960.35	38.03	36.50	35.81	36.64	36.30
Capital Projects Fund Revenue	2,550,000.00	2,575,123.40	100.99	100.96	101.82	94.08	99.61
Capital Projects Fund Expenditures	2,171,000.00	753,538.58	34.71	13.60	84.12	99.98	110.71
Debt Service Fund Revenue	5,046,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	512,901.26	10.14	7.39	8.08	-	-
Enterprise Fund Revenue	1,850,000.00	826,388.63	44.67	45.17	45.59	54.89	42.49
Enterprise Fund Expenditure	1,650,000.00	489,368.60	29.66	31.52	27.27	32.41	45.16
Internal Service Fund Revenue	4,100,000.00	1,578,019.86	38.49	39.04	30.82	37.15	35.95
Internal Service Fund Expenditures	4,050,000.00	1,610,792.88	39.77	43.01	47.72	40.25	40.50
Trust & Agency Fund Revenue	8,350,000.00	4,018,029.59	48.12	49.88	46.37	49.99	62.14
Trust & Agency Fund Expenditures	8,350,000.00	4,038,742.10	48.37	49.51	46.83	56.82	60.24
Grand Total Revenue	44,444,000.00	14,338,660.20	32.26	34.20	32.58	32.75	60.10
Grand Total Expenditures	44,129,000.00	16,094,303.77	36.47	34.23	38.88	39.29	48.96

D. Contract Revenue

Fourteen contracts totaling \$313,335.08 in November 2013 will be presented for Board approval.

2013-2014 CONTRACTS

11/01/13 through 11/30/13

<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>
03-2014-0039-I-18 University of Wisconsin - Platteville	Fall Term: Fundamentals of English	Joyce Czajkowski	121	\$ 51,093.46	No		x	
	Fall Term: Elementary Algebra		240	\$ 101,342.40	No		x	
	Fall Term: Intermediate Algebra		347	\$ 146,524.22	No		x	
03-2014-0076-I-42 Platteville EMS	Cardiac Pulmonary Resuscitation	Rita Luna	19	\$ 665.00	Yes		x	
03-2014-0086-I-41 Tri County Human Resources Assoc.	Trends & Issues - Servant Leadership	Derek Dachelet	91	\$ 2,100.00	No	x		
03-2014-0119-I-18 University of Wisconsin - Platteville	Heartsaver First Aid/CPR & AED	Rita Luna	4	\$ 200.00	Yes		x	
03-2014-0124-I-21 CESA #3	BLS for Healthcare Provider	Rita Luna	10	\$ 350.00	No	x		
03-2014-0126-I-41 Memorial Hospital of Lafayette County	CPR Healthcare Provider Recert	Rita Luna	74	\$ 2,590.00	Yes		x	
	BLS for Healthcare Provider		3	\$ 105.00	Yes		x	
03-2014-0129-I-42 Shullsburg Ambulance Service	CPR Healthcare Provider Recert	Rita Luna	16	\$ 560.00	No		x	
03-2014-0139-I-41 Cummins Emission Solutions	Heartsaver First Aid	Rita Luna	46	\$ 2,300.00	No		x	

03-2014-0140-I-41 Heartland Credit Union	CPR Recertification	Rita Luna	6	\$	300.00	No	x
03-2014-0144-I-41 Grays Nursing Home	BLS for Healthcare Provider	Rita Luna	6	\$	210.00	No	x
03-2014-0147-I-19 Holy Ghost Immaculate Conception School	Heartsaver First Aid/CPR & AED	Rita Luna	18	\$	900.00	Yes	x
03-2014-0149-I-21 Muscodas EMS	CPR Healthcare Provider Recert	Rita Luna	10	\$	350.00	Yes	x
03-2014-0156-I-42 Mt. Horeb Fire Department	BLS for Healthcare Provider Recert	Rita Luna	23	\$	805.00	Yes	x
03-2014-0157-I-41 ContinuUs	Adobe Creative Cloud Version 9	Derek Dachelet	11	\$	2,940.00	No	x
TOTAL of all Contracts			1,045	\$	313,335.08		
Exchange of Services			151	\$	5,615.00		
For Pay Service			894	\$	307,720.08		

E. Personnel Items

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

PERSONNEL REPORT December 19, 2013

Employment: NEW HIRE

Name	Brian Reuter
Title	Evening Custodian
How many applicants & interviewed	15 Applicants and 5 Interviewed
Start Date	1/2/2014
Salary/Wages	\$12.00/hr.
Classification	Full Time Support Staff – District Funded
Education	Assoc.- Electro Mech, SWTC Assoc.- Ag Science, SWTC

Employment: NEW HIRE

Name	Darnell Hendricks
Title	Southwest Health Network Director
How many applicants & interviewed	7 Applicants and 3 Interviewed
Start Date	1/6/2014
Salary/Wages	\$65,000 Annually
Classification	Full Time Limited Term Employment Grant Funded. Expiration 9/30/16
Education	Bachelor's from the UWPlatteville in Business Management, minor in human resource management, psychology and finance
Experience	Twenty (20) plus years of experience serving as the City Clerk and Treasurer for the Village of Benton and City of Watertown.

PROMOTIONS/TRANSFERS

Holly Crubel / Transfer	Financial Aid Specialist/Acctg. Bursar to Accounts Payable
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RETIREMENTS / RESIGNATIONS

Pam Myhre (Resignation)	Nursing Instructor
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Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Grant County Economic Development Corporation Lease

The 2014 office space lease with Grant County Economic Development Corporation is available below. The lease terms remain the same as last year's lease.

Recommendation: Approve the 2014 lease for Grant County Economic Development Corporation.

RENTAL/LEASE AGREEMENT

between

Grant County Economic Development Corporation

and Southwest Wisconsin Technical College


This agreement between Southwest Wisconsin Technical College (college) and Grant County Economic Development Corporation (GCEDC) covers the following:

1. Director's office including credenza and storage shelf, side chair, table, one storage cabinet: \$175 monthly.
2. Secretary's office including side chair, credenza and storage shelf, three filing cabinets and: \$175 monthly.
3. College telephones will be provided for internal calls and ease of call transfers. GCEDC will be responsible for a separate line for all outgoing calls.
4. Copy machine costs to be billed at the current rate of .10 per copy or .20 for back to back.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

All of the above will be billed on or before the 23rd of the following month, commencing January 1, 2014. This rental/lease agreement covers the calendar year 2014 through December 31, 2014 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.

s/ 
Executive Director
Grant County Economic Development Corporation

s/ _____
District Board Chairperson
Southwest Wisconsin Technical College

s/ 
President
Grant County Economic Development Corporation

s/ _____
President
Southwest Wisconsin Technical College

Board Monitoring of College Effectiveness

A. Business & General Studies Report

Joyce Czajkowski, Dean of Business & General Studies will present recent division activities. 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

	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
13	New Position	Assessment Specialist (Examiner)	New hire - Donna Marchese	Aug-13	Grade 5 Hourly \$17.14 - \$22.09

Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
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)	Have decided not to hire at this time. Combined some sections instead.		BS \$40,368-\$68,225 MS \$44,159-\$74,437
18	New Position - Limited Term	Electro Mech Instructor	New hire - Bart Wood	9/30/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
19	Replacement - Kari Kabat Resignation	Advisor	Interviewing		Grade 6 Hourly \$20.74 - \$26.74
20	New Position - Limited Term	Healthcare Skills Specialist	New hire - Janet Giese	9/23/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
21	New Position	Electro Mech Assistant	New hire - Glenn Crary	8/1/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
22	Replacement / Mary Uren Retirement	Benefits & Payroll Administrator	Transfer in- Connie Haberkorn	11/1/2013	Grade 7 Salaried Professional \$51,419 Annual
23	Replacement - Sara Davis (Resignation)	College Admissions Representative	New hire - Matthew Schneider	11/4/2013	Grade 2 Hourly \$13.98 - \$18.07
24	Replacement - Connie Haberkorn (Transfer)	Human Resources Assistant	New hire - Annetta Smith	11/4/2013	Grade 5 Hourly \$17.14 - \$22.09

Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
25	Replacement	Grant Support Specialist (LTE) 50% Position	New hire - Nancy Flanagan	10/3/2013	Grade 5 \$17.14 - \$22.09 Grant Funded
26	New Position	Controller	Transfer in - Kelly Kelly	11/1/2013	Grade 6 Salaried Professional \$58,723
27	Replacement - Kelly Kelly (Transfer)	Financial Analyst	Transfer in - Ashley Crubel	Upon backfill	Grade 6 Hourly \$20.74 - \$26.74
28	New Position - Limited Term	Online Support Specialist	Interviewing		Grade 5 Hourly \$17.14 - \$22.09 Grant Funded
29	New Position - Limited Term	Southwest Health Network Director	New hire - Darnell Hendricks	1/6/2014	Grade 7 Salaried \$51,419-69,567 Grant Funded
30	Replacement - Ashley Crubel (Transfer)	Accounts Payable	Transfer in - Holly Crubel		Grade 2 Hourly \$13.98 - \$18.07
31	New Position - Limited Term	Logistics Instructor/Program Coordinator	Interviewing		BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
32	New Position	Evening Custodian	New hire - Brian Reuter	1/2/2014	Grade 1 Hourly \$11.89 - \$15.36
33	Replacement - Holly Crubel	Financial Aid Spec/Acct. Bursar	Posting		Grade 2 Hourly \$13.98 - \$18.07
34	Replacement - Shari Johnson	Early Childhood Education Program Instructor	Posting		BS \$40,368-\$68,225 MS \$44,159-\$74,437

Information and Correspondence

A. Enrollment Report

The 2013-14 Comparison FTE and 2014-15 Application Reports are available below.



2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	12-03-12 Students	12-02-13 Students	Student Change	12-03-12 FTE	12-02-13 FTE	FTE Change
10	Accounting	37	32	(5)	34.10	25.86	(8.23)
10	Administrative Professional	20	14	(6)	15.37	11.30	(4.07)
10	Agri-Business/Science Technology	37	41	4	34.77	38.47	3.70
10	Business Management	81	95	14	52.70	65.00	12.30
10	Medical Laboratory Technician	22	16	(6)	18.23	11.13	(7.10)
10	Criminal Justice - Law Enforcement	61	57	(4)	49.13	48.77	(0.37)
10	Culinary Arts	-	6	6	-	5.64	5.64
10	Culinary Management	26	10	(16)	19.07	8.00	(11.07)
10	Direct Entry Midwife	28	21	(7)	16.40	10.57	(5.83)
10	Early Childhood Education	47	46	(1)	38.50	33.40	(5.10)
10	Electro-Mechanical Technology	46	58	12	38.90	56.16	17.27
10	Engineering Technologist	20	22	2	18.13	21.27	3.13
10	Golf Course Management	27	33	6	26.30	26.27	(0.03)
10	Graphic and Web Design	38	35	(3)	31.50	25.33	(6.17)
10	Human Services Associate	48	53	5	33.93	32.47	(1.47)
10	IT-Computer Support Specialist	5	1	(4)	2.00	0.20	(1.80)
10	IT-Network Comm Spec	34	34	-	24.33	25.17	0.83
10	IT-Web & Software Developer	25	19	(6)	15.17	12.87	(2.30)
10	Individualized Technical Studies	2	5	3	1.20	4.77	3.57
10	Marketing	-	8	8	-	5.53	5.53
10	Nursing - Associate Deg	207	225	18	103.41	113.45	10.04
10	Physical Therapist Assistant	38	36	(2)	23.73	19.33	(4.40)
10	Supervisory Management	1	-	(1)	0.03	-	(0.03)
	Total Associate Degree	850	867	17	596.90	600.95	4.04
31	Accounting Assistant	12	9	(3)	8.97	4.97	(4.00)

Program Type	Program Title	12-03-12 Students	12-02-13 Students	Student Change	12-03-12 FTE	12-02-13 FTE	FTE Change
32	Agricultural Power & Equipment Tech	44	43	(1)	39.54	42.44	2.90
31	Auto Collision Repair & Refinish Tech	26	21	(5)	17.43	14.37	(3.07)
32	Automotive Technician	37	31	(6)	30.50	24.80	(5.70)
31	Cosmetology	39	41	2	30.34	32.40	2.07
31	Bricklaying and Masonry	-	10	10	-	8.84	8.84
30	Building Maintenance & Construction	-	1	1	-	0.10	0.10
31	Building Trades - Carpentry	14	13	(1)	11.90	12.67	0.77
30	CNC Setup/Operation	8	11	3	4.20	6.63	2.43
31	Child Care Services	9	10	1	6.53	9.03	2.50
30	Criminal Justice-Law Enf Acad	15	22	7	7.97	11.63	3.67
31	Culinary Specialist	13	6	(7)	10.53	3.27	(7.27)
31	Dairy Herd Management	14	18	4	15.07	18.63	3.57
30	Dental Assistant	30	23	(7)	16.04	10.97	(5.07)
31	Electrical Power Distribution	24	28	4	23.30	23.90	0.60
50	Electricity (Construction)	13	17	4	0.87	1.23	0.37
31	Esthetician	16	12	(4)	10.40	8.73	(1.67)
30	Farm Business & Production Manage	3	-	(3)	0.33	-	(0.33)
50	Industrial Electrician Apprentice	13	15	2	1.13	2.00	0.87
31	IT-Computer Support Technician	-	2	2	-	0.87	0.87
31	Medical Assistant	41	43	2	29.07	33.21	4.13
30	Medical Coding Specialist	52	49	(3)	19.90	14.47	(5.43)
31	Medical Transcription	12	4	(8)	8.07	1.37	(6.70)
30	Nursing Assistant	176	148	(28)	20.05	17.97	(2.08)
31	Office Support Specialist	2	8	6	1.30	5.73	4.43
50	Plumbing Apprentice	11	12	1	1.07	1.13	0.07
31	Welding	41	45	4	37.74	39.67	1.93
	Total Technical Diploma	665	642	(23)	352.23	351.02	(1.21)
	Liberal Studies	-	10	10	-	5.70	5.70
	Undeclared Majors	<u>1,547</u>	<u>1,639</u>	<u>92</u>	<u>163.86</u>	<u>183.50</u>	<u>19.64</u>
	Total	3,062	3,158	96	1,113.00	1,141.17	28.18
	Percent of Change						2.53%
	Vocational Adult (Aid Codes 42-47)				46.14	62.09	15.95
	Community Services				0.54	0.48	(0.06)
	Basic Skills (Aid Codes 7x)				10.06	15.65	5.59
	Basic Skills Remedial(Aid Codes 78)				<u>62.41</u>	<u>37.13</u>	<u>(25.28)</u>
	Grand Total				<u>1,232.15</u>	<u>1,256.53</u>	<u>24.38</u>
	Total Percent of Change						<u>1.98%</u>



APPLICATION REPORT

2014-15 (12/9/13)

<u>Max</u>	<u>Program</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>In Process</u>	<u>Total</u>
	Accounting	8		6	14
	Acct Assist	1		3	4
	Admin Professional	3		5	8
24	Agribusiness/Science	20		13	33
22	Ag Power	22	9	19	50
22	Auto Collision	3		10	13
22	Auto Tech	3		17	20
20	Bricklaying & Masonry			6	6
20	Bldg Trades-Carpentry	2		11	13
	Business Management	11		27	38
13	CC Services	4		5	9
15	CNC Setup/Operation			3	3
24	Cosmetology	5		15	20
	Criminal Justice-LE	8		29	37
	CJ-LE Academy (Sum Only)			2	2
	Culinary Arts	3		16	19
	Culinary Mgmt			1	1
	Culinary Spec			1	1
24	Dairy Herd	3		14	17
18	Dental Assist	18	4	12	34
9	Dental Assist (Jan Only)	9			9
17	DE Midwife (Jan start only)	17	4	35	56
	DE Midwife CPM	3			3
28	Early Child Education	7		14	21
22	Electrical Power Distribution	11		17	28

<u>Max</u>	<u>Program</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>In Process</u>	<u>Total</u>
36	Electro-mech Tech	4		11	15
18	Engineering Technologist	1		3	4
16	Esthetician	4		2	6
	Golf Course Mgmt	1		6	7
25	Graphic & Web Design	2		10	12
32	Hum Serv Assoc	14		23	37
	IT-Comp Sup Technician	1		3	4
	IT-Network Comm			7	7
	IT-Web Software Develop	2		5	7
	Liberal Arts - Assoc. Arts			5	5
	Liberal Arts - Assoc. Science	1		6	7
	Marketing	1		2	3
32	Medical Asst	32		21	53
34	Med Coding Spec	34	3	18	55
16	Medical Laboratory Tech	2		13	15
4	Nail Technician				-
54	N-Assoc Degree	54	47	104	205
28	N-Assoc Degree P/T	17		1	18
	Office Aide (Jan start only)				-
	Office Sup Spec	5		2	7
	Pharmacy Tech (shared)			4	4
15	Physical Therapist Asst	15	13	28	56
	Undecided			39	39
40	Welding	13	-	34	47
Totals		364	80	628	1,072

B. Chairperson's Report

C. College President's Report

1. Dodgeville Outreach Site Open House
2. Richland Alliance Co-Location
3. Iowa County Justice Committee

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Financial Audit
2. Industry, Trades & Agriculture Report

B. Time and Place

Thursday, January 23, 2014, at 7:00 p.m. in Rooms 492-493, College Connection,
Southwest Tech Campus

Adjournment