



Southwest Wisconsin Technical College

District Board Meeting

Retreat/Regular Meeting

February 21-22, 2014

Held at

Richland Center Community/Senior Center
1050 N. Orange Street
Richland Center, WI 53581

and

The Richland Hospital
333 East Second Street
Richland Center, WI 53581

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Annotated Agenda

BOARD RETREAT/MEETING NOTICE/AGENDA

February 21-22, 2014

Richland Center, WI

Friday, February 21, 2014

1:30 p.m. – Board Retreat

Community/Senior Center

Meeting Rooms 1 and 2

1050 N. Orange Street

Richland Center, WI 53581

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The February 21-22, 2014, Board Retreat/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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Richland Center Area Community Panel

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

- Melissa Wiegel, Weston High School Principal
- Mike Delfs, The Richland Hospital Chief Executive Officer
- Jerry Ward, Seats, Inc., Vice President-Operations
- Ray Schmitz, Owner of Valley View Dairy
- Jeanetta Kirkpatrick, Richland County Board of Supervisors Chairperson
- Patrick Hagen, UW-Richland Dean/CEO

Others invited, but not yet confirmed:

- Richland Schools

OPEN MEETING

A. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

A copy of the February 21-22, 2014, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of January 23, 2014

Minutes of the January 23, 2014, 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

Ten contracts totaling \$34,996.75 in January 2014 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. Retirements

There is one retirement 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. Student Activity Fee

The Student Senate is proposing an increase to the student activities fee assessed with tuition. The recommendation is to increase the fee from 5.5% to 6.0% per credit. The increase would yield an estimated additional \$20,000 in revenue. These additional dollars would be used to cover the student accident insurance coverage that was adopted by the College two years ago. If this proposal is adopted, the current separately assessed student accident insurance fee of \$7.50 per semester per student would be eliminated resulting in an overall cost neutral change to the student body as a whole.

Recommendation: Approve the student activities fee increase from 5.5% to 6.0% per credit.

B. Bid for Hydraulic Shear/Tensite Tester

The bids for a hydraulic shear/tensite tester for the Welding program were opened on February 7. Caleb White will present the bid summary and recommendation at the Board meeting.

Recommendation – (Will be available at the Board meeting)

C. Concept Review: Cancer Information Management Program

Katie Garrity, Dean of Health Education & Public Safety, will present the Concept Review for an associate degree Cancer Information Management Program.

Recommendation – (Will be available at the Board meeting)

D. Concept Review: Lab Science Technician Program

Katie Garrity, Dean of Health Education & Public Safety, will present the Concept Review for a one-year technical diploma in Lab Science Technician.

Recommendation – (Will be available at the Board meeting)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Budget Parameters & Assumptions

Caleb White will present information relevant to the budget assumptions and parameters. The budget parameters and assumptions are available electronically with all other Board material.

B. Staffing Update

Duane Ford, President, 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.

B. Chairperson's Report

1. 2014 Technical Education Champion (TECh Award)

C. College President's Report

1. GPR Grant Submissions
2. TSAMCE and EDA Grant Status; Survey Visits
3. Upcoming Events

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Marketing Update

B. Time and Place

Thursday, March 27, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Health Care Costs/Benefits

Caleb White will provide an update on the status, results, and timeline of Gallagher Benefit Services' analysis of a prospective WTCS-wide health care system and their projections regarding costs and benefits for Southwest Tech and its employees. A report will be available at the Board meeting.

B. Administrative Services Report

Caleb White will provide an update on administrative services including the 2014-15 budget development, performance-based funding, long-term facilities plans, and IT infrastructure. A report will be available at the Board meeting.

The Board will adjourn until 8:30 a.m. on Saturday, February 22, 2014. The Board will have a dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 22, 2014
8:30 a.m. – Board Retreat
The Richland Hospital
Pipen Conference 3
333 East Second Street
Richland Center, WI 53581**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Student & Academic Affairs Report

Phil Thomas, Vice President for Student & Academic Affairs, will provide an update on student and academic affairs. Items will include program array, grants programming, focus programs, Learn Your Way (adult learning offered at alternative times/places). A report will be available at the Board meeting.

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 September 26, 2013

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

OTHER ITEMS REQUIRING BOARD ACTION

A. Mission, Purposes, Vision

The Board reviewed the College mission, purposes, and vision statements in October 2013. Staff members have been given the opportunity to review and recommend changes to these statements. Duane Ford will present the revised mission, purposes, and vision statements to the Board for their approval. The statements are included with the electronic Board material.

Recommendation: Approve the revised Mission Statement, College Purposes, and Vision Statement as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Strategic Projects

The 2013 Strategic Projects final update will be presented at the Board meeting. The initial 2014 Strategic Projects list will be reviewed at the Board meeting.

B. President's Time

The Board and President will engage in an informal discussion regarding the state of the College with emphasis on its current strengths, weaknesses, opportunities, and threats

C. Tour of Richland Hospital

The Board will receive a tour of The Richland Hospital.

ADJOURNMENT

Open Meeting

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A. Roll Call

Board Monitoring of College Effectiveness

A. Richland Center Area Community Panel

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- Ray Schmitz, Owner of Valley View Dairy
- Jeanetta Kirkpatrick, Richland County Board of Supervisors Chairperson
- Patrick Hagen, UW-Richland Dean/CEO

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- Richland Schools

Consent Agenda

A. Approval of Agenda

BOARD RETREAT/MEETING NOTICE/AGENDA

February 21-22, 2014

Richland Center, WI

Friday, February 21, 2014

1:30 p.m. – Board Retreat

Community/Senior Center

Meeting Rooms 1 and 2

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- A. Roll Call

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Richland Center Area Community Panel

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 23, 2014
- 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. Retirement

OTHER ITEMS REQUIRING BOARD ACTION

- A. Student Activity Fee
- B. Bid for Hydraulic Shear/Tensite Tester
- C. Concept Review: Cancer Information Management Program
- D. Concept Review: Lab Science Technician Program

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Parameters & Assumptions

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Health Care Costs/Benefits
- B. Administrative Services Report

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BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Student & Academic Affairs Report

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 September 26, 2013

RECONVENE TO OPEN SESSION

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Mission, Purposes, Vision

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Strategic Projects
- B. President's Time
- C. Tour of Richland Hospital

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 January 23, 2014

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 23, 2014

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on January 23, 2014, 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, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Derek Dachelet, Doug Pearson, Phil Thomas, and Caleb White. Public present included Rob Callahan, Fennimore Times; Scott Haumersen and Natalie Rew, Wegner CPAs.

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, January 23, 2014

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 January 23, 2014, 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 December 19, 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. Resignations

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY 2013 Financial Audit
- B. Request for Approval of Library Area of Building 300 Renovation
 - 1. Resolution Approving Library Area of Building 300 Renovation Project
 - 2. Resolution Requesting State Board Approval of Library Area of Building 300 Renovation Project
- C. Request for Approval of Cosmetology Renovation
 - 1. Resolution Approving Cosmetology Renovation Project
 - 2. Resolution Requesting State Board Approval of Cosmetology Renovation Project
- D. Request for Approval of Rental of Facilities in Richland Center, WI
 - 1. Resolution Approving Lease
 - 2. Resolution Requesting State Board Approval of Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Transition Plan for Facilities Projects
- B. Industry, Trades & Agriculture Report
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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After reviewing it, Mr. Prange moved to approve the Consent Agenda including the January 23, 2014, agenda; December 19, 2013, Board minutes; financial reports; 11 contracts totaling \$18,543.65; hiring of Stephanie Brown as Advisor, Tonya Archie as LTE Logistics Instructor/Program Coordinator, and Christal Foreyt, Nursing Instructor; transfer of Emily McBee, Day Care Manager/Early Childhood Instructor; and the resignation of Doug Pearson, Director of Facilities, and Jessica Esser, Bursar. Ms. Mickelson seconded the motion; motion carried.

Mr. Scott Haumersen and Ms. Natalie Rew of Wegner CPAs presented the 2012-13 Financial Audit. They reviewed the independent auditor's report, journal entries adjustments, internal control, statement of net position, unrestricted net position, revenue sources, functional expenditures, general obligation debt, other post-employment benefits, and OMB A-133 Single Audit. The College complied with all compliance requirements and no material weaknesses, internal control, or other significant deficiency was identified. Mr. Moyer moved to approve the FY2013 Financial Audit, as presented, with Mr. Tuescher seconding the motion. Motion carried.

Doug Pearson, Director of Facilities, presented a proposal to renovate the library area to include the library, academic success center, student support services, media services, and the food pantry. The area will become the College's "Learning Center" and will improve academic support services. The renovation cost is projected at \$1.45 million. Mr. Tuescher moved to approve the renovation of the library area of Building 300. Ms. Fitzsimons seconded the motion; motion carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of the renovation of the library area. Mr. Kohlenberg seconded the motion; motion carried.

Mr. Pearson reviewed a proposal to renovate the cosmetology classroom and lab workstations. The Phase I renovation would provide more classroom space for first-year students, replace the existing workstations with updated stations, and replace the HVAC unit. The estimated cost for the renovation is projected at \$250,000. Phase 2 of the renovation is slated for FY2015 and would include moving the reception area. Ms. Fitzsimons moved to approve the renovation of the cosmetology classroom and workstations. Ms. Messer seconded the motion; motion carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of the renovation of cosmetology. Ms. Mickelson seconded the motion; motion carried.

The lease for the Richland Center outreach site was presented. Mr. Pearson noted the current lease expires June 30, 2014. There is a need for two classroom spaces at this facility and other spaces in Richland Center were looked at, however, it would be cost prohibitive to renovate. The outreach staff members have developed partnerships with the other agencies located at the site for referrals and felt this is a valuable resource for them and wish to maintain the close proximity with these agencies. The owner of the current site has agreed renovating the site to provide one large/two smaller classrooms. Caleb White is working with the partner agencies to sublet space. The \$2300 monthly lease cost will remain the same as the current lease. Mr. Moyer moved to approve the lease of 3,600 square feet of space located at 26220 Executive Lane, Richland Center, WI, to provide an off-site classroom/office space. Mr. Kohlenberg seconded the motion; motion carried. Mr. Moyer moved to approve the submission to the State Board for their approval of the lease on an off-site classroom/office facility in Richland Center, WI. Ms. Fitzsimons seconded the motion; motion carried.

Doug Pearson provided an overview of facilities projects and the plan to move the projects forward after he leaves his position the end of January. Facilities personnel have been assigned to the projects and the architect and engineers will have a greater presence on campus until Mr. Pearson's position is replaced.

A report on the Industry, Trades & Agriculture division was presented by Derek Dachelet, Dean of the division. Mr. Dachelet highlighted enrollment numbers for Fall 2014, an OSHA audit of the shops, donations and industry partnerships, credit-for-prior

learning and articulation, the Tri-State Advanced Manufacturing Center for Excellence, moving the Farm Business & Production Management program to a more flexible, entrepreneurial model, and a LERN program review of Business & Industry Services.

The LERN program review assessed the contracting operation and staff productivity. Areas needing to be addressed from the program review include becoming less grant dependent, production costs, and the need for dedicated sales staff. Focus area for Business & Industry Services include more WAT grants, Fast Forward grants, food safety/wiring code training, monthly continuing education for maintenance mechanics, and lean principles for government.

Mr. Dachelet reviewed programming opportunities in Industry, Trades & Agriculture. Programming being explored are a one-year diploma in maintenance mechanic, an associate degree in instrumentation and controls technology, a 15-month Electromechanical Technology program, the CNC Setup/Operation program, growth of apprentice programs and an agriculture career pathway.

Laura Bodenbenber, Director of Human Resources, provided the Board with an update on staffing. She noted Stephanie Brown, Tonya Archie, and Christal Foreyt were hired and approved under the Consent Agenda. Emily McBee is transferring to the Day Care Manager/Early Childhood Instructor position. Interviewing is taking place for two Financial Aid Specialist/Accounting Bursar positions, and the Director of Facilities position has been posted.

The Board reviewed the latest 2013-14 Comparison FTE and 2014-15 Application Reports. Enrollment numbers remain flat as compared to FY2013 enrollment.

The Chairperson's Report included an overview of the District Boards Association conference held mid-January.

Dr. Ford reported to the Board that he will be making advocacy visits to business and industry asking for them to share with legislators, agencies, and others the value the technical college brings to the district, students, and employers. Dr. Ford shared that the Governor's State of the State Address included a proposal for property tax relief for the College's taxpayers.

The Board was informed of several events on-campus this spring. Southwest Tech will be hosting an Advancing Wisconsin Manufacturing Seminar Series March 21 with Wisconsin Manufacturers & Commerce (WMC). The WTCS Office will hold an event on campus March 25 to celebrate agriculture. The focus of the day will be the technical colleges' engagement with agriculture.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting; Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 8:46 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 01/01/2014 TO 01/31/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
1/3/2014	6109	A1 Medical Gas Inc.	7,350.00	3-Year Purchase Agreement for Medical Gas System Inspection
1/21/2014	6114	Trugreen Commercial	11,000.00	Lawn Service
1/21/2014	6116	TEGG Service Contractor	3,725.00	Electrical Solution Agreement
1/27/2014	6120	Oil Equipment Company	<u>9,094.00</u>	Move/Reinstall Lifts
SUBTOTAL			\$ 31,169.00	
<u>CAPITAL FUND</u>				
1/3/2014	6107	Tractor Central	31,495.00	John Deere 1590 No-Till Drill - Ag Power
1/15/2014	6110	KJWW Engineering Consultants	7,500.00	Bldg 400 AHU Replacement
1/15/2014	6111	MAC Tools	9,585.72	Misc. Tools for Ag Power: Pocket Thermometers, Gauge Sets, Flaring Tools
1/15/2014	6112	Lab Midwest	20,050.00	Vibration Analysis & Laser Shaft Alignment Learning System
1/15/2014	6113	Vibralign	4,576.50	Belt Hog II Pulley Alignment System - Electrician Apprentice
1/21/2014	6115	Sloan Implement Company	2,785.24	Hydraulic Test Equipment - Ag Power
1/27/2014	6121	Target Commercial Interiors	<u>5,772.84</u>	207 Conference Room chairs
SUBTOTAL			\$ 81,765.30	
<u>ENTERPRISE FUND</u>				
SUBTOTAL			\$ -	
TOTAL			\$ 112,934.30	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 01/31/2014

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	45,306.01
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>4,140,423.67</u>
Total Liability Adjustment	5,205,803.58

Beginning Treasurers Balance 1,093,954.50

Receipt

Fund	
1 General	6,750,162.83
2 Special Revenue	-
3 Capital Projects	5,731.29
4 Debt Service	-
5 Enterprise	330,263.55
6 Internal Service	463,138.28
7 Financial Aid/Activities	<u>322,683.04</u>
Total Receipts	7,871,978.99

Cash Available 8,965,933.49

Expenses

Fund	
1 General	2,181,407.11
2 Special Revenue	-
3 Capital Projects	76,196.88
4 Debt Service	-
5 Enterprise	123,525.97
6 Internal Service	435,334.41
7 Financial Aid/Activities	<u>48,217.71</u>
Total Expenses	2,864,682.08

Treasurers Cash Balance 6,101,251.41
 Liability Adjustment 5,205,803.58
 Cash in Bank 11,307,054.99

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 7 Months ended January 2014**

	<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	12,379,555.73	54.90	57.34	55.77	46.34	45.34
General Fund Expenditures	22,848,000.00	12,398,249.13	54.26	52.46	51.61	51.53	51.37
Capital Projects Fund Revenue	2,550,000.00	2,582,106.24	101.26	101.01	101.95	94.08	99.62
Capital Projects Fund Expenditures	2,171,000.00	899,143.72	41.42	35.96	101.67	90.99	184.83
Debt Service Fund Revenue	5,046,000.00	182,664.68	3.62	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	695,492.20	13.74	11.40	12.99	18.17	5.20
Enterprise Fund Revenue	1,850,000.00	1,220,526.35	65.97	68.33	65.57	95.83	68.28
Enterprise Fund Expenditure	1,650,000.00	807,836.72	48.96	51.61	43.59	70.47	68.86
Internal Service Fund Revenue	4,100,000.00	2,360,689.76	57.58	55.22	46.35	53.46	52.40
Internal Service Fund Expenditures	4,050,000.00	2,395,107.03	59.14	58.65	66.08	57.77	55.15
Trust & Agency Fund Revenue	8,350,000.00	4,358,589.59	52.20	52.69	48.94	59.35	64.60
Trust & Agency Fund Expenditures	8,350,000.00	4,148,998.34	49.69	51.08	48.31	57.83	62.01
Grand Total Revenue	44,444,000.00	23,084,132.35	51.94	52.57	50.60	48.29	66.93
Grand Total Expenditures	44,129,000.00	21,344,827.14	48.37	46.76	51.14	52.07	72.12

D. Contract Revenue

Ten contracts totaling \$34,996.75 in January 2014 will be presented for Board approval.

2013-2014 CONTRACTS

1/01/14 through 1/31/14

<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>
03-2014-0047-I-41 3M WAT Grant #03-169-116-114	Maintenace Mechanic Seminar	Derek Dachelet	4	\$ 3,974.96	No		x	
03-2014-0130-I-21 City of Fennimore	Leadership Development	Derek Dachelet	18	\$ 1,000.00	No		x	
03-2014-0146-I42 Building Automation Products, Inc. WAT Grant #03-175-116-114	Organizational Leadership	Derek Dachelet	24	\$ 6,538.00	No		x	
	Personal Leadership		24	\$ 6,583.74	No		x	
	Change Management		24	\$ 6,465.05	No		x	
03-2014-0150-I-11 Cuba City School District	Heartsaver CPR & AED	Rita Luna	18	\$ 630.00	Yes		x	
03-2014-0157-I-41 ContinuUS	Adobe Design	Derek Dachelet	6	\$ 2,940.00	No		x	
03-2014-0158-I-11 Richland School District	Heartsaver CPR & AED	Rita Luna	14	\$ 490.00	Yes		x	
03-2014-0162-I-42 Wauzeka First Responders	CPR Healthcare Provider Recert	Rita Luna	10	\$ 350.00	Yes		x	
03-2014-0164-I-42 Dodgeville Area Ambulance	CPR Healthcare Provider Recert	Rita Luna	10	\$ 350.00	Yes		x	

03-2014-0169-I-42 Ridgeway Fire Department	CPR Healthcare Provider Recert	Rita Luna	6	\$	210.00	Yes	x
03-2014-0173-I-41 Upland Hills Health	Microsoft PowerPoint Basics	Derek Dachelet	9	\$	546.50	No	x
	Microsoft Excel		22	\$	546.50	No	x
	Microsoft PowerPoint Basics		18	\$	546.50	No	x
	Microsoft Word - What's New		25	\$	546.50	No	x
	Microsoft Word Basics		9	\$	546.50	No	x
	Computer Software Applications		7	\$	546.50	No	x
	Microsoft Outlook Basics		4	\$	546.50	No	x
	Microsoft Outlook - What's New		29	\$	546.50	No	x
	Microsoft Excel Basics		17	\$	546.50	No	x
	Microsoft Word Basics		13	\$	546.50	No	x
TOTAL of all Contracts			311	\$	34,996.75		
Exchange of Services			58	\$	2,030.00		
For Pay Service			253	\$	32,966.75		

E. Personnel Items

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

PERSONNEL REPORT February 21, 2014

Employment: NEW HIRE

Name	Samantha Redman
Title	Financial Aid/Financial Aid Acctg. Bursar
Number of Applicants & Interviewees	39 Applicants & 9 Interviewed
Start Date	2/24/2014
Salary/Wages	\$16.50/hour
Classification	Support Staff/Full-Time Annual/District Funded
Education and/or Experience	SWTC Associate Degree in Accounting Staff Accountant 4 Years

Employment: NEW HIRE

Name	Eddie Johnson
Title	Network Online Support Specialist
Number of Applicants & Interviewees	7 Applicants & 4 Interviewed
Start Date	2/10/2014
Salary/Wages	\$23.38/hr.
Classification	Support Staff /Full-Time/Limited-Term Employment/Grant Funded
Education and/or Experience	Attending Colorado Tech University with an anticipated Bachelor's degree in IT in December 2014. Fifteen years of experience in computer hardware and software. 12 years of experience in networking.

PROMOTIONS/TRANSFERS

Sara Bahl (Transfer)	Foundation Assistant to Financial Aid/Accounting Bursar
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RETIREMENTS / RESIGNATIONS

Helen Laufenberg (43 Yrs. SWTC)	Retirement 6/13/2014
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Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Student Activity Fee

The Student Senate is proposing an increase to the student activities fee assessed with tuition. The recommendation is to increase the fee from 5.5% to 6.0% per credit. The increase would yield an estimated additional \$20,000 in revenue. These additional dollars would be used to cover the student accident insurance coverage that was adopted by the College two years ago. If this proposal is adopted, the current separately assessed student accident insurance fee of \$7.50 per semester per student would be eliminated resulting in an overall cost neutral change to the student body as a whole.

Recommendation: Approve the student activities fee increase from 5.5% to 6.0% per credit.

B. Bid for Hydraulic Shear/Tensite Tester

The bids for a hydraulic shear/tensite tester for the Welding program were opened on February 7. Caleb White will present the bid summary and recommendation at the Board meeting.

Recommendation: (Will be available at the Board meeting)

C. Concept Review: Cancer Information Management Program

Katie Garrity, Dean of Health Education & Public Safety, will present the Concept Review for an associate degree Cancer Information Management Program.

Recommendation – (Will be available at the Board meeting)

D. Concept Review: Lab Science Technician Program

Katie Garrity, Dean of Health Education & Public Safety, will present the Concept Review for a one-year technical diploma in Lab Science Technician.

Recommendation – (Will be available at the Board meeting)

Board Monitoring of College Effectiveness

A. Budget Parameters & Assumptions

Caleb White will present information relevant to the budget assumptions and parameters. The budget parameters and assumptions are available below.



Priorities and Budget Assumptions for 2014-2015

Priority Initiatives for 2014-2015

Projects included in Southwest Tech's Strategic Projects List. These include:

- Continued implementation of new programming to include
 - Expand 1+1 AA/AS partnership with Nicolet
 - 2+2 BS partnership with Franklin University
 - Cancer Tumor Registry
 - Health Information Technology
 - Competency based delivery to include Supervisory Management, Welding and CNC Setup/Operator
 - Electromechanical Instrumentation including embedded Maintenance Technician diploma
- Maximize access to training through flexible delivery option of courses and programs at both the Fennimore campus and extended campus sites outside of normal business hours/days
- Expand access to Credit for prior learning
- Learner Success Initiative
- Enhance and expand partnerships with secondary and postsecondary school systems
- Foster a customer service culture by establishing customer service as a campus wide expectation
- Implement Business Analytics tool
- Create a Learning Resources Center
- Remodel Cosmetology instructional areas
- Implement on-site health and dental clinic through partnership with Prairie du Chien Memorial Hospital
- Use continuous improvement process to improve efficiency and reduce expenditures

Budget Assumptions for 2014-2015

- Slight increase in district net new construction valuation
- General Purpose Revenue grants are now primarily competitive making funding assumptions more uncertain.
- Health and dental coverage is estimated to increase two percent (2%) and six percent (6%), respectively
- Gas and electric utility rates are estimated to increase five percent (5%) and three percent (3%), respectively
- Increase in operational expenses for expanded adult population and outreach efforts
- Salary adjustments are currently unknown
- Wisconsin Retirement System contribution rate increased by 5.3% on January 1, 2014, from 6.65% to 7.00% (Southwest Tech's 50% share; employees contribute 50% of the whole)
- Planning for 1,700 FTEs (3.03% FTE increase from 2013-14 projection – 1,650)

B. Staffing Update

Duane Ford, President, 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	Network Online Support Specialist	New Hire - Eddie Johnson	2/10/2014	Grade 6 Hourly \$20.74- \$26.74 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	New hire - Tonya Archie	1/13/2014	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	Transfer in - Sara Bahl	TBD	Grade 4 Hourly \$16.09 - \$20.78
34	Replacement - Shari Johnson	Early Childhood Education Program Instructor	Transfer in - Emily McBee	1/6/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
35	Replacement - Jessica Esser	Financial Aid Spec/Acct. Bursar	New hire - Samantha Redman	2/24/2014	Grade 4 Hourly \$16.09 - \$20.78
36	Replacement - Doug Pearson	Director of Facilities	Interviewing		Grade 4 Salaried Professional \$73,331- \$99,212
37	Replacement - Pam Myhre	Nursing Instructor	Limited Term New hire - Christal Foreyt	1/6/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437

Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
38	Replacement - Sara Bahl (Transfer)	Foundation Assistant	Posted & Advertising		Funded through the Foundation Grade 3 Hourly \$15.02 - 19.39
39	New Position	Associate Dean / Alternative Delivery	Preparing Posting		Grade 3 Salaried Professional \$80,635-\$109,095
40	New Position	Client Services Supervisor	Preparing Posting		Grade 5 Salaried Professional \$66,027-\$89,331

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	02-11-13 Students	02-10-14 Students	Student Change	02-11-13 FTE	02-10-14 FTE	FTE Change
10	Accounting	43	38	(5)	37.80	27.56	(10.23)
10	Administrative Professional	18	14	(4)	14.83	12.67	(2.17)
10	Agri-Business/Science Technology	41	44	3	36.80	41.77	4.97
10	Business Management	94	108	14	63.39	77.46	14.07
10	Medical Laboratory Technician	23	15	(8)	19.67	11.33	(8.33)
10	Criminal Justice - Law Enforcement	66	59	(7)	51.10	53.73	2.63
10	Culinary Arts	-	11	11	-	7.84	7.84
10	Culinary Management	30	8	(22)	20.80	6.60	(14.20)
10	Direct Entry Midwife	33	26	(7)	19.07	14.60	(4.47)
10	Early Childhood Education	50	53	3	39.77	37.63	(2.13)
10	Electro-Mechanical Technology	49	58	9	43.60	56.16	12.57
10	Engineering Technologist	24	23	(1)	20.00	21.83	1.83
10	Golf Course Management	31	35	4	29.43	30.87	1.43
10	Graphic and Web Design	41	35	(6)	34.60	30.63	(3.97)
10	Human Services Associate	59	65	6	39.80	38.90	(0.90)
10	IT-Computer Support Specialist	8	1	(7)	3.67	0.40	(3.27)
10	IT-Network Comm Spec	36	31	(5)	25.10	23.73	(1.37)
10	IT-Web & Software Developer	29	23	(6)	17.40	17.37	(0.03)
10	Individualized Technical Studies	3	6	3	1.57	5.53	3.97
10	Marketing	3	11	8	1.67	7.33	5.67
10	Nursing - Associate Deg	216	261	45	105.44	126.78	21.34
10	Physical Therapist Assistant	36	38	2	23.40	22.33	(1.07)
10	Supervisory Management	1	2	1	0.03	0.57	0.54
	Total Associate Degree	934	965	31	648.93	673.64	24.71
31	Accounting Assistant	12	8	(4)	7.93	4.87	(3.07)
32	Agricultural Power & Equipment Tech	46	44	(2)	41.14	42.20	1.07

Program Type	Program Title	02-11-13 Students	02-10-14 Students	Student Change	02-11-13 FTE	02-10-14 FTE	FTE Change
31	Auto Collision Repair & Refinish Tech	26	23	(3)	18.00	15.17	(2.83)
32	Automotive Technician	37	30	(7)	34.74	24.24	(10.50)
31	Cosmetology	40	43	3	35.37	34.54	(0.83)
31	Bricklaying and Masonry	-	10	10	-	8.50	8.50
30	Building Maintenance & Construction	-	1	1	-	0.10	0.10
31	Building Trades - Carpentry	14	13	(1)	11.90	12.90	1.00
30	CNC Setup/Operation	8	12	4	4.73	8.27	3.53
31	Child Care Services	12	10	(2)	7.83	8.20	0.37
30	Criminal Justice-Law Enf Acad	15	22	7	7.97	11.80	3.83
31	Culinary Specialist	13	6	(7)	10.10	3.10	(7.00)
31	Dairy Herd Management	14	18	4	14.37	18.27	3.90
30	Dental Assistant	30	29	(1)	16.34	15.77	(0.57)
31	Electrical Power Distribution	23	30	7	22.50	25.73	3.23
50	Electricity (Construction)	13	18	5	1.67	2.85	1.18
31	Esthetician	14	13	(1)	10.73	8.90	(1.83)
30	Farm Business & Production Manage	77	-	(77)	19.20	-	(19.20)
50	Industrial Electrician Apprentice	13	16	3	2.20	2.47	0.27
31	IT-Computer Support Technician	-	5	5	-	2.00	2.00
31	Medical Assistant	42	47	5	30.17	34.37	4.20
30	Medical Coding Specialist	66	66	-	29.03	22.60	(6.43)
31	Medical Transcription	14	3	(11)	8.10	1.27	(6.83)
30	Nursing Assistant	223	179	(44)	28.81	21.43	(7.38)
31	Office Support Specialist	4	10	6	2.80	5.90	3.10
50	Plumbing Apprentice	15	12	(3)	2.37	2.00	(0.37)
31	Welding	47	46	(1)	40.84	40.87	0.03
	Total Technical Diploma	818	714	(104)	408.83	378.31	(30.52)
	Liberal Studies	-	10	10	-	5.97	5.97
	Undeclared Majors	<u>1,938</u>	<u>2,078</u>	<u>140</u>	<u>213.81</u>	<u>264.85</u>	<u>51.04</u>
	Total	3,690	3,767	77	1,271.57	1,322.77	51.20
	Percent of Change						4.03%
	Vocational Adult (Aid Codes 42-47)				60.58	83.74	23.16
	Community Services				0.58	0.66	0.08
	Basic Skills (Aid Codes 7x)				27.08	30.61	3.53
	Basic Skills Remedial(Aid Codes 78)				<u>57.49</u>	<u>55.99</u>	<u>(1.50)</u>
	Grand Total				<u>1,417.30</u>	<u>1,493.76</u>	<u>76.46</u>
	Total Percent of Change						<u>5.39%</u>

Application Comparison Report

2014-2015

Program	Cap	Nov. 13, '13			Dec. 9, '13			Jan. 13, '14			Feb. 15, '14		
		Acpt.	W.L.	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total
Accounting		4		4	8		8	11		11	14		14
Accounting Assistant		1		1	1		1	1		1	1		1
Administrative Professional		1		1	3		3	5		5	5		5
Agri-Business/Science Tech	24	16		16	20		20	24	5	29	24	15	39
Ag Power & Equipment	22	22	8	30	22	9	31	22	12	34	22	14	36
Auto Collision Repair & Refinish	22	2		2	3		3	4		4	6		6
Automotive Technician	22	3		3	3		3	8		8	16		16
Bricklaying & Masonry	20			0			0			0	1		1
Building Trades- Carpentry	20	2		2	2		2	2		2	7		7
Business Management		4		4	11		11	24		24	32		32
Child Care Services	13	2		2	4		4	4		4	5		5
CNC Setup/Operation	15			0			0	1		1	2		2
Cosmetology	24	5		5	5		5	6		6	14		14
Criminal Justice-Law Enforce		6		6	8		8	12		12	20		20
Culinary Arts		2		2	3		3	4		4	8		8
Culinary Management				0			0			0	0		0
Culinary Specialist				0			0	3		3	3		3
Dairy Herd Management	24	2		2	3		3	5		5	10		10
Dental Assistant	18	18	3	21	18	4	22	18	5	23	18	6	24
Early Childhood Education	28	5		5	7		7	9		9	12		12
Electrical Power Distribution	24	8		8	11		11	15		15	24	1	25
Electro-Mechanical Tech Aug start	24	2		2	4		4	3		3	8		8
Electro-Mechanical Tech Jun start	12							6		6	7		7
Engineering Technologist	18			0	1		1	3		3	5		5
Esthetician	16	3		3	4		4	3		3	5		5
Golf Course Management		1		1	1		1	5		5	9		9
Graphic and Web Design	25	1		1	2		2	4		4	8		8
Human Services Associate	32	15		15	14		14	23		23	26		26

2013-14

Feb. 15, '13		
Acpt.	W.L.	Total
12	0	12
1	0	1
7	0	7
22	0	22
23	11	34
8	0	8
10	0	10
5	0	5
5	0	5
18	0	18
6	0	6
2	0	2
14	0	14
13	0	13
-	-	-
6	0	6
1	0	1
8	0	8
12	0	12
12	0	12
19	0	19
13	0	13
8	0	8
4	0	4
9	0	9
8	0	8
20	1	21

2014-2015

Program	Cap	Nov. 13, '13			Dec. 9, '13			Jan. 13, '14			Feb. 15, '14		
		Acpt.	W.L.	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total
IT-Computer Support Tech		1		1	1		1	5		5	4		4
IT-Network Communication Spec				0			0	1		1	4		4
IT-Web & Software Developer		1		1	2		2	3		3	6		6
Liberal Arts- Associate of Arts				0			0	1		1	1		1
Liberal Arts-Associate of Science		1		1	1		1			0	1		1
Marketing				0	1		1	4		4	4		4
Medical Assistant	32	32		32	32		32	32	5	37	32	12	44
Medical Coding Specialist	34	33		33	34	3	37	34	9	43	34	9	43
Medical Laboratory Technician	16	2		2	2		2	2		2	4		4
Nail Technician	4			0			0			0			0
Nursing-Associate Degree	54	54	42	96	54	47	101	54	71	125	54	85	139
Nursing-Assoc Degree- Part-time	28	12		12	17		17	28	4	32	28	6	34
Office Support Specialist		4		4	5		5	5		5	8		8
Pharmacy Tech (shared)				0			0			0	1		1
Physical Therapist Assistant	15	14	14	28	15	13	28	15	16	31	15	23	38
Supervisory Management											5		
Undecided				0			0			0			0
Welding	40	9		9	13		13	18		18	40		40
Direct-Entry Midwife (Jan Start)	17	17	5	22	17	4	21	13	1	14	2		2
Office Aide (January Start)				0			0			0			0
TOTALS		305	72	377	352	80	432	440	128	568	555	171	721

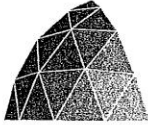
2013-14

Feb. 15, '13		
Acpt.	W.L.	Total
6	0	6
9	0	9
5	0	5
-	-	-
6	0	6
31	13	44
33	7	40
6	0	6
-	-	-
54	40	94
20	0	20
3	0	3
-	-	-
15	13	28
-	-	-
22	0	22
-	-	-
1	0	1
477	85	562

B. Chairperson's Report

1. 2014 Technical Education Champion (TECh) Award

The District Boards Association is seeking nominations for the 2014 TECh Award. Information on this award and the nomination process are available below.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

February 3, 2014

To: Marketing/Public Relations & Awards Committee Members
From: Paul Gabriel, Executive Director
Re: 2014 TECh (Technical Education Champion) Award Nominations

Nomination information is enclosed for the 2014 Technical Education Champion (TECh) Award. The **TECh Award** recognizes an individual or organization for outstanding contributions to a local technical college district and/or the Technical College System. This year's award is scheduled for presentation at the Summer 2014 Association meeting in Green Bay.

Enclosed is a nomination cover form to include with your submission as well as a description of the criteria for the award and submission requirements. Nominations should address all five of the criteria areas and must be received at the District Boards Association office by **May 2, 2014**.

Please discuss this award with your board colleagues. We are also mailing this material to your president to bring it to the attention of appropriate college staff. Marketing/PR & Awards Committee members are responsible for assuring that their district board works with college administration and staff to recommend one nomination from each district for the award.

Committee members will receive a set of nominations and rating materials after the nomination closing date for use in evaluating the nominees.

We appreciate your ongoing efforts on behalf of the Committee and Association. Thank you for your assistance.

encl.

cc: Board Chairs
College Presidents

AWARD: 2014 Technical Education Champion (TECh) Award
Wisconsin Technical College District Boards Association

Purpose: To recognize an individual or organization for outstanding contributions to a local technical college district and/or the Technical College System.

Nomination submissions must be formatted as follows: size 12 Font, typed, double-spaced, and no more than 2 pages of 8-1/2 x 11 size paper. Submissions that do not follow this format will be disqualified. Nomination letters must be received at the Boards Association Office no later than May 2, 2014.

1. **Promotion of WTCS or Individual Technical College** 30 Points
 - a. Demonstrates involvement in college activities
 - b. Presents at meetings/seminars for good of system or individual college
 - c. Authors publications for advancement of system or individual college
 - d. Advocates for the system or individual college in the community
2. **Financial Assistance** 25 Points

Demonstrates monetary support of the system, individual college, foundation, or individuals associated with the college through private funding, scholarships, or grants
3. **Utilization of System/College** 25 Points
 - a. Promotes training opportunities
 - b. Demonstrates history of partnerships with system/college
 - c. Seeks to hire/promote individuals with technical college education
4. **Advocacy on the WTCS's Behalf** 15 Points

Utilizes the political process (state, federal legislature, governor, agencies)
5. **Enhancement of the Community as a Whole** 5 Points

Update 8/2009

C. College President's Report

- 1. GPR Grant Submissions**
- 2. TSAMCE and EDA Grant Status; Survey Visits**
- 3. Upcoming Events**

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Marketing Update

B. Time and Place

Thursday, March 27, 2014, at 7:00 p.m. in Rooms 492-493, College Connection,
Southwest Tech Campus

Board Monitoring of College Effectiveness

A. Health Care Costs/Benefits

Caleb White will provide an update on the status, results, and timeline of Gallagher Benefit Services' analysis of a prospective WTCS-wide health care system and their projections regarding costs and benefits for Southwest Tech and its employees. A report will be available at the Board meeting.

B. Administrative Services Report

Caleb White will provide an update on administrative services including the 2014-15 budget development, performance-based funding, long-term facilities plans, and IT infrastructure. A report will be available at the Board meeting.

The Board will adjourn until 8:30 a.m. on Saturday, February 22, 2014. The Board will have a dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 22, 2014
8:30 a.m. – Board Retreat
The Richland Hospital
Pipen Conference 3
333 East Second Street
Richland Center, WI 53581**

Board Monitoring of College Effectiveness

A. Student & Academic Affairs Report

Phil Thomas, Vice President for Student & Academic Affairs, will provide an update on student and academic affairs. Items will include program array, grants programming, focus programs, Learn Your Way (adult learning offered at alternative times/places). A report will be available at the Board meeting.

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 September 26, 2013

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Other Items Requiring Board Action

A. Mission, Purposes, Vision

The Board reviewed the College mission, purposes, and vision statements in October 2013. Staff members have been given the opportunity to review and recommend changes to these statements. Duane Ford will present the revised mission, purposes, and vision statements to the Board for their approval. The statements are included with the electronic Board material.

Recommendation: Approve the revised Mission Statement, College Purposes, and Vision Statement as presented.

MISSION, PURPOSES, and VISION REVISION STATEMENTS

MISSION:

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

PURPOSES:

Southwest Wisconsin Technical College's purposes are to:

- 1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.*
- 2. Provide customized training, retraining, and technical assistance to businesses and other organizations.*
- 3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education.*
- 4. Provide career pathways and transfer opportunities that enable graduates to continue their education.*
- 5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.*
- 6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.*

VISION:

Southwest Tech will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

Board Monitoring of College Effectiveness

A. Strategic Projects

The 2013 Strategic Projects final update will be presented at the Board meeting.
The initial 2014 Strategic Projects list will be reviewed at the Board meeting.

B. President's Time

The Board and President will engage in an informal discussion regarding the state of the College with emphasis on its current strengths, weaknesses, opportunities, and threats.

C. Tour of Richland Hospital

The Board will receive a tour of The Richland Hospital.

Adjournment