



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

February 23, 2012

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

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, February 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 February 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

ADJOURN TO CLOSED SESSION

A. Approval of Closed Session Minutes of January 26, 2012

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

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

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

A. Approval of Agenda

The agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of January 26, 2012

Minutes of the January 26, 2012, regular meeting are included with the electronic Board material.

C. Minutes of the February 3-4, 2012, Board Retreat

Minutes of the February 3-4, 2012, Board Retreat are included with the electronic Board material.

D. Financial Reports

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

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

E. Contract Revenue

In January 2012 there were 18 contracts totaling \$8690.49 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

Recommendation – Approve the consent agenda.

CONSTRUCTION UPDATE

A. Public Safety Building

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

OTHER ITEMS REQUIRING BOARD ACTION

A. Financial Audit

Earl Engelson of Engelson & Associates, Ltd., LaCrosse, will present the audit report. The full Audit Report will be available at the Board meeting.

Recommendation: Approve the 2010-11 audit report as presented.

B. Computer Support Technician Embedded Technical Diploma in Associate Degree IT Programs

A Computer Support Technician embedded technical diploma program is being developed to ladder with our IT-Computer Support Specialist and IT-Network Communication Specialist programs. Joyce Czajkowski, Dean of Business & Management/Chief Academic Officer, will present the program documentation. A copy of the proposal is available electronically with all other Board material.

Recommendation: Approve the Computer Support Technician, 31-540-1, embedded technical diploma program.

C. First Reading of Governance Policies

- 1. Policy 4.1: College Vision**
- 2. Policy 4.2: College Mission**
- 3. Policy 4.5: College Strategic Directions**

This is being brought to the Board as the annual review of the College Vision and Mission. The 2011-2014 Strategic Plan was approved at the February 3-4, 2012, which changes Policy 4-5. This is the first review of the three

policies. The Governance Policies are available electronically with all other Board material.

Recommendation: Approve the first reading of Governance Policies 4.1, 4.2, and 4.5.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Budget Parameters & Assumptions

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

B. 2010-11 Strategic Direction Results

Barb Tucker, Director of Institutional Advancement, will provide a report on the 2010-11 Strategic Direction results. This report will be available at the Board meeting.

C. Grants Update

Barb Tucker will present an update on grant activities for 2011-12. An overview of the 2011-12 grant activities will be available at the Board meeting.

D. Staffing Update

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

E. Information Technology (IT) Update

Jaime Klein, Director of Information Technology, will provide an update on IT projects and infrastructure.

INFORMATION AND CORRESPONDENCE

A. FTE Report

A program application comparison report for 2012-13 is available electronically with all other Board material. Caleb White will be present for any questions.

B. Chairperson's Report

- i. Employee Handbook Subcommittee
- ii. Board Appointment

C. College President's Report

- 1. 1+1 Associate of Arts/Sciences Agreement with Nicolet and 3+1 Bachelor of Science degrees with Franklin University
- 2. New Department Names – Business & Industry Services and Center for Teaching & Learning
- 3. Migrant Labor Housing
- 4. Innovation/Incubation Discussion

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Child Care Center Update
2. Continuous Improvement Update

B. Time and Place

Thursday, March 22, 2012, 7:00 p.m., Room 492-493 College Connection

ADJOURNMENT

Open Meeting

The following statement will be read: "The February 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

Adjourn to Closed Session

A. Approval of January 26, 2012, Closed Session Minutes

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

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

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, February 23, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

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- A. Roll Call
- B. Reports/Forums/Public Input

ADJOURN TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 26, 2012

- C. Minutes of the February 3-4, 2012, Board Retreat
- D. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- E. Contract Revenue

CONSTRUCTION UPDATE

- A. Public Safety Building

OTHER ITEMS REQUIRING BOARD ACTION

- A. Financial Audit
- B. Computer Support Technician Embedded Technical Diploma in Associate Degree IT Programs
- C. First Reading of Governance Policies
 - 1. Policy 4.1: College Vision
 - 2. Policy 4.2: College Mission
 - 3. Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Parameters & Assumptions
- B. 2010-11 Strategic Direction Results
- C. Grants Update
- D. Staffing Update
- E. Information Technology (IT) Update

INFORMATION AND CORRESPONDENCE

- A. FTE 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 Meeting of January 26, 2012

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 26, 2012

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on January 26, 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:

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

Absent: Melissa Fitzsimons

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, Caleb White, Kris Wubben; and landscape architect Garret Perry.

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

BOARD MEETING NOTICE/AGENDA

Thursday, January 26, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting
Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The January 26, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of December 22, 2011
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue

CONSTRUCTION UPDATE

- A. Public Safety Building

OTHER ITEMS REQUIRING BOARD ACTION

- A. Financial Audit
- B. Building 300-400 Space Plan
- C. Landscape Master Plan
- D. Community Service Courses
- E. Liquor License
- F. Personnel
 - 1. Employment

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. 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. Closed Session Minutes of December 22, 2011

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}

After reviewing the consent agenda, Mr. Carlin moved to approve the consent agenda including the January 26, 2012, agenda; December 22, 2011, Board minutes; financial reports; and contract revenue totaling \$42,103.21 for 21 contracts. Ms. Nickels seconded the motion; motion carried.

Doug Pearson, Director of Facilities, updated the Board on the current construction of the Public Safety Complex noting the complex is complete and he is working on closing out the paperwork. The contract with Olympic Builders was an owner-direct purchase of materials. The amount left over for the purchase of materials is being disputed by

Olympic Builders because they feel the money should go to them. Milestone was billing Olympic for materials for the Public Safety Building instead of Midwest Builders; this is being corrected.

Work is progressing on the Public Safety Building with a targeted completion date for the building being mid-March. Construction will be complete except for a section of the south wall and the mechanical room due to delay in delivery of an air handler unit. A change order summary was reviewed and indicated an additional \$19,991 in changes or 1.7 percent of the total project cost. The contingency was set at 10 percent of total cost.

Under Board action, Caleb White, Director of Fiscal Services, presented the seven fund balances for the 2010-11 budget. The full audit has not been completed yet due to the unavailability of an Other Post Employment Benefit (OPEB) actuarial report. The OPEB report should be completed and the full audit presented at the February Board meeting. In reviewing the fund balances, Mr. White noted that the Fund 1 (Operational) balance is up to \$5.5 million. Board policy states this fund balance needs to be at a minimum of 2.5 months of operational costs and is slightly above that benchmark. No action was taken on the 2010-11 Financial Audit.

Doug Pearson presented a space plan remodel for Buildings 300 and 400 and reviewed the plan modifications made from the last Board meeting. In addition, a revised three-year project summary with a total cost of \$6.2 million was presented. Board members expressed concern with the scope of the project and the cost. The Board toured the facilities proposed for renovation. After the tour, no action was taken. Revised plans will be brought back for Board approval.

Garrett Perry from Design Studio, Etc., presented detailed plans for landscaping of the Building 100 entrance, the Main Entrance, the Health/Science Center amphitheater area, and the back patio. Mr. Perry explained that the concept was to create a focal entrance and provide areas that would draw students outside. The total cost is estimated at \$3.25 million - \$3.5 million, which would be spread out over a 20-25 year plan. Concerns were expressed with parking for buses and the loss of general parking. The concept plans will be refined and 3D perspectives will be created. No action was taken.

Caleb White explained the history of community service courses noting that the College used to offer these courses, but lost money on the courses. He explained the different aid codes with 10, 32, 31, and 30 being credit courses. The 42, 47, and 60 aid codes are for noncredit courses with 42 aid code designated for general adult continuing education, aid code 47 courses are more vocational focused, and the aid code 60 courses apply to educational activities that are leisure in nature. The State regulates what can be charged for tuition on the different aid codes except for aid code 60 courses. Mr. White recommends offering these courses with offerings priced at market rates but with a floor of the cost recovery method currently employed by the College for contracts. Mr. Moyer moved to this recommendation; Mr. Tuescher seconded the motion. The motion unanimously carried.

Dr. Ford presented an update on the application for a Class B liquor license. The license would allow the College to host professional meetings, events, and fundraisers where it is desirable to serve liquor. It would also allow the College to fill a current hole

in the Culinary Management curriculum, with Jeff Dombeck, Culinary Management Instructor, designated as the College's official agent. Discussion followed on the need

for the license in the Culinary program and whether this would affect Fennimore establishments. Mr. Tuescher moved to authorize the College to obtain a "Class B" liquor license, with Ms. Nickels seconding the motion. With one member opposing, the motion carried.

Laura Bodenbender, Director of Human Resources, presented personnel items. An employment recommendation was reviewed for the Medical Laboratory Technician Instructor position that became vacant at the end of the first semester. One applicant was interviewed and selected. Mr. Tuescher moved to approve the employment recommendation for Joan Young for the Medical Laboratory Technician Instructor at a salary of \$54,485 for the 2011-12 year. Mr. Moyer seconded the motion; motion unanimously carried.

Ms. Bodenbender outlined an employment recommendation for a Basic Education Instructor. She noted that 22 applications were received with 7 candidates interviewed. Mr. Carlin moved to approve the employment recommendation for Brenda Schwarzmans for the Basic Education Instructor at a salary of \$49,759 for the 2011-2012 year. Mr. Isaacson seconded the motion; motion unanimously carried.

The Board heard a staffing update by Ms. Bodenbender. Three support staff positions have been filled and the Director of Student Services position has been posted. Discussion followed on the staffing level in the Information Technology and Student Services departments.

Mr. White provided the Board with a comparison FTE Report from the previous year and a statewide FTE comparison report. The comparison FTE Report showed a seven percent downward trend compared to one year ago. The statewide trend reflects an average six percent decrease in FTEs.

Included in the President's Report was a review of the February 3-4 Board Retreat agenda, a report on the Prairie du Chien Correctional Institution (PDCCI) graduation, the Small Business Development Center (SBDC), and a police liaison. PDCCI graduated 15 students and are interested in expanding its class/program offerings.

The Southwestern Wisconsin Small Business Development Center will not be administered from Southwest Tech, but will continue with UW-Platteville administering the funding. Due to upcoming policy changes in funding disbursement, Dr. Ford would like to continue with the current partnership. The SBDC Director is on campus one day a week to provide support to entrepreneurs in starting their own business. Dr. Ford noted that while SBDC's mission is to help entrepreneurs start new businesses, local and regional economic development corporations market the region to existing businesses seeking new locations and work to retain the businesses we have

The Fennimore City Council approved a contract with the College to provide police liaison services on campus for six hours each week. The officer will work with Doug Pearson. The contract expires at the end of the academic year.

Mr. Isaacson moved to adjourn to closed session, with Mr. Carlin seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to closed session at 9:45 p.m. The Board reconvened in open session at 9:54. With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting. Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 9:54 p.m.

Melissa Fitzsimons, Secretary

C. Minutes of the Board Retreat of February 3-4, 2012

MINUTES OF THE BOARD RETREAT OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE FEBRUARY 3-4, 2012

The Board of Southwest Wisconsin Technical College met in public session of a Board Retreat commencing at 12:50 p.m. on February 3, 2012, in the Pump Room at Sam & Maddie's Restaurant located at 3656 State Road 23, Dodgeville, Iowa County, Wisconsin, with the following members present:

William Carlin, Melissa Fitzsimons, Dean Isaacson, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the retreat included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Joyce Czajkowski, Derek Dachelet, Heather Fifrick, Julie Pluemer, Doug Pearson, Betsy Ralph, Barb Tucker, and Caleb White.

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 February 3-4, 2012

Friday, February 3, 2012

**Sam & Maddies Restaurant, Dodgeville, WI
12:00 p.m. - Lunch
1:00 p.m. – Pump Room**

OPEN MEETING

The following statement will be read: "The February 3-4, 2012, Board Retreat 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, in the City of Fennimore, and in the City of Dodgeville 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. Strategic Directions
 - 1. Foundation
 - 2. Human Resources
 - 3. K-12 Outreach
 - 4. Workforce Training & Economic Development (WTED)
 - 5. Student Services
 - 6. Academic Programs

The Board will adjourn until 8:30 a.m. on Saturday, February 4, 2012. The Board will have a dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 4, 2012

Sam & Maddies Restaurant, Dodgeville, WI

7:30 a.m. - Breakfast

8:30 a.m. – Pump Room

ITEMS REQUIRING BOARD ACTION

- A. Facilities and Capital Budget
- B. Strategic Plan 2011-2014

ADJOURNMENT

Duane Ford, College President, provided a brief introduction and a review of the retreat agenda. He noted that the College faces challenges in reaching out to employers, involvement in economic development, expanding the College's role with the K-12 school districts, and growing our market share. Dr. Ford outlined areas the College needs to focus on including how we capture and serve more students, how we attract and retain mid- and upper-ability students, how we serve more nontraditional students out in the district, the need to improve curb appeal, and customer service needs to be top notch.

Heather Fifrick, Foundation Manager, and Betsy Ralph, Director of Development, provided an update on Foundation activities and goals. The Foundation will be awarding \$95,000 in scholarships this year and recently raised over \$6,000 in Heartland Credit Union's Give Local campaign. The Foundation is moving beyond event fundraising to relationship building.

Ms. Ralph explained the cycle of successful development noting it takes 18-36 months to complete the cycle with no guarantee of a donation. Groups identified to engage include Southwest Tech retirees, alumni, businesses, granting agencies, and current staff. Another area the Foundation plans to focus on is planned giving. The Foundation's main goals will concentrate on growing endowments, scholarships, and slowly growing housing.

Laura Bodenbender, Director of Human Resources, presented a PowerPoint on the timeline and process for writing and adopting the new Employee Handbook. She noted that the current negotiated staff contracts expire June 30, 2013, and will not be renewed due to Act 10.

The handbook will be inclusive and will include separate addendums to address faculty, support staff, and administration. Writing teams will include representation from all staff classifications, with a committee of Board members, Dr. Ford, and administration reviewing the handbook this summer. All staff will be able to review after the committee has reviewed and Ms. Bodenbender will hold listening sessions with staff. The implementation of the new handbook will be July 1, 2013. Training for administrators and lead staff on the content and interpretation will be held prior to the implementation.

Ms. Bodenbender explained that if the unions recertify, that contract will define who is recognized and base wage rate changes (limited to the Consumer Price Index). Legal counsel will also be asked to review for legal opinions at various steps in the process.

Julie Pluemer, Career Prep/Instructional Design Specialist, presented Southwest Tech's current K-12 partnership activities and new activities being launched. Current activities include high school alternative (118.15) contracted courses, drivers education, Youth Options, Snapshots for Success, tours/shadows, Next Step, transition services, staff development opportunities for K-12 districts, articulation, tech camps, test prep workshops, Southwest Academy for 21st Century Excellence, Scenic Rivers Area Health Education Center partnership, and the Foundations of Early Childhood Education course. The Foundations of Early Childhood Education is being piloted this semester with students from Darlington and Blackhawk Schools.

Almost 33 percent of 2009 high school graduates in our district enrolled directly into a Wisconsin Technical College. Southwest Tech consistently has the highest percentage of high school graduates who enroll in a technical college directly from high school.

Ms. Pluemer outlined a project the School to Work Advisory Committee is exploring. This project, titled Moms' Night Out, would have high school teachers putting on STEM activities for moms of children in elementary and middle schools.

An overview of the Workforce Training & Economic Development (WTED) department's current activities and future plans was presented by Derek Dachelet, Director of External Relations. Mr. Dachelet provided a three-year history of people services, number of contracts, and gross contract sales. Gross contract sales have increased significantly this fiscal year because the department is focusing on larger contracts and consortiums. The Workforce Advancement Training (WAT) grants funded through the State of Wisconsin have assisted with the increase. The WAT grants cut the cost of training for the employer by 60 to 65 percent.

Future focus areas for WTED include continuing to move toward a business model approach, tracking revenue and expenses, maximizing WAT grants and community-based training partnership building, expanding market share by developing new product areas, and developing an effective way to tap into small business WAT grants. Suggestions from the Board included developing training consortia for small business and K-12 schools and providing a catalog of offerings for a year in advance.

Derek Dachelet and Caleb White, Director of Fiscal Services and Student Services, outlined a new case management model being considered for adoption to improve efficiency, service, and convenience in student recruitment, admissions, advising, registration, financial aid, and related student services. Mr. Dachelet explained that he supervises recruitment staff and they are moving in this direction by providing more value-added direction for potential students. Two of the other technical colleges have moved to this model with excellent results. The Board asked for a detailed transition plan to be presented at the February Board meeting. Board consensus was to move forward with the transition plan.

Dr. Joyce Czajkowski, Chief Academic Officer and Dean of Business & Management, provided an update on the status of new academic programs and partnerships. Dr. Czajkowski outlined new programs in the process of being developed or explored. A Computer Support Technician, one-year embedded technical diploma program is in the process of being developed as well as the Marketing program being reinstated. Programs currently being explored to offer include baking production, home health aide, supply chain management, custodial technician, digital photography and imaging, medical administrative specialist, culinary arts/culinary chef, and small engine repair technician. Collaborative efforts being investigated include a 1+1 Associate of Arts in Liberal Arts, updating the reciprocity agreement with Northeast Iowa Community College, developing a reciprocity agreement with Highland Community College, and developing a collaborative agreement with a midwife program in Florida.

Board suggestions for programming included dietetic technician, surgical technician or central services, and funeral service. Board members expressed concern with a Medical Administrative Professional program. They identified a hospital specific need as Health Unit Clerk and that medical clinics hire medical assistants to perform those duties. Another concern noted was with the Associate of Arts in Liberal Arts not being within our mission or scope of services.

Mr. Tuescher moved to recess until February 4, 2012. Ms. Fitzsimons seconded the motion; motion unanimously carried. The Board went into recess at 5:12 p.m. The Board reconvened at 8:13 a.m. on February 4, 2012, in the Pump Room at Sam & Maddie's Restaurant with the following members present:

William Carlin, Melissa Fitzsimons, Dean Isaacson, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Dr. Ford reviewed the proposed three-year facilities improvement plan. Phase 1 of the planned changes include remodeling of Student Services, Financial Aid, and the area in the Kramer Administration Building vacated by faculty and the Information Technology Department. In the plan the Library area and Room 368 would also be remodeled to possibly include a testing center, the Academic Success Center and Support Services.

The proposed Landscape Master Plan was reviewed. Dr. Ford noted that trees have been removed as well as the horse and buggy parking and assurance has been received from the landscape architects that there will be no loss in parking spaces. Discussion followed on making the main entrance more prominent. The Board asked for an overlay to place over the current main entrance and main parking lot plan. Mr. Pearson noted that utilities would not be a major factor if the main entrance is enhanced with the proposed changes.

The timeline for the landscaping projects are over 20 years. Dr. Ford presented the proposed conceptual plans for the Building 100 entrance, the back patio area, and the Health/Science amphitheater area. The landscape architects need to complete 3D designs for the four focus areas.

The suggested plan for the first year of the three-year renovation plan is to complete the Kramer Administration Building and Student Services/Financial Aid renovations.

Discussion followed on the child care center and the need for new play equipment. The Board requested an update on the financial plan for the Child Care Center.

Mr. White presented the Wisconsin Technical College's Financial Accounting Manual guidelines as it relates to moving operational dollars to capital. Mr. White shared his concern that when the budget bill was signed last year and the cap on operational levy was placed at 1.5 mils, this could be in place for a long period of time as it has been in the K-12 system.

Mr. White has been moving some operational dollars to capital. For example, when a piece of equipment valued at \$500 or greater is purchased, he can capitalize the purchase according to the WTCS guidelines. Software acquisition and any related internal development is another area that can be capitalized. In Information Technology 1.0 FTE will be capitalized this year based on the guidelines.

Mr. White discussed the ten-year history of capital expenditures. The College has averaged \$2.2 million over the recent years with \$1.1 million designated for facilities maintenance and remodeling project. Our debt is relatively stagnant, with the exception of the referendum which of course boosted up our debt to a new higher stagnant level. Mr. White reviewed this year's capital budget and the projected 2012-13 capital budget noting the projection is to end with \$162,000 in reserve.

Discussion followed on borrowing \$2.5 million for this next year and maybe continuing to borrow at that level. Capital reserve should be kept to a minimum since interest is paid on what is in reserve. Site improvements of \$150,000 would be a placeholder until a decision is made on landscaping and capital request for the next FY could be prioritized. Mr. White noted that in this fiscal year \$4.66 million was paid off and that in reality the College borrows as much as it pays back.

Mr. Isaacson moved for conceptual acceptance of the three-year capital improvement and maintenance plan with individual projects being brought to the Board for approval. Ms. Fitzsimons seconded the motion; motion carried.

Mr. Tuescher moved to approve the capital building improvements proposed for the remainder of 2011-12 and General Ed Building HVAC maintenance. Mr. Isaacson seconded the motion; motion carried.

Mr. Isaacson moved to approve the intent plan to borrow \$2.5 million for FY 2013 to support capital improvements, maintenance, equipment, and other capital items. Mr. Moyer seconded the motion; motion carried.

Barb Tucker, Director of Institutional Advancement, presented the Strategic Plan 2011-2014 for Board approval. Ms. Tucker outlined the past practice in developing the Strategic Plan and noted that this year the Strategic Plan process is more comprehensive. Strategic directions have been set that will remain constant for the foreseeable future. Dr. Ford further explained that the action steps could change year-to-year based on accomplishments. The proposed Strategic Directions include:

- Increase College Access
- Improve Student Completion & Success
- Strengthen Partnerships
- Create a Cohesive Culture
- Prioritize Customer Service
- Advance Infrastructure (facilities and technology)
- Promote Fiscal Efficiency and Sustainability

Mr. Carlin moved to approve the 2011-2014 Strategic Plan as presented. Ms. Nickels seconded the motion; motion carried.

Evaluation of the retreat occurred with Board members and College staff indicating the format provided them with more in-depth discussion of issues. The Board would like to hold two retreats each year with a noon-to-noon format. Other items discussed included the Board will need to decide how to evaluate the President; an annual discussion on the Strategic Plan action steps will be needed; the mission, vision, and end statements need to be reviewed annually; and a handbook review committee will need to be established at the February Board meeting.

With no further business to come before the Board, Mr. Carlin moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 10:28 a.m.

Melissa Fitzsimons, Secretary

D. Financial Reports

1. Purchase Orders Greater Than \$2500

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

<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>				
01/05/12	5747	CXTEC	10,840.00	New network switches installed in PSC-Facilities
01/05/12	5748	KJWW Engineering Consultants	12,750.00	Bldg 100 Annex HVAC Replacement Engineering-Facilities
01/06/12	5749	Sharp Electronics Corp	43,627.00	7 New copiers - Information Technology
01/20/12	5754	Systems Plus of Wisconsin LLC	6,350.00	Fire Alarm Equipment/Clocks PSC - Facilities
01/27/12	5756	Velcheck & Finger Roof Consulting	10,500.00	Bldg 100 Roof Replacement Design/Engineering- Facilities
0/31/12	5760	Plunkett Raysich Architects	<u>7,200.00</u>	Bldg 600 Renovation Design/Engineering - Facilities
		SUBTOTAL	\$ 91,267.00	
		TOTAL	\$ 91,267.00	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 1/31/2012

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	21,397.15
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	437,793.27
Other (Due To)	9,829,089.86
Total Liability Adjustment	<u>10,695,894.42</u>

Beginning Treasurers Balance (1,549,787.00)

Receipt

Fund	
1 General	3,892,318.82
2 Special Revenue	-
3 Capital Projects	-
4 Debt Service	-
5 Enterprise	322,483.95
6 Internal Service	305,149.98
7 Financial Aid/Activities	<u>48,659.40</u>

Total Receipts 4,568,612.15

Cash Available 3,018,825.15

Expenses

Fund	
1 General	1,446,832.72
2 Special Revenue	-
3 Capital Projects	146,981.71
4 Debt Service	-
5 Enterprise	136,518.52
6 Internal Service	320,733.30
7 Financial Aid/Activities	<u>51,005.61</u>

Total Expenses 2,102,071.86

Treasurers Cash Balance 916,753.29

Liability Adjustment 10,695,894.42

Cash in Bank 11,612,647.71

3. Budget Control

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

	<u>2011-12 Budget</u>	<u>2011-12 YTD Actual</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>	<u>2007-08 Percent</u>
General Fund Revenue	20,585,000.00	11,479,971.45	55.77	46.34	45.34	43.80	41.61
General Fund Expenditures	20,585,000.00	10,623,765.17	51.61	51.53	51.37	51.64	54.32
Capital Projects Fund Revenue	2,550,000.00	2,599,656.36	101.95	94.08	99.62	99.21	97.58
Capital Projects Fund Expenditures	2,898,000.00	2,946,444.33	101.67	90.99	184.83	8.42	38.79
Debt Service Fund Revenue	4,657,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	4,714,000.00	612,422.82	12.99	18.17	5.20	2.63	4.82
Enterprise Fund Revenue	1,850,000.00	1,213,126.90	65.57	95.83	68.28	58.89	67.16
Enterprise Fund Expenditure	1,650,000.00	719,260.19	43.59	70.47	68.86	49.98	62.06
Internal Service Fund Revenue	3,900,000.00	1,807,711.50	46.35	53.46	52.40	52.38	47.68
Internal Service Fund Expenditures	3,900,000.00	2,577,295.41	66.08	57.77	55.15	59.11	55.16
Trust & Agency Fund Revenue	7,780,000.00	3,807,271.21	48.94	59.35	64.60	43.61	55.43
Trust & Agency Fund Expenditures	7,780,000.00	3,758,611.81	48.31	57.83	62.01	42.19	53.84
Grand Total Revenue	41,322,000.00	20,907,737.42	50.60	48.29	66.93	53.73	45.37
Grand Total Expenditures	41,527,000.00	21,237,799.73	51.14	52.07	72.12	37.45	50.25

D. Contract Revenue

There were 18 contracts for the month of January 2012 totaling \$8,690.49 for Board approval. The Contract Revenue Report follows.

2011-2012 CONTRACTS

01/01/12 through 01/31/12

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2012-0025-I-11 North Crawford School District	Driver Education - Behind the Wheel	Kris Wubben	10	3,000.00	No			x
03-2012-0049-I-42 Platteville EMS	CPR	Rita Luna	21	675.00	Yes		x	
	CPR for Healthcare Providers Recert		5					
	BLS for Healthcare Provider		1					
03-2012-0053-I-42 Mineral Point Rescue Squad	CPR for Healthcare Providers Recert	Rita Luna	4	100.00	Yes		x	
03-2012-0055-I-32 Wisconsin Secure Program Facility	CPR for Healthcare Providers Recert	Rita Luna	11	275.00	Yes		x	
03-2012-0057-I-42 Lancaster EMS	CPR for Healthcare Providers	Rita Luna	2	125.00	Yes		x	
	CPR for Healthcare Providers Recert		3					
03-2012-0071-I-41 Cardinal IG - Spring Green	CPR	Rita Luna	3	75.00	Yes		x	
03-2012-0087-I-41 Mount Horeb Fire Department	BLS for Healthcare Provider	Rita Luna	2	150.00	Yes		x	
	CPR for Healthcare Providers Recert		4					
03-2012-0131-I-41 First Action	Heartsaver First Aid w/CPR and AED	Rita Luna	18	450.00	Yes		x	
03-2012-0140-I-11 Cuba City School District	CPR	Rita Luna	12	300.00	Yes		x	
03-2012-0142-I-42 Cassville EMS	Heartsaver First Aid w/CPR and AED	Rita Luna	3	75.00	Yes		x	

03-2012-0155-I-18 University of WI-Platteville	Driver Education - Van	Kris Wubben	6	315.46	No	x
03-2012-0157-I-18 Barneveld Rescue Squad	CPR for Healthcare Providers Recert	Rita Luna	17	425.00	Yes	x
03-2012-0164-I-21 Richland Center Police Department <i>Richland County Sheriff's Department</i>	Taser Operator Taser Refresher	Kris Wubben	1 12	420.64	No	x
03-2012-0172-I-18 Univeristy of Wisconsin-Platteville	CPR First Aid	Rita Luna	9	300.00	No	x
03-2012-0173-I-18 City of Boscobel	CPR Recertification/First Aid	Rita Luna	20	800.00	No	x
03-2012-0174-I-42 West Grant Rescue Squad	Conceaed Carry Awareness for EMS	Kris Wubben	21	291.81	No	x
03-2012-0175-I-42 Shullsburg Rescue Squad	Conceaed Carry Awareness for EMS	Kris Wubben	12	172.60	No	x
03-2012-0188-I-41 Memorial Hospital of Lafayette County	Fire Fighters: Decontamination - Tent Fire Fighters: Decontamination - Awareness	Rita Luna	22 18	739.98	No	x
Totals:			<u>237</u>	<u>\$ 8,690.49</u>		

Recommendation: Approve the consent agenda.

Construction Update

A. Public Safety Building

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

Other Items Requiring Board Action

A. Financial Audit

Earl Engelson of Engelson & Associates, Ltd., LaCrosse, WI, will present the audit report. The full audit report will be available at the Board meeting.

Recommendation: Approve the 2010-11 audit report as presented.

B. Computer Support Technician Embedded Technical Diploma in Associate Degree IT Programs

A Computer Support Technician embedded technical diploma program is being developed to ladder with our IT-Computer Support Specialist and IT-Network Communication Specialist programs. Joyce Czajkowski, Dean of Business & Management/Chief Academic Officer, will present the program documentation. A copy of the proposal will be available at the Board meeting.

Recommendation: Approve the Computer Support Technician, 31-540-1, embedded technical diploma program.

C. First Reading of Governance Policies

This is being brought to the Board as the annual review of the College Vision and Mission. The 2011-2014 Strategic Plan was approved at the February 3-4, 2012, which changes Policy 4-5. This is the first review of the three policies. The Governance Policies are available electronically with all other Board material.

Recommendation: Approve the first reading of the Governance Policies 4.1, 4.2, and 4.5.

COLLEGE VISION

Southwest Wisconsin Technical College will be a leader in learning-centered education.

Adopted: 1/24/02
Reviewed: 11/2/02
Revised: 3/24/05

COLLEGE MISSION

Southwest Wisconsin Technical College provides individualized lifelong learning opportunities that focus on students and communities.

Adopted: 1/24/02
Reviewed: 11/2/02, 7/14/08
Revised: 3/24/05, 8/28/08

COLLEGE STRATEGIC DIRECTIONS

- Increase College Access
- Improve Student Completion & Success
- Strengthen Partnerships
- Create a Cohesive Culture
- Prioritize Customer Service
- Advance Infrastructure (facilities and technology)
- Promote Fiscal Efficiency and Sustainability

Adopted: 1/24/02
Reviewed: 11/2/02, 6/19/08
Revised: 3/24/05, 7/14/08

Board Monitoring of College Effectiveness

A. Budget Parameters & Assumptions

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



Priorities and Budget Assumptions for 2012-2013

Priority Initiatives / Strategic Action Steps for 2012-2013

- Maximize geographical access to training through flexible delivery option of courses and programs at both the Fennimore campus and extended campus sites
- Align program offerings to meet entry level through advanced workforce needs of business and industry
- Accommodate the technological skill needs of students to enhance success
- Improve high school graduate college readiness
- Improve and expand business and industry relationships
- Increase college partnerships in emerging and driver industry economic development activities
- Enhance and expand partnerships with secondary and postsecondary school systems
- Standardize communication across campus
- Enhance professional development and cross training opportunities of all staff
- Include staff in decision making processes
- Foster a customer service culture by establishing customer service as a campus wide expectation
- Incorporate customer service training into in-service and learning academies
- Complete master planning for 300/400 and landscape
- Maintain and implement three year capital building improvement plans
- Develop staff and implement processes to enhance revenues from grants, contracts, enterprises and donations
- Use continuous improvement process to reduce expenditures

Budget Assumptions for 2012-2013

- Stagnation or decline of property values
- Health and dental coverage is estimated to increase seven percent (7%)
- Gas and electric utility rates are estimated to remain flat
- Increase in operational expenses for Public Safety Complex Center set to open in April
- Mileage reimbursement based on IRS rate increased nine percent (9%) to .555 cents per mile as of January 1, 2012
- Wage settlements for professional and support are an increase of 1.72% and 1.48%, respectively. Administration settlement unknown but will be equal to or less than the other settlements.
- Wisconsin Retirement System contribution rate increased from 11.6% to 11.8% (1.7% increase) as of January 1, 2012 (50% of contributions paid by Southwest Tech)
- Planning for 1,700 FTEs (4.3% FTE increase from 2011-12 projection – 1,630)

B. 2010-11 Strategic Direction Results

Barb Tucker, Director of Institutional Advancement, will provide a report on the 2010-11 Strategic Direction results. This report will be available at the Board meeting

C. Grants Update

Barb Tucker will present an update on grant activities for 2011-12. An overview of the 2011-12 grant activities will be available.

D. Staffing Update

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



POSITION TRACKING July 2011 – June 2012

(Ret) = Retired

(Res) = Resigned

(Tra) = Transfer

Name	Title	Status	Date
1. Randy Bussan (Ret)	Automotive Technician	No backfill - utilizing adjuncts	
2. Tom Sheehan (Ret)	Program Counselor	No backfill at this time	
3. Jeanette Nodorft (Ret)	Associate Degree Nursing	Internal transfer Darci Colsch	
4. Deb Warren (Ret)	Bookstore Asst/Parts Mgr	Internal transfer Jennifer Fonder	
5. Ron VanNatta (Ret)	Electrician/Maintenance	New hire - Dan Imhoff	
6. Janis Blackburn (Ret)	UW-PVille Math	New hire - Michelle Iselin	
7. Don Tucker (Ret)	Ag Power & Equipment	New hire - John Kvigne	8/17/11
8. Jill Brechler (Ret)	Communications	New hire - Jessica Brogley	8/17/11
9. Paul Murphey (Ret)	Communications	Internal transfer Cindy Albrecht	
10. Patrick Hoffman (Ret)	Automotive Technician	New hire - Tyson Larson	8/17/11
11. Gene Medeke (Ret)	Ag – Farm Bus Prod Mgmt	New hire - JoAnn Peterson	8/17/11
12. Janet Matthes (Ret)	Information Technology	Internal transfer Janet Weigel	
13. Marlene Klein (Tra)	Gen Ed.	Assumed Albrecht's position as Lead ASC	
14. Cindy Bruner (Ret)	Business Technology	Internal transfer Sondra Ostheimer	
15. Joan Senn (Ret)	VP of Learning	No Replacement	
16. New Position	Marketing & Pub Rel Asst	Internal transfer Jessica Helms	
17. New Position	Part Time Lab Asst.	Karl Sandry	7/1/11
18. Dan Thingvold (Res)	Evening Custodian	Internal transfer Dan Scullion	
19. New Position	Physical Therapist Asst.	Jaclyn Schultz-Sloan	8/17/11
20. New Position	Human Resources Asst.	New hire - Connie Haberkorn	6/27/11

(Ret) = Retired

(Res) = Resigned

(Tra) = Transfer

Name	Title	Status	Date
21. Darci Colsch(Tra)	Nursing Assistant Instructor	New hire - Betty Frydenlund	8/17/11
22. New Position	Director of Development	Betsy Ralph	10/31/2011
23. New Position	Web Programmer/Analyst	Jackie Budd	10/31/2011
24. New Position	Accounting Clerk/Bursar	Internal transfer Jessica Brandes	9/2011
25. Mary Pilling (Ret)	EMS Coordinator	New hire - Ken Bartz	10/31/2011
26. Dan Scullion (Tra)	Lead Evening Custodian	New hire - Barbara Liska	11/7/2011
27. Ron Meissner (Ret)	ASC Lab Assistant	New hire - Brenda Schwarzmenn	1/11/2012
28. New Position	Associate Degree Nursing	Rehire - Dana Oswald	1/11/2012
29. Joni Wedig (Res)	Medical Lab Tech Instr	New hire – Joan Young	1/11/2012
30. Diann Meissner (Ret)	Communications Instr.	No Replacement at this time	
31. Shirley Drake (Ret)	Acctg Asst. / Bursar	New hire – Kim Wolf	1/30/2012
32. Sheila Marmorstone (Ret)	ASC Instructor	New hire – Brenda Schwarzmenn	1/17/2012
33. New Position	Recruitment Specialist	New hire – Sara Davis	2/1/2012
34. Adam Wisecup (Res)	ERP Systems Specialist	Internal transfer Jackie Budd	1/9/2012
35. New Position	Web Programmer/Analyst	New hire – Mike Steffel	1/30/2012
36. New Position	Project Based-Comp SuppSpec	New hire – Dave Friesen	1/30/2012
37. Brenda Schwarzmenn(Tra)	ASC Lab Assistant	Reposting	
38. New Position	Director of Student Services	Posting	
39. Linda Knapp (Ret)	Admin Asst – Ag/Industry	Preparing Posting	

E. Information Technology (IT) Staffing Update

Jaime Klein, Director of Information Technology, will provide an update on IT projects and infrastructure.

Information and Correspondence

A. FTE Report

A program application comparison report for 2012-13 is available below. Caleb White will be present for any questions.

APPLICATIONS FOR THE 2012-2013 COLLEGE YEAR

REPORT DATE 02/06/12

COMPARISON DATE 02/07/11

MAX	PROGRAM	NOT ACCEPTED	ACCEPTED	WL	TOTAL	Jan-12 START	NOT ACCEPTED	ACCEPTED	WL	TOTAL	Jan-11 START	DIFFER -ENCE
	Accounting	4	10		14		2	3		5	6	9
	Acct Assist		2		2		0	1		1	1	1
	Admin Professional		3		3		3	3		6	5	-3
20	Agribusiness/Science	3	12		15		7	20	1	28		-13
20	Ag Power	9	20	14	43		5	20	14	39		4
20	Auto Collision	5	12		17		5	10		15		2
20	Auto Tech	7	20	1	28		10	20	12	42		-14
24	Barber/Cosmetologist	9	15		24		10	13		23		1
20	Bricklaying & Masonry	2	3		5		3	4		7		-2
20	Bldg Trades-Carpentry	3	6		9		1	11		12		-3
	Business Management	6	33		39		10	5		15	12	24
15	CC Services	2	4		6		3	6		9		-3
15	CNC Setup/Operation	2	0		2		2	1		3		-1
45	Criminal Justice-LE	9	26		35		18	17		35		0
	Culinary Mgnt	4	13		17		4	7		11		6
	Culinary Specialist	2	7		9		4	6		10		-1
20	Dairy Herd	2	11		13		3	9		12		1
18	Dental Assist	5	18	12	35		12	16	11	39		-4
	DE Midwife (Jan start only)					12					14	
24	Early Child Educ	1	23		24		9	14		23		1
20	Electrical Power Distribution	5	21	6	32		12	20	15	47		-15
20	Electro-mech Tech	4	10		14		3	8		11		3
20	Engineering Technologist	3	9		12		4	4		8		4
14	Esthetician	2	6		8		4	3		7		1
	Food Production Assistant	0	0		0							0
20	Golf Course Mgnt	3	9		12		4	8		12		0
20	Graphic & Web Design	12	20	3	35		2	20	13	35		0
36	Hum Serv Assoc	5	21		26		12	39		51		-25
	IT-Comp Sup Spec	2	2		4		2	6		8	2	-4
	IT-Network Comm	4	6		10		0	1		1	3	9
	IT-Web Analyst/Program	4	6		10		0	5		5		5

MAX	PROGRAM	NOT ACCEPTED	ACCEPTED	WL	TOTAL	Jan-12 START	NOT ACCEPTED	ACCEPTED	WL	TOTAL	Jan-11 START	DIFFER -ENCE
32	Medical Asst	12	32	18	62		13	32	34	79		-17
30	Med Coding Spec	9	30	3	42		13	30	7	50		-8
16	Medical Laboratory Tech	6	5		11		2	2		4		7
24	Medical Trans	3	9		12		16	17		33		-21
48	N-Assoc Degree	59	48	34	141		64	48	63	175		-34
24	N-Assoc Degree P/T	1	25	11	37		1	24	18	43		-6
	Office Aide (Jan start only)					6	0	0		0	20	
	Office Sup Spec	0	0		0		0	0		0	2	0
15	Physical Therapist Asst	22	15	12	49		0	0		0		49
40	Welding	11	16		27		9	20	4	33		-6
660	TOTALS	242	528	114	884	18	272	473	192	937	65	-53
	LAST YRS TOTALS	272	473	192	937	65						
	DIFFERENCE	-30	55	-78	-53	-47						

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

B. Chairperson's Report

1. Employee Handbook Subcommittee
2. Board Appointment

C. College President's Report

1. 1+1 Associate of Arts/Sciences Agreement with Nicolet and 3+1 Bachelor of Science degrees with Franklin University
2. New Department Names – Business & Industry Services and Center for Teaching & Learning
3. Migrant Labor Housing
4. Innovation/Incubation Discussion

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Child Care Center Update
2. Continuous Improvement Update

B. Time and Place

March Board Meeting – Thursday, March 22, 2012, at 7:00 p.m. in Rooms 492-493, College Connection

Adjournment