



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

February 28, 2013

Held at

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

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, February 28, 2013

6:00 p.m. – Tour of Student Services Renovation

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 28, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

1. Student Senate Report

Brenda Grondin, Student Senate President, will report on the activities of the Student Senate.

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting/Retreat of January 25-26, 2013

Minutes of the January 25-26, 2013, Board Retreat are included with the electronic Board material.

C. Financial Reports

1. Expenditures Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. Contract Revenue

There were 12 contracts in January 2013 totaling \$4,865.00 for Board approval. The Contract Revenue Report is included with the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Employee Handbook

Laura Bodenbender, Director of Human Resources, will present the Employee Handbook for approval. The Employee Handbook will go into effect July 1, 2013. The handbook is included in the electronic Board material.

Recommendation: Approve the Employee Handbook to be implemented July 1, 2013, as presented.

B. Naming the Student Activities Center – Charlie’s

Thirty-seven entries were received for naming the Student Activities Center. The Student Senate approved naming the new Student Activities Center “Charlie’s.”

Recommendation: Name the Student Activities Center “Charlie’s.”

C. Second Reading of Governance Policies

1. Policy 1.2: Governing Philosophy
2. Policy 1.7: Chairperson’s Role
3. Policy 1.9: Secretary’s Role
4. Policy 1.14: College Budget Process
5. Policy 3.3: Compensation and Benefits
6. Policy 3.6: Asset Protection

The above-named Governance Policies were reviewed at the Board Retreat on January 26, 2013. This is the second review of the six policies. The Governance Policies are available electronically with all other Board material.

Recommendation: Approve the second reading of Governance Policy 1.2, 1.7, 1.9, 1.14, 3.3, and 3.6 as presented.

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 will be available at the Board meeting.

B. Staffing Update

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

C. Student & Academic Affairs Report

Dr. Phil Thomas, Vice President for Student & Academic Affairs, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in Student & Academic Affairs. The report will be available at the Board meeting.

D. Industrial Occupations Report

Dr. Phil Thomas, Vice President for Student & Academic Affairs, will provide a report updating the Board on current and new activities, future directions, and

continuous improvement in Industrial Occupations. The report will be available at the Board meeting.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The current Comparison FTE Report and 2013-14 Application Report are available electronically with all other Board material. Caleb White will be available for any questions.

B. Chairperson's Report

1. District Recommendations for District Boards Association Officer Positions
2. Strategic Planning Session

C. College President's Report

1. Federal Legislative Priorities
2. Governor's Budget Items of Interest

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Compensation Guidelines
2. Preliminary Lay-Off Notices
3. Data and Hardware Back-up Plan
4. Districts Mutual Insurance Report

B. Time and Place

Thursday, March 28, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

- (1) 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 from January 25, 2013

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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

Open Meeting

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A. Roll Call

B. Reports/ Forums/Public Input

1. Student Senate Report

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Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, February 28, 2013

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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

1. Student Senate Report

CONSENT AGENDA

A. Approval of Agenda

- B. Minutes of the Regular Meeting/Retreat of January 25-26, 2013
- C. Financial Reports
 - 1. Expenditures Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- A. Employee Handbook
- B. Naming the Student Activities Center – Charlie's
- C. Second Reading of Governance Policies
 - 1. Policy 1.2: Governing Philosophy
 - 2. Policy 1.7: Chairperson's Role
 - 3. Policy 1.9: Secretary's Role
 - 4. Policy 1.14: College Budget Process
 - 5. Policy 3.3: Compensation and Benefits
 - 6. Policy 3.6: Asset Protection

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Parameters & Assumptions
- B. Staffing Update
- C. Student & Academic Affairs Report
- D. Industrial Occupations Report

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - (1) 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 from January 25, 2013

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Meeting/Retreat of January 25-26, 2013

MINUTES OF THE RETREAT OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 25-26, 2013

The Board of Southwest Wisconsin Technical College met in public session of a Board Retreat commencing at 10:30 a.m. on January 25, 2013, in the meeting room at Country Inn & Suites, 1801 Cabela's Lane, Prairie du Chien, WI. 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, Joyce Czajkowski, Doug Pearson, Phil Thomas, Barb Tucker, and Caleb White. Jon Anderson, legal counsel from Godfrey & Kahn, and Earl Engelson of Engelson & Associates, Ltd., were present for a portion of the meeting.

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:

**January 25-26, 2013
Country Inn & Suites
Prairie du Chien, WI**

Friday, January 25, 2013

**Country Inn & Suites
Prairie du Chien, WI
10:30 a.m.**

AGENDA

OPEN MEETING

The following statement will be read: "The January 25-26, 2013, 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 Prairie du Chien 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. Draft Employee Handbook & Policy Review

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of December 21, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

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)}
- C. Approval of Closed Session Minutes from September 27, 2012, and October 25, 2012

RECONVENE TO OPEN SESSION

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Financial Audit
- B. Student Activity Center Bid
- C. Culinary Arts Program Proposal
- D. Personnel
 - 1. Employment

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Agriculture, Business & General Studies Report
- B. Presidents Association Process Improvement (PAPI) Initiatives
- C. Staffing Report

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

The Board will adjourn until 1:00 p.m. on Friday, January 25, 2013. The Board will have lunch for social purposes only and no College business will be conducted.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Strategic Projects
- B. Facilities

The Board will adjourn until 8:30 a.m. on Saturday, January 26, 2013. The Board will have a dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, January 26, 2013

Country Inn & Suites, Prairie du Chien, WI

7:45 a.m. - Breakfast

8:30 a.m. – Meeting Room

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Student Success
- B. President/College Goals
- C. Review of Governance Policy Manual

ADJOURNMENT

Mr. Moyer moved to approve the consent agenda including the January 25-26, 2013, agenda; December 21, 2012, Board minutes; financial reports; and 19 contracts totaling \$381,361.08 in December 2012.

Mr. Tuescher moved to adjourn to closed session, with Ms. Fitzsimons seconding the motion. Upon roll call vote with all Board members voting affirmatively, the Board adjourned to closed session at 10:32 a.m. The Board reconvened in open session at 10:43 a.m. Mr. Moyer moved to issue a preliminary notice of nonrenewal to Nancy Kies. The motion was seconded by Ms. Sutton and upon voice vote, the motion carried.

Dr. Ford explained the current hiring process in that a verbal agreement is entered into with one candidate and a contract is issued followed by approval by the Board. Jon Anderson, legal counsel, explained that the College enters into a legally binding agreement when the individual signs the employment contract and until the Board approves the hiring, this can present an awkward situation. The current practice could be modified to allow Dr. Ford the power to enter into an employment contract with individuals and have the Board confirm the hiring at a subsequent meeting.

Laura Bodenbender, Director of Human Resources, provided the Board with the process that has been used in developing the Employee Handbook. Ms. Bodenbender noted that a cross section of staff members assisted with the writing of the sections, an original draft was sent to staff members with listening sessions held for staff to review the Handbook. The Board's Reviewing Committee (Mr. Kohlenberg, Ms. Sutton, and Ms. Fitzsimons) reviewed the Handbook. Recommendations for changes were received from staff members and the Reviewing Committee. Mr. Anderson has also reviewed the Handbook.

Mr. Anderson updated the Board on Act 10 noting that from a federal court perspective, Act 10 is constitutional. The Circuit Court case remains unsettled with it being appealed to the State of Wisconsin. Mr. Anderson informed the Board that with the expiration of labor contracts, management has developed a handbook. Handbooks do not have the

same legal context as a contract, are used as guides, may be modified, and provide employers more authority. Changes to handbooks are made upon recommendations from administration within the parameters of a regular Board meeting. Dr. Ford is creating a faculty/staff advisory council to allow staff members a venue to bring items to management. Mr. Anderson stated that no law requires a handbook, but the handbook is used as a device to recruit employees and guide both management and employees.

Ms. Bodenbender reviewed each section of the Handbook noting the differences and similarities with the labor contract. The Board asked for Mr. Anderson's recommendation on employees recording their time. Mr. Anderson noted that the federal law remains quiet, but the state law requires all employees to record time. Ms. Bodenbender highlighted that FMLA will now follow federal and state law; group life insurance will be based on base pay (not previous year's wages); long-term disability will pay 66 2/3 percent of a staff member's wage instead of 75 percent; an agreement will be developed for ethics, conflicts of interest, and outside employment; and an appeals procedure will be implemented.

Mr. Moyer moved to recess for lunch. Ms. Mickelson seconded the motion. The motion carried and the Board recessed at 12:20 p.m. with the Board reconvening at 1:07 p.m.

Mr. Earl Engelson of Engelson & Associates, Ltd., presented the 2011-12 Financial Audit. Mr. Engelson highlighted the Statement of Net Assets noting that the ratio is two to one and that net assets total over \$18 million. Mr. Engelson informed the Board there were no significant adjusting entries and no problems with internal controls. The Board asked for a report on the current market value of assets at a future meeting. Mr. Tuescher moved to approve the 2011-12 Financial Audit as presented with Ms. Mickelson seconding the motion. Motion carried.

Caleb White, Vice President for Administrative Service, presented the Student Activity Center Bid. Changes were made to the bid, but not the project scope, after the original bid came in higher than anticipated. Modifications included re-pouring only part of the floor; moving the firewall to the inside of the ramp, where it currently is located, and leaving the mechanicals exposed on the ceiling. Mr. White informed the Board that six bids were received with a low bid of \$489,277. The Student Senate has approved \$450,000 for the project, with the remainder being paid by the College. Mr. Moyer moved to award the Student Activities Center bid to Market & Johnson, LaCrosse, WI, in the amount of \$489,277. Ms. Fitzsimons seconded the motion; motion carried.

The Culinary Arts Program Proposal was presented by Dr. Joyce Czajkowski, Dean of Agriculture, Business & General Studies. Dr. Czajkowski reviewed the proposal and noted that the first year of the program parallels the first year of the Culinary Management program, and the two programs will share one lab. The cost to the district for the first year is estimated at \$342,000 including capital expenditures to repurpose the current activity center to a dining room and to purchase equipment. A \$112,000 GPR grant has been applied for to aid in the cost of the program. The program has been designed so that a student may complete both Culinary Arts and Culinary Management in five semesters. If approved by the District Board and the WTCS State Board, the program will become operational Fall 2013. Mr. Moyer moved to approve the Culinary Arts Program Proposal as presented, with Ms. Nickels seconding the motion. Motion carried.

Ms. Bodenbender presented an employment recommendation to hire Mindy Johnson as the Career Placement Specialist. Ms. Bodenbender noted 12 applications were received and four candidates were interviewed. Mr. Tuescher moved to approve the employment recommendation for Mindy Johnson for the Career Placement Specialist position at a salary of \$50,376 for the 2012-13 year. Ms. Nickels seconded the motion. The motion carried with Chris Prange abstaining.

Dr. Czajkowski updated the Board on the Agriculture, Business & General Studies departments. Her report focused on an overview of programs and new initiatives. Some of the new initiatives included in the report included delivering Supervisory Management using competency-based delivery of one-credit modules, focusing on entrepreneurial curriculum, and developing more embedded/pathway certificates.

The Board heard the latest on staffing from Ms. Bodenbender. It was noted there is currently an offer out for the grant writer/support position and that candidates for the process improvement coordinator position will be interviewed in the near future.

The current FTE Report reflected a 12 percent increase in FTEs compared to the previous year. There were additional sections started in January for Electromechanical Technology and Dental Assistant. The next FTE report will reflect a better picture of how we are faring this year.

Under the Chairperson's Report, highlights of the District Boards Association Winter Meeting were shared. The Board felt the legislative visits were beneficial.

Dr. Ford presented his President's Report noting that Senator Jennifer Shilling visited Southwest Tech. She sits on the Joint Finance Committee. Dr. Ford reviewed the Presidents Association Process Improvement (PAPI) subcommittees' purpose in that a committee develops ideas and recommendations for WTCS and other statewide topics. PAPI recommended changes to the Facilities/Lease Process and the Program Approval Process which have been approved by the State Board. In March, the State Board will be presented with and asked to approve the Faculty Quality Assurance System to replace the current certification system. The Presidents Association believes this will be a significant step forward; however, the statewide unions do not support the initiative. The System Office would take on the role of auditor instead of gatekeeper. The change would set a minimum bar for assuring faculty professional competence with each college entitled to set a higher standard if desired. Certification for administrators would be eliminated. Mr. Tuescher moved to accept the Faculty Quality Assurance System process as presented, with Ms. Fitzsimons seconding the motion. The motion carried, and the Board recessed at 2:31 p.m.

The Board reconvened at 2:52 p.m. and heard an update on facilities. Doug Pearson, Director of Facilities, and Caleb White presented an overview of the Three-year Facilities Plan. The Plan is built around annually borrowing \$2.5 million and will be brought back to the Board in July for approval. In addition, a Building 700 long-term plan, exterior improvements, and back-up for IT hardware/data were discussed.

Mr. Pearson informed the Board that one of the rooftop HVAC units is currently not working on Building 700 and that this is one of the most expensive buildings to operate. The Building currently houses plumbing apprenticeship, an electromechanical lab, several offices, and is the temporary location of Job Center. Mr. Pearson estimated that

if the building was razed and a 9,000 sq. ft. pre-engineered building was built it would cost \$1.125 million. Discussion followed on the cost of renovation. Mr. Pearson noted that current renovation costs have equaled \$175 per sq. ft. Mr. Pearson will put together a report on the renovation costs versus building a new building.

Future exterior improvement priorities discussed included the outdoor dining terrace, 4,500 sq. ft. golf green, plantings for landscape concrete and digital sign, sidewalk connection from east campus to the Public Safety Complex, landscaping around the General Education Building (Bldg. 100), upgrading the walking trail, landscaping Building 400 entrance, and improving campus exterior lighting. Mr. White reminded that the outdoor dining terrace bid came in over budget and scope reduction has been completed. The revised bid will go out this Spring.

Discussion followed on the payback on the capital budget. Mr. White explained that according to State Statutes, we have to borrow for capital improvements. Mr. White reviewed the current year's capital budget noting that at the beginning of the year there were \$297,000 in reserves. The College is trying to reduce the reserve amount. A suggestion was made to sell repaired cars on craigslist.com instead of the Tri-State Auction to see if more revenue can be generated.

Back-up options for IT hardware and servers were presented to the Board. The IT Department is currently reviewing four options: 1) Status quo – back up nightly, nothing off-site; 2) Back up data outside of data center but on campus; 3) Data backup totally off-site; and 4) Backing up data off-site outside of Fennimore as well as backing up hardware, servers, and operating systems. The College is still reviewing other options such as different businesses or colleges within the district and approaching Districts Mutual Insurance for assistance. A plan for data and hardware backup will be brought to the March Board meeting.

Dr. Ford and Ms. Bodenbender reviewed proposed compensation guidelines being developed for implementation July 1, 2013. The guidelines are a change in philosophy. Faculty will continue to receive base salary but overloads, extra pay, and other compensation will be affected. There will no longer be a step system used for base pay ranges; salary increases will be a budget line item and the money will be allocated by management.

Dr. Ford reviewed the Strategic Projects List developed with input from staff members. The Board set seven Strategic Directions last fiscal year and the projects have been categorized by the Strategic Directions. The FY14 budget will be built around the projects list.

The Board recessed at 5:00 p.m. on January 25. On January 26, the Board reconvened at 8:29 a.m.

Dr. Phil Thomas, Vice President for Student & Academic Affairs, and Ms. Barb Tucker, Director of Institutional Advancement presented a summary of ongoing discussions regarding definitions and initiatives to address barriers to learner success as well as described new initiatives at Southwest Tech aimed at achieving higher levels of learner success/completion. Highlights of the presentation included "Success Initiative" framework; conceptual model; committee structures; broad definition of student success; reports to Perkins, Quality Review Process, and IPEDS; and

recommendations for the Success Initiative. Discussion followed on quantitative reports with the Board noting they would like to see more of these reports.

The Board recessed at 9:21 a.m. and reconvened at 9:41 a.m.

Dr. Ford presented his Presidential and College Goals. The creation of college goals has been based around achieving the strategic projects, which were developed under the strategic directions. Dr. Ford also distributed the Foundation goals for calendar year 2013. He felt the three Presidential goals would be one approach to evaluating his performance. They can be quantitatively measured on how well the College achieved its strategic directions and the amount of change. Discussion followed on how to measure some of the strategic projects.

In addition, Dr. Ford responded to questions of the Board including:

- **His vision:** slow manageable growth of one to two percent annually; not as reliant upon property taxes and state aid by building sustainable alternative revenue streams
- **Programming:** possibly something in the food processing area; industry has the right mix of manufacturing programs (may need something like a process engineering technician program) but need to figure out how to fill the pipeline; health care is on the cutting edge in public safety we need to watch what happens with emergency medical services.
- **Weakness in College:** have done a good job at serving direct-entry high school students and while we need to continue this work we also need to do more for adult (24 years old+) students; need to attract students who go out of our district (we currently have a 3:1 net out-migration to other community and technical colleges, excluding the UW-Colleges); working with District Hispanic/Latino leaders regarding service to their communities.
- **Improve our Image:** starts with how we understand and talk about ourselves; need to offer short-term non-credit courses to get people interested in the College.

Discussion followed on Dr. Ford's evaluation. The Board would like a true 360 evaluation with input from supervisees. Discussion also took place on contract renewal.

Other items suggested by the Board included panel discussions from certain communities and want to feel connected with the Foundation. The Board would like to have a more formalized Strategic Planning session in the fall using an outside facilitator and start with a blank slate. Further discussion will follow on Strategic Planning at an upcoming Board meeting.

The Policy Governance Manual was reviewed with changes being initiated to Policies 1.2, 1.7, 1.9, 1.14, 3.3, and 3.6.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Tuescher seconded the motion. The meeting adjourned at 11:29 a.m.

Melissa Fitzsimons, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

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

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
1/3/2013	5925	Raco	6,553.60	Motorola Portable Radios (14) - Police Science
1/31/2013	5934	Fox, Stephen - Spring Gate Mail LLC	4,400.00	Dodgeville Spring Gate Mall Rental through June 2013
SUBTOTAL			\$ 10,953.60	
<u>CAPITAL FUND</u>				
1/2/2013	5926	A-Tech Training	14,379.00	John Deere Electrical Training System - Ag Power
1/29/2013	5931	Messner Incorporated	3,515.00	Clipper Duo Carpet Cleaner - Facilities
SUBTOTAL			\$ 17,894.00	
TOTAL			\$ 28,847.60	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 01/31/2013

Liability End of Month Balances

FICA	
Federal Withholding	
State Withholding	21,142.85
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	
PSA Dues	
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	579,984.19
Other (Due To)	<u>14,932,305.58</u>
Total Liability Adjustment	15,941,046.76

Beginning Treasurers Balance (8,541,787.24)

Receipt

Fund	
1 General	6,319,237.83
2 Special Revenue	-
3 Capital Projects	5.50
4 Debt Service	-
5 Enterprise	356,875.26
6 Internal Service	309,421.76
7 Financial Aid/Activities	<u>137,982.04</u>
Total Receipts	<u>7,123,522.39</u>

Cash Available (1,418,264.85)

Expenses

Fund	
1 General	1,604,921.39
2 Special Revenue	-
3 Capital Projects	603,307.72
4 Debt Service	202,846.89
5 Enterprise	106,642.52
6 Internal Service	268,832.69
7 Financial Aid/Activities	<u>54,206.28</u>
Total Expenses	<u>2,840,757.49</u>

Treasurers Cash Balance (4,259,022.34)

Liability Adjustment 15,941,046.76

Cash in Bank 11,682,024.42

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 6 Months ended January 2013**

	<u>2012-13 Budget</u>	<u>2012-13 YTD Actual</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>
General Fund Revenue	21,318,000.00	12,223,657.72	57.34	55.77	46.34	45.34	43.80
General Fund Expenditures	21,618,000.00	11,341,165.85	52.46	51.61	51.53	51.37	51.64
Capital Projects Fund Revenue	2,550,000.00	2,575,868.89	101.01	101.95	94.08	99.62	99.21
Capital Projects Fund Expenditures	2,991,000.00	1,075,524.38	35.96	101.67	90.99	184.83	8.42
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	576,688.71	11.40	12.99	18.17	5.20	2.63
Enterprise Fund Revenue	1,850,000.00	1,264,171.45	68.33	65.57	95.83	68.28	58.89
Enterprise Fund Expenditure	1,650,000.00	851,497.37	51.61	43.59	70.47	68.86	49.98
Internal Service Fund Revenue	3,950,000.00	2,181,061.33	55.22	46.35	53.46	52.40	52.38
Internal Service Fund Expenditures	3,900,000.00	2,287,284.70	58.65	66.08	57.77	55.15	59.11
Trust & Agency Fund Revenue	7,780,000.00	4,099,663.70	52.69	48.94	59.35	64.60	43.61
Trust & Agency Fund Expenditures	7,780,000.00	3,974,003.36	51.08	48.31	57.83	62.01	42.19
Grand Total Revenue	42,508,000.00	22,344,423.09	52.57	50.60	48.29	66.93	53.73
Grand Total Expenditures	42,999,000.00	20,106,164.37	46.76	51.14	52.07	72.12	37.45

D. Contract Revenue

There were 12 contracts in January 2013 totaling \$4,865.00 for Board approval. The Contract Revenue Report follows:

2012-2013 CONTRACTS

1/01/13 through 1/31/13

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2013-0041-I-41 Kids Stuff Child Care Services	Heartsaver 1st Aid w/ CPR and AED	Rita Luna	5	\$ 175.00	Yes		x	
03-2013-0141-I-42 Montfort Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	16	\$ 560.00	No		x	
03-2013-0157-I-11 Cassville School District	Heartsaver 1st Aid w/ CPR and AED	Rita Luna	18	\$ 900.00	Yes		x	
03-2013-0162-I-42 Cobb Fire Department	CPR	Rita Luna	9	\$ 315.00	No		x	
	CPR for Healthcare Provider Recert		1	\$ 35.00	No		x	
03-2013-0163-I-41 Lactalis USA	Heartsaver 1st Aid w/ CPR and AED	Rita Luna	11	\$ 385.00	No		x	
03-2013-0164-I-42 Fennimore Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	12	\$ 385.00	No		x	
03-2013-0165-I-11 Blackhawk School District	CPR	Rita Luna	7	\$ 245.00	Yes		x	
03-2013-0166-I-42 South Wayne Fire Department	CPR for Healthcare Provider Recert	Rita Luna	12	\$ 420.00	Yes		x	
03-2013-0170-I-42 Lafayette County Family Health	CPR for Healthcare Provider Recert	Rita Luna	23	\$ 805.00	No		x	

03-2013-0171-I-41 Just 4 Kidz	CPR Recert	Rita Luna	6	\$	210.00	No	x
03-2013-0172-I-42 Lancaster Chamber of Commerce	Social Media	Derek Dachelet	10	\$	255.00	No	x
03-2013-0174-I-41 Northland Explosives	First Aid	Rita Luna	5	\$	175.00	No	x
Totals:			<u>135</u>	\$	<u>4,865.00</u>		

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Employee Handbook

Laura Bodenbender, Director of Human Resources, will present the Employee Handbook for approval. The Employee Handbook will go into effect July 1, 2013. The handbook is below.

Recommendation: Approve the Employee Handbook to be implemented July 1, 2013, as presented.

EMPLOYEE HANDBOOK

JULY 1, 2013

Dear Colleague:

Southwest Tech's Employee Handbook defines the working relationship between the College and its employees. Herein you will find information, procedures, and policies related to your employment by the College.

If you have questions about anything in this Handbook or are unable to find what you are looking for, please contact your supervisor or our Human Resources Team.

If you have suggestions for the improvement of this Handbook or the relationship between the College and its employees, please make them known to me, your supervisor, a member of our Human Resources Team, or drop them into our online or physical suggestion boxes. I will always be glad to discuss with you these or any other matters related to Southwest Tech.

Thank you for everything you do for the students, employers, and citizens we serve! Southwest Tech is a remarkable College because of its outstanding faculty and staff. I sincerely appreciate the good work you do.

Best regards,



Duane M. Ford, Ph.D.
President, Southwest Wisconsin Technical College



ABOUT SOUTHWEST TECH

College Mission

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

College Vision

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

College Values

- **Learning:** We value continuous learning for our diverse stakeholders provided through accessible, affordable, and caring delivery.
- **Professionalism:** We value professionalism based on respect and integrity that creates a healthy environment, promoting open communication and commitment.
- **Accountability:** We value the human and fiscal resources entrusted to us and will use them responsibly.
- **Collaborative Partnerships:** We value partnerships with business, industry, labor, government, educational systems, and our communities.
- **Innovation:** We value innovation that fosters creativity in solving problems and meeting future challenges unique to our rural setting.
- **Continuous Improvement:** We value improvement of our programs, services, and processes in a team-based culture.

Strategic Directions/College Goals

- 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

Administrative Policies and Procedures

A number, but not all, of Southwest Tech's policies and procedures are referenced throughout this Handbook. All administrative policies and procedures are located on the College intranet (SharePoint). It is each employee's responsibility to know and understand all policies and procedures that impact him/her, including, but not limited to, those referenced in this document.

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PURPOSE OF HANDBOOK

Southwest Tech (the College) is pleased to provide you with this employee handbook. This handbook is intended to provide guidance regarding the College's policies and operating procedures along with information pertaining to benefits offered to eligible employees. The College believes this handbook will serve as a useful resource during employment.

No employee handbook is able to answer every question or anticipate every situation. For that reason, the College may interpret, change, supplement, or rescind any part of this handbook or any of its other policies from time to time as it deems appropriate. Should you have a question or suggestion regarding its content, please feel free to contact your supervisor, Human Resources, or our confidential suggestion box at suggestionbox@swtc.edu.

EMPLOYMENT

Equal Employment Opportunity and Affirmative Action Policy

The College will provide equal employment opportunities in all of its employment practices in compliance with all federal, state and local laws and in accordance with the College's policies and procedures. The College does not discriminate against applicants for employment or against employees because of race, color, national origin, sexual orientation, creed, sex, marital status, veteran's status, disability or age. For your reference, the Equal Employment and Affirmative Action policy may be found on our website at www.swtc.edu and is located under the legal section. This policy applies to all employment practices and personnel actions.

It is also the duty of every employee to help create a job environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

Employment Status

This Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment, between the College and any one, or all, of its employees. Only the Board has the authority to enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of the Board and the employee.

Except as required by the laws of the state of Wisconsin, every non-contractual employee of the College serves as an at-will employee. As such, the College cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the College retains the same right to terminate your employment at any time, as allowed by applicable law.

Employment Applications

The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, employment may be terminated.

Please understand, other than the President or designee, no one from Southwest Tech, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments to you regarding employment. Any employment agreement entered into by the College is not enforceable unless it is in writing.

Position Descriptions

A position description lists the overall purpose, duties, responsibilities, essential functions and qualifications required to perform the work of the position. Additional duties or projects may be assigned on an interim or on-going basis. All position descriptions are subject to review and modification as deemed necessary by the supervisor.

Filling Open Positions

The College recruits, hires, and promotes quality employees. The College determines the position description and qualification needed for any open position. The College determines if the position will be posted internally or externally. Open positions are posted internally via email to all employees and posted on the Human Resources bulletin boards. . Open positions are posted externally via the College website, advertisement in appropriate media, and email to all employees, bulletin boards, and other appropriate means. Internal applicants are encouraged to apply for positions posted internally and externally. External applications will only be accepted for positions posted externally. There is no guarantee that any applicant, internal or external, will be granted an interview, offered the position, or that the vacancy will be filled. The College may temporarily fill open positions at its discretion during the posting and hiring process.

Harassment

The College expressly prohibits any form of harassment or discrimination prohibited by law, based on race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. To view the Harassment Policy follow the link located on our staff intranet or you may request a copy from Human Resources. [Harassment Policy](#)

Harassment Complaint Procedure

1. Any employee who believes he or she is being harassed in violation of the College's harassment policy should immediately report any such incident to supervisor, any member of Administration or the Director of Human Resources.

2. The College treats all claims of harassment and discrimination seriously. All complaints will be promptly investigated and information disclosed in the course of investigations will be shared on a “need-to-know basis”.
3. The College strictly prohibits any form of retaliation against any employee for filing a bona fide, good faith complaint concerning prohibited harassment or discrimination or for assisting in a complaint investigation. Any employee who believes that he or she has been subjected to retaliation in violation of this policy should immediately report the retaliation to an Administrator or the Director of Human Resources.
4. Administrators and the Director of Human Resources are responsible for ensuring that this policy is enforced. This responsibility includes ensuring each employee is aware of the College policies on discrimination and harassment and maintaining a work area free from conduct that causes, or reasonably could be considered to cause, an intimidating or offensive work environment.
5. Any employee who is found, after investigation, to have violated this policy will be subject to appropriate action, up to and including termination.

If further information, interpretation or advice is needed regarding prohibited harassment or discrimination or the complaint process, an employee should contact the Human Resources office.

Disability Accommodation

The College is committed to complying fully with the Americans with Disabilities Act (“ADA”) and all other applicable federal, state and local laws by ensuring equal opportunity in employment for qualified persons with disabilities. The College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The College will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

The College also provides reasonable accommodation for qualified individuals with disabilities in accordance with these laws. Qualified individuals with disabilities may make a request for reasonable accommodation to the employee’s supervisor or manager, or to the Human Resources office. Cooperation is expected if any employee is asked to assist in the accommodation afforded another employee under this policy.

Reporting Relationships -- Employment of Relatives

The College allows the employment of qualified relatives as long as the employee is not directly involved in employment-related processes, supervision, or evaluation impacting a family member or domestic partner.

Orientation

New employees will participate in an employee orientation program designed to provide them with

the information, resources, and contacts needed to learn about their role and College programs processes, policies, and expectations. Orientation is an on-going process and employees are encouraged to take an active part in their orientation by reading informational materials, meeting with colleagues, and asking questions. Experienced employees are encouraged to participate in orientation as mentors and are expected to be helpful and supportive of newly hired colleagues.

Employee-Student Relationship

The integrity of the employee-student relationship is at the heart of the College's educational mission. This relationship requires considerable trust in the employee, who, by virtue of their position, carries significant authority and accountability as educator, evaluator and mentor. The unequal power dynamic in this relationship requires the employee to maintain professional boundaries to avoid unprofessional or unethical behavior (or even the appearance of unprofessional or unethical behavior) and to limit the possibility for coercion. The relationship between employee and student must be free from influences or activities that can interfere with learning or the goals and principles of the College. Whenever an employee is responsible for academic or other supervision of a student, a personal relationship between them of a romantic or sexual nature, even if consensual, is entirely inappropriate and can lead to legal liability for the employee and the College. Other types of relationships, such as friendships or business partnerships that interfere with the objectivity of the employee also threaten the integrity of the educational process.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an on-going basis. At the discretion of the President, Vice Presidents, Deans, Directors and Supervisors a formal documented process to evaluate performance, including student evaluations, may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Please note that any staff member may request a formal evaluation at any time.

Reduction-In-Workforce

Conditions may arise that necessitate the reduction of the College's workforce and may require the termination of employment, involuntary demotion, reassignment, or reduction in work hours.

Implementation of a reduction-in-workforce will be at the discretion of the College and may be based on the eliminated funding levels; the nature of the duties to be consolidated, the skills, abilities, and past performance of individual employees or other factors related to the cause of the workforce reduction or the employment, qualifications, and past performance of the individual employees involved.

The needs of the College shall be the prime consideration used in the determination of which employees shall be laid off. The rehiring of employees who have been laid off shall be determined based on the College's needs.

Access to Personnel Files and Data Changes

Southwest Tech maintains personnel, confidential, and certification files on each employee. These files contain documentation regarding various aspects of the employee's employment, such as the employee's job application, education documentation (e.g., transcripts), performance appraisals, beneficiary designation forms, disciplinary notices, and other employment records.

Personnel files are the property of Southwest Tech, and access to the information they contain is restricted. Generally, only supervisors, human resources personnel, and management of the College who have a legitimate reason to review information in a file are allowed to do so. Employees may request to inspect or request a copy of their personnel file at any time as provided under state law. If you are interested in reviewing your file, contact the Human Resources office. An employee shall have the right to comment to any material placed in the file and said comment shall be attached to the related material in the file.

Altering, removing or destroying any personnel records pertaining to any employee, or former employee is prohibited unless otherwise directed or allowed by law.

Management Roles and Responsibilities

The Southwest Wisconsin Technical Board of Trustees (the Board) and Administration, as delegated by the Board, possess the sole right and responsibility to manage all College operations subject to College policies, procedures, and applicable laws.

COMPENSATION

Classifications of Employment

It is the intent of the College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Although the College hopes the relationship with employees is long-term and mutually rewarding, the College and employee both have the right to terminate or end the employment relationship at any time unless prohibited by applicable law or Southwest Tech policy.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws.

Nonexempt employees - (Hourly) are employees who are required to be paid overtime at the rate of time and one-half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with applicable federal and state wage and law hours.

Exempt employees - (Salaried) are employees who are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond 40

hours in a workweek.

In addition to the above classifications, each employee will belong to one other employment category that designates the employee as regular full-time annual, regular full-time academic year, regular part-time, part-time, temporary, or seasonal.

Regular full-time annual employees are employees (hourly or salaried) hired to work the entire fiscal year (40 hour workweek) for an indefinite period on a regular basis. Regular full-time annual employees are eligible for benefits provided by Southwest Tech.

Regular full-time academic year employees are employees (hourly or salaried) hired to work the entire academic calendar year (90% or more work assignment) for an indefinite period on a regular basis. Regular full-time academic year employees are eligible for benefits provided by Southwest Tech.

Regular part-time employees are employees hired to work the entire fiscal year (20 hours or more, but less than a 40 hour workweek) or the entire academic calendar year (work assignment of 50% or more, but less than 90%) and who are hired for an indefinite period on a regular basis. Regular part-time employees are eligible for pro-rated benefits provided by Southwest Tech.

Part-time employees are employees hired to work less than twenty (20) hours per week during a fiscal year or have a work assignment of less than 50% during the entire academic calendar and who are hired for an indefinite period on a regular basis. Part-time employees are not eligible for benefits.

Temporary or seasonal employees are employees hired to work full-time or part-time either on the College's payroll or through a temporary agency with the understanding that their employment will be terminated no later than on completion of a specific assignment. Note, employees hired from temporary agencies for specific assignments are employees of the respective agency and not of the College. Temporary or seasonal employees are not eligible for benefits.

Please contact Human Resources with questions regarding your exemption status or employment classification.

Work Hours and Working from Home

The normal workweek for all regular full-time employees is 40 hours, with nonexempt (hourly) employees normally scheduled to work 8 ½ hours per day, including a ½ hour unpaid lunch. Employees are free to leave the premises during their unpaid lunch period and encouraged to take two 15 minute breaks, one in the a.m. and one in the p.m. with supervisor knowledge. Unused breaks may not be accumulated, nor used to lengthen lunch breaks or to shorten a work day. The College and its supervisors have the sole discretion to schedule all work hours, breaks, and lunch periods.

Other daily and weekly work schedules may be established based on service needs and may be changed from time to time (i.e., summer hours) at the discretion of the College or supervisor to meet

the varying needs of the College. Changes in work schedules will be announced as far in advance as possible.

As with other types of authorized work, all approved time spent by nonexempt (hourly) employees utilizing electronic communications for work purposes will be considered hours worked, is compensable and will count toward overtime eligibility.

In order to avoid incurring unnecessary expenses, electronic communications should not be used outside of regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Working from home may only be initiated and approved by the supervisor and will be on a case by case basis.

The College will not approve or acknowledge compensatory time.

Recording Work Hours Nonexempt (Hourly) Employees

The College complies with applicable laws that require records to be maintained of the hours worked by our nonexempt employees. To ensure that accurate records are kept of the hours actually worked (including overtime where applicable), and to ensure that nonexempt employees are paid in a timely manner, all nonexempt employees will be required to record their time worked and their absences according to the College's official time record form. This form must be completed, signed, and forwarded to the employee's supervisor on a bi-weekly basis.

Altering, falsifying, or tampering with time records or recording time on another employee's time record is a breach of College policy and is grounds for disciplinary action up to and including termination.

Overtime Pay

If you are classified as an hourly employee, you will receive compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all hours worked through forty in any given workweek.
2. You will be paid one and one-half times your regular hourly rate of pay for all hours worked beyond the fortieth hour in any given workweek.
3. Only hours actually worked will be used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence or other reasons will not be considered "hours worked" for overtime pay calculation purposes.
4. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be

possible. Further, overtime must always be approved by a supervisor before it is performed.

5. You will normally receive payment for overtime in the pay period in which it is earned when it has been properly prepared, approved by your supervisor, and forwarded to payroll for processing in a timely manner.

Holiday Pay

1. If an employee is requested or required to work on a holiday, they will receive double time pay (two times the employee's regular hourly rate of pay) for the hours worked or be allowed to receive regular pay for the holiday hours worked and take an additional pre-approved day off with pay at a later date.
2. If a holiday falls on a Saturday or Sunday then the previous Friday or following Monday will usually be the observed holiday.

Recording Non-Working Hours – Exempt (Salaried) Employees

The College complies with applicable laws that require records to be maintained of the hours worked by our exempt employees. To ensure that accurate records are kept of the hours actually worked, exempt employees will be required to record their absences according to the College's official time record form. This form must be completed, signed, and forwarded to the employee's supervisor on a bi-weekly basis.

Employees are expected to have regular attendance on campus. Salaried employees sometimes work additional hours to meet work demands and do not earn overtime or accrue compensatory time for hours worked beyond forty (40) in one (1) week.

Non-instructional salaried employees are expected to conduct their work from their campus office or wherever their assignment may take them in the course of their College business. Non-instructional salaried employees are expected to inform their supervisor whenever they will be away from their primary work location.

Instructional salaried employees work in an open campus environment. Expectations of instructional salaried employees include, but are not limited to, maintaining expertise and required certification in assigned content areas, demonstrating pedagogical mastery in all delivery modes, developing programs, and maintaining currency in course curricula.

Instructional staff will be assigned teaching and non-instructional activities with a minimum of 22 contact hours. They will also be required to be available a minimum of four (4) office hours over a minimum of three (3) days per week.

Paydays

All employees (hourly and salaried) are paid on a fiscal year, bi-weekly basis through direct deposit and you will be notified via your Southwest Tech email when the pay advice is ready for

your viewing. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a scheduled payday falls on a College-observed holiday, you will usually be paid on the day preceding the weekend or holiday. For payroll purposes a regular work week begins on Sunday and ends on Saturday.

All required deductions, such as for federal and state taxes, and all authorized deductions, will be withheld automatically from your paychecks. If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact the payroll supervisor in the human resources office.

Payroll Deductions

The College makes every effort to ensure that paychecks are accurate. Normal deductions required by law or College policy or authorized by the employee will be taken from the gross amount of the payroll check. Please check your pay advice carefully to ensure that it is accurate and that all deductions are correct. Improper deductions are strictly prohibited. If a payroll error occurs that initiates an additional cost or fee to the employee, then the College will pay the fee or make the employee whole.

The College complies fully with both state and federal wage and hour laws and regulations. Any employee who believes that an improper deduction has been taken should contact the payroll supervisor or human resources immediately. The payroll supervisor will review the matter and inform the employee of the outcome of that review. If an improper deduction has occurred, the College will reimburse the employee on the next possible payroll date.

No Impermissible Deductions

The College will not make deductions from the pay of exempt, salaried employees because of variations in the quality or quantity of their work, nor will the College make any other impermissible deductions from their pay under the federal or state wage and hour laws. If you believe that you have been subjected to an impermissible pay deduction, you **must promptly report** the pay deduction to your supervisor or the payroll supervisor. The College will promptly investigate your concern about the pay deduction. If the College determines that an impermissible deduction has been made from an exempt employee's pay, the College will reimburse that employee, in full, for the improper deduction, and the College will take all actions it deems necessary to ensure compliance with the salary basis test in the future.

Severe Weather, Emergency Closing, or Major Disaster

The College is generally open for business, regardless of weather conditions. However, weather conditions may prevent employees from getting to work or cause them to arrive late. When severe weather conditions exist, it is the responsibility of each employee to find out if the College is closed.

If the College is officially closed, employees who were scheduled for work will receive regular compensation for that time. If the College closes early on a day of severe inclement weather,

only those employees who reported and were scheduled for work that day will be compensated for the time the College is officially closed.

Employees are expected to make every reasonable effort to report to work when the College is open during inclement weather. If you are unable to get to work or if you expect to be late, contact your supervisor as soon as possible. Days or hours missed due to inclement weather when the College is open are without pay; however, vacation time or personal leave may be used.

When there is a major disaster that requires the school to close for more than 5 days, employees will receive compensation for no more than five consecutive school days.

Expense Reimbursement, Travel, Personal Protective Equipment, and Uniforms

All employees will be reimbursed for approved expenses incurred in conjunction with the performance of job-related responsibilities and authorized College business. To be eligible for reimbursement, expenses must be claimed in accordance with established procedures. All expenses shall be planned with the principles of fiscal austerity, employee productivity, and energy conservation in mind.

Employees required to wear safety shoes and/or safety glasses in designated areas will be eligible for a \$100 reimbursement per item on an annual basis.

In some work areas and departments (i.e. maintenance) uniforms will be provided by the College.

To access the Expense Reimbursement Policy and expense reimbursement form follow the link located on our staff intranet or you may request a copy from Human Resources.

[Expense Reimbursement Policy](#)

[Expense Reimbursement Form](#)

LEAVES OF ABSENCE AND OTHER TIME OFF BENEFITS

Family and Medical Leave Policy

It is the policy of the College to comply with the requirements of the Federal and Wisconsin Family and Medical Leave Acts (FMLA). Federal and Wisconsin FMLA leave will run concurrently with any disability leave, major medical leave, personal or sick leave granted for that purpose to the extent provided by law.

Eligibility

To be eligible for federal FMLA leave, the employee must (1) have been employed by the College for at least 12 months; (2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave; and (3) be employed at a work

site where 50 or more employees are employed by the College within a 75-mile radius.

To be eligible for Wisconsin FMLA leave, the employee must have been employed by the College for more than 52 consecutive weeks and compensated for 1,000 hours during the 52-week period immediately preceding the commencement of the leave.

The College will inform employees requesting leave whether they meet the basic eligibility requirements for state and federal FMLA leave. At the same time, the College will inform the employee of any additional information required to verify that the need for leave is for a FMLA-qualifying reason and employee's rights and responsibilities while taking FMLA leave.

Types of Leave and Amount of Leave Available

Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave in a calendar year for one or any combination of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care; such leave must generally be completed within 12 months of the birth or placement
2. Family leave to care for a child, spouse, or parent suffering from a serious health condition; a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
3. Medical leave for an employee to care for his/her own serious health condition; and
4. To address a qualifying exigency arising out of an employee's spouse's, child's, or parent's active duty or call to active duty in support of a contingency operation. However, the federal FMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain counseling sessions, and attending post-deployment reintegration briefings.

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin who is a covered service member that incurs a serious illness or injury while in the line of duty on active duty. A covered service member includes current members of the armed forces. This leave is available only during a single 12-month period and is available on a per-covered service member, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement

for all purposes to no more than a total of 26 weeks of leave during the single 12-month period.

Wisconsin law allows employees to take the following leaves in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child; an employee must request family leave that commences no earlier than 16 weeks before the estimated birth or placement for adoption or foster care and no later than 16 weeks after the actual birth or placement
2. Up to 2 weeks family leave to care for a child, spouse, domestic partner, parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; and
3. Up to 2 weeks medical leave for an employee to care for his/her own serious health condition.

See Human Resources to determine whether a request for leave qualifies under one of the above categories.

Notifying the College of the Need for Family or Medical Leave

Requesting Leave

In all instances, the College will require an eligible employee to submit a completed Request for Family and Medical Leave Form to Human Resources. Forms are available in the College Human Resources office.

When asking for FMLA leave, an employee must provide sufficient information for the College to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that, because of a serious health condition, the employee is unable to perform job functions, a family member is unable to perform daily activities, or the employee or family member require hospitalization or continuing treatment. Sufficient information may also include circumstances supporting the need for military family leave. The College may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave. If the employee is seeking leave for an FMLA-qualifying reason for which the College has previously provided FMLA-protected leave, the employee must specifically refer to the qualifying reason for leave or the need for FMLA leave which has been previously taken or certified. Failure to do so may result in the delay or denial of FMLA approved leave.

Timing of Request for Leave

Generally, if the need for FMLA is foreseeable, an employee's request for FMLA leave should be submitted as far in advance as possible, and no later than 30 days before the leave is expected to commence. If the approximate timing of the need for leave is not foreseeable, employees should give notice of the need for leave as far in advance as practicable. Notice of leave for a

qualifying exigency must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

If the employee is capable of complying with the College's normal call-in and reporting procedures or arranging for the College to receive timely notice of the employee's absence, and fails to do so, the College may deny or delay the FMLA leave.

Certification of the FMLA-Qualifying Need for Leave

The College requires employees to submit a completed Certification Form verifying the need for FMLA leave. The specific form required will depend upon the reason for the leave request; however, it will be one of the following, all of which are available in Human Resources.

- Certification of Health Care Provider for Employee's Serious Health Condition Form
- Certification of Health Care Provider for Family Member's Serious Health Condition Form
- Certification for Serious Injury or Illness of Covered Service member for Military Family Leave Form
- Certification of Qualifying Exigency for Military Family Leave Form
- Affidavit of Domestic Partner Status and required documentation

The applicable Certification Form must be completed by the appropriate individual (the treating health care provider for a serious health condition; an authorized health care provider in the case of a serious illness or injury of a service member; the employee for a qualifying exigency). Employees must return the Certification Form to Human Resources within 15 calendar days after the date of the College's request. If an employee cannot comply with this deadline, the employee must contact the Human Resources Director and request an extension prior to the date the form is due. Failure to timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request.

Additional Certifications of Serious Health Conditions

If the College has a reason to question the validity of a medical certification of a serious health condition of the employee or the employee's family member, an employee may be required to provide a second certification from a healthcare provider selected and paid for by the College. If the second opinion differs from the first, a third opinion may be required. The healthcare provider for the third opinion must be mutually chosen by the employee and the College and paid by the College. The third opinion, by law, is binding on all parties.

Periodic recertification and annual certifications to verify that an employee's or employee's family member's serious health condition is ongoing may be required as provided by the law. Failure to provide this certification within 15 days of a request will result in the delay or denial of the leave.

Designation of FMLA Leave

The College will provide employees a Designation Notice informing employees whether the leave will be designated as FMLA-protected.

Use of Paid and Unpaid Leave

Under Wisconsin's FMLA, an employee entitled to family or medical leave may substitute (use), for any leave requested under the Act, any other paid or unpaid leave which has accrued to the employee. The College will require substitution when an employee is taking leave under Wisconsin's FMLA.

Under federal law, the College requires that the employee substitute accrued vacation, disability, personal or other College provided paid leave during periods of federal FMLA leave. However, the College may prohibit the substitution of any accrued paid leave where the employee does not otherwise meet the conditions for use of such leave.

When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay.

As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability or workers' compensation benefits. In such cases, disability and workers' compensation leave of absences will run concurrently with this family and medical leave.

Intermittent and Reduced Schedule Leave

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary and in the case of qualified exigencies. If an employee wants to take family leave for the birth or placement of a child for adoption or foster care on an intermittent basis (as opposed to taking leave on a continuous basis), the employee must first discuss this with Human Resources. Such a request may not be granted in all instances.

Intermittent leave and reduced schedule leave for planned medical treatment should be scheduled with minimal disruption to the College's operations. As practicable, medical appointments and treatment related to a serious health condition or a covered service member's serious illness or injury must be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

If leave is taken on an intermittent or reduced schedule basis, the employee may, in some cases, be temporarily transferred to another job with no reduction in pay and benefits if the new position would better accommodate recurring periods of leave than the employee's regular position.

Benefit Continuation during Leave

Employees may elect to continue group health insurance coverage while on leave in the same manner as if the employee continued working. Employees will be required to continue to pay their portion of the premium as if they continued working. Other employment benefits, such as group life insurance, etc., will also be continued during the leave, so long as the employee continues to pay any required contribution. If an employee has pay substituted for otherwise unpaid FMLA leave or has appropriate pay available, the employee contribution toward the insurance premium will be deducted as part of a normal payroll deduction to the extent permitted by law. To the extent a payroll deduction is not available to fully cover the employee contribution; the employee must make the appropriate premium payment no later than the pay day to which coverage relates. If an employee does not make the appropriate employee contribution to the cost of group health plan coverage within thirty (30) days of the payment's due date, the employee's group term health benefits will cease.

Use of FMLA leave will not result in the loss of any employment benefit that accrued to an employee prior to the start of an employee's FMLA leave.

Rights upon Return from Leave

An employee who takes leave under FMLA will be reinstated to the same position or an equivalent position upon completion of the leave. However, the law provides that an employee has no greater rights upon a return from leave than the individual would have had if he/she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

Fitness for Duty

If leave has been taken due to the employee's own health condition, the employee must provide a Fitness for Duty Certificate to Human Resources before the employee returns to work. Failure to provide a Fitness For Duty Certificate may result in the delay or denial of job restoration. Fitness for Duty Certificates are available in Human Resources.

Periodic Reports and Intent to Return to Work

While on leave, employees are requested to report periodically to the College regarding their status and their intent to return to work. Any changes in status that would affect the employee's estimated return to work date needs to be reported immediately to the Human Resources Director and the employee's supervisor.

Extensions of Leave

An employee is expected to return to work upon expiration of an approved leave. An employee needing an extension of an approved leave must notify the Human Resources Director and the employee's supervisor of the need for the leave extension promptly after learning of the need for the extension. Extensions may be granted under other College policies and/or other laws. If an

employee fails to report to work promptly upon expiration of approved FMLA leave any additional absences will be considered unexcused.

A request for an extension must be in writing and accompanied by any required forms prior to the expiration of the original leave. The College does not guarantee an extension will be granted, and the continuation of benefits, substitution of other paid leave, and employment status may change if an extension is granted.

Miscellaneous

The Wage and Hour Division of the U.S. Department of Labor is the federal agency that regulates the federal FMLA. Federal law makes it unlawful for a College to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for the involvement in any proceeding under or relating to the FMLA. Nothing in the FMLA affects any federal or state law prohibiting discrimination, or supersedes any state or local law or collective bargaining agreement which provides greater family and medical leave rights. Employees have the right to file a complaint with the U.S. Department of Labor ("DOL") or bring a private lawsuit if they feel the College has violated their rights under the FMLA. For more information, you may contact the DOL at (866) 487-9243 or www.wagehour.dol.gov. That being said, it is the preference of the College that employees first bring any questions or concerns to the attention of the Human Resources office.

Bereavement Leave

If you are a full-time regular or part-time regular employee and a death occurs in your family, you will be compensated for time lost from your regular work schedule in order to make arrangements, required travel time, and to attend the funeral in accordance with the following guidelines.

You will be granted up to 5 days off from work with pay in the event of the death of your spouse, designated domestic partner, parent, child, grandchild or sibling, including step, adopted and foster.

You will be granted up to 3 days off from work with pay in the event of the death of your grandparents, aunt or uncle, mother or father in law, son or daughter in law, brother or sister in law, niece or nephew.

Please note that the above is a guideline and we understand there may be extenuating circumstances that will warrant approval. All requests and scheduling of bereavement leave should be made with your immediate supervisor.

The College may request appropriate documentation before paying for the leave.

Jury and Witness Duty Leave

Jury duty leave provides paid time off to employees who fulfill their civic responsibility when summoned for jury duty. If your jury duty is cancelled or is adjourned in the morning (a.m.) then the

employee is expected to return to work on the same day.

Employees on jury duty will receive a reimbursement from the court to cover extra expenses they may incur. The employee is not required to forward this reimbursement to the College.

To qualify for jury or witness duty leave and allow for scheduling in your department, you must submit to your supervisor a copy of the summons to serve as soon as practicable after it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

Employees summoned to appear in court for personal reasons will be required to use paid time off.

Vacations

Because we recognize the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, the College grants annual, paid vacations to full time regular annual staff based on the following schedule:

0 through 2 years of service	10 Days
More than 2 years through 5 years of service	12 Days
More than 5 years of service through 10 years of service	15 Days
10+ years of service	20 Days

New (less than one year of service) regular full-time and administrative employees will receive vacation on a pro-rata basis. The College has the discretion to allow for variations in the above schedule at the time of hire to acknowledge previous employment and work experience.

Vacations must be approved in advance by the employee's immediate supervisor.

Instructional staff may request unpaid time off for extenuating circumstances (not for health reasons). Approval will be at the supervisor's discretion and requests must be made and approved prior to the date being requested. For example, an instructional staff employee's daughter is married in November and the wedding is in Hawaii. In this example, the employee should request prior approval from their supervisor for the unpaid time off.

Vacation Carryover

The maximum amount of vacation carryover into the next fiscal year is 10 days.

Vacation Carryover Example:

Receive 20 days vacation

8 vacation days taken that fiscal year

12 vacation days remaining

10 are carried over

2 are forfeited

Employees who have a balance of unused vacation days in excess of 10 as of June 30, 2013 will

be required to use them up by June 30, 2017 or they will be forfeited.

Note: Employees who were previously under contract and required to use and reduce their vacation carry over to no more than 3 weeks by June 30, 2013 will not be required to meet that requirement. Instead, they will be required to have no more than 10 days of carryover by June 30, 2017 and will forfeit vacation days in excess of 10 after that date.

Pay in Lieu of Vacation

Employees are encouraged to take their earned vacation. No payments will be made in lieu of taking vacation, except for the payout of any accrued unused vacation that exists at the time of termination.

Donation of Vacation

If, as a result of serious illness or injury (self), an employee has depleted or will completely exhaust sick and vacation leave, another staff member may make a voluntary transfer of up to two (2) days of accrued vacation leave. The employee may not receive donated vacation time greater than the amount they were allotted in the fiscal year in which the serious illness or injury first occurred. The donation process is voluntary and the donor will remain anonymous. Contact Human Resources.

Vacation Pay for Terminating Employees

If employment is terminated for any reason the employee is entitled to payment for all accrued unused vacation time. Any vacation used above the accrued amount available will be deducted from the employee's last paycheck.

Holidays

The College provides paid time off to all full-time regular and part-time regular employees on the following holidays. Employees are paid for the holidays that fall during their normal work schedule:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Martin Luther King Day
Spring Holiday (Good Friday)
Memorial Day
Independence Day
Winter break (see note below)

Note: Three (3) workdays between Christmas and New Year's will be paid time off (Holidays)

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. You will be notified prior to the beginning of each calendar year of the actual dates on which each of these holidays is observed

Personal Time

The College permits all **regular full-time academic year employees** to take up to 16 hours of paid personal time each fiscal year for personal reasons.

Sick Days

The College recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the College provides 10 paid sick days to full-time regular employees. Part-time regular employees will receive pro-rated sick time. An employee must notify his or her supervisor on or before the first day of absence due to illness in order to be paid for sick leave. In cases of prolonged illness, employees are expected to keep their supervisor and/or Human Resources informed at regular intervals of their condition and their anticipated date of return to work. Employees who are absent for more than five (5) consecutive days will be required to have a work release to return to work.

GROUP HEALTH AND RELATED BENEFITS

Employee Benefits Program

The College has established a variety of benefits and services designed to assist the employee and their eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, and deal with job-related or personal issues. Each qualifying employee is eligible for benefits and eligibility that vary by employee classification. These benefits are designed to enhance the welfare and well-being of the individual, and in some cases, extend coverage to include the employee's family.

These benefits are subject to change from time to time at the College's sole discretion, with or without notice. Complete details of the benefits are set forth in the actual plan documents. In the event of a conflict between the description of the benefits in this Handbook and the actual plan documents, the plan documents will prevail. At present, the College provides the following benefits:

[Benefit Information Hyperlink](#)

Medical Coverage

All full-time regular and part-time regular employees and their eligible dependents are eligible to participate in the College's medical coverage plan. Coverage for eligible employees is effective on

the 1st day of the month following employment. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage.

Benefits under this plan terminate at midnight on the last day of the month in which your employment with the College terminates. (Please review the College's policy, in this Handbook, regarding continuing group health insurance benefits after termination of employment (Benefits Continuation (COBRA)).

Instructional staff who complete their academic year, and then retire, will be allowed to remain on the College's medical insurance until the end of the same fiscal year.

For further details regarding the medical coverage plan, consult the summary plan description booklet or contact the Human Resources office.

For further information on the College's Medical Coverage go to: [Benefit Information](#)

Dental Insurance

All full-time regular and part-time regular employees and their eligible dependents are eligible to participate in the College's group dental insurance program. Coverage for eligible employees is effective on the 1st day of the month following employment. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage.

Benefits under this plan terminate at the end of the month of the date your employment with the College terminates. (Please review the College's policy, set forth in this Handbook, regarding continuing group health insurance benefits after termination of employment (Benefits Continuation (COBRA)).

Instructional staff who complete their academic year, and then retire, will be allowed to remain on the College's dental insurance until the end of the same fiscal year.

For further details regarding dental coverage, consult the summary plan description booklet or contact the College Human Resources office.

For further information on the College's Vision plan go to: [Benefit Information](#)

Vision Insurance

The College offers vision insurance benefits to eligible employees. Employees may participate in said program at the employee's expense subject to the provisions of the plan and enrollment requirements.

Domestic Partners

The College allows designated domestic partners to participate in our medical and dental insurance plans. Participants must be in a committed relationship and intend to remain in this relationship for

the foreseeable future. If you would like more information, please contact the Human Resources office.

To view further information on the Domestic Partner Benefit Program follow the link located on our staff intranet or you may request a copy from Human Resources. [Domestic Partner Benefit](#)

Basic Group Life Insurance

All full-time regular and part-time regular employees are provided a basic group life insurance policy by the College. Coverage under this program is available for employees only and coverage is effective on the 1st of the month following employment.

The amount of basic group life insurance coverage is based on the employee's base wages rounded to the next highest \$1000. Additional coverage for the same amount is provided in the event of accidental death or dismemberment. Life insurance benefits terminate on the date your employment with the College terminates.

Employees may purchase additional life insurance through payroll deductions.

For further details regarding life insurance benefits, consult the summary plan description booklet or contact the College Human Resources office.

For further information on the College's Basic Group Life Insurance go to: [Benefit Information](#)

Long-term Disability Insurance

The College provides all full-time regular employees with long-term disability insurance benefits. Coverage for eligible employees is effective on the 1st of the month following employment.

Under this program, employees who are disabled for more than 90 days because of injury or sickness (in accordance with the definition of "disability" specified in our summary plan description booklet) are eligible to receive a benefit equivalent to 66 2/3% percent of their basic monthly earnings to a maximum benefit of \$10,000 per month (less other income benefits). Benefits continue for as long as your qualifying disability continues in accordance with the maximum benefits periods specified in our summary plan description booklet.

Coverage under this plan normally terminates on the date employment with the College terminates. Employees receiving long-term disability benefits at the time of termination will continue for as long as the qualifying disability continues, as previously noted.

For further details regarding long-term disability coverage, consult the summary plan description booklet or contact the Human Resources office

For further information on the College's Long-Term Disability Insurance go to: [Benefit Information](#)

Worker's Compensation Insurance

The College provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance generally provides benefits after a short waiting period.

Employees who sustain work-related injuries or illnesses must inform their supervisor or the College Human Resources office immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an employee to qualify for coverage as quickly as possible.

Questions regarding worker's compensation should be directed to the Human Resources office.

To access the form and to report an incident for Worker's Compensation follow the link located on our staff intranet or you may request a copy from Human Resources. [Worker's Compensation Form](#)

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the College's health plans when a "qualifying event" would normally result in the loss of benefit eligibility. Some common qualifying events include: resignation, termination of employment, death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the College's group rates plus an administration fee. COBRA benefits are available to the employee or beneficiary for a specified amount of time. The College provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the College's health insurance plans. The notice contains important information about the employee's rights and obligations.

Wisconsin Retirement System of Department of Employee Trust Funds

The College contributes to a State of Wisconsin administered retirement program, the Wisconsin Retirement System (WRS) to assist you in your postemployment years. You are encouraged to begin planning for retirement early in your career so that the WRS benefits, benefits from the federal government's social security program, and income from your personal investments can grow together to provide future financial security.

Our retirement plan, which is funded both by College and employee contributions, is designed to provide you with monthly benefits when you retire. Each employee contributes one-half of the actuarially determined contribution to WRS. The amount of benefits you receive when you retire depends on, among other things, your years of credited service with the Wisconsin Retirement System and your income.

For further information on the WRS follow the link to their website or contact the Human Resources office [Wisconsin Retirement](#)

Other Deferred Compensation Plans

The College has established 403(b) and 457 plans that are available to all eligible employees. The purpose of these plans is to encourage eligible employees to save on a pre and post-tax basis and to build a financial reserve for retirement.

Eligible employees may join the plan at any time and are subject to all terms and conditions of the plan.

These savings plans allow you to elect how much salary you want to contribute and to direct the investment of your plan account to the identified vendors, so you can tailor your own retirement package to meet your individual needs. Because your contributions are automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. You may also make contributions post tax, which means you avoid paying the taxes on the contributions you made when you retire.

Complete details of the savings plans are described in the summary plan description provided to eligible employees. Contact the College Human Resources office for more information about the 403(b) and 457 plans.

Flexible Spending and Health Savings Accounts

The College offers all employees the opportunity to participate in an IRS Section 125 Flexible Spending Plan (FSA) or Health Savings Account (HSA). Employees contribute pre-tax dollars from their pay which can be used toward their qualified medical and/or dependent care expenses.

Tuition Reimbursement

The College advocates individual growth and development through appropriate training and education at accredited institutions. Full-time regular employees are eligible for additional training/education that may include:

- Training and education related to the employee's current position
- Training and education not directly related to the employee's current job assignment but consistent with the employee's professional development plan and mutually beneficial to the employee and the College.

The College will reimburse 50% of the actual tuition cost per credit up to 6 credits per fiscal year at the college or university the employee is attending or 50% of the current tuition cost per credit at the undergraduate or graduate level at the UW Madison. Training and education providers should be accredited institutions of higher education or approved manufacturer, vendor, and distributor workshops.

The employee must receive prior approval for the coursework/training from their immediate supervisor.

Enrollment in a degree program requires the written approval of the employee's immediate supervisor and the president's designee.

Employees interested in learning more about the College's tuition reimbursement program should contact the College Human Resources office.

Employee Assistance Program

The EAP is a service available to employees and their immediate families offering confidential, professional help for issues such as grief, stress, personal help, drug addiction, and other life changing events. Our EAP provider is "Life Matters". The telephone number is 1-800-634-6433 or visit www.mylifematters.com.

To view further information on the EAP Program follow the link located on our staff intranet or contact the Human Resources office. [EAP](#)

[Benefit Information Hyperlink](#)

Additional Benefits

Childcare Facility

Our beautiful, state-of-the-art childcare facility is licensed through the State of Wisconsin and our curriculum is based upon the latest research in Early Childhood Education. All employees are eligible to access the childcare facility's services. Payments can be made through payroll deduction.

Fitness Center/Aerobics Room

Students, staff and staff's immediate family members currently have free access to the fitness center and aerobics room.

Wellness

The College offers a variety of programs that concentrate on preventative health measures. Focusing on employee health, not only helps employees improve or maintain their quality of life, but also helps contain rising health care costs. Programs offered include: health assessments, physical activity challenges, on-site fitness classes, blood pressure screenings, flu shot clinics, and a variety of educational programs.

The College also has an active Wellness Committee that encourages employees to participate in the activities which integrate body, mind, and spirit.

Library

Southwest Tech's library has a sizeable collection and is open to all students, staff, and residents of Southwest Tech District.

Vehicle Repairs

Students and staff may have their vehicles serviced onsite by the College's Automotive Technician students provided the requested service or repair is within the College's Automotive Technician's current curriculum. A fee is assessed for these services.

Salon & Spa

Visit our Creative Elements Salon and Spa for a full range of services. A fee is assessed for these services.

EMPLOYEE CONDUCT

Personal Appearance and Demeanor

During hours of operation or during College programs and activities, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. When working, either on or off-campus, employees are strongly encouraged to wear the name badge supplied to them. This helps students and the public to know whom they might ask for assistance. Employees who appear for work inappropriately dressed will be counseled by their supervisor and if needed will be sent home and directed to return to work in proper attire. Employees who are provided a uniform by the College will be required to report to work in the appropriate uniform.

Consult your supervisor or the College Human Resources office if you have questions as to what constitutes appropriate attire.

Absenteeism and Tardiness

To maintain a safe and productive work environment, the College expects all of its employees to be reliable and punctual in reporting for scheduled work. If you are unable to work, follow your department's guidelines for notification to those that need to know. You must notify your supervisor, or your department's designated person at least one hour before your starting time on each day of your absence unless you are granted an authorized medical leave, and in which case different notification procedures apply. (See the Family and Medical Leaves policy earlier in this Handbook.)

Absenteeism or tardiness that is unexcused or excessive in the judgment of the supervisor may result in discipline and may jeopardize your continued employment with the College.

Guidelines for Appropriate Conduct

As an integral member of the College team, you are expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity. Whether you are on or off duty, your conduct reflects on the College. You are encouraged to observe the highest standards of professionalism and ethics.

Types of behavior and conduct that the College considers inappropriate include, but are not limited to the following:

1. Dishonesty of any kind, including falsifying your application or other records.
2. Violating the College's Anti-harassment and Nondiscrimination Policy.
3. Excessive absenteeism or tardiness or leaving work early without permission.
4. Reporting to work or under the influence of non-prescribed drugs or alcohol.
5. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
6. Possession of or using alcoholic beverages on or off College property while engaged in College business, except where authorized.
7. Fighting or using obscene, abusive, or threatening language or gestures. Note: The College recognizes that some programs will be required to use inappropriate language for training purposes and would not be considered inappropriate in that setting.
8. Stealing from the College or from coworkers, customers, or students.
9. Engaging in excessive, unnecessary, or unauthorized use of the College's equipment or supplies, particularly for personal purposes.
10. Having unauthorized firearms on the College premises or while on College business.
11. Disregarding safety or security regulations.
12. Inappropriate use of a camera or other photographic, video graphic or tape recording equipment.
13. Loitering, or sleeping during work hours.
14. Insubordination.
15. Failure to adhere to FERPA regulations and maintaining confidentiality of the College, customer, or client information.
16. Destruction, defacing, or unauthorized or improper use of College property or the property of others.
17. Intentional, negligent or careless actions which endanger your safety, the safety of others, or which damage property or harm the College.
18. Gambling or other illegal activities at work.
19. Failure to report accidents or injuries in a timely manner.
20. Poor performance.
21. Failing to cooperate in legitimate College investigations.
22. Violating or encouraging/assigning another employee to violate any policy set forth in this handbook.
23. Violation of confidential or proprietary information.
24. Inappropriate disparaging communication in any form with regard to the College, coworkers, customers or students

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other College policies,

rules, or regulations, you will be subject to disciplinary action up to and including termination of employment. The severity of the discipline shall be determined by the College, in its sole discretion and in accordance with its disciplinary procedures.

Ethics, Conflicts of Interest, and Outside Employment

Employees are expected to uphold the highest standards of ethical and professional behavior. Employees have an obligation to conduct business within guidelines that prohibit actual, potential, or perceived conflicts of interest. Outside employment is permissible if it does not interfere, compete, or conflict with College interests and it does not hinder the employee's ability to meet the responsibilities and demands of his or her College-related work. To ensure there is no conflict of interest, employees should consult with their supervisor, and if applicable will be required to complete a non-disclosure/non-solicitation agreement.

Compliance with this policy is the responsibility of every College employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including termination.

Workplace Searches and Investigations

To safeguard the property of employees, students, and the College, and to help prevent the possession of unauthorized weapons, the possession, sale, and use of illegal drugs on the College's premises, the College reserves the right to search with reason any College phone, computer or equipment or any employee's office, desk, files, locker, vehicles, or any other area or article on the College's premises. The College may utilize surveillance systems, including cameras, throughout various locations to conduct internal investigations.

Employees who refuse to cooperate in an investigation as well as employees who, are found to be in possession of stolen property, unauthorized weapons, or illegal drugs, may be subject to disciplinary action.

Social Media

The College respects the free speech rights of its employees. However, employees may be seen by others as representing official College views when participating in social media (blogs, chat rooms, and online social networks such as Face book, LinkedIn, Twitter, etc.). As with all Internet and e-mail-related activity, it is the College's right to lawfully monitor employees' use of social media to protect the College's legitimate business interests. Employees have no expectation of privacy in any activity in which they engage on social media.

Employees are expected to use good judgment and discretion when using social media. Conduct that would not be acceptable in the workplace is not acceptable online. The same College policies and practices that apply to employee activities in general, apply to employee online activities.

The College has an established means to communicate with employees, students, customers,

vendors and the media, including social media. Only those individuals officially designated by the College have the authorization to speak on behalf of the College to these audiences.

Email and Internet

There should be no expectation of privacy in anything stored, sent, or received on the College email system or while using the Internet. The College may monitor email and internet activity without prior notice, nor is the College obligated to monitor this activity.

To view further information on the Internet and Email usage policy follow the link located on our staff intranet or contact the Human Resources office.

[Internet Policy](#)

[Staff Email Policy](#)

Solicitations, Distribution of Literature and Political Activity

The College prohibits on or in any premises owned, leased, rented or occupied by the College, the distribution of literature, solicitation, or sale of product or service for personal gain or profit, unless such solicitation or sale is authorized in writing by the Vice President of Administrative Services or his/her designee. This includes non-profit organizations and community groups.

No employee shall engage in political activity upon any premises owned, leased, rented or occupied by the College. The following activities on college property and time, and any other similar activities, are specifically prohibited: posting of political circulars or petitions, the distributions of political circulars or petitions, the collection of and/or solicitation for campaign funds, and solicitation for campaign workers.

To view further information on the Solicitation Policy follow the link located on our staff intranet or contact the Human Resources office.

[Solicitation Policy](#)

Bulletin Boards

To maintain an effective avenue for communicating with employees, the College maintains bulletin boards. Bulletin boards are located throughout our facilities in areas that employees frequently visit in order to ensure that employees have constant access to posted information. Employees may post non-College materials only on bulletin boards designated by the College and with prior approval from Human Resources for such use.

The bulletin boards located by the Human Resources office are used and limited to the communications of official government information on equal employment opportunity, wage and hour, health and safety, and other issues. They also are used to communicate information about the College's policies and its business announcements, such as job postings, safety rules, benefit programs, and notices announcing special College events.

Tobacco Policy

The College has an established tobacco policy that limits tobacco use to specified designated areas only on all College property. Locations assigned as “designated smoking areas” are clearly marked and have cigarette receptacles available. Tobacco use is prohibited in or near buildings, while walking across campus and in parking lots. Employees are expected to remind staff, students, or visitors who are using tobacco products in non-designated areas of our tobacco policy and inform of the location of the tobacco-permitted areas.

To view further information on the Tobacco Policy follow the link located on our staff intranet or contact the Human Resources office. [Tobacco Policy](#)

Drug and Alcohol Use

Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. If an employee is suspected of being under the influence of alcohol or an illegal drug, they may be requested to immediately submit to a drug and/or alcohol test. If the result of the test is positive then the employee may be subject to disciplinary action up to and including termination.

The legal use of drugs currently prescribed for the employee is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner. Violations of this policy may lead to disciplinary action, up to and including termination and may also have legal consequences.

Employees with drug or alcohol problems may seek assistance through the employee assistance program (EAP) or the College's health insurance benefit coverage.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should contact their supervisor or the Human Resources office.

To view further information on the EAP Program follow the link located on our staff intranet or contact the Human Resources office. [EAP](#)

Safety and Health

The College is committed to providing a safe and healthful working environment. The College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The College's policy is aimed at minimizing the exposure of our students, employees, customers, and visitors to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of each employee of the College in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
2. Immediate reporting and seeking first aid for all injuries, regardless of how minor on the College Incident Report form.
3. Reporting unsafe conditions, equipment, or practices.
4. Using safety equipment provided by the College.
5. Observing conscientiously all safety rules and regulations.
6. Helping students understand their responsibility in maintaining a safe and healthful work environment.
7. Being personally prepared and helping students be prepared for fire, tornado, crises, and other natural and unnatural disasters.

Employees may file a complaint or concern related to safety and health at any time by following the College's complaint procedure found at the end of this handbook.

Weapons

No person shall violate the College's Weapons Policy. Persons who have lost the legal right to possess a dangerous weapon by federal, state, local statutes or federal, state, or local court order may not possess a dangerous weapon within the premises of any College owned, leased, or operated location.

To view further information on the Weapons Policy follow the link located on our staff intranet or contact the Human Resources office. [Weapons Policy](#)

Visitors in College Facilities and on College Property

The College's facilities are authorized for public use in designated areas according to the College's Facilities usage policy.

To view further information on the College's Facilities Usage Policy follow the link located on our staff intranet or contact the Human Resources office. [College's Facilities Usage Policy](#)

Workplace Violence and Bullying

The College expressly prohibits any acts or threats of violence by any person in or about the College's facilities or elsewhere at any time. The College also will not condone any acts or threats of violence against the College's students, employees, customers or visitors on the College's premises at any time or while they are working, either on or off the College's premises.

In keeping with the spirit and intent of this policy, and to ensure the College's objectives in this regard are attained, the College is committed to the following:

1. To provide a safe and healthy work environment, in accordance with the College's safety

and health policy.

2. To take prompt action up to and including termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
3. To take appropriate action when dealing with any individual who engages in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit students, employees, former employees, customers, and visitors from bringing unauthorized firearms or other weapons onto the College's premises.
5. To establish viable security measures to ensure that the College's facilities are safe and secure to the maximum extent possible and to properly handle access to College facilities by the public, off-duty employees, and former employees.

Employees have a duty to warn their supervisors, campus administrators, security personnel, or human resource representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of, whether they involve other employees, former employees, vendors or visitors. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and bullying.

The College defines bullying as “inappropriate behavior”, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the College’s Core Values which conveys that all individuals will be treated with dignity and respect.

Concerns about the behavior of anyone on campus should be sent to concerns@swtc.edu.

Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The College will not condone any form of retaliation against any employee for making a report or participating in an investigation under this policy.

To view further information on the Whistleblower and Non-Retaliation Policy follow the link located on our staff intranet or contact the Human Resources office. [Whistleblower and Non-Retaliation Policy](#)

Employee Discipline

Discipline may take the form of a verbal warning, written warning, suspension with or without pay, disciplinary demotion, or termination, depending upon the circumstances. The severity of the discipline shall be determined by the College, in its sole discretion and in accordance with its Disciplinary Procedures.

The supervisor, in consultation with Human Resources, may place an employee on a performance improvement plan (PIP). The employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements as specified in the PIP.

When warranted, an employee may be suspended with or without pay pending an investigation

of an alleged violation. The employee will be informed of the alleged violation resulting in suspension with pay.

Verbal Warning

A verbal warning will involve a supervisor holding an employee conference. During the conference, the supervisor will verbally discuss concerns and what changes in job performance or behavior are necessary. The employee has the right to request the presence of another employee as a witness at the conference. The supervisor will document the concerns and expectations, and inform the employee that future violations could lead to further discipline. The employee and supervisor will be asked to sign and date a document, indicating that its contents have been discussed. The employee may write a rebuttal, within 60 days of the issuance of the verbal warning, which will be attached to the document. A copy of the document(s) will be provided to the employee and filed in the employee's personnel file.

Written Warning

Following an investigation, an employee may receive a written warning. A supervisor will hold an employee conference, where a written warning is presented to the employee, which specifies the violations, what changes in job performance or behavior are necessary, and the consequences for failure to improve. The employee has the right to request the presence of another employee as a witness at the conference. The employee and supervisor will be asked to sign and date a document, indicating that the written warning has been received. The employee may write a rebuttal, within 60 days of the issuance of the written warning, which will be attached to the document. A copy of the document(s) will be provided to the employee and filed in the employee's personnel file.

Suspension During or following an investigation, an employee may be suspended with or without pay. Employee rights of appeal are outlined in the Addendum at the end of this handbook.

Disciplinary Demotion

Following an investigation, an employee may receive a disciplinary demotion. Disciplinary demotion is the movement to a different position which may result in a lower salary. Employee rights of appeal are outlined in the Addendum found at the end of this handbook.

Termination

Following an investigation, employment may be terminated. Termination is an involuntary separation of employment. The employee will receive written notice of termination. Whenever possible, an employee conference will be scheduled to inform the employee of the termination. The employee has the right to request the presence of another employee as a witness at the conference and/or Board hearing. A copy of the termination notice will be placed in the employee's personnel file. Employee rights of appeal are outlined in the Addendum found at the end of this handbook.

Complaint and Appeal Procedure for Discipline and Workplace Safety

If an employee receives a suspension without pay, a disciplinary demotion, or is terminated they have the right to file a complaint and request an appeal. See Addendum.

Appeal Process for Discipline Not Covered by the Employee Complaint and Appeal Procedure for Discipline and Workplace Safety Issues

Step 1

The employee may submit, within three (3) business days, a written request for review of the disciplinary action to their Vice President or designee.

Step 2

The Vice President or designee shall meet with the employee within seven (7) business days of receipt of the request for review. The Vice President or designee shall provide a final and binding written decision within five (5) business days after the meeting.

Copies of all relevant documents shall be submitted to Human Resources to be placed in the personnel file. The foregoing timeline may be extended by the College due to extenuating circumstances.

Separation of Employment

The College hopes its relationships with employees are long-term and mutually rewarding, however the College reserves the right to terminate the employment relationship at any time unless prohibited by applicable law or College policy.

Exit interviews with the College Human Resources office are normally scheduled for outgoing employees after a supervisor receives notice of resignation or intent to retire. The purposes of these interviews are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all the College property that may be in the employee's possession, and to provide employees with an opportunity to discuss their job-related experiences.

Handbook Receipt and Acknowledgment

I have received a copy of the Handbook dated:

(date on cover page of this handbook)

I understand that the information in the College's Handbook represents guidelines only, does not supersede policies established by the Board and that unless otherwise provided by a collective bargaining agreement applicable to me, the College reserves the right to modify this Handbook or to amend or to terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time, or to require and/or to increase contributions toward those benefit programs. I understand that I am responsible for reading the Handbook, familiarizing myself with its contents.

I acknowledge that I understand that the College prohibits all forms of harassment and discrimination based on race, sex, age, religion, disability, marital status, national origin and any other basis prohibited by law. I also understand that if I feel I am being harassed or discriminated against, I have the right and responsibility to report this immediately as set forth in the College's Anti-harassment and Nondiscrimination Policy.

I acknowledge that this guide supersedes any previous contracts, manuals, policies, procedures, or unwritten practices and may not be modified except by authorized College officials.

I acknowledge that nothing in this Handbook creates or is intended to create a promise or representation of continued employment and that employment at the College is "at will" to the extent allowed by applicable law. This means that the College cannot guarantee me or any employee continued employment for any definite period of time. I understand that I have the right to terminate my employment at any time, for any reason or no reason to the extent allowed by applicable law, and the College retains the same right to terminate my employment at any time, as allowed by applicable law, unless I have a written agreement signed by myself and an authorized representative of the College's Board stating otherwise.

Name of Employee
(Please print)

Signature of Employee

Today's Date

ADDENDUM

EMPLOYEE COMPLAINT AND APPEAL PROCEDURE FOR DISCIPLINE AND WORKPLACE SAFETY ISSUES – Pursuant to Wis. Stats. Sec. 66.0509

Purpose

The purpose of this addendum is to establish an administrative complaint and appeal procedure with respect to discipline and workplace safety consistent with Sec. 66.0509 (1m) of the Wisconsin Statutes. This document applies when an employee (“complainant” as defined below) believes that he or she has been subjected to unfair or illegal discipline and/or unsafe working conditions (as defined below) provided the alleged wrongful behavior had a significant connection to employment of complainant and the activities of the College.

To the extent that the provisions of Sec. 118.22, Wis. Stats are applicable, those statutory procedures shall be followed as required by law.

Definition

“Discipline” for the purposes of this procedure is defined as **disciplinary demotion, suspension without pay, or disciplinary termination.**

“Workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, and training.

“Complainant” is defined as any College employee, not to include student employees, on the payroll of Southwest Wisconsin Technical College who has a personal complaint as defined in this procedure.

“Complaint” is defined as any written allegation of impropriety regarding discipline or workplace safety as defined in this procedure. The written signed complaint shall include a clear and concise statement of the facts upon which the complaint is based, the specific policies alleged to have been violated if any, and the relief sought. If mutually agreed upon by both parties, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any time.

“Days” are defined as Monday through Friday when the College is open for business. Weekends, holidays, and days when the College is closed are excluded.

Procedure

Step 1

If an issue related to employee terminations, employee discipline, or workplace safety as defined in this procedure has not been resolved informally with the complainant’s immediate supervisor, the complainant has the right to present a formal written complaint to the immediate supervisor within ten (10) days after the facts upon which the complaint is based first occurred. The supervisor will meet with the complainant within seven (7) days, and provide his or her written response within ten (10) days of the meeting.

Step 2

The complainant may, within seven (7) days after receipt of the written response of the immediate supervisor, request a review of the decision of his or her supervisor in writing to his or her Vice President or designee.

A. Review of Complaint.

The Vice President or designee, within ten (10) days of receipt of the request for review, shall review the complaint to determine whether the complaint is valid and notify the complainant. Validity is not a determination of whether or not the actions that gave rise to the complaint occurred, but whether or not the action underlying the complaint is within the scope of the complaint procedure. The Vice President or designee shall establish validity upon determining all of the following:

- That the complaint involves discipline or workplace safety as defined in this procedure.
- That the alleged conduct occurred on College-owned, College-leased, or College-controlled property or had a significant connection to the employment of the individual complainant and activities of the College.
- That the complainant is a College employee as defined in this procedure.
- That the complainant was the party harmed by the activity or action set forth in the complaint.

If the Vice President or designee concludes that the complaint lacks validity, he or she shall dismiss the complaint.

B. In-Person Meeting regarding merits.

If the Vice President or designee concludes the complaint is valid, he or she shall meet with the complainant within seven (7) days of receipt of the request for review to evaluate the merits. The Vice President or designee shall provide a written decision on the merits of the complaint within seven (7) days after the meeting.

The written complaint may not be amended following this decision; however, the remedy requested may be modified at any time without prejudice to the complainant's position in the appeal.

Step 3

The complainant may submit a written request for a hearing on the Vice President or designee's decision with regard to merit within seven (7) days of the written response from the Vice President or designee. The written request for hearing shall state the specific basis for disagreement and shall be submitted to the Director of Human Resources. Upon receipt of the request, the College shall retain the services of an Impartial Hearing Officer (IHO) and a hearing shall be scheduled within thirty (30) days after receipt of the request for hearing.

A record of the hearing shall be made. The complainant shall have the burden of proof that the complaint is meritorious, which must be shown by evidence that is clear, satisfactory, and

convincing. In his or her written decision, the IHO shall make relevant findings of fact, shall decide for or against the complainant, and state his or her reasons. The decision of the IHO shall be limited to the issues raised in the request for hearing. The IHO shall have no authority to add to, modify, or delete from the policies of the College. If the IHO rules in favor of the complainant, the IHO will determine the appropriate remedy. The IHO's decision will be provided in writing to the parties within thirty (30) days of the hearing.

Step 4

Either party may, within seven (7) days after receipt of the written decision of the IHO, appeal the decision of the IHO to the Southwest Wisconsin Technical College Board of Trustees by filing a written appeal specifically stating the basis for contesting the findings and/or decision of the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President. Upon receipt of a request for an appeal, the College will provide a record of the IHO hearing for use by the Board. Upon receiving the record, the Board shall schedule the appeal within thirty (30) days. The deliberations will be conducted according to procedures established by the Board. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.

The Board shall issue its written decision within fifteen (15) days following the conclusion of the Board's deliberations. The decision shall be by simple majority vote and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.

Timeline Requirements

If the College fails to give a written answer at Steps 1 or 2 within the designated timeframe, the complainant may immediately proceed to the next step. Failure by complainant to meet applicable deadlines may be the basis for dismissal of any complaint. If it is impossible to comply with the time limits specified because of extenuating circumstances, these time limits may be extended by mutual consent in writing by the complainant and the President or designee of the College.

Representation

Either party may utilize a designated representative at their own expense.

Confidentiality

All participants in all proceedings under this procedure shall observe confidentiality to the extent reasonably possible.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE COMPLAINT AND APPEAL PROCEDURES FOR THE DISTRICT BOARD

Per the Southwest Wisconsin Technical College Employee Complaint and Appeal Procedure for Discipline and Workplace Safety Issues Pursuant to Wis. Stats. Sec. 66.0509, either party may, within seven (7) days after receipt of the written decision of the Impartial Hearing Officer (IHO), appeal the decision of the IHO to the Southwest Wisconsin Technical College District Board by filing a written appeal specifically stating the basis for contesting the findings and/or decision of

the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President. This appeal procedure relates only to a complaint submitted under the above Board Policy. Neither party in the appeal may engage in communication with any Board member(s) on any substantive issues. Board members must not discuss the complaint with any person prior to the meeting.

The Board may designate a person to handle all procedural issues and communications associated with this appeal. The procedures below may be modified at the option of the Board, so long as they are consistent with the above Board Policy

Procedures

1. Upon receipt of a written request for an appeal of the decision of the IHO to the Board, the College will provide a record of the IHO hearing for use by the Board. Copies of all documents and the record from the proceedings before the IHO will be made available to the Board members at least ten (10) days prior to the meeting.
2. Upon receipt of the record, the Board Chair shall schedule the appeal within thirty (30) days. Board deliberations on the appeal will be conducted in closed session. Only Board members and the Board's legal counsel shall be present.
3. The Board must consider only evidence submitted during the hearing before the IHO.
4. At its sole discretion, the Board may request clarification of the IHO record in writing from either party, prior to the scheduled deliberations.
5. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.
6. The decision shall be by simple majority vote of the Board and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.
7. The Board shall issue a written decision within fifteen (15) days following the conclusion of the Board's deliberations.

B. Naming the Student Activities Center – Charlie’s

Thirty-seven entries were received from students and staff members for naming the Student Activities Center. The Student Senate approved naming the new Student Activities Center “Charlie’s.” There will be signage developed for the Activities Center incorporating the mascot and the name “Charlie’s.”

Recommendation: Name the Student Activities Center “Charlie’s.”

C. Second Reading of Governance Policies

1. Policy 1.2: Governing Philosophy
2. Policy 1.7: Chairperson’s Role
3. Policy 1.9: Secretary’s Role
4. Policy 1.14: College Budget Process
5. Policy 3.3: Compensation and Benefits
6. Policy 3.6: Asset Protection

The above-named Governance Policies were reviewed at the Board Retreat on January 26, 2013. This is the second review of the six policies. The Governance Policies are available below.

Recommendation: Approve the second reading of Governance Policy 1.2, 1.7, 1.9, 1.14, 3.3, and 3.6 as presented.

GOVERNING PHILOSOPHY

The Board embraces a view toward governance that is democratic, strategic, future-oriented, proactive, positive, and deliberative. The Board takes a long-term view in its decision making. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making, and empowers the President with clear direction.

The Board will:

1. Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy. The Board will use the expertise of individual members to enhance the ability of the Board as a body.
2. Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
4. Seek input from various sources including staff, students, alumni, employers, and other community members on Board policies on Ends.
5. Make decisions, to the extent possible, on a consensus basis.

6. ~~Monitor and discuss the Board's process and performance annually. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board/Staff Relationship categories. Annually review the Board's activities and discipline relative to Governance Process and Board/Staff Relationship policies.~~

~~6.7.~~ At the Board's annual organizational meeting in July, review and authorize a Signatory Authority Policy to define who in the organization has the authority to sign for the College.

~~7.8.~~ Act as a Board of the whole refraining from small group or individual discussion of Board business, whether in person or through communication devices.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised: 1/16/03, 6/21/07

CHAIRPERSON'S ROLE

The Chairperson is elected by the Board. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

1. The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
 - a. The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
 - b. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
 - c. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - d. The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
 - e. The Chairperson will counsel with members who are not attending meetings on a regular basis.
2. The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of Chairperson.
3. The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.
4. The Chairperson is responsible for the professional relationship between the Board and President and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
5. The Chairperson shall inform the President of any temporary absence or lack of availability to perform the duties of the Chairperson.

6. The Chairperson shall ensure that Board members are informed of current and pending Board issues and processes.
7. The Chairperson shall appoint members to all other internal and external committees as needed and will distribute Board assignments among all members.
8. The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:
 - a. The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
 - b. The Chairperson shall sign all official documents and contracts on behalf of the District as required by law statute, WTCS policy, and the Board, ~~and shall sign all contracts for public construction in the District if the estimated cost exceeds \$10,000.~~

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

SECRETARY'S ROLE

The Secretary is elected by the Board.

1. The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.

~~2.~~ The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board. ~~required by law and the Board, and shall sign all contracts for public construction in the District if the estimated cost exceeds \$10,000.~~

~~3.2.~~

~~4.3.~~ The Secretary shall ~~maintain a record and the official~~ make a record of and ensure that minutes are taken of all meetings of the Board.

~~5.4.~~ Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.

~~6.5.~~ On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.

~~7.6.~~ Annually by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.

~~8.7.~~ In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the Board meeting to order and shall serve as Chairperson.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

The Board will delegate to the President the responsibility to prepare the annual budget, budget reports, and detailed schedules as required by state statute and applicable rules.

The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Vision, Mission, Purposes, Values, financial assumptions (local, state, and federal funds) and other plans and related materials (e.g., strategic plan, capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the budget process calendar which includes the timetables for completion of the budget process in ~~December~~. November.
4. The Board will review the President's proposed direction statements and establish budget assumptions and parameters in February.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the three-year facilities plan.
6. The Board will review the President's final proposed College budget during the month of May.
7. Public hearings on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

Adopted: 1/24/02
Reviewed: 12/19/02, 9/27/07
Revised: 11/29/07

COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

1. Change his or her own compensation and benefits.
2. Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.
3. Promise or imply permanent or guaranteed employment.
4. Employ persons not covered by a collective bargaining agreement for more than one year's duration without Board approval.
5. Employ faculty persons not properly certified/certifiable for the position.
6. Grant fringe benefits not approved by the Board.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised:

ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President may not:

1. Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
2. ~~Allow unbonded personnel access to material amounts of funds.~~
3. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
4. Unnecessarily expose the College, the Board, or staff to claims of liability.
5. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
6. Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without compliance with, in order of priority, the following principles:
 - a. Security of the investment;
 - b. Receiving favorable consistent interest earned on the investment; and
 - c. Local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
7. Acquire, encumber, or dispose of real property without Board approval.
8. Fail to protect property, information, and files from loss or damage.
9. Fail to protect the College's trademarks, copyrights, and intellectual property interests.

Adopted: 4/25/02
Reviewed: 5/22/03, 5/1/07, 1/17/08, 10/15/10
Revised:

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 will be available at the Board meeting.

B. Staffing Update

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

POSITION TRACKING July 2012 - June 2013

(RET) = Retired, (Res) = Resigned, (Tra) = Transferred, (NonR) = Non Renewal,
(L/O) = Layoff, (B) = Bumped, (Adj) = Adjunct, (LTE) = Limited Term Employee

	Name	Title	Status	Effective Date	Funding Source & Estimated Wage Range
1	Helena Robinson (L/O)	WIA Account Manager	Bumped K.Kabat ASC Lab Asst.	7/1/2012	
2	Brian Kitelinger (L/O)	WIA Account Manager	Internal transfer to Jody Millin's pos.	7/1/2012	
3	Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012	
4	Doug Phillips (Ret)	Business & Ind. Instructor	Internal transfer Jason Kolbe	7/1/2012	
5	New Position	Advisor	Internal transfer Kari Kabat	7/2/2012	
6	Becky Fernette (Res)	Human Services Instructor	New hire - Julie Antonson	8/6/2012	
7	New Position	Electro Mechanical Instr.	New hire - Joshua Klaas	8/6/2012	
8	New Position	Electro Mechanical Instr.	New hire - Mary Hudson	8/6/2012	
9	New Position	Elec.Power Dist. Asst.(LTE)	Robert Hampton	8/6/2012	
10	New Ltd Term Position	Medical Lab Techn Instr	LTE hire – Brian Simmons	8/6/2012	
11	Kim Wolf (Res)	Fin. Aid/Bursar	New hire – Ashley Crubel	7/30/2012	
12	Temporary Position	College Receptionist	Temp hire - Laura Price	8/28/2012	
13	Sherri Kreul (Res)	Evening Custodial – Lead	New hire - Susann Bischoff	9/24/2012	
14	New Position	MSSC Instructor	New hire - Craig Woodhouse	10/1/2012	
15	Marnie Easler (L/O)	College Receptionist	Exercised bumping rights		
16	Mary Lou Olson (Ret)	Student Records/Serv. Spec.	Internal transfer Marnie Easler	12/10/2012	

POSITION TRACKING July 2012 - June 2013

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	Name	Title	Status	Effective Date	Funding Source & Estimated Wage Range
17	Jane Roesch (Ret)	Accounts Payable	Internal transfer Ashley Crubel	12/10/2012	
18	Ashley Crubel (Tra)	Fin. Aid/Bursar	New hire – Holly Crubel	12/21/2012	
19	New Position	Assessment Advisor	Internal transfer Danielle Seippel	12/17/2012	
20	Danielle Seippel (Tra)	Advisor	Internal transfer Pauline Wetter	1/14/2013	
21	New Positions (2)	PT Electro-Mech Asst.	Bart Wood & Scott Wallace	1/14/2013	
22	New Position	Career Placement Spec.	New hire – Mindy Johnson	1/28/2013	
23	Rhonda Walz (Ret)	Career Center Assistant / Testing Specialist		2/1/2013	
24	New Position	Process Improv. Coord.	Interviewing		
25	New LTE Position	Grant Writer Specialist	New hire - Julia Henley	2/12/2012	Grant Funded \$20.32 - \$26.20
26	New LTE Position	Curriculum Designer	Advertising		BS or MS Schedule

C. Student & Academic Affairs Report

Dr. Phil Thomas, Vice President for Student & Academic Affairs, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in Student & Academic Affairs. The report will be available at the Board meeting.

D. Industrial Occupations Report

Dr. Phil Thomas, Vice President for Student & Academic Affairs, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in Industrial Occupations. The report will be available at the Board meeting.

Information and Correspondence

A. Enrollment Report

The current Comparison FTE Report and 2013-14 Applications Report are available below. Caleb White will be available for any questions.



2011-2012 and 2012-2013 FTE Comparison

Program Type	Program Title	02-13-12 Students	02-18-13 Students	Student Change	02-13-12 FTE	02-18-13 FTE	FTE Change
10	Accounting	50	45	(5)	37.77	38.76	1.00
10	Administrative Professional	24	18	(6)	19.17	14.83	(4.33)
10	Agri-Business/Science Technology	40	41	1	32.30	37.00	4.70
10	Business Management	94	94	-	67.47	63.39	(4.07)
10	Medical Laboratory Technician	21	23	2	15.07	19.67	4.60
10	Criminal Justice - Law Enforcement	82	66	(16)	63.77	51.10	(12.67)
10	Culinary Management	34	29	(5)	22.73	20.34	(2.40)
10	Direct Entry Midwife	20	33	13	10.50	19.07	8.57
10	Early Childhood Education	55	50	(5)	43.57	39.77	(3.80)
10	Electro-Mechanical Technology	43	49	6	37.37	43.63	6.26
10	Engineering Technologist	19	24	5	16.27	20.00	3.73
10	Golf Course Management	31	31		28.23	29.43	1.20
10	Graphic and Web Design	52	42	(10)	41.33	34.67	(6.67)
10	Human Services Associate	70	59	(11)	43.73	39.80	(3.93)
10	IT-Computer Support Specialist	9	8	(1)	5.53	3.67	(1.87)
10	IT-Network Comm Spec	31	36	5	22.73	25.07	2.33
10	IT-Web Analyst/Programmer	22	29	7	18.67	17.40	(1.27)
10	Individualized Technical Studies	6	3	(3)	3.10	1.57	(1.53)
10	Marketing	-	4	4	-	2.10	2.10
10	Mechanical Design Technician	1	-	(1)	1.03	-	(1.03)
10	Nursing - Associate Deg	214	218	4	89.43	105.98	16.55
10	Physical Therapist Assistant	21	36	15	11.73	23.40	11.67
10	Supervisory Management	6	1	(5)	2.30	0.03	(2.27)
10	Technical Studies-Journeyworker	1	-	(1)	0.13	-	(0.13)
	Total Associate Degree	946	939	(7)	633.93	650.67	16.75

Program Type	Program Title	02-13-12 Students	02-18-13 Students	Student Change	02-13-12 FTE	02-18-13 FTE	FTE Change
31	Accounting Assistant	12	12	-	9.10	7.93	(1.17)
32	Agricultural Power & Equipment Tech	45	46	1	33.07	41.14	8.07
31	Auto Collision Repair & Refinish Tech	34	26	(8)	18.57	18.00	(0.57)
32	Automotive Technician	54	38	(16)	40.43	34.94	(5.50)
31	Barber/Cosmetologist	40	40	-	25.90	35.37	9.47
31	Bricklaying and Masonry	8	-	(8)	5.93	-	(5.93)
30	Building Maintenance & Construction	1	-	(1)	-	-	-
31	Building Trades - Carpentry	14	14	-	11.37	11.90	0.53
30	CNC Setup/Operation	9	8	(1)	4.90	4.73	(0.17)
31	Child Care Services	15	13	(2)	11.37	8.23	(3.13)
30	Criminal Justice-Law Enf Acad	15	15	-	7.90	7.97	0.07
31	Culinary Specialist	12	13	1	8.63	10.10	1.47
31	Dairy Herd Management	21	14	(7)	18.70	14.37	(4.33)
30	Dental Assistant	18	30	12	10.10	16.34	6.24
31	Electrical Power Distribution	22	24	2	16.87	22.93	6.06
50	Electricity (Construction)	7	14	7	0.87	1.73	0.87
31	Esthetician	8	14	6	5.80	10.80	5.00
30	Farm Business & Production Manage	73	77	4	17.55	19.20	1.65
50	Industrial Electrician Apprentice	8	12	4	2.00	2.13	0.13
31	Medical Assistant	47	44	(3)	31.27	30.84	(0.43)
30	Medical Coding Specialist	66	68	2	23.30	29.63	6.33
31	Medical Transcription	31	14	(17)	15.07	8.10	(6.97)
30	Nursing Assistant	203	226	23	30.80	29.48	(1.32)
30	Office Aide	8	-	(8)	3.27	-	(3.27)
31	Office Support Specialist	11	4	(7)	9.67	2.80	(6.87)
50	Plumbing Apprentice	16	14	(2)	2.33	2.33	-
31	Welding	40	47	7	32.00	40.90	8.90
Total Technical Diploma		838	827	(11)	396.75	411.89	15.14
Undeclared Majors					185.95	213.15	27.20
Total		1,784	1,766	(18)	1,216.62		59.09
Percent of Change							4.86%
Vocational Adult (Aid Codes 42-47)					55.33	63.02	7.69
Community Services					-	0.65	0.65
Basic Skills (Aid Codes 7x)					84.50	84.60	0.10
Grand Total					1,356.45	1,423.97	67.52
Total Percent of Change							4.98%



APPLICATION COMPARISON

<u>Max</u>	<u>Program</u>	<u>2013-14 (2/12/13)</u>			<u>2012-13 (2/13/12)</u>			<u>YOY Change</u>
		<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
	Accounting	12		12	12		12	-
	Acct Assist	1		1	2		2	(1)
	Admin Professional	7		7	3		3	4
	Agribusiness/Science	22		22	13		13	9
22	Ag Power	23	11	34	20	15	35	(1)
22	Auto Collision	8		8	13		13	(5)
22	Auto Tech	10		10	20	2	22	(12)
24	Barber/Cosmetologist	14		14	15		15	(1)
	Bricklaying & Masonry	5		5	3		3	2
	Bldg Trades-Carpentry	5		5	5		5	-
	Business Management	18		18	36		36	(18)
	CC Services	6		6	4		4	2
15	CNC Setup/Operation	2		2	-		-	2
	Criminal Justice-LE	13		13	15		15	(2)
	Culinary Mgnt	6		6	13		13	(7)
	Culinary Spec	1		1	8		8	(7)
	Dairy Herd	8		8	12		12	(4)
18	Dental Assist	12		12	18	12	30	(18)
	DE Midwife (Jan start only)							-
	Early Child Educ	12		12	24		24	(12)
27	Electrical Power Distribution	19		19	21	6	27	(8)
24	Electro-mech Tech	13		13	11		11	2
	Engineering Technologist	8		8	9		9	(1)
20	Esthetician	4		4	6		6	(2)
	Golf Course Mgnt	9		9	9		9	-
25	Graphic & Web Design	8		8	20	4	24	(16)
32	Hum Serv Assoc	20	1	21	22		22	(1)
	Individual Tech Studies	1		1	1		1	-
	IT-Comp Sup Spec	6		6	2		2	4
	IT-Network Comm	9		9	6		6	3
	IT-Web Software Develop	5		5	6		6	(1)
	Marketing	6		6	-		-	6
32	Medical Asst	31	13	44	32	18	50	(6)
34	Med Coding Spec	33	7	40	30	6	36	4
16	Medical Laboratory Tech	6		6	6		6	-
0	Medical Trans	-		-	9		9	(9)
54	N-Assoc Degree	54	40	94	48	40	88	6
28	N-Assoc Degree P/T	20		20	25	13	38	(18)
	Office Aide (Jan start only)	1		1				1
	Office Sup Spec	3		3			-	3
15	Physical Therapist Asst	15	13	28	15	14	29	(1)
40	Welding	22	-	22	18	-	18	4
470	Totals	478	85	563	532	130	662	(99)
	YOY Change	(54)	(45)	(99)				

B. Chairperson's Report

1. District Recommendations for District Boards Association Officer Positions
2. Strategic Planning Session – Fall 2013
3. 2013 Board Appointment

C. College President's Report

1. Federal Legislative Priorities
2. Governor's Budget Items of Interest

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Compensation Guidelines
2. Preliminary Lay-Off Notices
3. Data and Hardware Back-up Plan
4. Districts Mutual Insurance Report

B. Time and Place

Thursday, March 28, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

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

- (1) 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 from January 25, 2013

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment