



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

January 26, 2012

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

Table of Contents

Annotated Agenda	3
Open Meeting	7
A. Roll Call	7
B. Reports/ Forums/Public Input	7
Consent Agenda.....	7
A. Approval of Agenda	7
B. Minutes of the Regular Meeting of December 22, 2011	9
C. Financial Reports	14
1. Purchase Orders Greater Than \$2500.....	14
2. Treasurer's Cash Balance	15
3. Budget Control.....	16
D. Contract Revenue	17
Construction Update.....	19
A. Public Safety Building	19
Other Items Requiring Board Action	19
A. Financial Audit	19
B. Building 300-400 Space Plan.....	27
C. Landscape Master Plan	29
D. Community Service Courses	31
E. Liquor License	31
F. Personnel.....	31
1. Employment.....	31
Board Monitoring of College Effectiveness	35
A. Staffing Update	35
Information and Correspondence.....	38
A. Enrollment Report.....	38
B. Chairperson's Report.....	41
C. College President's Report	41
D. Other Information Items	41
Establish Board Agenda Items for Next Meeting	42
A. Agenda	42
B. Time and Place	42
Adjourn to Closed Session	42
A. Consideration of adjourning to closed session for the purpose of.....	42
B. Approval of December 22, 2011, Closed Session Minutes	42
Reconvene to Open Session.....	42
A. Action, if necessary, on Closed Session Items	42
Adjournment.....	42

Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, January 26, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

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

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

The agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of December 22, 2011

Minutes of the December 22, 2011, regular meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

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

D. Contract Revenue

In December 2011 there were 21 contracts totaling \$42,103.21, which are being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

Recommendation – Approve the consent agenda.

CONSTRUCTION UPDATE

A. Public Safety Building

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

OTHER ITEMS REQUIRING BOARD ACTION

A. Financial Audit (2010-11)

Earl Engelson of Engelson & Associates, Ltd., LaCrosse, will present the audit report. A fund balance statement as of 6/30/11 for each of the seven funds are available electronically with all other Board material. The full Audit Report will be available at the Board meeting.

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

B. Building 300-400 Space Plan

Doug Pearson will present the master space plan, estimated phasing, and projected costs for Board approval. The Building 300-400 space plan is included with the electronic Board material. The revised Three-Year Facilities Plan will be available at the Board meeting.

Recommendation: Approve the Building 300-400 space plan.

C. Landscape Master Plan

The landscape master plan will be presented for approval and is included with the electronic Board material. Garrett Perry from Design Studio, Etc. and Doug Pearson will be present for any questions.

Recommendation: Approve the Landscape Master Plan.

D. Community Service Courses

Southwest Tech has not offered Community Service courses (Aid Code 60) in a number of years. The College would like to begin offering these courses again on a limited basis. Offerings would be priced at a minimum fee based on the cost recovery method currently used for most contracts up to a fee that the College feels the market will bear. Caleb White will be available to demonstrate how the current cost recovery method is calculated.

Recommendation: Approve the College to offer Community Service courses with offerings priced at market rates but with a floor of the cost recovery method currently employed by the College for contracts.

E. Liquor License

A “Class B” liquor license would allow the College to host professional meetings, events, and fundraisers where it is desirable to serve liquor. It would also allow us to fill a current hole in our Culinary Management curriculum. Jeff Dombeck, Culinary Management Instructor, will be the College’s official agent.

Recommendation: Authorize the College to obtain a “Class B” liquor license.

F. Personnel

1. Employment

a. Medical Laboratory Technician Instructor

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Medical Laboratory Technician Instructor. The recommendation is available electronically with all other Board material.

Recommendation – Approve the employment recommendation for Joan Young for the Medical Laboratory Technician Instructor at a salary of \$54,485 for the 2011-12 year.

b. Basic Education Instructor

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Basic Education Instructor. The recommendation is available electronically with all other Board material.

Recommendation – Approve the employment recommendation for Brenda Schwarzmann for the Basic Education Instructor at a salary of \$49,759 for the 2011-2012 year.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. FTE Report

Caleb White will present a comparison FTE Report from the previous year and a statewide FTE comparison report. The two reports are available with all other electronic Board material.

B. Chairperson’s Report

C. College President’s Report

1. Board Retreat Agenda
2. FACE Class - Darlington
3. PDCCI Graduation Report

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Budget Parameters & Assumptions
2. Grants Update
3. 2010-11 Strategic Direction Results

B. Time and Place

Thursday, February 23, 2012, 7:00 p.m., Room 492-493 College Connection

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Considering employment, promotion, compensation or performance evaluation of data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of December 22, 2011, Closed Session Minutes

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

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

A. Roll Call

B. Reports/ Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, January 26, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

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

C. Roll Call

D. Reports/Forums/Public Input

CONSENT AGENDA

E. Approval of Agenda

F. Minutes of the Regular Meeting of December 22, 2011

G. Financial Reports

4. Purchase Orders Greater than \$2,500

5. Treasurer's Cash Balance

6. Budget Control

H. Contract Revenue

CONSTRUCTION UPDATE

- B. Public Safety Building

OTHER ITEMS REQUIRING BOARD ACTION

- G. Financial Audit
- H. Building 300-400 Space Plan
- I. Landscape Master Plan
- J. Community Service Courses
- K. Liquor License
- L. Personnel
 - 1. Employment

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- E. FTE Report
- F. Chairperson's Report
- G. College President's Report
- H. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURN TO CLOSED SESSION

- C. Consideration of adjourning to closed session for the purpose of
 - 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- D. Closed Session Minutes of December 22, 2011

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Meeting of December 22, 2011

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE DECEMBER 22, 2011

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on December 22, 2011, in Room 492- 93, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, with the following members present:

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

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Doug Pearson, Caleb White; and architect Steve Kieckhafer.

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

BOARD MEETING NOTICE/AGENDA

Thursday, December 22, 2011

6:15 p.m. – Light Supper
7:00 p.m. – Regular Board Meeting
Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The December 22, 2011, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 10, 2011
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
 - I. Grant County Economic Development Corporation Lease

CONSTRUCTION UPDATE

- A. Public Safety Complex
- B. Building 300-400 Space Planning

OTHER ITEMS REQUIRING BOARD ACTION

- A. Student Club Approvals
- B. Personnel
 - 1. Employment
 - 2. Request for Resignation
 - 3. Retirement

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Facilities Usage Policy
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

After reviewing the consent agenda, Mr. Carlin moved to approve the consent agenda including the December 22, 2011, agenda; November 10, 2011, Board minutes; financial reports; contract revenue totaling \$298,900.22 for 20 contracts; and the Grant County Economic Development Corporation lease for 2012. Mr. Moyer seconded the motion; motion carried.

Doug Pearson, Director of Facilities, updated the Board on the current construction of the Public Safety Complex noting the complex is complete except for the Public Safety Building. Olympic Builders has yet to pay some subcontractors so the College will be holding money from Olympic until all the subcontractors have been paid. Because the

landscaper is no longer in business, Mr. Pearson is seeking other contractors to provide a two-year maintenance contract.

The roof will be in place on the Public Safety Building by the end of the month. The contractor is on target for a March 2012 completion date. The Board inquired about asphalt paving at the complex, which Mr. Pearson communicated paving is in the Three-year Facilities Plan for 2013.

Steve Kieckhafer from the architectural firm of Plunkett Raysich reviewed the floor plan and explained the process for a remodel of the College Connection (400) and Kramer Administration Building (300). The process used to develop the proposed plan included reviewing current staff members' space conditions and projected programming needs. Dr. Ford communicated his goal was for student activities to incorporate the patio and grounds on the west side of the main buildings, to have the Lenz Center be located at the front of the College, to expand the Library, and to co-locate staff members who work with employers. The configuration for the Lenz Center would allow for 100 more seats and would be approximately 2,000 square feet larger than the current Lenz Center. Discussion followed on what would be in the Student Activities area, whether an auditorium would be used more than the conference center, and engaging the public if the Lenz Center is moved to the front of the building. It was decided that with the conference center plan, the space could be divided off into multiple rooms whereas an auditorium would not have that functionality.

The total project is estimated at \$6 million and Dr. Ford feels that moving some of the areas is important to the layout of the College. Space in the administrative office area and in the two former automotive labs is currently vacant and inefficiently used.

Mr. Pearson presented the landscape plan focused on improving the College image, developing functionality, and identifying key areas. The plan includes improvements to Bronson Boulevard and the main entrance, improved access to the cosmetology salon and patio area, and improvements in the green space around campus. Mr. Pearson noted that the intent of the landscape master plan is long-range planning, and that the landscape architect will be creating detailed plans for the focus areas. The Board requested fewer trees be included in the detailed plans.

Three-year and four-year facilities plans incorporating the space and landscape plans in phases were discussed. With the options presented by Mr. Pearson, the costs for the landscape and space plans would be disbursed in three or four years with the total costs remaining the same regardless of the implementation timeframe. It was noted these plans are a portion of the back fill plans proposed in the referendum planning, but will not be paid for with referendum dollars.

Caleb White, Director of Fiscal Services, electronically presented the existing debt service as well as projections for borrowing \$2 million, \$2.5 million, or \$3 million annually as a five-year note to fund capital improvements. Mr. White explained that in the recent past the College has borrowed \$2 million or \$2.5 million annually, of which \$800,000 is earmarked for equipment. The current reserve for debt service is at \$1.3 million. After discussion, the Board deferred action until January on the Building 300-400 Space Planning.

Mr. White presented three new student clubs' charters for Board approval and explained that all have completed the necessary steps to be recognized as official Southwest Tech student clubs. The clubs include iClick, Golf Course Management, and Student Physical Therapist Assistant. Mr. Tuescher moved to approve all three students clubs with Ms. Fitzsimons seconding the motion. The motion carried.

Mr. White also presented 2011-12 Board/Club Reimbursement costs for all approved student clubs. In November 1976 the Southwest Tech Board of Directors approved providing funding to official student clubs at a rate of \$5 per member each year, which has continued to this day. Discussion followed on whether the Board should continue to reimburse the clubs \$5 for each member. It was noted that the student activities fee increased several years ago and that Student Senate has extra money that could cover this fee. Mr. Tuescher moved to remove the \$5 funding per member from the Board. The motion was seconded by Ms. Nickels; motion carried.

In the Personnel Report, Laura Bodenbender, Director of Human Resources, presented an employment recommendation, a resignation, and a retirement for Board approval. For the Nursing-Associate Degree Instructor position, five applications were received with four not meeting the qualifications, and the remaining applicant was interviewed. Ms. Bodenbender recommended Dana Oswald for approval for this position. Mr. Moyer made a motion to approve Dana Oswald as a Nursing-Associate Degree Instructor at a pro-rated annual salary of \$54,485 for the 2011-12 fiscal year. Ms. Nickels seconded the motion; motion carried.

The Board reviewed a request for resignation from Joni Wedig, Medical Laboratory Technician Instructor. Mr. Carlin moved to accept the resignation of Joni Wedig, Medical Laboratory Technician Instructor, effective January 11, 2012. Mr. Isaacson seconded the motion; motion carried.

Ms. Bodenbender presented for Board approval the retirement of Sheila Marmorstone. Ms. Marmorstone is an Academic Success Center Instructor and has been employed with the College for 13 years. Mr. Tuescher moved to accept the retirement of Sheila Marmorstone, Academic Success Center Instructor, effective January 11, 2012. Mr. Carlin seconded the motion; motion carried.

Under the Board Monitoring of College Effectiveness agenda item, the District Board reviewed the administrative Facilities Usage Policy. Mr. Pearson stated that the old policy was rewritten to address gaps in charging for facilities and to incorporate the Public Safety Complex facilities. The new policy goes more in-depth and will be evaluated in one year for any potential deficiencies.

Also included in the Board Monitoring was a staffing update. Ms. Bodenbender presented a document used to track personnel changes. She noted that this update will be provided monthly.

The FTE Report was explained by Mr. White. It was noted that the numbers reflect the fall semester and a portion of spring registration. The College is trending at a seven percent decrease in FTEs compared to the previous fiscal year. Mr. White will bring to the Board at a future meeting the affect the decrease in FTEs will have on the College budget.

Mr. Kohlenberg informed the Board that \$1,091 is needed in donations to the Southwest Tech Foundation in the Heartland Give Local campaign. Heartland Credit Union is matching 25 percent of donations given through this campaign. They are accepting donations through January 10.

Under the President's Report, Dr. Ford shared he has been investigating the College holding a liquor license. The cost would be \$300 plus \$10-15 per year for a Class B license. This would allow the College to host events not typically held at Southwest Tech, pursue beverage companies for donations through the Foundation, and be used in the Culinary Management program. Dr. Ford does not envision the College using the license that often and it would not affect our liability insurance. The license would not be for student activities, but for professional groups and potentially fundraising. Dr. Ford will do more research and bring it back to the Board for approval.

The tentative February Board Retreat agenda was reviewed. The Board expressed concern with the length of the agenda and suggested Dr. Ford add messages from his district tour. The Board was updated on public meeting statutes as it relates to minutes and publishing of agendas.

Mr. Tuescher moved to adjourn to closed session, with Mr. Carlin seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting was adjourned to closed session at 9:15 p.m. The Board reconvened in open session at 9:37. With no further business to come before the Board, Mr. Carlin moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 9:37 p.m.

Melissa Fitzsimons, Secretary

C. Financial Reports

1. Purchase Orders Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 12/1/2011 TO 12/31/2011**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
12/01/11	5732	Beckman Coulter, Inc.	2,538.00	Service Evaluation of OCL 100 Analyzer-Health & Service Admin
12/22/11	5744	CDP, Inc.	3,170.00	Npower Network Interface - Computer Services
SUBTOTAL			\$ 5,708.00	
<u>CAPITAL FUND</u>				
12/02/11	5733	Design Studio Etc., LLC	22,500.00	SW Tech Landscape Master Plan - Facilities
12/21/11	5740	AirGas-North Central Inc.	8,205.45	1224 Threading Machine - Welding
12/21/11	5741	AirGas-North Central Inc.	6,098.93	Weld Positioner with Chuck (3) - Welding
12/21/11	5743	Badger Welding Supplies, Inc.	<u>7,071.06</u>	Millermatic 252 Mig Welder with Torch (2) - Welding
SUBTOTAL			\$ 43,875.44	
<u>ENTERPRISE FUND</u>				
12/05/11	5734	Nebraska Book Company	<u>9,678.00</u>	Upgrade POS System & Virtual Server-Bookstore
SUBTOTAL			\$ 9,678.00	
TOTAL			\$ 9,261.44	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 12/31/11

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	37,256.32
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	437,793.27
Other (Due To)	15,509,563.13
Total Liability Adjustment	16,392,226.86

Beginning Treasurers Balance (3,268,626.35)

Receipt

Fund	
1 General	2,374,151.13
2 Special Revenue	-
3 Capital Projects	3,303.31
4 Debt Service	-
5 Enterprise	47,186.11
6 Internal Service	300,604.40
7 Financial Aid/Activities	84,103.55
Total Receipts	2,809,348.50

Cash Available (459,277.85)

Expenses

Fund	
1 General	4,039,961.27
2 Special Revenue	-
3 Capital Projects	361,662.06
4 Debt Service	231,740.66
5 Enterprise	132,739.30
6 Internal Service	395,543.02
7 Financial Aid/Activities	64,294.73
Total Expenses	5,225,941.04

Treasurers Cash Balance (5,685,218.89)

Liability Adjustment 16,392,226.86

Cash in Bank 10,707,007.97

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 6 Months ended December 31, 2011**

	<u>2011-12 Budget</u>	<u>2011-12 YTD Actual</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>	<u>2007-08 Percent</u>
General Fund Revenue	20,585,000.00	7,587,652.63	36.86	28.38	34.20	34.74	34.24
General Fund Expenditures	20,585,000.00	9,176,932.45	44.58	44.98	44.58	44.67	46.78
Capital Projects Fund Revenue	2,550,000.00	2,599,656.36	101.95	94.08	99.61	99.21	97.58
Capital Projects Fund Expenditures	2,898,000.00	2,799,462.62	96.60	94.04	180.40	7.31	33.51
Debt Service Fund Revenue	4,657,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	4,714,000.00	612,422.82	12.99	18.17	5.20	2.63	4.82
Enterprise Fund Revenue	1,850,000.00	890,642.95	48.14	58.59	45.44	39.26	49.01
Enterprise Fund Expenditure	1,650,000.00	582,741.67	35.32	50.94	62.86	45.60	52.23
Internal Service Fund Revenue	3,900,000.00	1,502,561.52	38.53	45.55	43.98	44.17	40.22
Internal Service Fund Expenditures	3,900,000.00	2,256,562.11	57.86	49.58	47.53	52.03	49.53
Trust & Agency Fund Revenue	7,780,000.00	3,691,307.01	47.45	52.91	63.61	43.08	55.02
Trust & Agency Fund Expenditures	7,780,000.00	3,707,606.20	47.66	57.83	61.34	41.91	53.22
Grand Total Revenue	41,322,000.00	16,271,820.47	39.38	35.39	62.03	48.18	39.32
Grand Total Expenditures	41,527,000.00	19,135,727.87	46.08	47.25	67.22	33.31	44.39

D. Contract Revenue

There were 21 contracts for the month of December 2011 totaling \$42,103.21 for Board approval. The Contract Revenue Report follows.

2011-2012 CONTRACTS

12/01/11 through 12/31/11

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2012-0056-I-11	First Aid	Rita Luna	3	230.00	Yes		x	
Richland School District	CPR for Healthcare Providers Recert		3					
	Heartsaver 1st Aid CPR/AED		2					
03-2012-0148-I-42	Heartsaver AED	Rita Luna	8	200.00	Yes		x	
Stitzer Fire Department								
03-2012-0151-I-42	CPR for Healthcare Providers Recert	Rita Luna	15	375.00	No		x	
Shullsburg Rescue Squad								
03-2012-0156-I-42	Concealed Carry Awareness for EMS	Kris Wubben	26	334.14	No		x	
Cuba City Area Rescue Squad								
03-2012-0158-I-41	Heartsaver AED Recert	Rita Luna	5	125.00	No		x	
Serenity Healthcare								
03-2012-0160-I-42	Heartsaver 1st Aid CPR/AED	Rita Luna	24	600.00	No		x	
Lactalis USA, Inc.								
03-2012-0161-I-42	Concealed Carry Awareness for EMS	Kris Wubben	22	290.27	No		x	
Montfort Rescue Squad								
03-2012-0167-I-18	10-hours OSHA Construction Instruction	Derek Dachelet	0*	2,605.00	No		x	
Western WI Technical College (WWTC)	*SWTC Instructor provided instruction at WWTC							
03-2012-0168-I-42	CPR for Healthcare Providers Recert	Rita Luna	7	175.00	Yes		x	
Dodgeville Area Ambulance								
03-2012-0169-I-42	CPR for EMT Training	Rita Luna	1	40.00	Yes		x	
Belmont EMS								
Southwest Wisconsin Technical College			1					

03-2012-0406-I-13 Dodgeville School District	WI Statute 118.15	Kevin Hoff	1	2,098.00	No	x
03-2012-0408-I-13 Fennimore Community Schools	WI Statute 118.15	Kevin Hoff	4	6,811.00	No	x
03-2012-0412-I-13 Lancaster School District	WI Statute 118.15	Kevin Hoff	3	5,952.00	No	x
03-2012-0416-I-13 Platteville School District	WI Statute 118.15	Kevin Hoff	1	1,222.00	No	x
03-2012-0420-I-13 Prairie du Chien School District	WI Statute 118.15	Kevin Hoff	3	1,804.80	No	x
03-2012-0422-I-13 Richland School District	WI Statute 118.15	Kevin Hoff	2	2,786.00	No	x
03-2012-0426-I-13 Southwestern Community School District	WI Statute 118.15	Kevin Hoff	1	2,350.00	No	x
03-2012-0428-I-13 Weston School District	WI Statute 118.15	Kevin Hoff	1	1,957.00	No	x
03-2012-0430-I-13 Shullsburg School District	WI Statute 118.15	Kevin Hoff	2	1,675.00	No	x
03-2012-0444-I-13 River Ridge School District	WI Statute 118.15	Kevin Hoff	5	10,067.00	No	x
03-2012-0448-I-13 Cassville Public Schools	WI Statute 118.15	Kevin Hoff	1	406.00	No	x

Totals: 140 \$ 42,103.21

Recommendation: Approve the consent agenda.

Construction Update

A. Public Safety Building

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

Other Items Requiring Board Action

A. Financial Audit

Earl Engelson of Engelson & Associates, Ltd., LaCrosse, WI, will present the audit report. A fund balance statement as of 6/30/11 for each of the seven funds is available below.

The full audit report will be available at the Board meeting.

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Amended Budget	Actual	Adjustment to budgetary Basis	Actual on a budgetary Basis	Variance
Revenues						
Local government	\$ 11,278,000	\$ 11,278,000	\$ 11,163,622	\$ -	\$ 11,163,622	\$ (114,378)
Intergovernmental revenue						
State	4,087,000	4,087,000	4,391,904	-	4,391,904	304,904
Federal	471,000	797,000	855,577	-	855,577	58,577
Tuition and fees						
Statutory program fees	3,900,000	3,900,000	3,984,828	-	3,984,828	84,828
Materials fees	340,000	340,000	332,487	-	332,487	(7,513)
Other student fees	450,000	450,000	405,509	-	405,509	(44,491)
Institutional	1,225,000	1,225,000	1,312,405	-	1,312,405	87,405
Total revenues	21,751,000	22,077,000	22,446,332	-	22,446,332	369,332
Expenditures						
Instruction	14,693,000	14,693,000	14,653,533	(10,404)	14,643,129	49,871
Instructional resources	391,500	391,500	386,858	-	386,858	4,642
Student services	1,674,000	2,000,000	1,939,543	-	1,939,543	60,457
General institutional	3,022,400	3,022,400	2,984,742	(1,471)	2,983,271	39,129
Physical plant	2,170,100	2,170,100	1,770,340	(5,592)	1,764,747	405,353
Total expenditures	21,951,000	22,277,000	21,735,015	(17,467)	21,717,549	559,451
Excess of revenues over expenditures	(200,000)	(200,000)	711,317	17,467	728,783	928,783
Other financing sources (uses)						
Operating transfers in	200,000	200,000	82,276	-	82,276	(117,724)
Operating transfers out	-	-	-	-	-	-
	200,000	200,000	82,276	-	82,276	(117,724)
Excess of revenues and other financing sources over expenditures and other uses	-	-	793,593	17,467	811,059	811,059
Fund balance at July 1, 2010	4,051,313	4,051,313	4,755,668	(28,279)	4,727,389	676,076
Fund balance at June 30, 2011	\$ 4,051,313	\$ 4,051,313	\$ 5,549,261	\$ (10,812)	\$ 5,538,448	\$ 1,487,135

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
SPECIAL REVENUE NON-AIDABLE FUND SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Amended Budget	Actual	Adjustment to budgetary Basis	Actual on a budgetary Basis	Variance
Revenues						
State aids	\$ 550,000	\$ 550,000	\$ 493,944	\$ -	\$ 493,944	\$ (56,056)
Other student fees	190,000	190,000	229,184	-	229,184	39,184
Institutional	120,000	120,000	131,234	-	131,234	11,234
Federal	5,800,000	6,740,000	6,672,243	-	6,672,243	(67,757)
Total revenues	6,660,000	7,600,000	7,526,605	-	7,526,605	(73,395)
Expenditures				-		
Student services	6,660,000	7,600,000	7,374,147	(45,199)	7,328,948	271,052
Total expenditures	6,660,000	7,600,000	7,374,147	(45,199)	7,328,948	271,052
Excess of revenues over expenditures	-	-	152,458	45,199	197,657	197,657
Other financing sources (uses)						
Operating transfers in	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-
Excess of revenues and other financing sources over expenditures and other uses	-	-	152,458	45,199	197,657	197,657
Fund balance at July 1, 2010	172,229	172,229	205,888	(45,199)	160,689	(11,540)
Fund balance at June 30, 2011	\$ 172,229	\$ 172,229	\$ 358,346	\$ -	\$ 358,346	\$ 186,117

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Amended Budget	Actual	Adjustment to budgetary Basis	Actual on a budgetary Basis	Variance
Revenues						
Intergovernmental revenue						
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Institutional	-	-	-	-	-	-
Total revenues	-	-	-	-	-	-
Expenditures						
Instruction	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-
Excess of revenues over expenditures	-	-	-	-	-	-
Other financing sources (uses)						
Operating transfers in	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-
Excess of revenues and other financing sources over expenditures and other uses	-	-	-	-	-	-
Fund balance at July 1, 2007	-	-	-	-	-	-
Fund balance at June 30, 2008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
CAPITAL PROJECTS FUND SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Amended Budget	Actual	Adjustment to budgetary Basis	Actual on a budgetary Basis	Variance
Revenues						
Intergovernmental revenue						
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Institutional	150,000	150,000	37,531	-	37,531	(112,469)
Total revenues	150,000	150,000	37,531	-	37,531	(112,469)
Expenditures						
Instruction	600,000	600,000	495,973	5,482	501,454	98,546
Instructional resources	150,000	150,000	5,585	-	5,585	144,415
General institutional	350,000	600,000	620,678	(77,894)	542,784	57,216
Physical plant	1,050,000	5,000,000	3,725,734	1,177,764	4,903,498	96,502
Total expenditures	2,150,000	6,350,000	4,847,970	1,105,352	5,953,321	396,679
Excess of revenues over expenditures	(2,000,000)	2,000,000	2,000,000	(1,105,352)	(5,915,790)	284,210
Other financing sources (uses)						
Operating transfers in	-	-	-	-	-	-
Operating transfers out	-	(100,000)	(82,276)	-	(82,276)	17,724
Proceeds from general obligations	2,000,000	2,000,000	2,000,000	-	2,000,000	-
	2,000,000	1,900,000	1,917,724	-	1,917,724	17,724
Excess of revenues and other financing sources over expenditures and other uses	-	3,900,000	3,917,724	(1,105,352)	(3,998,066)	301,934
Fund balance at July 1, 2009	349,873	349,873	6,167,811	(828,416)	5,339,395	4,989,522
Fund balance at June 30, 2010	\$ 349,873	\$ 4,249,873	\$ 10,085,535	\$ (1,933,768)	\$ 1,341,329	\$ 5,291,456

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
DEBT SERVICE FUND SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Amended Budget	Actual	Adjustment to budgetary Basis	Actual on a budgetary Basis	Variance
Revenues						
Local government	\$ 4,640,000	\$ 4,640,000	\$ 4,640,000	\$ -	\$ 4,640,000	\$ -
Intergovernmental revenue						
State	8,000	8,000	12,025	-	12,025	4,025
Federal	-	-	-	-	-	-
Institutional	2,000	2,000	4,565	-	4,565	2,565
Total revenues	4,650,000	4,650,000	4,656,590	-	4,656,590	6,590
Expenditures						
Physical plant	4,650,000	4,650,000	4,585,772	-	4,585,772	64,228
Total expenditures	4,650,000	4,650,000	4,585,772	-	4,585,772	64,228
Excess of revenues over expenditures	-	-	70,818	-	70,818	70,818
Other financing sources (uses)						
Operating transfers in	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-
Excess of revenues and other financing sources over expenditures and other uses	-	-	70,818	-	70,818	70,818
Fund balance at July 1, 2009	478,561	478,561	1,255,372	-	1,255,372	776,811
Fund balance at June 30, 2010	\$ 478,561	\$ 478,561	\$ 1,326,190	\$ -	\$ 1,326,190	\$ 847,629

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
ENTERPRISE FUNDS SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Amended Budget	Actual	Adjustment to budgetary Basis	Actual on a budgetary Basis	Variance
Revenues						
Institutional	\$ 1,600,000	\$ 1,760,000	\$ 1,826,869	\$ -	\$ 1,826,869	\$ 66,869
Total revenues	1,600,000	1,760,000	1,826,869	-	1,826,869	66,869
Expenditures						
Auxiliary services	1,440,000	1,600,000	1,528,944	-	1,528,944	71,056
Total expenditures	1,440,000	1,600,000	1,528,944	-	1,528,944	71,056
Excess of revenues over expenditures	160,000	160,000	297,925	-	297,925	137,925
Other financing sources (uses)						
Operating transfers out	(200,000)	(200,000)	-	-	-	200,000
	(200,000)	(200,000)	-	-	-	200,000
Excess of revenues and other financing sources over expenditures and other uses	(40,000)	(40,000)	297,925	-	297,925	337,925
Fund balance at July 1, 2009	2,466,928	2,466,928	2,504,277	-	2,504,277	37,349
Fund balance at June 30, 2010	\$ 2,426,928	\$ 2,426,928	\$ 2,802,202	\$ -	\$ 2,802,202	\$ 375,274

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
INTERNAL SERVICE FUNDS SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Amended Budget	Actual	Adjustment to budgetary Basis	Actual on a budgetary Basis	Variance
Revenues						
Institutional	\$ 3,650,000	\$ 3,800,000	\$ 3,568,358	\$ -	\$ 3,568,358	\$ (231,642)
Total revenues	3,650,000	3,800,000	3,568,358	-	3,568,358	(231,642)
Expenditures						
Auxiliary services	3,650,000	3,800,000	3,730,424	-	3,730,424	69,576
Total expenditures	3,650,000	3,800,000	3,730,424	-	3,730,424	69,576
Excess of revenues over expenditures	-	-	(162,066)	-	(162,066)	(162,066)
Fund balance at July 1, 2009	402,059	402,059	319,367	-	319,367	(82,692)
Fund balance at June 30, 2010	\$ 402,059	\$ 402,059	\$ 157,301	\$ -	\$ 157,301	\$ (244,758)

B. Building 300-400 Space Plan

Doug Pearson will present the master space plan, estimated phasing, and projected costs for Board approval. The Building 300-400 space plan is available below. The revised Three-Year Facilities Plan will be available at the Board meeting.

Recommendation: Approve the Building 300-400 space plan.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE FENNIMORE, WI

PRA PROJECT # 110264-01
Jan. 10-2012

0' 4' 8' 16'
1/8" = 1'-0"



C. Landscape Master Plan

The landscape master plan will be presented for approval and is available below. Garret Perry from Design Studio, Etc. and Doug Pearson will be present for any questions.

Recommendation: Approve the Landscape Master Plan.



D. Community Service Courses

Southwest Tech has not offered Community Service courses (Aid Code 60) in a number of years. The College would like to begin offering these courses again on a limited basis. Offerings would be priced at a minimum fee based on the cost recovery method currently used for most contracts up to a fee that the College feels the market will bear. Caleb White will be available to demonstrate how the current cost recovery method is calculated.

Recommendation: Approve the College to offer Community Service courses with offerings priced at market rates but with a floor of the cost recovery method currently employed by the College for contracts.

E. Liquor License

A “Class B” liquor license would allow the College to host professional meetings, events, and fundraisers where it is desirable to serve liquor. It would also allow us to fill a current hole in our Culinary Management curriculum. Jeff Dombeck, Culinary Management Instructor, will be the College’s official agent.

Recommendation: Authorize the College to obtain a “Class B” liquor license.

F. Personnel

1. Employment

a. Medical Laboratory Technician Instructor

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Medical Laboratory Technician Instructor. The recommendation is available below.

Recommendation – Approve the employment recommendation for Joan Young for the Medical Laboratory Technician Instructor at a salary of \$54,485 for the 2011-12 year.

Recommendation for Employment
Joan Young
Medical Laboratory Technician Instructor
January 2012

The search and screen committee has completed the interview process for the Medical Laboratory Technician Instructor. Four applications were received and three candidates were interviewed.

Joan's Educational Background:

- Walden University, Masters
 - Healthcare Administration - 3/11
- University of WI, Bachelor of Science – LaCrosse
 - Medical Technology – 08/85

Joan's Occupational Experience:

- Wisconsin State Lab of Hygiene – Senior Medical Technologist Proficiency Testing Coordinator (6 months)
- Richland Hospital, Inc. – Medical Technologist, Lead (14 yrs)
- Abbott Laboratories – Staff Scientist (12 yrs)
- University of Wisconsin Hospital & Clinic – Medical Technologist II, (2 yrs)

Other notes of importance:

- Registered Medical Technologist & Member of the American Society for Clinical Pathology, since 1985
- American College of Healthcare Executives, since 2008
- Westgard QC: Introduction to Risk Analysis, 2010
- ASQ Lean Six Sigma Tools for Healthcare, 2010
- Westgard QC: CLIA's Final Ruling on Quality Control for the Clinical Laboratory, 2008

Joan has accepted a salary of \$54,485 for the 2011-2012 year.

The committee recommends the hiring of Joan Young.

Submitted by: Laura Bodenbender
Director of Human Resources

b. Basic Education Instructor

Laura Bodenbender, Director of Human Resources, will be present to discuss the employment recommendation for a Basic Education Instructor. The recommendation is available below.

Recommendation – Approve the employment recommendation for Brenda Schwarzmenn for the Basic Education Instructor at a salary of \$49,759 for the 2011-2012 year.

Recommendation for Employment
Brenda Schwarzmnn
Basic Education Instructor

January 2012

The search and screen committee has completed the interview process for the Basic Education Instructor. Twenty two applications were received and seven candidates were interviewed.

Brenda's Educational Background:

- UW-Platteville
 - Master's of Science in Education – 8/95
- UW-Platteville
 - Elementary/Middle Level Teacher Certification – 05/91
- Southwest Wisconsin Technical College – 5/88
 - Nursing
- Vennard College
 - Bachelor of Arts 5/81

Brenda's Occupational Experience:

- Southwest Wisconsin Technical College
 - Academic Success Center Instructor (2 yrs)
 - Adjunct English Instructor (1 semester)
- Belmont Community School District – Substitute Teacher (5 yrs)
- St. Mary's School – Teacher (2 yrs)
- UW-Platteville – Project Coordinator for the Eisenhower Elementary/Middle School Science Enhancement Program (2 yrs)

Brenda has accepted a salary of \$49,759.00 for the 2011-2012 year.

The committee recommends the hiring of Brenda Schwarzmnn.

Submitted by: Laura Bodenbender
Director of Human Resources

Board Monitoring of College Effectiveness

A. Staffing Update

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



POSITION TRACKING JULY 2011 – DECEMBER 2011

(Ret) = Retired

(Res) = Resigned

(Tra) = Transfer

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

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

Information and Correspondence

A. *Enrollment Report*

A comparison FTE Report from the previous year and a statewide FTE comparison report are available below. Caleb White will be present to answer any questions.

2010-2011 and 2011-2012 FTE Comparison

Program Type	Program Title	01-18-11 Students	01-23-12 Students	Student Change	01-18-11 FTE	01-23-12 FTE	FTE Change
10	Accounting	58	50	(8)	50.43	37.57	(12.86)
10	Administrative Professional	25	25	-	24.34	20.40	(3.94)
10	Agri-Business/Science Technology	37	41	4	31.20	32.87	1.66
10	Business Management	85	94	9	58.60	67.37	8.77
10	Medical Laboratory Technician	16	21	5	12.97	13.57	0.60
10	Colaborative Assoc-Arts&Science	1	-	(1)	0.40	-	(0.40)
10	Criminal Justice - Law Enforcement	62	82	20	52.17	63.77	11.60
10	Culinary Management	34	33	(1)	26.07	22.80	(3.27)
10	Direct Entry Midwife	24	19	(5)	12.53	9.93	(2.60)
10	Early Childhood Education	42	53	11	32.33	42.43	10.10
10	Electro-Mechanical Technology	45	43	(2)	42.86	37.33	(5.53)
10	Engineering Technologist	18	19	1	15.93	16.20	0.27
10	Golf Course Management	32	31	(1)	31.43	27.83	(3.60)
10	Graphic and Web Design	31	50	19	25.10	40.17	15.07
10	Human Services Associate	72	70	(2)	48.60	43.93	(4.67)
10	IT-Computer Support Specialist	25	9	(16)	18.23	5.53	(12.70)
10	IT-Network Comm Spec	32	30	(2)	26.93	22.00	(4.93)
10	IT-Web Analyst/Programmer	28	24	(4)	25.33	20.67	(4.67)
10	Individualized Technical Studies	2	6	4	1.40	3.10	1.70
10	Mechanical Design Technician	12	1	(11)	9.70	0.93	(8.77)
10	Nursing - Associate Deg	161	210	49	62.70	86.50	23.80
10	Physical Therapist Assistant	11	21	10	5.37	12.10	6.73
10	Supervisory Management	16	6	(10)	7.47	2.30	(5.17)
	Total Associate Degree	869	938	69	622.09	629.30	7.21
31	Accounting Assistant	13	11	(2)	8.93	7.97	(0.97)
32	Agricultural Power & Equipment Tech	37	45	8	30.67	33.40	2.73
31	Auto Collision Repair & Refinish Tech	19	35	16	14.33	17.80	3.47
32	Automotive Technician	52	54	2	38.24	36.97	(1.27)
31	Barber/Cosmetologist	37	40	3	26.01	25.90	(0.11)
31	Bricklaying and Masonry	21	8	(13)	15.77	5.93	(9.84)

Program Type	Program Title	01-18-11 Students	01-23-12 Students	Student Change	01-18-11 FTE	01-23-12 FTE	FTE Change
31	Building Trades - Carpentry	16	14	(2)	11.47	11.37	(0.10)
30	CNC Setup/Operation	7	9	2	3.40	4.90	1.50
31	Child Care Services	12	16	4	6.97	11.47	4.50
30	Criminal Justice-Law Enf Acad	49	15	(34)	13.90	7.90	(6.00)
31	Culinary Specialist	8	13	5	6.10	8.77	2.67
31	Dairy Herd Management	22	21	(1)	21.47	19.30	(2.17)
30	Dental Assistant	13	18	5	7.23	10.10	2.87
31	Electrical Power Distribution	21	22	1	18.56	16.60	(1.96)
50	Electricity (Construction)	2	7	5	0.53	0.87	0.33
31	Esthetician	17	8	(9)	11.40	5.83	(5.57)
30	Farm Business & Production Manage	117	66	(51)	15.83	15.95	0.12
50	Industrial Electrician Apprentice	6	8	2	0.40	2.00	1.60
50	Maintenance Mechanic/Millwright	-	-	-	-	-	-
31	Medical Assistant	28	47	19	22.54	31.30	8.76
30	Medical Coding Specialist	45	68	23	13.33	24.13	10.80
31	Medical Transcription	40	31	(9)	18.63	15.10	(3.53)
30	Nursing Assistant	101	199	98	9.17	29.90	20.73
30	Office Aide	22	7	(15)	4.97	2.40	(2.57)
31	Office Support Specialist	22	10	(12)	18.07	9.37	(8.70)
31	Practical Nursing-Night/Wknd	2	5	3	0.43	1.50	1.07
50	Plumbing Apprentice	19	16	(3)	1.83	1.98	0.15
31	Welding	<u>21</u>	<u>39</u>	<u>18</u>	<u>16.47</u>	<u>31.67</u>	<u>15.20</u>
	Total Technical Diploma	769	832	63	356.66	390.37	33.71
	Undeclared Majors			-	<u>317.71</u>	<u>183.11</u>	<u>(134.61)</u>
	Total				1,296.46	1,202.77	(93.69)
	Percent of Change						-7.23%
	Basic Skills/Voc Adult Students						
	Vocational Adult (Aid Codes 42-47)				57.38	50.03	(7.35)
	Basic Skills (Aid Codes 7x)				<u>93.73</u>	<u>83.00</u>	<u>(10.73)</u>
	Grand Total				<u>1,447.57</u>	<u>1,335.81</u>	<u>(111.77)</u>
	Total Percent of Change						-7.72%

WTCS
FTE Trend Year over Year
As of Monday, 1/16/2012

Gateway Technical College	-0.80%
Chippewa Valley Technical College	-2.00%
Northeast Wisconsin Technical College	-2.00%
Northcentral Technical College	-2.00%
Fox Valley Technical College	-3.00%
Milwaukee Area Technical College	-3.00%
Madison Area Technical College	-3.60%
Blackhawk Technical College	-6.00%
Western Technical College	-6.60%
Southwest Tech	-7.00%
Wisconsin Indianhead Technical College	-7.34%
Waukesha County Technical College	-7.40%
Nicolet Area Technical College	-8.00%
MidState Technical College	-9.00%
Moraine Park Technical College	-11.00%
Lakeshore Technical College	-12.77%
AVERAGE	-5.72%

B. Chairperson's Report

C. College President's Report

1. Board Retreat Agenda
2. FACE Class – Darlington
3. PDCCI Graduation Report

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Budget Assumptions & Parameters
2. 2010-11 Strategic Directions Results
3. Grants Update

B. Time and Place

February Board Meeting – Thursday, February 23, 2012, at 7:00 p.m. in Rooms 492-493, College Connection

Adjourn to Closed Session

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

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

B. Approval of December 22, 2011, Closed Session Minutes

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment