



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

### **Annual Meeting**

**July 8, 2013**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

## **Table of Contents**

<b>Annotated Agenda .....</b>	<b>3</b>
<b>Open Meeting .....</b>	<b>7</b>
A. Roll Call .....	7
B. Reports/ Forums/Public Input .....	7
C. Oath of Office.....	7
<b>Consent Agenda.....</b>	<b>7</b>
A. Approval of Agenda .....	7
B. Minutes of the Regular Meeting of June 20, 2013.....	9
C. Financial Reports .....	13
1. Expenditures Greater Than \$2500.....	13
2. Treasurer's Cash Balance .....	14
3. Budget Control.....	15
D. Contract Revenue .....	16
E. Personnel Items .....	18
<b>Other Items Requiring Board Action .....</b>	<b>1</b>
A. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes .....	1
B. Bid for Building 200 and 300 Interior Renovations .....	9
C. Three-year Facilities Plan .....	10
D. Signatory Authority Policy .....	14
E. Designate Official Newspaper for 2013-16 .....	18
F. Designate Depository for 2013-14 .....	18
G. Designate College Legal Counsel for 2013-14 .....	18
H. Election of Officers.....	19
<b>Board Monitoring of College Effectiveness .....</b>	<b>20</b>
A. Board Monitoring Schedule.....	20
B. Facilities Update .....	23
C. Staffing Update .....	23
<b>Information and Correspondence.....</b>	<b>25</b>
A. Enrollment Report.....	26
B. Chairperson's Report.....	30
C. College President's Report .....	30
D. Other Information Items .....	30
<b>Establish Board Agenda Items for Next Meeting .....</b>	<b>31</b>
A. Agenda .....	31
B. Time and Place.....	31
<b>Adjournment.....</b>	<b>31</b>

## **Annotated Agenda**

### **BOARD MEETING NOTICE/AGENDA**

Monday, July 8, 2013

5:30 p.m. – Annual Meeting – Room 492-493, College Connection  
7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

#### **ANNOTATED AGENDA**

##### **OPEN MEETING**

The following statement will be read: “The July 8, 2013, annual 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**

##### **C. Oath of Office**

Recently appointed Board members James Kohlenberg, Darlene Mickelson, and Rhonda Sutton will sign the Oath of Office.

##### **CONSENT AGENDA**

##### **A. Approval of Agenda**

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

##### **B. Minutes of the Regular Meeting of June 20, 2013**

Minutes of the June 20, 2013, Board meeting 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 19 contracts in June 2013 totaling \$31,492.16 for Board approval. The Contract Revenue Report is included with the electronic Board material.

##### **E. Personnel Items**

Two new hires, one promotion, and one retirement are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

**Recommendation:** Approve the consent agenda.

## **OTHER ITEMS REQUIRING BOARD ACTION**

### **A. Borrowing Resolutions**

#### **1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes**

Bids received on July 8, 2013, will be available at the meeting for the sale of \$2,500,000 in General Obligation Promissory Notes. Caleb White will be available at the meeting for questions. The draft resolution is available electronically with all other materials.

**Recommendation** – Approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes.

### **B. Bid for Building 200 and 300 Interior Renovations**

The bids for the interior renovation of Building 200 and 300 were opened on July 2. Doug Pearson will be available for any questions. The summary of the bids is available electronically with all other materials.

**Recommendation** – Award the Building 200 and Building 300 Interior renovations project to Joe Daniels Construction, Madison, Wisconsin with the low bid of \$489,900 (including tax and performance bond savings).

### **C. Three-Year Facilities Plan**

The Three-Year Facilities Plan 2013-2016 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Doug Pearson will present the report.

**Recommendation** – Approve the Three-Year Facilities Plan 2013-2016.

### **D. Signatory Authority Policy**

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2013-14 is available with all other electronic Board material.

**Recommendation** – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2013-14 with the authority to sign official or legally binding documents.

### **E. Designate Official Newspaper for 2013-16**

Bids for the official College newspaper for FY 2014, 2015, and 2016 were due on July 2. The recommendation will be available at the Board meeting.

**Recommendation** – The recommendation will be presented at the Board meeting.

**F. Designate Depository for 2013-14**

Banking service capabilities and costs were subjected to an extensive review with information solicited from local financial institutions in June 2012. Based on that review and a continued good working relationship exhibited during the last year, recommendation is to continue with Citizen's Bank/First Merit as the official depository.

**Recommendation** – Designate Citizen's Bank/First Merit Bank, Fennimore, WI, as the official depository for 2013-14.

**G. Designate College Legal Counsel for 2013-14**

Letters of engagement have been received and will be available at the meeting for review.

**Recommendation**: Retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, WI, as the General Legal Counsel; and retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor Relations.

**H. Election of Officers**

Election of Board officers for the 2013-14 fiscal year will be conducted at this time.

*Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.*

- 1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office "upon adjournment" of the organizational meeting.*

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Board Monitoring Schedule**

A copy of the proposed 2013-14 Board Monitoring Schedule is available electronically with all other materials. Your suggestions for additional reports or reviews are appreciated.

**B. Facilities Update**

Doug Pearson, Director of Facilities, will provide a report focusing on a few key items in the Facilities department. The report will be available at the Board meeting.

**C. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2012-13 and 2013-14 Comparison FTE Reports are available electronically with all other Board material. Caleb White will be available for any questions.

**B. Chairperson's Report**

1. Boards Association Committee Appointments

**C. College President's Report**

1. WTCS Consultant
2. In-Treat

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

**B. Time and Place**

Thursday, August 22, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The July 8, 2013, annual 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***

### ***C. Oath of Office***

Recently appointment Board members James Kohlenberg, Darlene Mickelson, and Rhonda Sutton will sign the Oath of Office.

## **Consent Agenda**

### ***A. Approval of Agenda***

## **BOARD MEETING NOTICE/AGENDA**

Monday, July 8, 2013

5:30 p.m. – Annual Meeting – Room 492-493, College Connection

7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

## **OPEN MEETING**

The following statement will be read: "The July 8, 2013, annual 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**

### **C. Oath of Office – recently appointed Board members**

## **CONSENT AGENDA**

### **A. Approval of Agenda**

### **B. Minutes of the Regular Meeting of June 20, 2013**

### **C. Financial Reports**

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

- D. Contract Revenue
- E. Personnel Items

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Borrowing Resolutions
  - 1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Bid for Building 200 and 300 Interior Renovations
- C. Three-Year Facilities Plan
- D. Signatory Authority Policy
- E. Designate Official Newspaper for 2013-16
- F. Designate Depository for 2013-14
- G. Designate College Legal Counsel for 2013-14
- H. Election of Officers

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Board Monitoring Schedule
- B. Facilities Update
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. Boards Association Committee Appointments
- C. College President's Report
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURNMENT**

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

## ***B. Minutes of the Regular Meeting of June 20, 2013***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JUNE 20, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:21 p.m. on June 20, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, 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: Paul Bell, Laura Bodenbender, Karen Campbell, Beth Cummins, Kristal Davenport, Lisa Riley, Phil Thomas, and Caleb White.

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

### **BOARD MEETING NOTICE/AGENDA**

Thursday, June 20, 2013

6:15 p.m. – Light Supper

7:00 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting  
Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: “The June 20, 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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of May 23, 2013
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items

### **OTHER ITEMS REQUIRING BOARD ACTION**

- I. 2013-14 Budget Approval
- J. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- K. Second Reading of Governance Policy 3.5: Financial Condition

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- D. Information Technology Report
- E. State of College Report
- F. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

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

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of May 23, 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](mailto:accom@swtc.edu)}**

Under Reports/Forums/Public Input, Beth Cummins introduced herself as the new PSA President. She thanked the Board for the increase of base salaries for FY2014 and asked that discussion on salary steps and their importance be held sometime in the near future. Kristal Davenport, PSA Vice President for Faculty, expressed concern with workload calculations not being figured the same across the divisions and other employment relations concerns

Mr. Moyer moved to approve the Consent Agenda including the June 20, 2013, agenda; May 23, 2013, Board minutes; financial reports; 110 contracts totaling \$687,572.64 in May 2013; hiring of Louise Bradley as the Manufacturing Grant Curriculum Coordinator, Matthew Baute as the ERP System Administrator, Steve

Elliott as Day Maintenance, Todd Washburn as HVAC/Plumbing & Heath Maintenance, Glen Cray as an Electromechanical Technology Lab Assistant, and Jason Robbins as the full-time CNC Setup/Operator Instructor. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2013-14 Budget for approval. The budget had been outlined at the public hearing preceding the Board meeting. The budget was built on an increase of \$1.3 million in revenue, an estimated enrollment of 1725 FTE students, and no increase in the College's property tax levy. Mr. Tuescher moved to approve the budget as presented with an operating budget of \$22,848,000. Mr. Prange seconded the motion. The motion carried.

Mr. White also presented a resolution authorizing the issuance of up to \$2,500,000 in general obligation promissory notes. Mr. White explained that up to \$100,000 will be authorized for paying the cost of site improvements; \$1,243,000 for the purpose of paying the cost of building remodeling and improvement projects; and up to \$1,157,000 for paying the cost of acquiring moveable equipment. Mr. Tuescher moved to approve the resolution authorizing the borrowing of up to \$2,500,000, and set the sale of the general obligation promissory notes for July 8, 2013. Ms. Messer seconded the motion, which was unanimously approved.

The second reading of Governance Policy 3.5: Financial Condition was presented. The policy had not changed from the first reading at the May 23, 2013, Board meeting. Ms. Nickels moved to approve the second reading of Governance Policy 3.5: Financial Condition as presented with Ms. Fitzsimons seconding the motion. The motion carried.

Lisa Riley, Information Technology Supervisor/Process Improvement Coordinator, provided a report updating the Board on current and new activities, future directions, and continuous improvement in the Information Technology department. In FY2013, the Information Technology department has:

- implemented an Application Portal for prospective students to apply online;
- implemented the Unitrends backup appliance, with 95 percent of the migration to this new back-up system complete;
- developed a continuing education portal which is near completion of testing and will be phased in;
- upgraded student email;
- continued development of the new website;
- improved technology at outreach sites in Platteville and Dodgeville;
- improved admissions processes utilizing the application portal and CAMS prospects module; and
- improved usage of Image Now.

Duane Ford presented a State of the College report. Dr. Ford reminded the Board that they had set the Strategic Directions and the Strategic Projects spreadsheet was developed based on the Directions. At the October 2013 Board Retreat, the Strategic Directions will be reviewed. The Strategic Projects list was reviewed with those projects completed being noted.

Laura Bodenbender, Human Resources Director, provide an update on College staffing. Current open positions include two Accounting Instructors, Marketing & Public Relations

Manager, an LTE position for a Health Career Success Coach. The positions are in various stages of the hiring process.

Under the Enrollment Report, the Board reviewed FTE comparison reports for FYs 2013 and 2014 and the Fall 2013 Application Report. FY2013 FTEs reflect no increase over the previous year. The early FTE report for FY2014 reflects a 12 percent increase over the previous year. The Application Comparison Report for Fall 2013 indicates 150 more students have been accepted compared to the Fall 2012 Application Report.

Under the President's Report, Dr. Ford reviewed the 2013-14 Board Monitoring Report schedule. A final Board Monitoring Report schedule will be available at the July Board meeting.

Mr. Tuescher moved to adjourn to Closed Session with Ms. Fitzsimons seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to Closed Session at 8:24 p.m. The meeting reconvened in open session at 8:56 p.m.

Mr. Tuescher moved to approve a 2.07 percent increase in base wages for employees. This wage increase reflects the Consumer Price Index rate. Ms. Nickels seconded the motion; motion carried. Mr. Prange moved to approve a two-year contract for Duane Ford, College President, with an additional five days of vacation (the total is now on par with other administrators and peer technical college presidents), a salary increase of \$5,000 (based on the average percentage increase awarded to other administrators for FY 2013 plus the 2.07% increase to be awarded to all employees in FY 2014) to \$150,000 for FY 2014 with FY2015 salary negotiated at the end of FY 2014, and a \$1,000 increase to \$23,000 for a tax deferred plan. Ms. Nickels seconded the motion; the motion was unanimously approved.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Mickelson seconded the motion; motion carried. The meeting adjourned at 9:01 p.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 06/01/2013 TO 06/30/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
6/3/2013	5991	Trane	8,979.19	Installation of replacement drive for Air Handler Unit
		<b>SUBTOTAL</b>	<b>\$ 8,979.19</b>	
<u>CAPITAL FUND</u>				
		None this month		
		<b>SUBTOTAL</b>	<b>\$ -</b>	
<u>ENTERPRISE FUND</u>				
		None this month		
		<b>SUBTOTAL</b>	<b>\$ -</b>	
		<b>TOTAL</b>	<b>\$ 8,979.19</b>	

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 06/30/2013

#### Liability End of Month Balances

FICA	-	
Federal Withholding	-	
State Withholding	41,200.69	
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)	17,149,195.33	
Total Liability Adjustment	18,177,994.35	
Beginning Treasurers Balance		(6,654,695.26)

#### Receipt

Fund		
1 General	984,713.19	
2 Special Revenue	-	
3 Capital Projects	1,600.00	
4 Debt Service	-	
5 Enterprise	216,437.90	
6 Internal Service	338,741.68	
7 Financial Aid/Activities	35,513.47	
Total Receipts	1,577,006.24	
Cash Available		(5,077,689.02)

#### Expenses

Fund		
1 General	2,283,888.64	
2 Special Revenue	-	
3 Capital Projects	238,621.95	
4 Debt Service	2,814,096.89	
5 Enterprise	75,768.08	
6 Internal Service	132,180.93	
7 Financial Aid/Activities	30,836.69	
Total Expenses	5,575,393.18	
<b>Treasurers Cash Balance</b>		<b>(10,653,082.20)</b>
<b>Liability Adjustment</b>		<b>18,177,994.35</b>
<b>Cash in Bank</b>		<b>7,524,912.15</b>

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 12 Months ended June 2013**

	<b><u>2012-13 Budget</u></b>	<b><u>2012-13 YTD Actual</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>	<b><u>2010-11 Percent</u></b>	<b><u>2009-10 Percent</u></b>	<b><u>2008-09 Percent</u></b>
General Fund Revenue	21,318,000.00	20,786,254.94	97.51	92.71	93.08	91.07	89.94
General Fund Expenditures	21,618,000.00	21,398,440.50	98.98	97.60	94.26	97.83	95.62
Capital Projects Fund Revenue	2,550,000.00	2,617,288.90	102.64	101.97	94.43	99.68	99.83
Capital Projects Fund Expenditures	2,991,000.00	2,214,558.49	74.04	84.93	163.3.7	288.48	56.84
Debt Service Fund Revenue	5,060,000.00	-	-	4.40	-	-	-
Debt Service Fund Expenditures	5,060,000.00	4,815,926.86	95.18	104.10	98.62	84.46	90.55
Enterprise Fund Revenue	1,850,000.00	1,949,325.17	105.37	82.17	115.32	89.06	76.05
Enterprise Fund Expenditure	1,650,000.00	1,450,319.44	87.90	68.82	94.17	98.78	73.64
Internal Service Fund Revenue	3,950,000.00	3,965,766.15	100.40	94.96	97.05	97.04	98.17
Internal Service Fund Expenditures	3,900,000.00	3,492,674.96	89.56	95.91	101.49	99.53	99.71
Trust & Agency Fund Revenue	7,780,000.00	7,574,218.42	97.35	91.16	112.95	122.31	82.80
Trust & Agency Fund Expenditures	7,780,000.00	7,569,888.56	97.30	91.07	113.02	121.64	83.13
<b>Grand Total Revenue</b>	<b>42,508,000.00</b>	<b>36,892,853.58</b>	<b>86.79</b>	<b>82.78</b>	<b>86.96</b>	<b>90.28</b>	<b>84.11</b>
<b>Grand Total Expenditures</b>	<b>42,999,000.00</b>	<b>40,941,808.81</b>	<b>95.22</b>	<b>94.93</b>	<b>102.16</b>	<b>133.40</b>	<b>84.46</b>

## D. Contract Revenue

There were 19 contracts in June 2013 totaling \$31,492.16 for Board approval. The Contract Revenue Report follows.

### 2012-13 (Closeouts) and 2013-2014 CONTRACTS

6/01/13 through 6/30/13

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2013-0048-I-42 Platteville Fire Department	LP Gas Fires	Karl Sandry	43	\$ 1,530.37	Yes		x	
	Fire Extinguisher Training		44	\$ 897.16	Yes		x	
03-2013-0123-I-41 Greg & Linda Pittz <i>Lamer Bus Service</i>	Heartsaver First Aid w/CPR	Rita Luna	13	\$ 455.00	Yes		x	
03-2013-0137-I-42 Dodgeville Fire Department	Grain Bin Rescue	Karl Sandry	8	\$ 172.32	Yes		x	
	Grain Bin Rescue		9	\$ 193.86	Yes		x	
03-2013-0146-I-41 Greg & Linda Pittz <i>Family Dental Care</i>	CPR for Healthcare Provider	Rita Luna	6	\$ 210.00	Yes		x	
03-2013-0148-I-18 University of WI - Platteville	Fire Extinguisher Training	Karl Sandry	69	\$ 1,889.22	Yes		x	
03-2013-0152-I-41 03-189-116-113 WATG Curwood, Inc.	MS Excel 2010	Derek Dachelet	14	\$ 3,954.61	No		x	
	MS Excel 2010		7	\$ 3,951.21	No		x	
	MS Excel 2010		16	\$ 3,883.41	No		x	
03-2013-0176-I-41 Bemis Flexible Packaging	Assertive Communication	Derek Dachelet	11	\$ 1,125.00	No		x	
	Performance Discussions		10	\$ 1,125.00	No		x	
	Crucial Conversations		12	\$ 1,125.00	No		x	
03-2013-0196-I-21 Crawford County Human Services	Employee Applicant Testing	Derek Dachelet	19	\$ 1,000.00	No	x		

03-2013-0197-I-21 Sauk County Jail	Friends and Family CPR	Rita Luna	6	\$	180.00	Yes	x
03-2013-0208-I-42 Lone Rock EMS	CPR for Healthcare Provider Recert	Rita Luna	18	\$	630.00	Yes	x
03-2013-0222-I-42 Lone Rock Fire Department	CPR Recert	Rita Luna	6	\$	210.00	Yes	x
03-2013-0223-I-18 Northeast Iowa Community College	NFPA Contracted Trainer	Derek Dachelet	22	\$	3,970.00	No	x
03-2013-0224-I-41 Sielaff Corporation	Document Translation	Derek Dachelet		\$	35.00	No	x
03-2014-0044-I-11 Richland School District	CPR	Rita Luna	19	\$	665.00	Yes	x
03-2014-0046-I-21 City of Darlington	CPR	Rita Luna	7	\$	245.00	Yes	x
	Heartsaver AED Recertification		1	\$	50.00	Yes	x
03-2014-0050-I-11 Fennimore Community Schools	Heartsaver First Aid/CPR & AED	Rita Luna	7	\$	350.00	Yes	x
03-2014-0051-I-21 Grant County	Culture Awareness Presentation	Derek Dachelet	91	\$	1,570.00	No	x
03-2014-0053-I-42 Southwest WI Comm Action Program	Heartsaver First Aid/CPR & AED	Rita Luna	11	\$	385.00	No	x
	First Aid		4	\$	200.00	No	x
03-2014-0059-I-21 CESA #3	Project Manager - Bathroom Renovation	Doug Pearson		\$	1,490.00	No	x
<b>TOTAL of all Contracts</b>			<b>473</b>	<b>\$</b>	<b>31,492.16</b>		
Exchange of Services			256	\$	7,677.93		
For Pay Service			217	\$	23,814.23		

### ***E. Personnel Items***

Two new hires, one promotion, and one retirement are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

## **PERSONNEL REPORT July 8, 2013**

### **Employment: NEW HIRE**

<b>Name</b>	Sue Reukauf
<b>Title</b>	Marketing and Public Relations Manager
<b>Start Date</b>	7/22/2013
<b>Salary/Wages</b>	\$62,653 Annual
<b>Classification</b>	Full Time
<b>Degree</b>	BS in Education/ Business and Marketing MS in Educational Administration
<b>Experience</b>	Instructor of Business and Marketing at the Dodgeville High School for 19 years. LVEC (Local Vocational Education Coordinator), and DECA Advisor.

### **Employment: NEW HIRE**

<b>Name</b>	Mary Johannesen
<b>Title</b>	Career Prep & Youth Options Specialist
<b>Start Date</b>	7/1/2013
<b>Salary/Wages</b>	\$53,747 Annual
<b>Classification</b>	Full Time / Partially Grant Funded
<b>Degree</b>	BS in Criminal Justice
<b>Experience</b>	24 years of experience working with K-12 schools and students and working in the technical college system. Managed the Workforce Investment Act (WIA) project at CESA and included providing career guidance to participants and also writing grant proposals.

## PROMOTIONS

Name	Stephanie Foster
Title	Guidance Counselor
Start Date	July 1, 2013
Salary/Wages	\$50,376 Annual
Type	Salaried
PT/FT/Ltd. Term/Temporary/Seasonal	Full-Time Regular

## RETIREMENTS / RESIGNATIONS

Noreen Edge (Retirement)	Information Tech. Lab Asst. 40 Yrs.
--------------------------	-------------------------------------

**Recommendation:** Approve the consent agenda.

## **Other Items Requiring Board Action**

### ***A. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes***

Bids received on July 8, 2013, will be available at the meeting for the sale of \$2,500,000 in General Obligation Promissory Notes. Caleb White will be available at the meeting for questions. The draft resolution is available below.

**Recommendation:** Approve the resolution authorizing the borrowing of up to \$2,500,000.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AWARDDING THE SALE OF  
\$2,500,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, the District Board of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") has, by a resolution adopted on June 20, 2013 (the "Authorizing Resolution"), authorized the issuance of general obligation promissory notes in an amount not to exceed \$1,243,000 for the public purpose of paying the cost of building remodeling and improvement projects, in an amount not to exceed \$1,157,000 for the public purpose of paying the cost of acquiring moveable equipment and in an amount not to exceed \$100,000 for the public purpose of paying the cost of site improvements (the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Dodgeville Chronicle on June 27, 2013 giving notice of the adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of moveable equipment within thirty (30) days of publication of the Notices with respect to those Projects;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition will expire on July 27, 2013;

WHEREAS, the District Board has found and determined that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated, Milwaukee, Wisconsin ("Baird") to take the steps necessary to sell the general obligation promissory notes (the "Notes") authorized by the Authorizing Resolution to pay the cost of the Project;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on July 8, 2013;

WHEREAS, the Secretary (in consultation with Baird) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on July 8, 2013;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The District Board of the District hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Authorization and Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal is hereby accepted (subject to the condition that no valid petition for a referendum is filed by July 27, 2013 in connection with the Authorizing Resolution and subject to the condition that the Wisconsin Technical College System Board approves the portions of the building remodeling and improvement projects which require such approval). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer until the closing of the note issue, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of \$2,500,000; shall be dated August 1, 2013; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on June 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest is payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2014. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal

and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2013 through 2017 for the payments due in the years 2014 through 2018 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$2,500,000 General Obligation Promissory Notes, dated August 1, 2013" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all

accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purposes shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the

date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate

calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by District Secretary or District Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the District and on file in the Secretary's office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded July 8, 2013.

---

James D. Kohlenberg  
Chairperson

ATTEST:

---

Melissa J. Fitzsimons  
Secretary

(SEAL)

## ***B. Bid for Building 200 and 300 Interior Renovations***

The bids for the interior renovation of Building 200 and 300 were opened on July 2. Doug Pearson will be available for any questions. The summary of the bids is available below.

**Recommendation:** Award the Building 200 and Building 300 Interior renovations project to Joe Daniels Construction, Madison, Wisconsin with the low bid of \$489,900 (including tax and performance bond savings).

### **Bid #1314-01 Building 200 and Building 300 Interior Renovations July 2, 2013 @ 10:00 a.m.**

The Building 200 and Building 300 Interior Renovations project includes demolition and restoration of space for the College Testing Center, Culinary Arts program, and Human Resources area.

Bid requests were solicited to five (5) vendors directly in addition to the bid houses in Madison, Milwaukee, La Crosse, and Fox Valley.

The public opening of bids was held on Tuesday, July 2, 2013 at 10:00 a.m. in Room 490 of the College Connection. One bidder, Joe Daniels Construction of Madison, Wisconsin, responded to the bid request with a net bid of \$489,900. This amount reflects the deduction of the performance bond requirement (\$2,100) and sales tax from owner direct purchases (\$3,000).

Recommendation: Award the Building 200 and Building 300 Interior renovations project to Joe Daniels Construction, Madison, Wisconsin with the low bid of \$489,900 (including tax and performance bond savings).

### ***C. Three-year Facilities Plan***

The Three-Year Facilities Plan 2013-2016 is included below. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Doug Pearson will present the report.

**Recommendation** – Approve the Three-Year Facilities Plan 2013-2016.



**SOUTHWEST WISCONSIN  
TECHNICAL COLLEGE**

## **THREE-YEAR FACILITIES PLAN**

**To: Dan Scanlon  
From: Dr. Duane Ford**

**July 8, 2013**

## **Section 1 – Executive Summary**

Southwest Tech completed the renovation of the Student Services area and renovated room 415 into a Student Activity Center. Summer of 2013 work includes replacement of the Koenecke Building roof, replacement of the Lenz Center carpet, replacement of the heating units in Electric Power Distribution (EPD) lab, renovation of the Testing Center, Human Resources, and creation of a Culinary Arts dining room. Design on the 2014 Library renovation will begin in July.

Total estimated future values of remodeling, planning, and capital improvements are as follows:

2013-2014 - \$1,023,995

2014-2015 - \$1,458,000

2015-2016 - \$1,020,000

Details of the specific projects are shown in Section 3.

Southwest Tech's process for planning facilities begins with gathering needs from faculty and staff in order to project needs for new or expanding programs. This information is brought to the Capital Facilities Project Planning and Design Team for discussion. Projects are prioritized according to public appeal, number of people impacted, number of FTE's generated, potential job placements, community need, and opportunity to increase the college's competitiveness. This final plan is presented to the Southwest Tech Board of Directors for approval.

## Section 2 – Existing Facilities

### Owned Facilities

<b>Campus</b>	<b>Location/Address</b>	<b>Site Size</b>	<b>Total Area</b>	<b>Value</b>
SWTC	1800 Bronson Boulevard Fennimore, WI 53809	48 acres	380,489 sq. ft.	\$54,330,874
SWTC	4179 US Hwy 18 Fennimore, WI 53809	82 Acres	23,254 sq. ft.	\$894,859

### Leased Facilities

<b>Location/Address</b>	<b>Lease Area</b>	<b>Lease Expiration</b>
26220 Executive Lane Richland Center, WI 53581	3,586 square feet	June 30, 2014
Darlington High School District Office Darlington Community Schools 11630 Center Hill Road Darlington, WI 53530	780 square Feet	June 30, 2013
Spring Gate Mall 316 West Spring Street Dodgeville, WI 53533	2000 square feet	June 30, 2015
Platteville Public Schools 155 West Lewis Street Platteville, WI 53818	1080 square feet	June 30, 2014

### **Section 3 – Three-Year Project Summary**

#### **2013-2014                      Total - \$1,023,995**

##### Remodeling - \$835,995

1. Culinary Arts/Human Resources Renovation: \$255,260
2. Lenz Center Carpet Replacement: \$50,000
3. Cosmetology HVAC Replacement: \$150,000
4. Fan Coil Units EPD: \$50,000
5. Testing Center Renovation: \$330,735

##### Planning - \$88,000

1. Library, ASC, and CLI Renovation Design: \$88,000

##### Capital Improvements - \$100,000

1. Public Safety Complex Internal Connector Road: \$100,000

#### **2014-2015                      Total - \$1,458,000**

##### Remodeling - \$1,258,000

1. Library, ASC, and CLI Renovation: \$888,000
2. Building 700 Planning: \$50,000
3. Site Improvements: \$50,000
4. Bookstore HVAC: \$120,000
5. Cosmetology Renovation Phase I: \$100,000
6. Building 100 & 200 Ceilings: \$50,000

##### Capital Improvements - \$200,000

1. Public Safety Complex Vehicle/Farm Equipment Storage Building: \$200,000

#### **2015-2016                      Total - \$1,020,000**

##### Remodeling - \$1,020,000

1. Cosmetology Renovation Phase II: \$450,000
2. Site Improvements: \$62,000
3. Building 100 & 200 Entrance Replacement: \$150,000
4. Cafeteria Carpet, Paint, Fire Sprinklers: \$118,000
5. 415 Roof Replacement: \$200,000
6. Surveillance Camera Upgrade: \$40,000

#### ***D. Signatory Authority Policy***

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2013-14 is available below.

**Recommendation** – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2013-14 with the authority to sign official or legally binding documents.

## 2013-2014 SIGNATORY AUTHORITY POLICY - Draft

### Responsible Administrator: President

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College.

In 2013-2014 the following people are authorized to sign the indicated documents:

Board Chairperson	<p>Governance Policy 1.7-8.b. "The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Chairperson signs:</p> <ul style="list-style-type: none"><li>• Board Resolutions</li><li>• Financial borrowing documents</li><li>• Property purchase agreements</li><li>• President's contract</li></ul> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"><li>• Vice-President for Administrative Services – annual Budget Book</li><li>• Director of Student Services – Diplomas</li></ul>
Board Vice-Chairperson	<p>Governance Policy 1.8-1. "The Vice Chairperson shall have all the authority and duties of the Chairperson in the absence of the Chairperson."</p>
Board Secretary	<p>Governance Policy 1.9-2. "The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Secretary signs:</p> <ul style="list-style-type: none"><li>• Board minutes</li><li>• Board resolutions</li><li>• Financial borrowing documents</li><li>• Property purchase agreements</li><li>• Annual levy statements (Governance Policy 1.9-6)</li><li>• President's contract</li></ul> <p>Electronic signature approved for use by the Vice-President for Administrative Services for attachment to required public notices.</p>

Board Treasurer	<p>Governance Policy 1.10-2. "By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature."</p> <p>Governance Policy 1.10-3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.</p> <p>Treasurer signs:</p> <ul style="list-style-type: none"> <li>• Financial borrowing documents</li> </ul> <p>Electronic signature approved for use by the Vice-President for Administrative Services for attachment to financial transactions.</p>
President	<p>Governance Policy 2.2-3. "The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies."</p> <p>President signs:</p> <ul style="list-style-type: none"> <li>• Employment contracts</li> <li>• Non-employment contracts</li> <li>• Agreements</li> <li>• Memoranda of Understanding</li> <li>• Diplomas</li> <li>• Overtime requests for support staff</li> <li>• Overload payments requests</li> <li>• Out-of-State travel requests</li> <li>• Grant applications</li> <li>• NJCAA agreements</li> <li>• Financial aid agreements and memoranda of understanding</li> </ul> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> <li>• Director of Human Resources – Employment contracts</li> <li>• Director of Student Services – Acceptance letters and diplomas</li> <li>• Director of Institutional Advancement – Grant applications and grant related memoranda of understanding</li> <li>• Marketing and Public Relations Manager – Publications</li> </ul>

	<ul style="list-style-type: none"> <li>Executive Assistant to the President and Board letters, publications, and other documents as approved by the President</li> </ul>
President's designees	<ul style="list-style-type: none"> <li>Vice-Presidents – Non-employment contracts</li> <li>Vice President for Administrative Services – Bid documents and construction contracts</li> <li>Deans – Overload request for instructors with &lt;20% overload</li> <li>Deans, Directors, or Supervisors – Training contracts</li> </ul>

District Board of Directors Approval Date:

Revision Date:

### ***E. Designate Official Newspaper for 2013-16***

Bids for the official newspaper for the College are due July 2. The recommendation will be available at the Board meeting.

**Recommendation** – The recommendation will be available at the Board meeting.

### ***F. Designate Depository for 2013-14***

Banking service capabilities and costs were subjected to an extensive review with information solicited from local financial institutions in June 2012. Based on that review and a continued good working relationship exhibited during the last year, recommendation is to continue with Citizen's Bank/First Merit as the official depository.

**Recommendation** – Designate Citizen's Bank/First Merit Bank, Fennimore, WI, as the official depository for 2013-14.

### ***G. Designate College Legal Counsel for 2013-14***

Letters of engagement have been received and will be available at the meeting for review.

**Recommendation:** Retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, WI, as the General Legal Counsel; and retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor Relations.

## ***H. Election of Officers***

Election of Board officers for the 2013-14 fiscal year will be conducted at this time.

*Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.*

- 1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office "upon adjournment" of the organizational meeting.*

## **Board Monitoring of College Effectiveness**

### ***A. Board Monitoring Schedule***

The proposed 2013-14 Board Monitoring Schedule is available below. Your suggestions for additional reports or reviews are appreciated.

# SOUTHWEST TECH BOARD MONITORING SCHEDULE

## JULY 2013 – JUNE 2014

DATE	ACTIVITY/PURPOSE	LOCATION
<b>July 8</b>	<b>Southwest Tech Annual Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Oath of Office</li> <li>➤ Election of Officers</li> <li>➤ Board Monitoring Schedule</li> <li>➤ Approve Borrowing Resolutions</li> <li>➤ Three-year Facilities Plan</li> <li>➤ Facilities Report</li> </ul>	<b>Southwest Tech</b>
July 9-10	WTCS Board Meeting	NATC – Rhinelander
July 18-20	District Boards Association Summer Meeting	WITC – Rice Lake
August 13	Foundation Board Meeting	Southwest Tech
<b>August 22</b>	<b>Southwest Tech Board Meeting</b>	<b>Southwest Tech</b>
September 10-11	WTCS Board Meeting	Madison College - Madison
<b>September 26</b>	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Foundation Report</li> </ul>	<b>Southwest Tech</b>
October 2-5	Association of Community College Trustees Leadership Congress	Seattle, WA
October 8	Foundation Board Meeting	Southwest Tech
<b>October 24</b>	<b>Southwest Tech Board Retreat/Meeting</b> <ul style="list-style-type: none"> <li>➤ Community Panel</li> <li>➤ Review Board ENDS Statements and Strategic Directions</li> <li>➤ Resolution for Adoption of 2013 Tax Levy</li> <li>➤ Fund &amp; Account Transfers (2012-13 Budget Modifications)</li> <li>➤ Review of Purchasing Activity</li> <li>➤ WI Code of Ethics Resolution</li> <li>➤ Student Services Report</li> </ul>	<b>Southwest Tech</b>
November 6-8	District Boards Association Fall Meeting/Legal Issues Seminar	WCTC – Waukesha
November 12-13	WTCS Board Meeting	BTC – Janesville
<b>November 21</b>	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Financial Audit</li> <li>➤ 2014-15 Budget Process</li> <li>➤ Institutional Advancement Report</li> </ul>	<b>Southwest Tech</b>
December 10	Foundation Board Meeting	Southwest Tech
December 13	Southwest Tech Winter Graduation	Southwest Tech
<b>December 19</b>	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Business &amp; General Studies Report</li> </ul>	<b>Southwest Tech</b>

DATE	ACTIVITY/PURPOSE	LOCATION
January 16-18, 2014 <b>January 23</b>  January 28	District Boards Association Winter Meeting  <b>Southwest Tech Board Meeting</b> ➤ Trades, Industry & Agriculture Report  WTCS Board Meeting	FVTC – Appleton  <b>Southwest Tech</b>  WTCS Office – Madison
February 11 February 10-13  <b>February 21-22</b>	Foundation Board Meeting Association of Community College Trustees Legislative Summit  <b>Southwest Tech Board Retreat/Meeting</b> ➤ Community Panel ➤ Budget Assumptions & Parameters ➤ Administrative Services Report ➤ Student & Academic Affairs Report	Southwest Tech Washington, DC  <b>??????</b>
March 25-26 <b>March 27</b>	WTCS Board Meeting  <b>Southwest Tech Board Meeting</b> ➤ Marketing Report	WTC – LaCrosse  <b>Southwest Tech</b>
April April 8 April 20-23  April 24-26 <b>April 24</b>	Higher Learning Commission Conference Foundation Board Meeting American Association of Community Colleges Annual Convention District Boards Association Spring Meeting  <b>Southwest Tech Board Meeting</b> ➤ Out-of-State Tuition Waiver ➤ Health, Education & Public Services Report	Chicago, IL Southwest Tech Washington, DC MPTC – Green Lake  <b>Southwest Tech</b>
May 6 May 17  <b>May 22</b>	WTCS Board Meeting Southwest Tech Graduation  <b>Southwest Tech Board Meeting</b> ➤ Proposed Budget ➤ Teaching, Learning & Academic Outreach Report ➤ State of College Report ➤ Evaluation of President	WTCS Office – Madison Southwest Tech  <b>Southwest Tech</b>
June 10  <b>June 19</b>	Foundation Board Meeting  <b>Southwest Tech Board Meeting</b> ➤ Public Budget Hearing/Approval ➤ Information Technology Report ➤ President's Performance Report	Southwest Tech  <b>Southwest Tech</b>
<b>July 14</b>	<b>Southwest Tech Board Meeting</b>	<b>Southwest Tech</b>

### ***B. Facilities Update***

Doug Pearson, Director of Facilities, will provide a report focusing on a few key items in the Facilities department. The report will be available at the Board meeting.

### ***C. Staffing Update***

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

**Position Tracking 2013/2014 Fiscal Year  
Presented July 8, 2013**

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range</b>
1	New Position	CNC Setup Instructor	New hire - Jason Robbins	Fall 2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
2	Derek Dachelet (Promotion)	Marketing Manager	New hire - Susan Reukauf	7/22/2013	Grade 6 \$57,532-\$65,490
3	New Position	Career Prep Specialist	New hire - Mary Johannesen	7/1/2013	Partially Grant Funded
4	Stephanie Foster (Promotion)	Guidance Counselor	From Advisor to Counselor	7/1/2013	Grade 7 Salaried \$50,376 Annual
5	Heather Fifrick (Transfer)	Student Housing & Activities Manager		7/1/2013	Funded through the Foundation
6	Noreen Edge (Retired)	Info. Tech. Lab Asst.		7/9/2013	
7	New Position	Health Care Success Coach, LTE	Interviewing		Grant Funded \$20.32-\$26.20
8	New Position	Culinary Arts Instructor	Interviewing		BS \$40,368-\$68,225 MS \$44,159-\$74,437
9	Lily Long (Retired)	Accounting Instructor	Interviewing		BS \$40,368-\$68,225 MS \$44,159-\$74,437
10	Kerry Long (Resigned)	Accounting Instructor	Interviewing		Same as Above
11	New Position	Financial Aid Asst/Accounting Bursar	Posted (Backfill for Ashley Crubel who transferred to Acct.Payable)		Grade 3 \$15.02 - \$19.39
12	New Position	Administrative Assts. (2)	Posted (for Thomas/Nyberg & Czajkowski)		Grade 4 \$16.09 - \$20.78
13	New Position	Assessment Specialist (Examiner)	Posted		Grade 5 \$17.14 - \$22.09
14	New Position	Student Services Specialist	Posted		Grade 2 \$13.98 - \$18.07

**Position Tracking 2013/2014 Fiscal Year  
Presented July 8, 2013**

15	New Position	Enrollment Services Specialist	Posted		Grade 5 \$17.14 - \$22.09
16	New Position	Foundation Assistant	Posted		Funded through the Foundation Grade 3 \$15.02 - 19.39
17	New Position	Welding Instructor (Spring 2014)	No Activity		BS \$40,368-\$68,225 MS \$44,159-\$74,437
18	New Position	Electro Mech Instructor (Spring 2014)	No Activity		BS \$40,368-\$68,225 MS \$44,159-\$74,437

## Information and Correspondence

### A. Enrollment Report

The 2012-13 and 2013-14 Comparison FTE Reports are available below. Caleb White will be available for any questions.



#### 2011-2012 and 2012-2013 FTE Comparison

Program Type	Program Title	FINAL 11-12 Students	07-01-13 Students	Student Change	Final 11-12 FTE	07-01-13 FTE	FTE Change
10	Accounting	50	42	(8)	38.56	35.50	(3.07)
10	Administrative Professional	24	20	(4)	19.30	15.47	(3.83)
10	Agri-Business/Science Technology	40	42	2	32.60	37.03	4.43
10	Business Management	92	94	2	66.46	64.53	(1.93)
10	Medical Laboratory Technician	23	23	-	18.10	19.67	1.57
10	Criminal Justice - Law Enforcement	84	68	(16)	67.13	52.23	(14.90)
10	Culinary Management	33	27	(6)	21.83	17.84	(4.00)
10	Direct Entry Midwife	21	33	12	11.37	18.93	7.57
10	Early Childhood Education	54	48	(6)	42.67	38.67	(4.00)
10	Electro-Mechanical Technology	44	49	5	38.70	43.67	4.97
10	Engineering Technologist	18	23	5	16.73	19.30	2.57
10	Golf Course Management	31	31	-	29.33	29.63	0.30
10	Graphic and Web Design	51		(8)	40.26	35.60	(4.67)
10	Human Services Associate	72	59	(13)	45.20	39.70	(5.50)
10	IT-Computer Support Specialist	10	7	(3)	6.47	3.23	(3.23)
10	IT-Network Comm Spec	31	36	5	22.33	25.07	2.73
10	IT-Web Analyst/Programmer	22	30	8	19.53	17.83	(1.70)
10	Individualized Technical Studies	6	3	(3)	3.13	1.57	(1.57)
10	Marketing	-	4	4	-	2.10	2.10
10	Mechanical Design Technician	2	1	(1)	2.13	0.57	(1.57)
10	Nursing - Associate Deg	219	220	1	97.27	106.81	9.54
10	Physical Therapist Assistant	21	36	15	12.53	24.13	11.60
10	Supervisory Management	6	1	(5)	2.33	0.03	(2.30)
	<b>Total Associate Degree</b>	<b>954</b>	<b>940</b>	<b>(14)</b>	<b>653.99</b>	<b>649.11</b>	<b>(4.89)</b>
31	Accounting Assistant	14	13	(1)	11.07	8.87	(2.20)
32	Agricultural Power & Equipment Tech	45	47	2	43.24	41.27	(1.97)
31	Auto Collision Repair & Refinish Tech	32	26	(6)	18.77	17.77	(1.00)

Program Type	Program Title	FINAL 11-12 Students	07-01-13 Students	Student Change	Final 11-12 FTE	07-01-13 FTE	FTE Change
32	Automotive Technician	54	38	(16)	49.00	34.84	(14.17)
31	Cosmetologist	41	42	1	32.31	35.97	3.67
31	Bricklaying and Masonry	8	-	(8)	6.77		(6.77)
30	Building Maintenance & Construction	4	3	(1)	1.57	1.23	(0.33)
31	Building Trades - Carpentry	14	14	-	13.74	11.90	(1.83)
30	CNC Setup/Operation	9	7	(2)	4.93	3.87	(1.07)
31	Child Care Services	16	14	(2)	12.37	8.80	(3.57)
30	Criminal Justice-Law Enf Acad	15	15	-	7.90	7.97	0.07
31	Culinary Specialist	13	15	2	9.97	12.27	2.30
31	Dairy Herd Management	21	14	(7)	18.70	14.37	(4.33)
30	Dental Assistant	17	31	14	9.07	16.97	7.90
31	Electrical Power Distribution	22	24	2	19.73	22.93	3.20
50	Electricity (Construction)	8	14	6	1.00	1.73	0.73
31	Esthetician	8	14	6	5.80	10.80	5.00
30	Farm Business & Production Manage	86	80	(6)	19.51	19.56	0.05
50	Industrial Electrician Apprentice	9	12	3	2.07	2.13	0.07
31	Medical Assistant	50	44	(6)	35.87	30.74	(5.13)
30	Medical Coding Specialist	69	68	(1)	25.37	29.10	3.73
31	Medical Transcription	30	14	(16)	14.50	8.63	(5.87)
30	Nursing Assistant	235	277	42	27.30	35.58	8.28
30	Office Aide	9	-	(9)	5.03	-	(5.03)
31	Office Support Specialist	10	4	(6)	8.23	2.80	(5.43)
50	Plumbing Apprentice	15	16	1	2.37	2.40	0.03
31	Welding	41	47	6	39.60	40.90	1.30
	<b>Total Technical Diploma</b>	<b>895</b>	<b>893</b>	<b>(2)</b>	<b>445.78</b>	<b>423.40</b>	<b>(22.38)</b>
	Undeclared Majors				277.95	286.53	8.58
	<b>Total</b>	<b>1,849</b>	<b>1,833</b>	<b>(16)</b>	<b>1,377.72</b>	<b>1,359.03</b>	<b>(18.68)</b>
	<b>Percent of Change</b>						<b>1.36%</b>
	Vocational Adult (Aid Codes 42-47)				102.33	92.20	(10.13)
	Community Services				0.58	1.16	0.57
	Basic Skills (Aid Codes 7x)				61.95	50.12	(11.83)
	Basic Skills (Aid Code 78) Remedial				101.22	114.41	13.19
	<b>Grand Total</b>				<b>1,643.80</b>	<b>1,616.92</b>	<b>(26.88)</b>
	<b>Total Percent of Change</b>						<b>-1.64%</b>

## 2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	07-02-12 Students	07-01-13 Students	Student Change	07-02-12 FTE	07-01-13 FTE	FTE Change
10	Accounting	29	31	2	15.67	14.90	(0.77)
10	Administrative Professional	13	14	1	6.77	7.20	0.43
10	Agri-Business/Science Technology	31	35	4	17.77	18.03	0.27
10	Business Management	58	62	4	23.83	28.36	4.53
10	Medical Laboratory Technician	17	14	(3)	8.20	5.17	(3.03)
10	Criminal Justice - Law Enforcement	57	43	(14)	29.73	23.07	(6.67)
10	Culinary Arts	-	3	3	-	1.60	1.60
10	Culinary Management	20	8	(12)	9.00	3.53	(5.47)
10	Direct Entry Midwife	9	15	6	3.60	5.80	2.20
10	Early Childhood Education	38	35	(3)	20.17	17.70	(2.47)
10	Electro-Mechanical Technology	37	43	6	19.70	21.90	2.20
10	Engineering Technologist	15	19	4	6.80	9.30	2.50
10	Golf Course Management	24	28	4	11.37	14.17	2.80
10	Graphic and Web Design	36	28	(8)	17.23	13.97	(3.27)
10	Human Services Associate	27	39	12	11.47	16.27	4.80
10	IT-Computer Support Specialist	3	-	(3)	1.33	-	(1.33)
10	IT-Network Comm Spec	17	26	9	8.83	12.00	3.17
10	IT-Web & Software Developer	16	13	(3)	7.27	5.67	(1.60)
10	Individualized Technical Studies	2	6	4	0.70	3.27	2.57
10	Marketing	-	5	5	-	2.10	2.10
10	Nursing - Associate Deg	159	178	19	41.57	48.57	7.00
10	Pharmacy Tech (shared)	-	1	1	-	0.10	0.10
10	Physical Therapist Assistant	26	23	(3)	9.13	8.87	(0.27)
10	Supervisory Management	1	-	(1)	0.03	-	(0.03)
	<b>Total Associate Degree</b>	<b>635</b>	<b>669</b>	<b>34</b>	<b>270.17</b>	<b>281.54</b>	<b>11.36</b>
31	Accounting Assistant	10	9	(1)	3.77	3.47	(0.30)
32	Agricultural Power & Equipment Tech	38	40	2	21.20	21.67	0.47
31	Auto Collision Repair & Refinish Tech	20	18	(2)	7.40	6.50	(0.90)
32	Automotive Technician	33	26	(7)	16.67	11.70	(4.97)
31	Cosmetology	35	31	(4)	19.84	17.34	(2.50)
31	Bricklaying and Masonry	-	7	7	-	3.13	3.13
31	Building Trades - Carpentry	9	11	2	4.60	6.03	1.43

Program Type	Program Title	07-02-12 Students	07-01-13 Students	Student Change	07-02-12 FTE	07-01-13 FTE	FTE Change
30	CNC Setup/Operation	1	6	5	0.57	3.37	2.80
31	Child Care Services	9	9	-	4.20	3.90	(0.30)
30	Criminal Justice-Law Enf Acad	15	22	7	8.00	11.00	3.00
31	Culinary Specialist	9	5	(4)	4.80	1.47	(3.33)
31	Dairy Herd Management	13	17	4	7.33	9.03	1.70
30	Dental Assistant	17	17	-	9.03	8.70	(0.33)
31	Electrical Power Distribution	17	26	9	9.40	12.03	2.63
50	Electricity (Construction)	6	1	(5)	0.40	0.10	(0.30)
31	Esthetician	12	7	(5)	5.20	2.60	(2.60)
30	Farm Business & Production Manage	-	-	-	-	-	-
50	Industrial Electrician Apprentice	8	12	4	0.53	0.87	0.33
31	Computer Support Technician	-	-	-	-	-	-
31	Medical Assistant	32	30	(2)	14.14	13.27	(0.87)
30	Medical Coding Specialist	34	22	(12)	10.03	5.60	(4.43)
31	Medical Transcription	10	2	(8)	3.27	0.63	(2.63)
30	Nursing Assistant	95	66	(29)	9.68	6.53	(3.15)
30	Office Aide	-	-	-	-	-	-
31	Office Support Specialist	2	5	3	1.07	2.77	1.70
50	Plumbing Apprentice	1	1	-	0.10	0.10	-
31	Welding	27	41	14	14.40	20.70	6.30
	<b>Total Technical Diploma</b>	<b>453</b>	<b>431</b>	<b>(22)</b>	<b>175.62</b>	<b>172.51</b>	<b>(3.11)</b>
	Liberal Studies	-	5	5	-	2.07	2.07
	Undeclared Majors	137	84	(53)	11.95	9.90	(2.05)
	<b>Total</b>	<b>1,225</b>	<b>1,189</b>	<b>(36)</b>	<b>457.75</b>	<b>466.02</b>	<b>8.27</b>
	<b>Percent of Change</b>						<b>1.81%</b>
	Vocational Adult (Aid Codes 42-47)				5.53	16.19	10.66
	Community Services				0.05	0.13	0.08
	Basic Skills (Aid Codes 7x)				0.20	0.57	
	Basic Skills Remedial(Aid Codes 78)				4.36	11.69	7.33
	<b>Grand Total</b>				<b>467.89</b>	<b>494.60</b>	<b>26.71</b>
	<b>Total Percent of Change</b>						<b>5.71%</b>

## ***B. Chairperson's Report***

1. Boards Association Committee Assignments

## ***C. College President's Report***

1. WTCS Consultant
2. In-Treat

## ***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda***

### ***B. Time and Place***

Thursday, August 22, 2013, at 7:00 p.m. in Rooms 492-493, College Connection,  
Southwest Tech Campus

## **Adjournment**