



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

March 28, 2013

Held at

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

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, March 28, 2013

6:00 p.m. – Tour of IT Server Area
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 March 28, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

1. Districts Mutual Insurance Update

Steve Stoeger-Moore from Districts Mutual Insurance will provide an update on the insurance company.

ADJOURN TO CLOSED SESSION

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

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

B. Approval of Closed Session Minutes from January 25, 2013

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

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 February 28, 2013

Minutes of the February 28, 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 16 contracts in February 2013 totaling \$233,307.99 for Board approval. The Contract Revenue Report is included with the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Compensation Guidelines

Compensation guidelines to be implemented July 1, 2013, have been developed and will be presented to the Board. The guidelines will be available at the Board meeting.

Recommendation: Approve the Compensation Guidelines for implementation July 1, 2013.

B. Personnel Items Under Consent Agenda

Legal counsel advises that the College enters into a legally binding agreement when a new hire signs a contract. Board approval may be some time later, which creates a potential issue.

Recommendation: Allow President to enter into an employment contract with individuals and have the Board confirm the hiring at a subsequent meeting as a consent agenda item.

C. Plan for Data and Hardware Back-up

The Board will tour the IT Server area prior to the Board meeting. Potential options and a recommendation for enhancing the Information Technology back-up and recovery system will be presented at the meeting.

Recommendation: A recommendation will be available at the Board meeting.

D. Personnel

1. Preliminary Notices of Non-Renewal

Preliminary notices of non-renewal for certified staff members will be presented to the Board for approval. Any notices and recommendations will be presented at the Board meeting.

Recommendation: A recommendation will be available at the Board meeting.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Student & Academic Affairs Report

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

continuous improvement in Student & Academic Affairs. The report will be available at the Board meeting.

B. Industrial Occupations Report

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

C. Foundation Report

Heather Fifrick, Foundation Manager, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in the Foundation. The report will be available at the Board meeting.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

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

B. Chairperson's Report

1. Legislative Bill Mandating Posting of Board Member's Contact Information

C. College President's Report

1. Strategic Projects Update
2. Activities Report

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Final Notices of Non-Renewal
2. Out-of-State Tuition Waiver
3. Teaching, Learning & Academic Outreach Report

B. Time and Place

Thursday, April 18, 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 March 28, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/ Forums/Public Input

1. Districts Mutual Insurance Update

Steve Stoeger-Moore from Districts Mutual Insurance will provide an update on the insurance company.

Adjourn to Closed Session

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

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

B. Approval of Closed Session Minutes from January 25, 2013

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, March 28, 2013

6:00 p.m. – Tour of IT Server Area

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

- A. Roll Call
- B. Reports/Forums/Public Input
 - 1. Districts Mutual Insurance Update

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes from January 25, 2013

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of February 28, 2013
- C. Financial Reports
 - 1. Expenditures Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- A. Compensation Guidelines
- B. Personnel Items Under Consent Agenda
- C. Plan for Data and Hardware Back-up
- D. Personnel
 - 1. Preliminary Notices of Non-Renewal

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Student & Academic Affairs Report
- B. Industrial Occupations Report
- C. Foundation Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

{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 February 28, 2013

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE FEBRUARY 28, 2013

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on February 28, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, and via teleconference. The following members were present:

James Kohlenberg, Diane Messer, Darlene Mickelson, Eileen Nickels, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons, Russell Moyer, Chris Prange

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, Laura Nyberg-Comins, Caleb White, Kathy Witzig, and Kris Wubben. Public present included Rob Callahan, Fennimore Times, and Student Senate Vice President Nick Rollins.

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 MEETING NOTICE/AGENDA

Thursday, February 28, 2013

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

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

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

- A. Roll Call
- B. Reports/Forums/Public Input
 - 1. Student Senate Report

CONSENT AGENDA

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

- C. Financial Reports
 - 1. Expenditures Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes from January 25, 2013

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

Nick Rollins, Student Senate Vice President, updated the Board on Student Senate activities. Mr. Rollins informed the Board of the process used to name the Student Activities Center “Charley’s.” In February, Student Senate members participated in Student Government day and were afforded the opportunity to meet with State Legislators.

Under Public Input, Kathy Witzig, president of the faculty and support staff Professional Staff Associations, thanked the Board for allowing staff members to participate in the writing of the Employee Handbook. Participating staff members expressed their satisfaction to Ms. Witzig noting they were active participants in the writing meetings. Also, the listening sessions presented the opportunity for a dialogue with the staff members. She informed the Board that some staff members feel the tone of the Handbook under Employment Status and Discipline sections are too negative.

Mr. Tuescher moved to approve the consent agenda including the February 28, 2013, agenda; January 25-26, 2013, Board minutes; financial reports; and 12 contracts totaling \$34,865.00 in January 2013. Ms. Mickelson seconded the motion; motion carried.

Laura Bodenbender, Director of Human Resources, presented the Employee Handbook to be implemented July 1, 2013. Ms. Bodenbender shared that the Discipline section had been changed from what was in the Board packet. The statement “The employee has the right to request the presence of another employee as witness at the conference.” was removed from both the Verbal and Written Warning sections of the handbook. The reason for this change is to allow the employee and supervisor and HR (if present) to present the verbal or written warning and have a confidential conversation with the employee. The employee may present circumstances that the College was unaware of and may allow compromises to be made based on the information communicated. Having another employee present may compromise the confidentiality of information, inhibit the openness of the dialogue, and not always allow flexibility based on the individual situation. During the appeal process, an employee may have a representative present. Discussion followed on concerns from several staff members with the timeline and they would like to postpone approval by the Board. The Board came to consensus that staff members were given plenty of time to voice their concerns in the process. The Board feels that the Handbook is a living document and can be changed. Mr. Tuescher moved to approve the Employee Handbook to be implemented July 1, 2013, as presented. Ms. Messer seconded the motion; motion carried.

“Charley’s” was presented as the name for the Student Activities Center. Thirty-seven entries were received from students with Student Senate choosing “Charley’s.” Ms. Nickels moved to name the Student Activities Center “Charley’s.” The motion was seconded by Ms. Sutton; motion carried.

Governance Policies 1.2, 1.7, 1.9, 1.14, 3.3, and 3.6 were reviewed at the January 2013 Board Retreat and changes were recommended. The six policies were presented for approval. Ms. Messer moved to approve the second reading of Governance Policy 1.2, 1.7, 1.9, 1.14, 3.3, and 3.6 as presented. Ms. Mickelson seconded the motion; motion carried.

Caleb White presented the 2013-14 budget assumptions and priorities for Board approval. The priority initiatives were developed from the current Strategic Projects list. Mr. White reviewed both the priorities and the budget assumptions noting that he included a stagnation of property values, a four percent increase in health and dental insurance, five percent increase in gas utility, and a three percent increase in electric utility. Increases were also noted in operational expenses for expanded outreach efforts, mileage reimbursement, and Wisconsin Retirement System contributions. The budget is being built on a projected 1,725 FTEs. Mr. White will bring the 2013-14 budget to the Board in April for review.

Laura Bodenbender noted under the Staffing Report that the Career Placement Specialist and Grant Writer Specialist positions have been recently filled. Interviews are being conducted for the Process Improvement Coordinator position and advertising is being done for a Curriculum Designer position.

The Student & Academic Affairs and Industrial Occupations reports were tabled until the March 28, 2013, meeting.

Mr. White updated the Board on enrollment by reviewing the current FTE report compared to one year ago. FTEs are currently reflecting an increase of five percent. The Board also reviewed the Fall 2013 Application Report.

Jim Kohlenberg asked the Board to consider recommendations for District Boards Association officer positions. The Board consensus was to support Ram Bhatia from Gateway Technical College for the Secretary/Treasurer position.

A Board retreat was discussed for Fall 2013. The purpose of the retreat would be to review the current Governance Policy ENDS statements and the seven strategic direction statements making changes if needed. Board consensus was to hold the retreat in October or September with October being first choice. The retreat would be held prior to the Board meeting on Southwest Tech's campus.

Mr. Kohlenberg reminded the Board of the Board Appointment process of 2013. The open positions as of July 1, 2013, include the Employee, Employer, and Additional Member from the northern half of the district. The Board Appointment hearing will be held on Thursday, April 11, at 7:00 p.m. on Southwest Tech's campus and concurrently at three ITV sites within Southwest Tech's district.

Dr. Ford highlighted federal legislative priorities and Governor Walker's proposed biennial budget in his President's Report. During the ACCT National Legislative Summit, Dr. Ford and the District Boards Association members met with several legislators and discussed student financial aid, Perkins and AEFL monies, and Trade Adjustment Act (TAA) grants. The sequestration will affect College funding but at this time, Dr. Ford was unsure of just how much and in what categories.

Dr. Ford informed the Board that three of the four budget priorities the Wisconsin Technical College System (WTCS) submitted to the Governor's Office for inclusion in the biennial budget were included in the Governor's budget proposal. The three priorities include remove the cap on property tax levy, new funding dollars, and allow the WTCS to help define standards for performance-based funding. The one priority requested not included in Governor Walker's budget was to increase the cap on capital

building projects. An additional plus for the WTCS is a proposal for a core credit transfer where the WTCS and UW-System would enter into an agreement that ensures no less than 30 credit hours of core general undergraduate courses would transfer between institutions. The budget proposal is currently with the Joint Finance Committee for review and then both houses of the legislature will need to approve before being signed into law by the Governor.

There was not a need for the scheduled Closed Session so with no further business to come before the Board, Ms. Nickels moved to adjourn the meeting. Mr. Tuescher seconded the motion, motion carried, and the meeting adjourned at 8:29 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 02/01/2013 TO 02/28/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
2/25/2013	5947	Creative Solutions	<u>3,811.76</u>	Daycare Repair on floor (seams on rubber flooring pulling apart)
		SUBTOTAL	\$ 3,811.76	
<u>CAPITAL FUND</u>				
2/25/2013	5945	Kone Cranes Inc.	<u>3,471.00</u>	Hoist Replacement in Room 517
		SUBTOTAL	\$ <u>3,471.00</u>	
		TOTAL	\$ 7,282.76	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College
Report of Treasurers Cash Balance 02/28/2013

Liability End of Month Balances		
FICA	-	
Federal Withholding	-	
State Withholding	-	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity	-	
Deferred Compensation	-	
American Family Insurance	-	
Foundation	-	
PSA Dues	-	
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	407,614.14	
Sick Leave Payable	579,984.19	
Other (Due To)	<u>16,637,881.42</u>	
Total Liability Adjustment	17,625,479.75	
Beginning Treasurers Balance		(4,259,022.34)
Receipt		
Fund		
1 General	6,000,902.89	
2 Special Revenue	-	
3 Capital Projects	24,888.72	
4 Debt Service	-	
5 Enterprise	70,544.41	
6 Internal Service	357,292.13	
7 Financial Aid/Activities	<u>2,802,326.13</u>	
Total Receipts		9,255,954.28
Cash Available		4,996,931.94
Expenses		
Fund		
1 General	1,531,219.49	
2 Special Revenue	-	
3 Capital Projects	48,918.07	
4 Debt Service	-	
5 Enterprise	89,488.45	
6 Internal Service	200,808.31	
7 Financial Aid/Activities	<u>3,358,676.08</u>	
Total Expenses		5,229,110.40
Treasurers Cash Balance		(232,178.46)
Liability Adjustment		17,625,479.75
Cash in Bank		17,393,301.29

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 8 Months ended February 2013**

	<u>2012-13 Budget</u>	<u>2012-13 YTD Actual</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>
General Fund Revenue	21,318,000.00	18,224,560.61	85.49	85.20	80.97	81.31	75.93
General Fund Expenditures	21,618,000.00	12,872,385.34	59.54	58.75	58.42	58.59	58.83
Capital Projects Fund Revenue	2,550,000.00	2,600,757.61	101.99	101.95	94.08	99.65	99.21
Capital Projects Fund Expenditures	2,991,000.00	1,124,442.45	37.59	114.56	96.95	239.91	10.59
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	576,688.71	11.40	12.99	18.17	5.20	2.63
Enterprise Fund Revenue	1,850,000.00	1,334,715.87	72.15	67.88	98.39	69.66	60.17
Enterprise Fund Expenditure	1,650,000.00	940,985.82	57.03	46.64	74.68	73.12	53.98
Internal Service Fund Revenue	3,950,000.00	2,538,353.46	64.26	54.48	61.61	60.39	60.62
Internal Service Fund Expenditures	3,900,000.00	2,488,093.01	63.80	71.93	66.96	61.27	66.92
Trust & Agency Fund Revenue	7,780,000.00	6,901,989.83	88.71	83.85	99.49	117.50	80.16
Trust & Agency Fund Expenditures	7,780,000.00	7,332,679.44	94.25	87.94	107.53	116.17	79.38
Grand Total Revenue	42,508,000.00	31,600,377.38	74.34	72.70	74.35	84.05	73.86
Grand Total Expenditures	42,999,000.00	25,335,274.77	58.92	63.68	65.27	92.51	46.89

D. Contract Revenue

There were 16 contracts in February 2013 totaling \$233,307.99 for Board approval. The Contract Revenue Report follows.

2012-2013 CONTRACTS

2/01/13 through 2/28/13

<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>
03-2013-0044-I-18 University of WI - Platteville	Fundamentals of English - Spring Semester	Joyce Czajkowski	29	\$ 11,759.21	No		x	
	Elementary Algebra - Spring Semester		104	\$ 42,170.96	No		x	
	Intermediate Algebra - Spring Semester		407	\$ 165,034.43	No		x	
03-2013-0059-I-21 Grant County Sheriff's Department	Principles of Subject Control	Kris Wubben	12	\$ 228.97	No		x	
03-2013-0078-I-42 Mt. Horeb Fire Department	Heartsaver 1st Aid w/ CPR & AED	Rita Luna	13	\$ 455.00	Yes		x	
	CPR for Healthcare Provider Recert		1	\$ 35.00	Yes		x	
03-2013-0083-I-11 Prairie du Chien School District	CPR	Rita Luna	14	\$ 490.00	Yes		x	
03-2013-0088-I-21 Lafayette County Sheriff's Department Argyle Police Department Cuba City Police Department Hazel Green Police Department	TASER Refresher	Kris Wubben	22	\$ 448.58	Yes		x	
			2	\$ 40.78	Yes		x	
			5	\$ 101.95	Yes		x	
			1	\$ 20.39	Yes		x	
03-2013-0127-I-41 Memorial Hospital of Lafayette County	Heartsaver 1st Aid w/ CPR & AED	Rita Luna	9	\$ 315.00	Yes		x	
	CPR for Healthcare Provider Recert		13	\$ 455.00	Yes		x	
03-2013-0159-I-18 University of WI - Platteville	CPR	Rita Luna	24	\$ 840.00	Yes		x	

03-2013-0173-I-41 Bemis Flexible Packaging	MS Excel	Derek Dachelet	23	\$	6,463.00	No	x
03-2013-0175-I-42 Plain Ambulance Service	CPR for Healthcare Provider Recert	Rita Luna	18	\$	630.00	Yes	x
03-2013-0178-I-21 Richland Center Police Department <i>Richland County Sheriff's Department</i>	TASER Operator & Refresher	Kris Wubben	13	\$	200.98	No	x
	TASER Refresher		19	\$	293.74	No	x
03-2013-0180-I-41 Mineral Point Family Dentistry	CPR for Healthcare Provider Recert	Rita Luna	10	\$	350.00	No	x
03-2013-0182-I-41 Lancaster Care Center	CPR for Healthcare Provider Recert	Rita Luna	8	\$	280.00	Yes	x
03-2013-0183-I-42 Ridgeway Fire Department	CPR for Healthcare Provider Recert	Rita Luna	13	\$	455.00	Yes	x
03-2013-0184-I-42 North Crawford Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	2	\$	70.00	Yes	x
03-2013-0186-I-41 Frontier FS	CPR for Healthcare Provider Recert	Rita Luna	44	\$	1,540.00	Yes	x
03-2013-0189-I-41 Archer Daniels Midland Company	CPR for Healthcare Provider Recert	Rita Luna	13	\$	630.00	No	x
Totals:			<u>819</u>	\$	<u>233,307.99</u>		

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Compensation Guidelines

Compensation guidelines to be implemented July 1, 2013, have been developed and will be presented to the Board. The guidelines will be available at the Board meeting.

Recommendation: Approve the Compensation Guidelines for implementation July 1, 2013.

B. Personnel Items Under Consent Agenda

Legal counsel advises that the College enters into a legally binding agreement when a new hire signs a contract. Board approval may be some time later, which creates a potential issue.

Recommendation: Allow President to enter into an employment contract with individuals and have the Board confirm the hiring at a subsequent meeting as a consent agenda item.

C. Plan for Data and Hardware Back-Up

The Board will tour the IT Server area prior to the Board meeting. Potential options and a recommendation for enhancing the Information Technology back-up and recovery system will be presented at the meeting.

Recommendation: A recommendation will be available at the Board meeting.

D. Personnel

1. Preliminary Notices of Non-Renewal

Preliminary notices of non-renewal for certified staff members will be presented to the Board for approval. Any notices and recommendations will be presented at the Board meeting

Recommendation: A recommendation will be available at the Board meeting.

Board Monitoring of College Effectiveness

A. Student & Academic Affairs Report

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

B. Industrial Occupations Report

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

C. Foundation Report

Heather Fifrick, Foundation Manager, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in the Foundation. The report will be available at the Board meeting.

D. Staffing Update

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

POSITION TRACKING July 2012 - June 2013

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

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

POSITION TRACKING July 2012 - June 2013

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

Information and Correspondence

A. Enrollment Report

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



2011-2012 and 2012-2013 FTE Comparison

Program Type	Program Title	03-19-12 Students	03-18-13 Students	Student Change	03-19-12 FTE	03-18-13 FTE	FTE Change
10	Accounting	50	45	(5)	38.16	38.76	0.60
10	Administrative Professional	24	18	(6)	19.23	14.83	(4.40)
10	Agri-Business/Science Technology	40	42	2	32.40	37.00	4.60
10	Business Management	93	94	1	66.53	63.36	(3.17)
10	Medical Laboratory Technician	23	23	-	17.50	19.67	2.17
10	Criminal Justice - Law Enforcement	84	67	(17)	65.77	51.97	(13.80)
10	Culinary Management	34	29	(5)	22.74	20.10	(2.63)
10	Direct Entry Midwife	21	33	12	11.37	19.07	7.70
10	Early Childhood Education	52	50	(2)	40.37	39.87	(0.50)
10	Electro-Mechanical Technology	43	49	6	37.33	43.67	6.33
10	Engineering Technologist	19	24	5	17.63	19.87	2.23
10	Golf Course Management	31	31	-	28.23	29.53	1.30
10	Graphic and Web Design	51	42	(9)	40.23	34.67	(5.57)
10	Human Services Associate	72	59	(13)	45.10	39.70	(5.40)
10	IT-Computer Support Specialist	9	8	(1)	5.63	3.67	(1.97)
10	IT-Network Comm Spec	31	36	5	22.63	25.07	2.43
10	IT-Web Analyst/Programmer	22	29	7	18.67	17.40	(1.27)
10	Individualized Technical Studies	6	3	(3)	3.10	1.57	(1.53)
10	Marketing	-	4	4	-	2.10	2.10
10	Mechanical Design Technician	1	-	(1)	1.13	-	(1.13)
10	Nursing - Associate Deg	218	218	-	94.04	105.98	11.94
10	Physical Therapist Assistant	21	36	15	11.80	23.40	11.60
10	Supervisory Management	6	1	(5)	2.33	0.03	(2.30)
10	Technical Studies-Journeyworker	1		(1)	0.13		(0.13)
	Total Associate Degree	952	941	(11)	642.06	651.27	9.21

Program Type	Program Title	03-19-12 Students	03-18-13 Students	Student Change	03-19-12 FTE	03-18-13 FTE	FTE Change
31	Accounting Assistant	14	12	(2)	11.17	7.93	(3.23)
32	Agricultural Power & Equipment Tech	45	46	1	39.74	41.14	1.40
31	Auto Collision Repair & Refinish Tech	34	26	(8)	19.00	17.77	(1.23)
32	Automotive Technician	54	38	(16)	43.34	34.94	(8.40)
31	Barber/Cosmetologist	41	41	-	29.81	35.51	5.70
31	Bricklaying and Masonry	8	-	(8)	6.77		(6.77)
30	Building Maintenance & Construction	4		(4)	1.57		(1.57)
31	Building Trades - Carpentry	14	14	-	13.70	11.90	(1.80)
30	CNC Setup/Operation	9	7	(2)	4.39	3.87	(0.53)
31	Child Care Services	18	13	(5)	14.57	8.23	(6.33)
30	Criminal Justice-Law Enf Acad	15	15	-	7.90	7.97	0.07
31	Culinary Specialist	12	13	1	8.70	10.07	1.37
31	Dairy Herd Management	21	14	(7)	18.70	14.37	(4.33)
30	Dental Assistant	18	30	12	10.10	16.34	6.23
31	Electrical Power Distribution	22	24	2	19.26	22.93	3.67
50	Electricity (Construction)	7	14	7	0.87	1.73	0.87
31	Esthetician	8	14	6	5.80	10.80	5.00
30	Farm Business & Production Manage	81	79	(2)	18.41	19.46	1.05
50	Industrial Electrician Apprentice	8	12	4	2.00	2.13	0.13
31	Medical Assistant	50	44	(6)	32.81	30.84	(1.97)
30	Medical Coding Specialist	67	68	1	23.67	29.63	5.97
31	Medical Transcription	31	14	(17)	15.17	8.10	(7.07)
30	Nursing Assistant	234	263	29	27.30	34.15	6.84
30	Office Aide	9	-	(9)	4.80	-	(4.80)
31	Office Support Specialist	10	4	(6)	8.60	2.80	(5.80)
50	Plumbing Apprentice	16	14	(2)	2.43	2.33	(0.10)
31	Welding	40	47	7	34.54	40.90	6.36
Total Technical Diploma		890	866	(24)	425.10	415.82	(9.28)
Undeclared Majors					252.03	271.33	19.30
Total		1,842	1,807	(35)	1,319.19	1,338.43	19.24
Percent of Change							1.46%
Vocational Adult (Aid Codes 42-47)					68.69	68.93	0.24
Community Services					0.20	0.37	0.17
Basic Skills (Aid Codes 7x)					102.82	108.74	5.92
Grand Total					1,490.90	1,516.46	25.56
Total Percent of Change							<u>1.71%</u>

Application Comparison Report

MAX	PROGRAM	2013-14 APPLICATIONS					2012-13 APPLICATIONS				
		NOT ACCP.TD.	ACCP.TD.	WL	TOTAL	Jan-13 Start	NOT ACCP.TD.	ACCP.TD.	WL	TOTAL	Jan-12 START
	Accounting	6	12		18		4	13		17	
	Acct Assist	1	1		2		0	2		2	
	Admin Professional	3	6		9		1	6		7	
	Agribusiness/Science	7	24		31		5	15		20	
22	Ag Power	14	22	16	52		6	20	17	43	
22	Auto Collision	5	9		14		8	17		25	
22	Auto Tech	16	11		27		8	22	2	32	
24	Cosmetology	16	20		36		7	19		26	
	Bricklaying & Masonry	2	6		8		1	4		5	
	Bldg Trades-Carpentry	9	7		16		4	5		9	
	Business Management	22	24		46		2	39		41	
	CC Services	8	10		18		2	5		7	
15	CNC Setup/Operation	2	4		6		2	0		2	
	Criminal Justice-LE	22	22		44		12	36		48	
	Culinary Mgnt	11	7		18		5	13		18	
	Culinary Specialist	6	1		7		3	10		13	
	Dairy Herd	12	12		24		3	15		18	
18	Dental Assist	18	19	1	38		8	18	15	41	
	DE Midwife (Jan start only)	2			2						11
	Early Child Educ	13	15		28		1	25		26	
20	Electrical Power Distribution	15	25		40		8	21	11	40	
24	Electro-mech Tech	3	16		19		2	16		18	
	Engineering Technologist	5	10		15		4	11		15	
14	Esthetician	0	4		4		2	8		10	
	Food Production Assistant	0			0		0	0		0	
	Golf Course Mgnt	4	9		13		3	14		17	
20	Graphic & Web Design	15	10		25		8	20	8	36	
36	Hum Serv Assoc	13	25		38		3	25		28	
	IT-Comp Sup Spec	4	7		11		1	2		3	
	IT-Network Comm	3	8		11		2	7		9	
	IT-Web & Software Developer	2	6		8		4	8		12	
	Marketing	1	7		8		0	0		0	
32	Medical Asst	13	32	21	66		10	32	25	67	
34	Med Coding Spec	26	34	8	68		8	30	9	47	
16	Medical Laboratory Tech	5	9		14		5	6		11	

		2013-14 APPLICATIONS					2012-13 APPLICATIONS				
MAX	PROGRAM	NOT ACCPD.	ACCPD.	WL	TOTAL	Jan-13 Start	NOT ACCPD.	ACCPD.	WL	TOTAL	Jan-12 START
32	Medical Asst	13	32	21	66		10	32	25	67	
34	Med Coding Spec	26	34	8	68		8	30	9	47	
16	Medical Laboratory Tech	5	9		14		5	6		11	
24	Medical Trans	1	3		4		2	11		13	
54	N-Assoc Degree	91	54	49	194		61	48	42	151	
28	N-Assoc Degree P/T	1	23		24		1	25	13	39	
	Office Aide (Jan start only)	2	1		3					0	7
	Office Sup Spec	1	3		4		1	1		2	
15	Physical Therapist Asst	20	15	14	49		22	15	19	56	
40	Welding	27	31		58		10	23		33	
480	TOTALS	447	564	109	1120		239	607	161	1007	18
	LAST YRS TOTALS	239	607	161	1007	18	296	561	228	1085	65
	DIFFERENCE	208	-43	-52	113	-18	-57	46	-67	-78	-47

B. Chairperson's Report

1. Legislative Bill Mandating Posting of Board Member's Contact Information

C. College President's Report

1. Strategic Projects Update
2. Activities Report

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Final Notices of Non-Renewal
2. Out-of-Student Tuition Waiver
3. Teaching, Learning & Academic Outreach Report

B. Time and Place

Thursday, April 18, 2013, at 7:00 p.m. in Rooms 492-493, College Connection,
Southwest Tech Campus

Adjournment