



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

### **Regular Meeting**

**May 22, 2014**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

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

Thursday, May 22, 2014

5:45 p.m. – Light Supper

6:30 p.m. – Law Enforcement Academy Graduation

7:15 p.m. – Regular Board Meeting

Room 492-493 – College Connection

### **ANNOTATED AGENDA**

### **AMENDED AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The May 22, 2014, 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**

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

##### **B. Minutes of the Board Meeting of May 1, 2014**

Minutes of the May 1, 2014, Board meeting are included with the electronic Board material.

##### **C. Financial Reports**

###### **1. Purchase Orders Greater than \$2,500**

###### **2. Treasurer’s Cash Balance**

###### **3. Budget Control**

Each report is available electronically with all other Board material. Kelly Kelly, Controller, will be at the meeting and available for any questions.

##### **D. Contract Revenue**

Nineteen contracts totaling \$24,507 in April 2014 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

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

One new hire and one retirement are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

**F. WTC District Boards Association Annual Dues Assessment**

A copy of the letter from Paul Gabriel, as well as the Fee Assessment invoice in the amount of \$19,356.30 is available electronically with all other Board material.

**Recommendation:** Approve the consent agenda

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Concept Review: Supply Chain Management**

Joyce Czajkowski, Dean of Business & General Studies, and Tonya Archie, Supply Chain Management Instructor, will present the Concept Review for an Associate Degree program in Supply Chain Management. The Concept Review is included in the electronic Board material.

**Recommendation:** Approve the Concept Review, as presented, for an Associate Degree in Supply Chain Management.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Status Update on FY2015 Budget**

Kelly Kelly, Controller, will provide an update on the FY2015 budget. Information will be available at the meeting.

**B. Teaching, Learning & Academic Outreach Update**

Julie Pluemer, Supervisor for Teaching, Learning & Academic Outreach, will present recent and future department activities. The report will be available at the Board meeting.

**C. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2013-14 and 2014-15 Comparison FTE and 2014-15 Application Reports are available electronically with all other Board material.

**B. Chairperson's Report**

**C. College President's Report**

1. Advocacy
2. Administrative Restructuring
3. Visit to Jones County, Iowa
4. Distinguished Alumni

**D. Other Information Items**



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

### **A. Agenda**

1. Public Budget Hearing/Approval
2. Information Technology Report
3. State of College Report
4. President's Performance Evaluation
5. Health and Dental Insurance Plans

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

Thursday, June 19, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of May 1, 2014

## **RECONVENE TO OPEN SESSION**

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

## **ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The May 22, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

### ***A. Roll Call***

### ***B. Reports/ Forums/Public Input***

## **Consent Agenda**

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

## **BOARD MEETING NOTICE/AGENDA**

Thursday, May 22, 2014

5:45 p.m. – Light Supper

6:30 p.m. – Law Enforcement Academy Graduation

7:15 p.m. – Regular Board Meeting

Room 492-493 – College Connection

## **AMENDED AGENDA**

### **OPEN MEETING**

The following statement will be read: “The May 22, 2014, 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 1, 2014
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer’s Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. WTC District Boards Association Annual Dues Assessment

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

- A. Concept Review: Supply Chain Management

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

- A. Status Update on 2014-15 Budget
- B. Teaching, Learning & Academic Outreach Update
- C. 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 1, 2014

## **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)}

## ***B. Minutes of the Regular Board Meeting of May 1, 2014***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 1, 2014**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on May 1, 2014, 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, Rhonda Sutton, and Donald Tuescher

Absent: Eileen Nickels, 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, Sue Crouch, Beth Cummins, Derek Dachelet, Kristal Davenport, Kelly Kelly, Rita Luna, Karyl Nicholson, Sue Reukauf, Gerri Reuter, Phil Thomas, and Caleb White. Public present: Steve Braun, Steve Tranel, Alan McCormick, Amanda Lindscheid, Wendy Scholbrock, Lisa Ralph, Linda Oatman, Dee Northouse, Harriett Copus, and other Fire and EMS personnel.

Vice 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, May 1, 2014

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: “The May 1, 2014, Board 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

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

A. FY2015 Budget 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 of March 27, 2014

## **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 March 27, 2014
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
  - 1. Employment
- F. 2014-15 Out-of-State Tuition Waivers
- G. Association of Community Colleges Trustees (ACCT) Membership Renewal
- H. American Association of Community Colleges (AACC) Membership Renewal

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Other Post-Employment Benefits (OPEB) Post Contract
- B. Bid for Cosmetology Lab Renovation Project
- C. Rental Agreement for Platteville Outreach Site

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. 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](mailto:accom@swtc.edu)}

Multiple individuals asked to address the Board during the public input agenda item. Those addressing the Board related to the Fire/EMS/Early Childhood Education Supervisor position

included Steve Braun, Lancaster Fire Chief and EMS, representing the Fire and EMS Advisory Boards; Steve Tranel, representing the Grant County Firefighters Association; Alan McCormick, representing BEMS and NCRS; Amanda Lindscheid, representing Cobb, Montfort, and Highland; and Wendy Scholbrock, representing Potosi Rescue Squad. They outlined their concerns in regards to the potential elimination of this position.

Kristal Davenport and Beth Cummins, Southwest Tech Center for Teaching and Learning staff members, shared their concern with the potential elimination of the Esthetics program as it pertained to the work that has been accomplished in preparation of online delivery of Esthetics.

Beth Cummins, Professional Staff Association president, also asked the Board to take careful consideration regarding decisions related to final notices of non-renewal.

Speaking in support of the Esthetics program were Lisa Ralph, Linda Oatman, Dee Northouse, and Harriett Copus.

Caleb White, Vice President for Administrative Services, provided an update on the preliminary FY2015 budget. Mr. White informed the Board that at this early stage of the budget development process there is still a gap to balance the budget.

Mr. Tuescher moved to adjourn to Closed Session with Ms. Messer seconding the motion. Upon roll call vote where all members voted affirmatively, the meeting was adjourned to Closed Session at 7:54 p.m. The meeting reconvened in Open Session at 10:55 p.m.

After reviewing the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda including the May 1, 2014, agenda; March 27, 2014, Board minutes; financial reports; 27 contracts totaling \$231,176.57; hiring of Amy Charles as the Business & Industry Services Manager and Joshua Bedward as the Master Electrician; the waiver of out-of-state tuition of 560 credits for 20 needy and worthy students during the 2014-15 academic year; \$2,965 membership renewal to the Association of Community Colleges Trustees; and the \$3,490 member renewal to the American Association of Community Colleges. Ms. Mickelson seconded the motion; motion carried.

Laura Bodenbender, Director of Human Resources, presented a proposed modification to Other Post-Employment Benefits (OPEB). Ms. Bodenbender asked the Board to consider extending this benefit to an employee that is laid off or non-renewed and not able to retire or become an annuitant due to constraints within the Wisconsin Retirement System. The employee would be able to use this benefit to pay for health and dental premiums until the benefit has been exhausted or until the employee is re-employed and is offered medical and dental benefits. If the employee becomes employed and offered medical and dental benefits, the College benefit no longer exists, and they will be terminated from the College medical and dental plans. Mr. Tuescher moved to approve the change to Other Post-Employment Benefits (OPEB) Post Contract. Ms. Fitzsimons seconded the motion; motion carried.

Mr. White presented a recommendation to accept the bid from Midwest Buildings for the Cosmetology Renovation project. Three bids were received with the low bid received from Midwest Builders. Mr. Tuescher moved to accept the low bid from Midwest Builders, Inc., of Fennimore, WI, for the Cosmetology Renovation project in the amount of \$442,605. Ms. Messer seconded the motion; motion carried.

Caleb White requested the Board approve the rental agreement with Platteville Schools for lease of two classroom spaces. Mr. Moyer moved to approve the rental agreement for the 2014-15 lease with Platteville School District for two classrooms to be used as Southwest Tech's Platteville Outreach Site. Mr. Tuescher seconded the motion; motion carried.

Laura Bodenbender provided an update on College staffing since July 1, 2013, noting interviews are being held for the positions of Associate Dean of Extended Degree and Course Offerings and Dean of Business and General Studies.

The Board reviewed the 2013-14 Comparison FTE, FY2014 WTCS FTE Comparison, and 2014-15 Application Reports. Current year enrollment and applications for Fall 2014 enrollment reflect a slight increase.

Under the President's Report, Dr. Ford outlined the plan for "Every Day is a Day for Southwest Tech Students" where Southwest Tech staff members and other stakeholders will be making visits to businesses this coming summer.

The next Board meeting is scheduled for Thursday, May 22, 2014. The Law Enforcement Academy graduation is also that evening and the Board would like to attend the graduation ceremony. It was the consensus of the Board to hold the May 22 Board meeting after the graduation ceremony.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting; Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 11:09 p.m.

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Darlene Mickelson, Secretary



## ***C. Financial Reports***

### ***1. Expenditures Greater Than \$2500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 04/01/2014 TO 04/30/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
4/10/2014	6133	Chimney Specialists Inc.	4,237.00	8" Stainless Steel Chimney
<b>SUBTOTAL</b>			<b>\$ 4,237.00</b>	
<b><u>CAPITAL FUND</u></b>				
4/10/2014	6135	Airgas North Central Inc.	94,586.11	Hydraulic Shear BTB8-750: CNC Setup - grant #180
4/28/2014	6138	Roeder Outdoor Power	13,200.00	2014 John Deere X730 Tractor: Facilities
<b>SUBTOTAL</b>			<b>\$ 107,786.11</b>	
<b><u>ENTERPRISE FUND</u></b>				
none this month				
<b>SUBTOTAL</b>			<b>\$ -</b>	
<b>TOTAL</b>			<b>\$ 112,023.11</b>	

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 04/30/2014

Liability End of Month Balances		
FICA		
Federal Withholding		
State Withholding	17,667.19	
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	380,037.94	
Sick Leave Payable	640,035.96	
Other (Due To)	13,066,042.29	
Total Liability Adjustment	14,103,783.38	
Beginning Treasurers Balance		2,444,107.89
Receipt		
Fund		
1 General	444,362.59	
2 Special Revenue	-	
3 Capital Projects	-	
4 Debt Service	-	
5 Enterprise	97,924.55	
6 Internal Service	164,774.56	
7 Financial Aid/Activities	21,384.59	
Total Receipts		728,446.29
Cash Available		3,172,554.18
Expenses		
Fund		
1 General	1,692,038.39	
2 Special Revenue	-	
3 Capital Projects	82,058.94	
4 Debt Service	-	
5 Enterprise	63,634.35	
6 Internal Service	221,980.82	
7 Financial Aid/Activities	66,925.90	
Total Expenses		2,126,638.40
Treasurers Cash Balance		1,045,915.78
Liability Adjustment		14,103,783.38
Cash in Bank		\$15,149,699.16

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 10 Months ended April 2014**

	<b><u>2013-14 Budget</u></b>	<b><u>2013-14 YTD Actual</u></b>	<b><u>2013-14 Percent</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>
General Fund Revenue	22,548,000.00	19,500,374.25	86.48	91.05	89.35	84.24	89.84
General Fund Expenditures	22,848,000.00	17,217,962.60	75.36	77.64	75.68	74.17	76.32
Capital Projects Fund Revenue	2,550,000.00	2,581,752.43	101.25	102.36	101.95	94.09	99.66
Capital Projects Fund Expenditures	2,171,000.00	1,145,136.01	52.75	54.00	63.19	123.91	261.90
Debt Service Fund Revenue	5,046,000.00	182,664.68	3.62	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	695,491.60	13.74	11.40	12.99	18.17	5.20
Enterprise Fund Revenue	1,850,000.00	1,459,733.46	78.90	87.24	74.26	107.40	78.74
Enterprise Fund Expenditure	1,650,000.00	967,969.92	58.66	64.28	55.78	83.43	86.01
Internal Service Fund Revenue	4,100,000.00	3,150,849.65	76.85	81.61	70.92	77.62	77.07
Internal Service Fund Expenditures	4,050,000.00	3,268,436.66	80.70	77.25	83.81	84.32	80.21
Trust & Agency Fund Revenue	8,350,000.00	7,599,294.61	91.01	96.58	90.09	111.30	121.21
Trust & Agency Fund Expenditures	8,350,000.00	7,660,687.84	91.74	96.18	89.97	110.62	119.54
Grand Total Revenue	44,444,000.00	34,474,669.08	77.57	80.86	77.78	79.86	88.40
Grand Total Expenditures	44,129,000.00	30,955,684.63	70.15	71.00	70.34	77.62	107.22

## D. Contract Revenue

Nineteen (19) contracts totaling \$24,507 in April 2014 will be presented for Board approval. The Contract Revenue Report follows.

### 2013-2014 CONTRACTS

4/01/14 through 4/30/14

<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>
03-2014-0056-I-41 Grant Regional Health Center	Healthcare Provider Recert	Rita Luna	136	\$ 4,760.00	Yes		X	
03-2014-0057-I-41 Southwest Health Center	Healthcare Provider Recert	Rita Luna	84	\$ 2,940.00	Yes		X	
03-2014-0067-I-41 Boscobel Area Health Center	Healthcare Provider Recert	Rita Luna	92	\$ 3,220.00	Yes		X	
03-2014-0071-I-41 Crawford County Public Health Dept	Healthcare Provider Recert	Rita Luna	64	\$ 2,240.00	Yes		X	
03-2014-0115-I-32 Wisconsin Secure Program Facility	Healthcare Provider Recert	Rita Luna	6	\$ 210.00	Yes		X	
03-2014-0126-I-41 Memorial Hospital of Lafayette County	Healthcare Provider Recert	Rita Luna	10	\$ 350.00	Yes		X	
03-2014-0172-I-42 Platteville Fire Department	Heartsaver First Aid/CPR & AED	Rita Luna	6	\$ 300.00	Yes		X	
03-2014-0176-I-11 Cassville School District	Heartsaver First Aid/CPR & AED	Rita Luna	13	\$ 455.00	Yes		X	
03-2014-0177-I-42 Army Corps of Engineers	Heartsaver First Aid/CPR & AED	Rita Luna	14	\$ 700.00	No		X	
03-2014-0195-I-21 City of Platteville - Streets Dept	Mine Safety Refresher Course	Derek Dachelet	7	\$ 411.25	No		X	
City of Platteville - Water & Sewer Dept			5	\$ 293.75	No		X	

Southwest Wisconsin Technical College

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Platteville Township			1	\$	58.75	No	X
Lynch Excavating			2	\$	117.50	No	X
J & E Express, Inc.			1	\$	58.75	No	X
03-2014-0196-I-21 Grant County Highway Department	Mine Safety Refresher Course	Derek Dachelet	49	\$	2,090.00	No	X
03-2014-0197-I-21 Crawford County Highway Department	Mine Safety Refresher Course	Derek Dachelet	58	\$	2,262.00	No	X
03-2014-0198-I-42 Dickeyville EMS	Healthcare Provider Recert	Rita Luna	12	\$	420.00	<b>Yes</b>	X
03-2014-0199-I-41 Richland Medical Center	Healthcare Provider Recert	Rita Luna	29	\$	1,015.00	No	X
03-2014-0205-I-42 Hazel Green Fire Department	CPR Recertification	Rita Luna	25	\$	875.00	<b>Yes</b>	X
03-2014-0206-I-42 Boscobel Fire Department	Healthcare Provider Recert	Rita Luna	10	\$	365.00	<b>Yes</b>	X
03-2014-0214-I-41 Prairie Industries	CPR Recertification	Rita Luna	20	\$	700.00	No	X
03-2014-0218-I-42 Blue River Fire Department	Healthcare Provider Recert	Rita Luna	9	\$	315.00	No	X
03-2014-0219-I-41 Universal Consumer Products	Heartsaver First Aid/CPR & AED	Rita Luna	10	\$	350.00	No	X
<b>TOTAL of all Contracts</b>			<b>663</b>	<b>\$</b>	<b>24,507.00</b>		
Exchange of Services			458	\$	16,135.00		
For Pay Service			205	\$	8,372.00		

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

One new hire and one retirement are being presented for approval in the Personnel Report. The report is available below.

#### **PERSONNEL REPORT**

**May 22, 2014**

##### **Employment: NEW HIRE**

<b>Name</b>	Richard Ammon
<b>Title</b>	Dean of Business & General Education
<b>How many applicants &amp; interviewed</b>	18 Applicants / 5 Interviews
<b>Start Date</b>	6/30/2014
<b>Salary/Wages</b>	\$98,000 Annual
<b>Classification</b>	Salaried Professional
<b>Education and/or Experience</b>	18 years working in Education and the past 6 yrs. serving as the Associate Dean of Health for the Milwaukee Area Technical College. He has his Doctorate in Educational Leadership, Masters in Business Administration, and Bachelor of Science in Agriculture.

##### **PROMOTIONS/TRANSFERS**

None	
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##### **RETIREMENTS / RESIGNATIONS**

Patti Obma (Retirement)	Nursing Instructor	33 yrs.
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## ***F. WTC District Boards Association Annual Dues Assessment***

A copy of the letter from Paul Gabriel, as well as the Fee Assessment invoice in the amount of \$19,356.30 follows.



### **WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION**

May 2, 2014

Duane Ford  
President  
Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809

Attention: **Invoice enclosed**

Dear Duane,

The Association's board of directors has unanimously approved a 2014-15 operating budget for the year beginning July 1, 2014. The attached invoice reflects your district's annual dues assessment through June 30, 2015.

The new budget represents a 0.3 percent increase over the current year. Each district's dues are based on a formula with  $\frac{1}{2}$  of the budget assessed as a flat fee and  $\frac{1}{2}$  assessed pro rata by FTE enrollment. The change in your district's dues will vary from 0.3 percent because of the relative change in district enrollments last year. For 2014-15, six districts have dues decreases and ten districts have dues increases.

We have worked hard to limit this budget increase and we will continue to seek ways to be as fiscally prudent as possible. Your district's membership in this Association is greatly appreciated and we look forward to a very positive year serving statewide, district, and individual members' interests. Please feel free to contact me if you would like additional information about the budget, dues, or the Association.

Sincerely,

Paul Gabriel  
Executive Director

encl.

cc: Russell Moyer, Board of Director Member  
Eileen Nickels, District Board Chairperson



WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARDS ASSOCIATION

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May 2, 2014

**INVOICE**

**2014-15 FEE ASSESSMENT**

(July 1, 2014 - June 30, 2015)

**SOUTHWEST WI**

**\$19,356.30**

Payment due upon receipt and no later than August 1, 2014.

Please make check payable to:  
Wisconsin Technical College District Boards Association

*We value your membership! Thank you.*

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**Recommendation:** Approve the consent agenda.



## **Other Items Requiring Board Action**

### ***A. Concept Review: Supply Chain Management***

Joyce Czajkowski, Dean of Business & General Studies, and Tonya Archie, Supply Chain Management Instructor, will present the Concept Review for an Associate Degree program in Supply Chain Management. The Concept Review is below.

**Recommendation:** Approve the Concept Review, as presented, for an Associate Degree in Supply Chain Management.

# Southwest Wisconsin Technical College

*Concept Review*

## **Supply Chain Management**

May 22, 2014  
Dr. Duane Ford, President



**CONCEPT REVIEW/PROGRAM APPROVAL**  
**District Request (TC-OCCCRPA-1A)**

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District: Southwest Wisconsin Technical College

Date: May 22, 2014

Program Title: Supply Chain Management

Program Aid Code and Number: 10-182-1

District Contact Person: Tonya Archie

Phone: 608-822-2438

Primary Education Director: Sandra Schmit

Phone: 608-266-1599

For Program Approval Stage:

Date of State Board Concept Review Approval Date:

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**CONCEPT REVIEW CRITERIA and SIGNATURE**

**A. Proposed Aid Code and Proposed Program Number**

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10-182-1

**B. Proposed Program Title**

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Supply Chain Management

**C. Tentative Program Description**

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The supply chain management associate degree program provides students with the knowledge and skills necessary to perform supply chain responsibilities in their desired functional area. Topics include supply chain management and operations, lean, logistics, global supply chain management, ERP, inventory management, purchasing, service operations, and development and practice of soft skills such as conflict resolution, ethics, and problem solving. Students will also be able to choose an emphasis area of concentrated study in topics related to their career interests including IT, Lean, and Agribusiness. Potential occupations include: Production Planner, Buyer, Shipping Supervisor, Materials Manager, Manufacturing Coordinator, Warehouse Manager, or Logistics Team Lead, among others.

To help fund the launch of this new program as well as an embedded technical diploma and pathway certificates, a TAACCCT 3 grant proposal was written and awarded in the amount of \$797,804. The funds support one full-time instructor/program coordinator position, one full-time basic computer instructor position, one part-time credit for prior learning position, one part-time project accounting assistant, and one part-time curriculum assistant. Funds must be expended by September 30, 2016.

See Attachment C for a visual of the proposed supply chain management degree pathway.

**D. Occupational Area to be Served – Occupational Title and Standard Occupational Classification (SOC) Code**

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Supply chain management includes a broad range of occupational titles. Those listed below are commonly found in industry, but specific titles will vary according to each individual employer.

SOC 11-1021, 11-3051, 11-3061, 11-3071, 11-9199 Warehouse Manager, Operations Manager, Manufacturing Coordinator, Product Line Manager, Materials Manager, Distribution Manager, Shipping Supervisor, Load Out Supervisor

SOC 13-1021, 13-1022, 13-1023, 43-3061 Buyer, Purchasing Agent, Procurement Specialist, Merchandiser, Purchasing Clerk, Purchasing Associate

SOC 13-1081, 43-5061 Logistics Team Lead, Production Planner, Materials Planner, Production Assistant, Production Scheduler

SOC 13-1111 Business Analyst

SOC 53-1021, 43-5111, 51-1011, 53-7062, 53-7199 Receiving Supervisor, Shipping Supervisor, Floor Supervisor, Inventory Specialists, Material Control Manager, Supply Clerk, Production Manager, Plant Manager, Manufacturing Supervisor, Material Handler, Receiving Associate

SOC 43-5011, 43-5071, 53-1031, 53-7121 Freight Broker, Logistics Coordinator, Load Planner, International Coordinator, Cargo Agent, Freight Forwarder, Receiving Manager, Traffic Manager, Shipping Coordinator, Transportation Supervisor, Warehouse Supervisor, Fleet Manager, Loader Operator, Shipping & Receiving Operator, Shipper

**E. Mean Starting Hourly Salary**

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\$19.66 – \$23.61 per hour (EMSI)

**F. Source of Single Source Request**

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N/A

**G. Analysis of How This Program Supports Employment Demand**

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The methodology used to substantiate the labor market demand for a supply chain management program consists of employer focus groups and individual employer interviews. Economic Modeling Specialists International (EMSI) data is also included as part of the labor market analysis.

See Attachment G for details of the following employer interactions and EMSI data as analysis of how the supply chain management program supports employment demand. A summary of the discussions and recommendations for points 1 - 4 can also be found in Attachment H.

1. Employer Breakfast Forum November 30, 2011
2. Employer Interviews June 2012
3. Advisory Meeting June 19, 2013
4. Job Fair Employer Interviews April 30, 2014
5. EMSI Data

#### **H. Documentation of Member Participation and Outcomes of the Ad Hoc Group**

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See Attachment H for a list of ad hoc stakeholders and a summary of discussions and recommendations from the following interactions:

1. Employer Breakfast Forum November 30, 2011
2. Employer Interviews June 2012
3. Advisory Meeting June 19, 2013
4. Job Fair Employer Interviews April 30, 2014

#### **I. Summary of Initial Discussions with Other WTCS Districts Offering a Similar or Same Program**

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See Attachment I for a summary of initial discussions with other districts and an analysis of other WTCS districts offering supply chain management programs.

#### **J. Expected State Board Program Approval Meeting Date**

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September 9, 2014

#### **K. Documentation of District Board Approval of the Concept Review**

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See Attachment K for documentation of district board approval of the supply chain management program dated May 22, 2014.

**X Notification of districts with the same or similar program has been completed.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
President or Instructional Services Administrator  
Dr. Phil Thomas, Vice President for Student & Academic Affairs

### **PROGRAM APPROVAL CRITERIA and SIGNATURE**

#### **L. Validate the Concept Review Information**

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N/A

#### **M. Response to Issues/Concerns Raised by the State Board at the Concept Review**

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N/A

#### **N. Pathway and Laddering Opportunities**

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N/A

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**O. Estimated FTE and Headcount**

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Implementation FTE: 18	Headcount: 15
Annual FTE: 31.2	Headcount: 27

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**P. Documentation of Costs**

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	Estimates for the Proposed Program (to the Nearest \$100)
1. Total Capital Costs (if > \$50,000)	\$0
2. Total Instructional (Function 1) Costs	\$83,800
3. Estimated Student FTEs	22.5
4. Program Instructional Costs/FTE	\$3,724
5. Average Cost/FTE (from Schedule B)	\$8,575
6. Cost Analysis Indicator (CAI)	0.43

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**Q. Analysis of the Reasonableness**

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If approved, the supply chain management program will be offered beginning in the spring of 2015 with an estimated 18 FTEs generated in the first year, and 31.2 FTEs generated annually in subsequent years. The program is low cost when compared to other similar programs offered in the division and aid category (Business/AAS). The cost per FTE is projected at \$3,724 compared to \$8,575, which results in a .43 cost analysis indicator (CAI). Curriculum development expenses will be reduced as several existing courses will be utilized. Additionally, SWTC has secured grant funding, which covers the cost of a full-time instructor through September, 2016. It is anticipated that revenue will exceed costs by the time the grant funding expires.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

President or Instructional Services Administrator

Dr. Phil Thomas, Vice President for Student & Academic Affairs

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Staff

Caleb White, Director of Fiscal Services

## Southwest Wisconsin Technical College

## Supply Chain Management Degree Pathway

	Course Description	Embedded Certificate Materials Management (Submit Upon Program Approval)	Embedded Certificate Logistics (Submit Upon Program Approval)	Technical Diploma Supply Chain Management (Submit Upon Program Approval)	Associate Degree Supply Chain Management
<b>Semester 1</b>					
10-804-123	<i>Math w Business Apps</i>				3
10-182-XXX	SCM Career Planning				1
10-196-156	Project Mgt 1			1	1
10-196-157	Project Mgt 2			1	1
10-182-XXX	Logistics (Transportation)		3	3	3
10-182-XXX	Global SCM		3	3	3
10-196-148	Organizational Ethics		1	1	1
10-196-152	Personal Ethics		1	1	1
10-182-XXX	Principles of Negotiations		1	1	1
10-182-XXX	Supply Chain Management		3	3	3
	Total Semester Credits		12	14	18
<b>Semester 2</b>					
10-182-XXX	Supply Chain Management	3			
10-196-123	Applied Problem Solving	1		1	1
10-103-106	Beginning MS Excel	1		1	1
10-103-118	Intermediate MS Excel	1		1	1
10-182-XXX	Inventory Management	3		3	3
10-182-XXX	ERP Concepts	3		3	3
10-182-XXX	Purchasing			3	3
10-XXX-XXX	Lean Concepts			3	3
10-182-XXX	Service Operations Mgt			3	3
	Total Semester Credits	12		18	18
<b>Semester 3</b>					
10-801-195	<i>Written Communication</i>				3
10-809-199	<i>Psychology of Human Relations</i>				3
10-809-195	<i>Economics</i>				3
10-101-101	Accounting 1 Part 1				2
10-196-128	Conflict Resolution				1
10-196-XXX	1 Credit Electives				2
10-XXX-XXX or 10-107-146 or 10-006-114	Lean Tools OR IT Concepts OR Legal Aspects of Agribusiness				3
	Total Semester Credits				17
<b>Semester 4</b>					
10-801-196	<i>Oral/Interpersonal Comm</i>				3
10-804-189	<i>Introductory Statistics</i>				3
10-809-112	<i>Principles of Sustainability</i>				3
10-182-XXX	SCM Internship				2
10-101-127	QuickBooks				1
10-196-145	Managing Work Teams				1
10-XXX-XXX or 10-107-139 or 10-006-165	Six Sigma OR Database Design & Implementation OR Agri Marketing and Promotion				3
	Total Semester Credits				16
	<b>Grand Total Credits</b>	12	12	32	69

## Attachment G

### Southwest Wisconsin Technical College

### Analysis of How Supply Chain Management Supports Employment Demand

Discussions began with the Southwest Wisconsin Workforce Development Board (SWWDB) in fall of 2011 to investigate employer needs for logistics/supply chain management training. Over the next several years, multiple contacts have been made with regional employers to vet demand for the program and collaborate on the development and pathways for training. The methodology used to substantiate the labor market demand for a supply chain management program consists of employer focus groups and individual employer interviews. EMSI data is also included as part of the labor market analysis. Regional data matches the area from which employers draw employees due to the rural nature of southwest Wisconsin. An analysis was conducted of the surrounding areas including northeast Iowa and northwest Illinois to ensure no duplication of programs exists.

### Employer Breakfast Forum November 30, 2011

Sixteen regional employers were in attendance (see Appendix H for a list of attendees) along with SWTC staff and three staff members from the SWWDB for an employer forum to discuss career pathway models and break into small groups for discussion and to provide feedback on jobs, qualifications, and needed training.

### SWWDB RISE Employer Forum Report Breakout Session Feedback November 30, 2011

- **Unskilled Jobs**
  - **Job titles and number of new hires in next 3-5 years**
    - General assemblers
    - High school PLUS (need more skill sets to start)
    - Junior line leader positions
    - Line operator
    - Material handlers
    - Packagers (10 new hires)
    - Seasonal harvest
    - Truck wash
  - **What are the qualifications?**
    - Soft Skills
      - Accuracy
      - Aggressiveness
      - Appreciation for business
      - Basic penmanship
      - Consistency
      - Flexibility
      - Initiative



- Interview skills
  - Motivation
  - People skills
  - Personal hygiene
  - Show up for work
  - Unteachable skills
  - Willingness
  - Work ethic
  - Work well with others
- Basic skills
  - Communication
  - Grammar
  - Basic computer skills
  - High school education
  - Reading ability
- **What are the challenges in filling or training?**
  - Many applications – not many qualified
  - Safety training
- **Entry-Level Skilled / Technician Jobs**
  - **Job titles and number of new hires in next 3-5 years**
    - Accounting
    - Computer / IT
    - Cooler technicians
    - Electricians
    - Farm equipment operators
    - Fork truck driver
    - Journeyman
    - Lab techs
    - Lineman
    - Mechanics
    - Packing machine operator
    - Production – cheese processing
    - Sanitation workers
    - Supply chain
    - Warehousing – order picking
    - Welders
  - **What are the qualifications?**
    - Computer skills
    - Dairy science training
    - Food safety
    - GMPs (Good manufacturing practice)
    - GPS

- ISO
  - Logistics knowledge
  - Quality assurance
  - System thinking
  - Understanding process improvement
  - Understanding the basics of the supply chain
  - Value stream mapping
- **What are the challenges in filling or training?**
  - Have experience but not in new concepts / software
  - Over qualified applicants
  - Potential employees do not understand what jobs they are qualified for
  - Some form of further education
  - Unwilling to continue education
- **Skilled Technician**
  - **Job titles and number of new hires in next 3-5 years**
    - Electricians
    - Welders
    - Truck driver
    - Pasteurization license
    - Cheese maker license
    - Electromechanical technical operator
    - Lab techs – creamery, seed, cheese
  - **What are the qualifications?**
    - Communication skills
    - Computer skills
    - Dairy science training
    - English comprehension
    - Food safety
    - GMPs
    - GPs skills
    - Job shadowing, apprenticeships, internships
    - Quality assurance
    - Supervisory skills
    - Two-year degree or multiple certificates
- **Managers & Technical Professionals**
  - **Job titles and number of new hires in next 3-5 years**
    - All kinds of job titles
    - Entry level supervisors
    - Managers – production / packaging
    - Shift supervisors
    - IT technicians
    - Logistics dispatcher

- Diesel mechanics
- General mechanics
- **What are the qualifications?**
  - Promotion within by showing initiative – taking classes, shared tuition, etc.
  - Willingness to relocate within US and international
  - 2 years preferred

## **Employer Interviews June 2012**

### **Southwest Tech RISE Project – Supply Chain Management Employer Validation Report – June 2012**

Southwest Tech and Southwest WI Workforce Development staff held planning meetings on March 20 and 26, April 16 and 20, and May 23 to discuss this project and plan the details of employer input. Staff was joined by Mr. Jerry Brunner, from Hartung Brothers, who provided an employer's perspective in the development of the supply chain management certificate. Visits were made to employers by Paul Cutting, Agribusiness Instructor, and Nancy Flanagan, Business Services Coordinator for SWWDB to vet the certificate content. A total of 13 regional employers were consulted. The Supply Chain Management Certificate overview was provided, and the following slate of questions (at minimum) was discussed.

1. Do the classes (identified in the Supply Chain Management Certificate) fit your employment needs?
2. If not, how should the classes be changed / altered / deleted?
3. Of the six courses, priority
4. What would be the preferred delivery of these courses and/or program? Daytime for the traditional student or evening/weekends for incumbent workers?
5. Would you have jobs for students with this certificate?
6. Would you be willing to join a logistics employer team?

Employers were very receptive to our visits, and in most cases, seemed to welcome the opportunity to give a full tour of their business. Definite themes emerged as a result of these discussions. Following are the themes we repetitively heard, followed by a brief synopsis of each business visit.

- There is a definite need for this program. Employees trained in the competencies of the certificate program would be welcome to these employers as new hires plus many employers cited existing employees who would benefit.
- How the courses are delivered and offered will be most important. Nearly all employers agreed if hiring a new employee, a graduate of this certificate would definitely have the edge over a candidate who did not. So, offering this certificate during the daytime to traditional students was recommended. Employers also recommended the courses be offered as nontraditional – evenings or accelerated weekend offerings for current employees.
- A major caution heard was to not “lose” the broad scope of this program by housing it only within the Agribusiness program. The program should be listed independently as a stand-alone program. They understood the importance to the student of the career pathway advantages and recommended embedding this program in the Business Management program as well as Agribusiness, possibly even others.

- For current employees, the employer does not necessarily want all 18 credits. In some cases, the company has already offered some of the training to incumbent employees. Employers also identified courses that were not a match for their environment. Every employer we contacted was interested in some components.

**Alliant Energy, Dubuque – Maria Lauck, Regional Director**

- Tend to hire more 4-year degrees.
- Taking this program could definitely give a person an edge on getting the job if compared to a person who did not have this training. Union affiliation is always an issue on new hires.
- With the Enterprise Resource Plan, preferred teaching the basics rather than too much software. Software can always be learned on the job (they vary) if the employee understands the basics. Question on ERP or SAP – like learning Apple vs. PC. Just teach the concepts.
- “Dealing with vendors” should also be a part of Negotiations course.
- Include water freight within Transportation Management course.
- Financial side important – bill of lading, invoice, purchase order, etc. A pre-requisite of accounting may be helpful or include accounting.
- Delivery mode outside of Southwest Tech walls important. Offer courses at night, online, weekends.
- For a smaller organization (than Alliant), the value of this certificate would be to teach the concepts to both entry-level students but also to re-tool incumbent workers. “Older” workers often desire to move into positions that are not so physical. This program would deliver that opportunity.
- If an advisory member is desired from Alliant, Maria would ask someone with more direct expertise to this area.
- Maria also checked with other employers within Alliant and emailed the following in two emails from separate co-workers:
  - Email #1:
    - Overall, the course looks interesting and I feel would have value. I would see the ideal candidate as someone who wants to move into the Supply Chain area but has little or no supply chain education or experience. Lean Operations Management is very valuable. We are constantly looking at our internal processes and we use Lean Methodologies to do that.
    - Without knowing what’s all included in the LOGISTICS/SUPPLY MANAGEMENT COURSE, I would look for:
      - ☐ Intelligent Warehouse set up and product flow
      - ☐ Picking, packaging and handling efficiencies
      - ☐ Use of barcodes and scanners
      - ☐ Setting of Min/Max levels to control stocking levels and avoid stock-outs
      - ☐ Safe Warehouse operations (Safety equipment, tools, Personal Protective Equipment)
      - ☐ Securing inventory
      - ☐ SOX Inventory Controls
  - Email #2:
    - From the Sourcing Department. They thought it would fit best with an Associate Buyer position. Here was their feedback:
      - ☐ Looks like that would align well with our Associate Buyer position.
      - ☐ Education or experience equivalent to an Associate's degree from an accredited college with coursework in purchasing, materials management, logistics, business administration, economics, or accounting.

- ☐ Minimum of one to three years professional experience in progressively responsible purchasing, administration and/or operations positions preferred.
- ☐ So I would recommend something like this certificate to someone who wants to perhaps leave the union (like a warehouse person) and advance into a salaried position like the Associate Buyer job; Or if someone were doing a part-time job or looking for career advice, I would recommend the certificate. But like we discussed the delivery method would be important. Something after hours or online would work better for my existing work staff.

**Biddick, Inc., Livingston – Brad Biddick, Owner**

- Data base knowledge and expertise key to business. Every department / every employee. They have developed and use their own exclusive software. Have not found ready boxed software that works for their needs – they have always had to customize or build from scratch.
- Much cross training.
- Transportation a big deal. Trucks, drivers, log books, timely billing, how to buy, negotiations.
- Delivery also a big deal. Shipping, construction of pallets, right place – right time. Maximize volume/weight and assure the product gets there perfect. Packaging – box vs. bulk.
- Recommended GPS/GIS.
- Also important is financial knowledge, quick books.
- Would employ a graduate of this at entry-level or have a current employee participate to improve skills.
- Yes to advisory committee involvement.

**Cummins Emissions Solutions, Mineral Point – Chris Thelan**

- 350 employees – majority work first shift, a few on second shift.
- Struggle to get people with these basics.
- All courses important; ranking of courses:
  - #1 Logistics/Supply Chain Management
  - #2 Lean Operations, #3 tie between Negotiations and Purchasing
  - Least important Enterprise Resource Plan
- Indicated a total of 46 – 58 current employees would benefit from one or more courses offered in the Supply Chain Management Certificate.
- Transportation Management – Chris's comment was that if you have the other five courses, this can easily be taught within the firm.
- Each business unit within Cummins has a supply chain group.
- Yes to advisory committee involvement.

**Gro Alliance, Cuba City – Tim Meier, Site Manager**

- 25 employees
- Curriculum looks good – each category is going to hit some people within the company.
- Preferred the delivery for the existing employee base – evenings and/or accelerated into a 2-3 day format.
- Priority ranking of courses:
  - #1 Lean Operations Management – very beneficial and would have 10-12 current employees.

- #2 Logistics/Supply Chain Management – 10-12 current employees.
- #3 Transportation Management – 5- 6 current employees.
- Recommended course content – employee coaching skills, interpersonal skills, conflict resolution, personality profiling.
- Yes to advisory committee involvement.

**Lactalis, Belmont – Peggy Weitenhiller**

- 260-280 employees
- Logistics is handled by corporate so program not such a good fit for their business. Warehouses are on the east and west coasts. Milk receiving/shipping is only from two companies – NFO and Swiss Valley.
- They do a lot of their own training. Hire from Chicago Institute of Technology. Send current employees to the Wisconsin Center for Dairy Research – classes are delivered within a two-day format. Classes mentioned include Cheese Maker's License, Pasteurization Certification, HACCP / Sanitation.
- 17 lab techs employed.
- Priority ranking of courses:
  - #1 Logistics/Supply Chain Management
  - Low ranking Purchasing – much done by corporate.
- Include computer classes in curriculum – esp. Excel.
- No to advisory committee.

**Loudspeaker – Neil Kirschbaum, President/Owner**

- Caution on embedding in Agribusiness. Is this the correct persona you want attached?
- Yes, would hire graduates of this program.
- Would have current employees to take this program.
- Good classes to offer existing employees.
- Recommended more on customer service.
- Yes to advisory committee involvement.

**Mil-3, Platteville – Rich McNett, Owner/Manager**

- 15 employees
- Priority ranking of courses:
  - #1 Lean Operations Management and Purchasing courses
  - Logistics/Supply Chain Management course not a good fit for company
  - Enterprise Resource Plan low priority, not vital.
- Recommended courses offered in evening format.

**Milprint, Inc., Lancaster – Josh Droessler, Human Resources Manager**

- Not so saleable by putting this certificate within Agribusiness. Recommend Business Management.
- Priority ranking of courses:
  - #1 tie to Enterprise Resource Plan and Lean Operations Management courses; SAP huge.
  - Negotiations, Purchasing, Transportation Management courses ranked lowest.

- Currently do and have done a great deal of internal training in the above two courses (#1).
- They outsource all trucking. Do not have logistics department.
- Very low turnover in salaried employees. Have already done a lot of this training internally for salaried employees.
- If they had an opening, would hire a grad of this program.
- Challenges with global transportation to Canada and Mexico. Good to include in curriculum.
- On a local level, they cut purchase orders, know schedule of when delivery coming, take orders, tracking.

**Montchevre-Betin, Inc. – Carson George, Assistant Purchasing Manager**

- Definitely value added.
- Would hire graduates at the entry-level of this program – a definite edge.
- Could see this certificate embedded into another associate degree and offered on campus; however, also through Business and Industry Services as a night class.
- Recommended course content – communication skills, verbal, writing, email.
- Priority ranking of courses:
  - #1 Logistics/Supply Chain Management – this is a nice overview. Global logistics important.
  - #2 Purchasing – more for a very specific person.
  - #3 Enterprise Resource Plan
- Transportation Management would be good for their shipping and receiving people – 6 employees.
- Lean Operations Management – good for line supervisors (10), assistant line leads, and entire Transportation Department.

**MPC, Richland Center – Tina Schweitzer, Plant Manager**

- 132 employees, adding third shift next year.
- Thought the curriculum looked comprehensive. Tina is taking similar coursework now with Charlie Draheim at the Southwest Tech Outreach in Richland Center.
- For incumbent employees, important that classes be held in Richland Center. For an employee to get time off work to travel to Fennimore, difficult.
- Possibly a curriculum addition – EDI (Electronic data Exchange)
- Priority ranking of courses:
  - #1 Lean Operations Management
- Transportation Management and Purchasing courses – all done at corporate level.
- Associated content more with Business Management and Marketing degrees.
- Yes to advisory committee involvement.

**Packers Chemical, Inc. – Mike Schroeder, Logistics Manager & Terry Carling-Kelly, General Manager**

- 24 employees, 28 salespersons, 12 drivers + outside carriers
- Huge promoter of skills training vs. degree, 4-year degree not often needed.
- Recommended both delivery options – campus/daytime and evening.
- Recommended course content: problem solving, communications, soft skills, work ethic.
- Do include some type of tracking devices but they do not use GPS/GIS. Earth Picks another option – tracking device goes in product on pallet.

- Caution on putting under Agriculture. To a manufacturer, Business Management more appropriate.
- For a management trainee, all courses pertinent.
- For incumbent employers, all courses a bonus.
- Priority ranking of courses:
  - #1 Lean Operations Management – Six Sigma huge.
  - #2 Negotiations
  - Lowest ranking was Purchasing.
- Yes to advisory committee involvement.

#### **Seats, Inc., Reedsburg – Gerald Ward, Vice President**

- 500 employees, majority first shift.
- Issues in finding enough qualified people. Unemployment gap.  
This training would definitely result in higher efficiency. Reminder to keep focus on cost reductions measures.
- Recommended housing the program within both Business Management and Agribusiness.
- Course content should include:
  - International trade including currency exchange considerations.
  - Bill of material requirements
  - Purchasing
  - Good work ethic
  - Higher efficiency

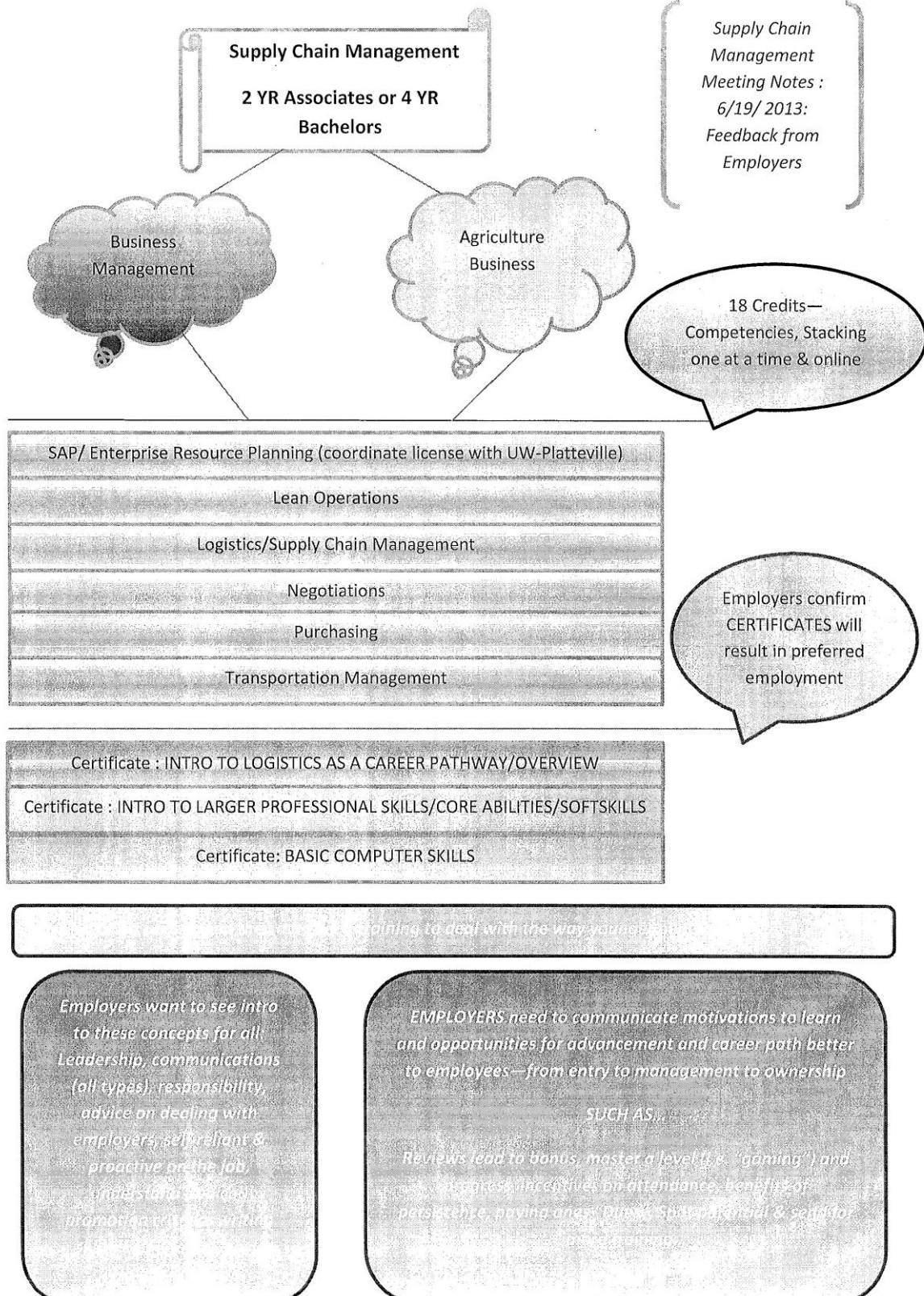
#### **Shullsburg Creamery – Scott Stocker, CEO**

- Caution on embedding in agriculture.
- Curriculum OK.
- This certificate more appropriate for working employees. A need to be exposed to the work world first. A young, inexperienced student would not necessarily connect and correlate without the practical application first. Would allow existing employees appropriate training that could evolve into an internal advancement. This program good knowledge rather than working toward a 4-year degree.
- Delivery recommended night courses and online for the working employee.
- Would have some current employees take these courses.

#### **Advisory Meeting June 19, 2013**

Six district employers convened (see Appendix H for a list of attendees) along with SWTC staff to continue progress toward development of offerings, and an initial pathway concept was laid out. The design includes small certificates resulting in preferred employment that ladder into a larger 18 credit certificate that would apply toward an associate's degree and/or a bachelor's degree. Credits would be offered online. Employers want leadership, communication, responsibility, self-reliance, proactivity, understanding of promotion criteria, and writing skills concepts included in the curriculum. Employers may need training to understand the way younger generations communicate. Employers also need to communicate motivations to learn, opportunities for advancement, and career paths better.





### **Job Fair Employer Interviews April 30, 2014**

Tonya Archie, Supply Chain Management Instructor/Program Coordinator, conducted face to face interviews at the SWTC Job Fair with nine regional employers who were shown the proposed supply chain management degree pathway including courses. Employers were asked for feedback on courses and desired content, whether or not two certificates were needed, career progression through the degree pathway, what types of employees would use each type of training, whether or not employers would hire candidates with each type of training, incumbent training, delivery, and internship collaboration possibilities. The response was overwhelmingly positive as to the layout of the proposed certificates in both materials management and logistics, a technical diploma in supply chain management, and an associate's degree in supply chain management. Employers indicated they had current employees who would benefit immediately from taking courses, and confirmed that it would be important for classes to be offered online as some employees would not be able to come to the campus to take courses on top of their normal workday. Employers also indicated they would hire a candidate with supply chain management training over one without it and they liked the pathway, so that employees could work, take relevant courses, earn some recognition, and continue their education over time to ultimately earn an associate's degree. They also said there are current employees who don't completely understand processes and how different departments work together, and they would benefit from the certificate coursework. Employers reacted very positively to the inclusion of soft skills, communication, and computer training coursework and stated that soft skills continue to be a struggle with current employees. Finally, the majority of employers were willing to collaborate on internship efforts or minimally, job shadowing opportunities. See below for additional specific comments:

Allied Coop, Izaak Rathke - The entire program is a great match for our business, supply chain is what we do. On line delivery is very important, because employees are scattered around the region. Open to interns. Soft skills are weak in current employees. Communication is very important. Can see uses for all of the programs and have employees who could take certificate courses right now. I like how employees can keep taking classes to work toward the degree.

Mobil Track Solutions, Mike Murray - The program is a good match for our company. There are 40 employees, and the company is growing fast, so there will be opportunities for more employees to go through the program. Talk to Brandon Kobliska, Production Supervisor to discuss internships and specific training needs.

Alliant Energy, Human Resources - Supply chain is a large part of the business internally, and the program looks thorough for our needs. We have a large distribution operation that supplies regional trucks and would use employees with each type of training, since supply chain is the focus and there are lots of different jobs and tasks that need to work together to get things where they need to be.

Dependable Solutions, Joe Ruskey - Our business is IT focused, but supply chain management is a good fit. We need employees who understand businesses work, so we can service our customers. They also need to be able to work into leadership and management positions. They need to be able to work on teams. We can teach them the IT specific knowledge, but they need to be able to work with people and communicate well. I'm open to doing internships with supply chain management students.

Gundersen Health System, Ben Reynolds - We have 6500 employees and a distribution center, so we need people with supply chain management knowledge and training.

### **Economic Modeling Specialists International Data**

Regional EMSI labor market data matches the area from which employers draw employees due to the rural nature of southwest Wisconsin as well as the lack of technical supply chain management training in the same area. EMSI data shows that positions in supply chain management will grow by 8.5%, which equates to 3796 additional positions from 2012-2018. This is slightly above the national projected growth of 8.4%. Fifty-two percent of the current workforce is age 45 or older. In 2012, there were 1289 completions in general business programs and 189 completions in specific programs in operations management, project management, and international business. Other programs accounted for 199 completions for a grand total of 1677. In 2013, there were 1723 estimated openings indicating a net gap in training. Median earnings range from \$19.66 per hour (district) to \$23.61 per hour (region).

# Southwest Tech



1800 Bronson Boulevard  
Fennimore, Wisconsin 53809

## Supply Chain Management 2012-2018 Occupation Report

All 15 Surrounding Counties



## Report Info

Dataset Version	2014.1 Class of Worker
Class of Worker Categories	QCEW Employees + Non-QCEW Employees + Self-Employed + Extended Proprietors
Timeframe	2012 - 2018
Region Name	All 15 Surrounding Counties
Counties	

Jo Daviess, IL (17085)	Allamakee, IA (19005)	Clayton, IA (19043)
Dubuque, IA (19061)	Crawford, WI (55023)	Dane, WI (55025)
Grant, WI (55043)	Green, WI (55045)	Iowa, WI (55049)
La Crosse, WI (55063)	Lafayette, WI (55065)	Richland, WI (55103)
Rock, WI (55105)	Sauk, WI (55111)	Vernon, WI (55123)

## Occupation Group

General and Operations Managers (11-1021)

Industrial Production Managers (11-3051)

Purchasing Managers (11-3061)

Transportation, Storage, and Distribution Managers (11-3071)

Managers, All Other (11-9199)

Buyers and Purchasing Agents, Farm Products (13-1021)

Wholesale and Retail Buyers, Except Farm Products (13-1022)

Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)

Logisticians (13-1081)

Management Analysts (13-1111)

Procurement Clerks (43-3061)

Cargo and Freight Agents (43-5011)

Production, Planning, and Expediting Clerks (43-5061)

Shipping, Receiving, and Traffic Clerks (43-5071)

Weighers, Measurers, Checkers, and Samplers, Recordkeeping (43-5111)

First-Line Supervisors of Production and Operating Workers (51-1011)

First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand (53-1021)

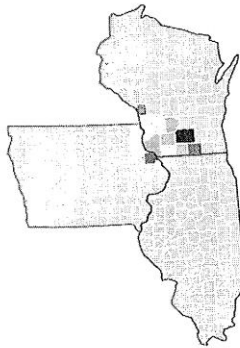
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators (53-1031)

Laborers and Freight, Stock, and Material Movers, Hand (53-7062)

Tank Car, Truck, and Ship Loaders (53-7121)

Material Moving Workers, All Other (53-7199)

## Job Distribution



### Overview

Annual Openings Estimate (2013)	1,723
Related Completions (2012)	1,677
Current Job Postings	N/A for Multiple Codes

### Gender

Male	71%	
Female	29%	

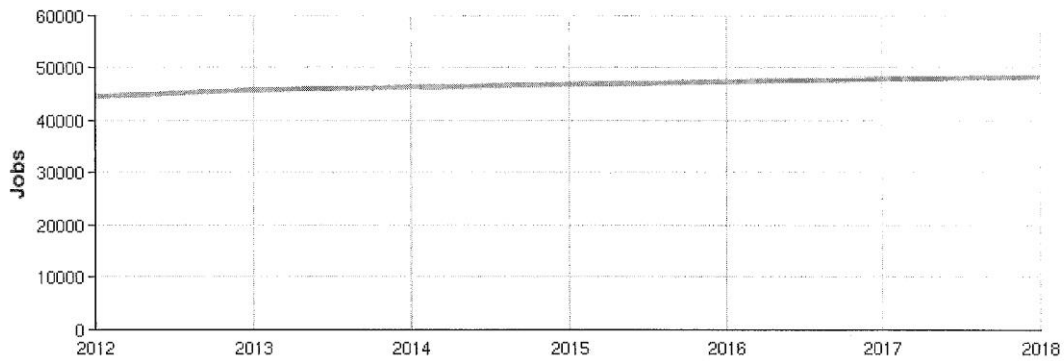
### Age

14-18	1%	
19-24	7%	
25-44	41%	
45-64	47%	
65+	5%	

<b>45,858</b> Jobs (2013) National Location Quotient: 0.98	<b>8.5%</b> % Change (2012-2018) Nation: 8.4%	<b>\$23.61/hr</b> Median Earnings Nation: \$26.39/hr
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### All 15 Surrounding Counties | Growth

<b>44,619</b>	<b>48,415</b>	<b>3,796</b>	<b>8.5%</b>
2012 Jobs	2018 Jobs	Change (2012-2018)	% Change (2012-2018)



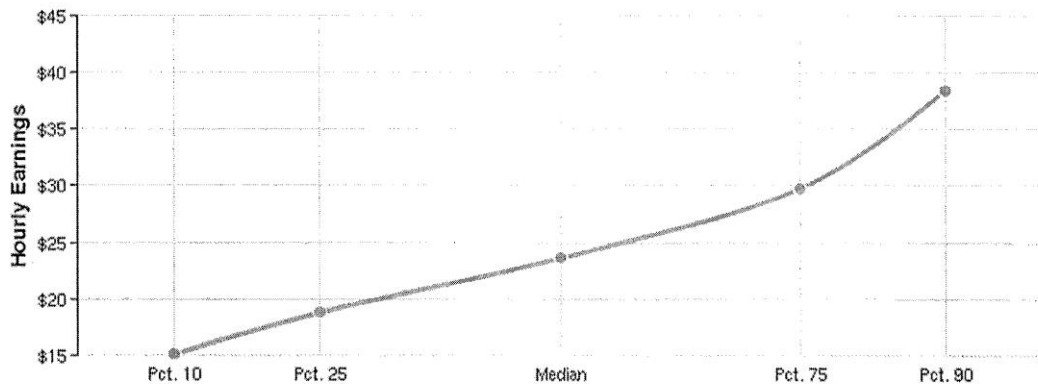
Occupation	2012 Jobs	2018 Jobs	Change	% Change
Transportation, Storage, and Distribution Managers (11-3071)	505	543	38	8%
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand (53-1021)	792	847	55	7%
Management Analysts (13-1111)	5,346	6,001	655	12%
Industrial Production Managers (11-3051)	930	966	36	4%
Production, Planning, and Expediting Clerks (43-5061)	1,317	1,401	84	6%
Laborers and Freight, Stock, and Material Movers, Hand (53-7062)	10,914	11,980	1,066	10%
General and Operations Managers (11-1021)	7,614	8,406	792	10%
Procurement Clerks (43-3061)	318	338	20	6%
Weighers, Measurers, Checkers, and Samplers, Recordkeeping (43-5111)	338	380	42	12%



<b>Occupation</b>	<b>2012 Jobs</b>	<b>2018 Jobs</b>	<b>Change</b>	<b>% Change</b>
Managers, All Other (11-9199)	5,494	6,052	558	10%
Material Moving Workers, All Other (53-7199)	295	301	6	2%
Cargo and Freight Agents (43-5011)	89	103	14	16%
First-Line Supervisors of Production and Operating Workers (51-1011)	3,033	3,094	61	2%
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators (53-1031)	692	748	56	8%
Shipping, Receiving, and Traffic Clerks (43-5071)	3,693	3,759	66	2%
Purchasing Managers (11-3061)	420	439	19	5%
Buyers and Purchasing Agents, Farm Products (13-1021)	83	80	-3	-4%
Wholesale and Retail Buyers, Except Farm Products (13-1022)	972	1,015	43	4%
Tank Car, Truck, and Ship Loaders (53-7121)	21	27	6	29%
Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)	1,340	1,435	95	7%
Logisticians (13-1081)	413	502	89	22%

## All 15 Surrounding Counties | Percentile Earnings

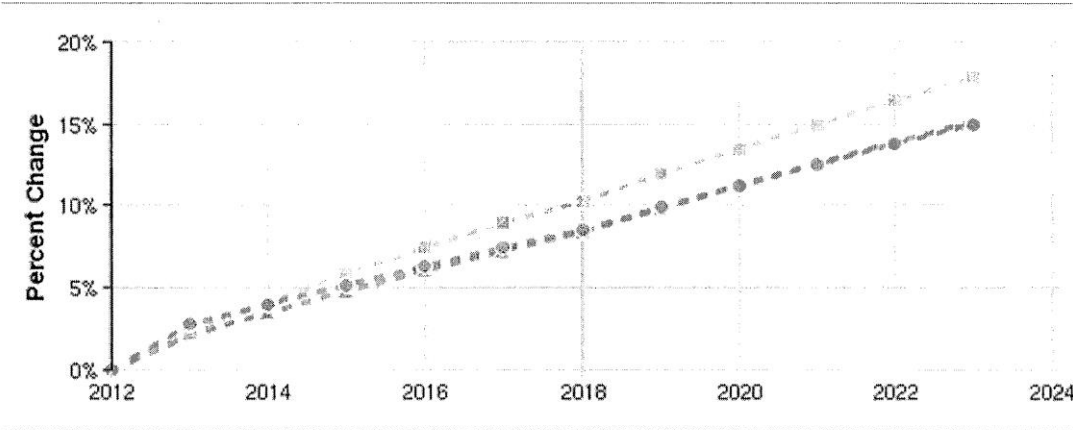
<b>\$15.12/hr</b>	<b>\$23.61/hr</b>	<b>\$38.43/hr</b>
10th Percentile Earnings	Median Earnings	90th Percentile Earnings



Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Transportation, Storage, and Distribution Managers (11-3071)	\$21.33	\$36.18	\$58.93
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand (53-1021)	\$15.58	\$22.90	\$33.68
Management Analysts (13-1111)	\$17.37	\$27.41	\$38.29
Industrial Production Managers (11-3051)	\$28.12	\$40.41	\$62.07
Production, Planning, and Expediting Clerks (43-5061)	\$13.98	\$19.95	\$28.19
Laborers and Freight, Stock, and Material Movers, Hand (53-7062)	\$8.74	\$12.28	\$17.92
General and Operations Managers (11-1021)	\$21.69	\$40.67	\$84.10
Procurement Clerks (43-3061)	\$12.35	\$16.87	\$23.13
Weighers, Measurers, Checkers, and Samplers, Recordkeeping (43-5111)	\$9.68	\$14.55	\$20.45
Managers, All Other (11-9199)	\$15.73	\$21.42	\$29.28
Material Moving Workers, All Other (53-7199)	\$8.40	\$12.29	\$18.48

Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Cargo and Freight Agents (43-5011)	\$13.78	\$19.81	\$28.97
First-Line Supervisors of Production and Operating Workers (51-1011)	\$15.59	\$24.10	\$34.97
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators (53-1031)	\$16.35	\$24.93	\$38.94
Shipping, Receiving, and Traffic Clerks (43-5071)	\$10.12	\$14.11	\$20.51
Purchasing Managers (11-3061)	\$27.38	\$43.26	\$73.31
Buyers and Purchasing Agents, Farm Products (13-1021)	\$18.01	\$27.01	\$45.11
Wholesale and Retail Buyers, Except Farm Products (13-1022)	\$14.82	\$20.90	\$30.67
Tank Car, Truck, and Ship Loaders (53-7121)	\$14.27	\$20.51	\$25.30
Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)	\$17.82	\$25.19	\$35.81
Logisticians (13-1081)	\$21.36	\$29.59	\$43.74

Regional Trends



	Region	2012 Jobs	2018 Jobs	% Change
•	All 15 Surrounding Counties	44,619	48,415	8.5%
•	District plus borders	8,528	9,406	10.3%
•	Nation	10,319,265	11,187,910	8.4%

## Educational programs

<b>23</b> <b>Programs (2012)</b>			<b>1,677</b> <b>Completions (2012)</b>		
Program	2008	2009	2010	2011	2012
Business Administration and Management, General (52.0201)	690	720	918	1,009	1,155
Business/Commerce, General (52.0101)	130	168	163	222	134
Operations Management and Supervision (52.0205)	84	107	83	95	95
Project Management (52.0211)	0	0	46	45	52
International Business/Trade/Commerce (52.1101)	37	50	41	43	42

## Inverse Staffing Patterns

Industry	Occupation Group Jobs in Industry (2013)	% of Occupation Group in Industry (2013)	% of Total Jobs in Industry (2013)
Temporary Help Services (561320)	1,873	4.1%	16.2%
Mail-Order Houses (454113)	1,530	3.3%	18.7%
Administrative Management and General Management Consulting Services (541611)	1,314	2.9%	43.5%
Corporate, Subsidiary, and Regional Managing Offices (551114)	1,297	2.8%	12.9%
General Warehousing and Storage (493110)	1,069	2.3%	39.8%

## Data Sources and Calculations

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### State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

### Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

### Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

### Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

### Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

### Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

## Attachment H

### Southwest Wisconsin Technical College

### Supply Chain Management Stakeholders

#### November 30, 2011 Employer Breakfast Forum

Bill Stocker	Shullsburg Creamery	Operations
<b>Brad Biddick</b>	<b>Biddick, Inc.</b>	<b>President/Owner</b>
Brian Hartl	Packers Chemical, Inc.	General Manager
Bruce Fischer	Fischer Trucking	Owner
<b>Chris Thelen</b>	<b>Cummins Emissions Solutions</b>	<b>Human Resources Manager</b>
Donna Eggen	Montchevre-Betin, Inc.	Human Resources
Jason Schultz	Alcam Creamery Company	Operations Vice President
<b>Jerry Brunner</b>	<b>Hartung Brothers</b>	<b>Retired Human Resources Manager</b>
Justin Taylor	Riverside Logistics	Human Resources
Katrina King	Rockwell Automation, Inc.	Plant Manager
Maria Lauck	Alliant Energy, Dubuque	Regional Director
<b>Mike Schroeder</b>	<b>Packers Chemical, Inc.</b>	<b>Logistics Manager</b>
Peggy Weittenhiller	Lactalis	Human Resources
Shawna Nelson	Organic Valley	Human Resources
Todd Taylor	Southwest Logistics	Vice President
Wilford (Bill) Bahl	Rentech, Inc.	CFO

#### June, 2012 Employer Interviews

Brad Biddick	Biddick, Inc.	President/Owner
Carson George	Montchevre-Betin, Inc.	Assistant Purchasing Manager
Chris Thelen	Cummins Emissions Solutions	Human Resources Manager
<b>Gerald Ward</b>	<b>Seats, Inc.</b>	<b>Vice President</b>
<b>Josh Droessler</b>	<b>Milprint, Inc.</b>	<b>Human Resources Manager</b>
<b>Leslie Orr</b>	<b>3M</b>	<b>Senior Supply Chain Analyst</b>
Maria Lauck	Alliant Energy, Dubuque	Regional Director
Mike Schroeder	Packers Chemical, Inc.	Logistics Manager
<b>Neil Kirschbaum</b>	<b>Loudspeaker Components</b>	<b>President/Owner</b>
Peggy Weittenhiller	Lactalis	Human Resources
Rich McNett	Mil-3	Owner
Scott Stocker	Shullsburg Creamery	CEO
Terry Carling-Kelly	Packers Chemical, Inc.	General Manager
<b>Tim Meier</b>	<b>Gro Alliance</b>	<b>Site Manager</b>
<b>Tina Schweitzer</b>	<b>MPC</b>	<b>Plant Manager</b>

#### June 19, 2013 Advisory Meeting

Gerald Ward	Seats, Inc.	Vice President
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Jerry Brunner	Hartung Brothers	Retired Human Resources Manager
Mike Schroeder	Packers Chemical, Inc.	Logistics Manager
Tim Meier	Gro Alliance	Site Manager
Tina Schweitzer	MPC	Plant Manager
<b>Wendy Brooke</b>	<b>UW-Platteville</b>	<b>Supply Chain Management Assistant Professor</b>

#### **April 30, 2014 Job Fair Employer Interviews**

Ben Reynolds	Gundersen Health System	Human Resources
Diana Knott	Jack Link's	Human Resources
Erin Timmerman	John Deere	Workforce Planning Coordinator
Izaak Rathke	Allied Cooperative	Regional Sales Manager
Jessi Matzke	Holtger Bros., Inc.	Human Resources
Joe Ruskey	Dependable Solutions	Owner
Mike Murray	Mobile Track Solutions	Human Resources
Miranda Novinskie	Southwest Health Center	Human Resources
Shayla Danz	Premier Coop-Mount Horeb	Human Resources Manager

***Highlighted stakeholders have expressed interest/agreed to serve on a Supply Chain Management Advisory Committee.***

#### **Summary of Discussions and Stakeholder Recommendations**

SWTC partnered with the Southwest Wisconsin Workforce Development Board (SWWDB) in September 2011 to begin discussions to vet the interest and need for logistics/supply chain management training within the district. As a result, an initial employer forum was held in November 2011 to discuss employer needs and possible training options. Breakout sessions identified job titles, number of new hires in the next 3-5 years, qualifications necessary, and challenges in filling or training for each level of position including unskilled, entry-level/technician, skilled technician, and managers and technical professionals.

Additional internal planning meetings were held during the spring of 2012, and SWTC staff was joined by Mr. Jerry Brunner from Hartung Brothers, who provided an employer's perspective on the development of an 18 credit supply chain management certificate. During June 2012, potential coursework was developed for the certificate from resources provided by Northeast Wisconsin Technical College and visits were made to employers by Paul Cutting, Agribusiness Instructor, and Nancy Flanagan, Business Services Coordinator for SWWDB, to further vet employer interest. A total of 13 employers were visited, and face-to-face interviews were conducted. Each employer provided feedback on a minimum of 6 questions including whether or not the courses fit their needs, changes to coursework that should be made, priority of importance of course topics to the business, preferred delivery, jobs for students who complete the training, and whether or not the employer would be willing to join an advisory committee. Feedback overall was positive and indicated a need for the program. Employers would hire employees who completed training and indicated current employees would benefit from at least some topics covered by the training depending on the individual makeup of their organization. Course delivery was cited as an important factor, and online, evening, weekend, or accelerated formats were suggested as options. Requests for training in international trade,

computers, financials, and soft skills such as ethics, conflict resolution, and problem solving were also made to be included as part of the program.

In June 2013, an opportunity to include logistics/supply chain management in the statewide application for the TAACCCT 3 grant presented itself. Also in June 2013, employers were again convened to continue progress toward development of offerings and an initial pathway concept was laid out. In October 2013, SWTC was awarded the TAACCCT 3 grant as part of a consortium including all 16 technical colleges in Wisconsin.

In January of 2014, a full-time Supply Chain Management Instructor/Program Coordinator was hired to conduct additional research, consolidate employer feedback, collaborate with other districts offering the program, develop program details, write curriculum, and instruct program courses. In March 2014, phone interviews were conducted with several local health care providers to identify potential demand for a health care-supply chain management certificate after discussing the merits with another technical college who offers the certificate. It was determined that the need would be better served by business management and will be investigated further in the future. In April 2014, face to face interviews were conducted at the SWTC Job Fair with 9 employers who were shown the proposed supply chain management degree pathway including courses and asked for feedback. The response was overwhelmingly positive as to the layout of the proposed certificates in materials management and logistics, a technical diploma in supply chain management, and an associate's degree in supply chain management. Employers indicated they had current employees who would benefit immediately from taking the courses, and confirmed that it would be important for classes to be offered online as some employees would not be able to come to the campus to take courses on top of their normal workday. Employers also indicated they would hire a candidate with supply chain management training over one without it. They also said there are current employees who don't completely understand processes and how different departments work together, and they would benefit from the certificate coursework. Finally, employers reacted very positively to the inclusion of soft skills, communication, and computer training coursework.

Based on many employer meetings and interviews providing constructive and positive feedback, as well as employers who have expressed interest in collaborating on internship opportunities and an employer who has pledged scholarship funds for the program, SWTC is confident there is strong regional support for the proposed supply Chain Management program.

## Attachment I

### Southwest Wisconsin Technical College Summary of Initial Discussions with Other Districts

An analysis of offerings at the other fifteen technical colleges in Wisconsin (see below) revealed that four colleges offer a two-year supply chain management program along with various technical diplomas and certificates, and two offer related certificates but no degree. The colleges that offer two-year programs are Fox Valley, Lakeshore, Milwaukee Area, and Northeast Wisconsin. The two that offer certificates only are Northcentral and Waukesha County.

Discussions with several colleges have been very positive resulting in sharing of resources and information. Meetings and collaboration will continue as curriculum is developed. Some of the topics discussed include the history of current programs, planned revisions to current programs, challenges faced, strengths and successes, APICS curriculum/membership and other professional membership options, student needs and obstacles, student demographics, employer needs, curriculum used, delivery methods, transfer options, and marketing.

The proposed program pathway was shared, feedback was received, and modifications were made to plans for an embedded certificate based on both the feedback as well as additional district employer research.

Southwest Wisconsin Technical College			Other WTCS District Supply Chain Management Programs	
<u>Institution</u>	<u>Location</u>	<u>Certificate/Technical Diploma</u>	<u>Associates Degree</u>	<u>Number of Credits</u>
Fox Valley Technical College	Neenah, WI		AAS-Supply Chain Management	66
Lakeshore Technical College	Cleveland, WI		AAS-Supply Chain Management	66
Lakeshore Technical College	Cleveland, WI	Supply Chain Management (Technical Diploma)		32
Lakeshore Technical College	Cleveland, WI	Logistics and Distribution		9
Lakeshore Technical College	Cleveland, WI	Materials Management		10
Lakeshore Technical College	Cleveland, WI	Purchasing		9
Lakeshore Technical College	Cleveland, WI	Supply Chain-Healthcare		13
Lakeshore Technical College	Cleveland, WI	Global Business		12

<b>Milwaukee Area Technical College</b>	<b>Milwaukee, WI</b>		<b>AAS-Supply Chain Management</b>	<b>69</b>
Milwaukee Area Technical College	Milwaukee, WI	Supply Management (Technical Diploma)		21
Milwaukee Area Technical College	Milwaukee, WI	Transportation-Logistics (Technical Diploma)		21
<hr/>				
<b>Northeast Wisconsin Technical College</b>	<b>Green Bay, WI</b>		<b>AAS-Supply Chain Management</b>	<b>70</b>
			<b>AAS-Business Management</b>	
<b>Northeast Wisconsin Technical College</b>	<b>Green Bay, WI</b>		<b>Global Supply Chain</b>	<b>69</b>
Northeast Wisconsin Technical College	Green Bay, WI	Supply Chain Management		18
<hr/>				
Waukesha County Technical College	Pewaukee, WI	Management of Supply Chain Effectiveness		12
Waukesha County Technical College	Pewaukee, WI	Purchasing and Supplier Management		12
Waukesha County Technical College	Pewaukee, WI	Global Supply Chain Management		12
<hr/>				
Northcentral Technical College	Wausau, WI	Supply Chain Management		10
Northcentral Technical College	Wausau, WI	Logistics		10
Northcentral Technical College	Wausau, WI	Operations Management		12

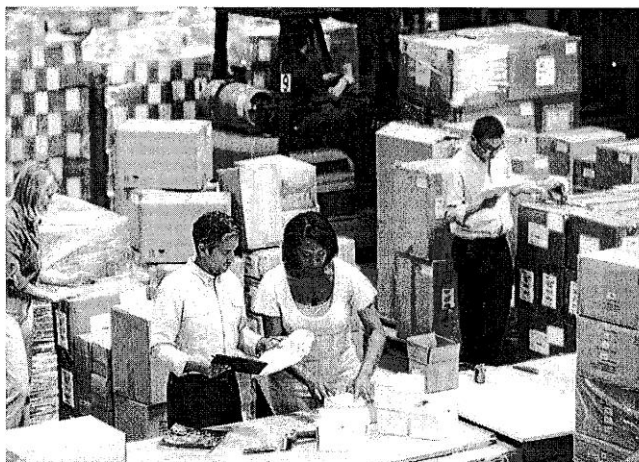
**Attachment K**

**Southwest Wisconsin Technical College**

**District Board Approval of Supply  
Chain Management Program**

Approval will be placed here after the SWTC board meeting dated May 22, 2014.

## Supply Chain Management



The supply chain generally involves the process of transforming a material from its raw form to a finished product until it's delivered to the customer. Supply Chain Management focuses on products and services getting to customers in an efficient and cost-effective manner. Graduates from this program are prepared to begin taking exams to earn their APICS CPIM designation.

**Emphasis Options:** • Lean • IT • Agribusiness

### Job Titles

Employees who understand key supply chain foundations are critical to an organization's success and profitability.

- Buyer
- Procurement Agent
- Distribution Planner
- Inventory Analyst
- Inventory Control Specialist
- Logistics Technician
- Materials Planner
- Production Scheduler
- Purchasing Assistant
- Shipping and Receiving Specialist/Coordinator
- Transportation Planner/Coordinator
- Warehouse Specialist

### Admissions Checklist

- Complete placement testing or submit ACT scores
- Apply and pay \$30 application fee
- Submit transcripts and additional program requirements
- Schedule an appointment with an advisor

### Embedded Certificates/Technical Diploma

LC: Logistics Certificate (12 credits)

MMC: Materials Management Certificate (12 credits)

TD: Supply Chain Management Technical Diploma (32 credits)

### ASSOCIATE OF APPLIED SCIENCE

#### Semester 1 Fall (Tuition: \$X,XXX) 18

10-804-123	Math with Business Applications	3
10-182-xxx	SCM Career Planning	1
10-196-156	Project Management 1 TD	1
10-196-157	Project Management 2 TD	1
10-182-xxx	Logistics (Transportation) LC,TD	3
10-182-xxx	Global SCM TD, LC	3
10-196-148	Organizational Ethics LC,TD	1
10-196-152	Personal Ethics LC,TD	1
10-182-xxx	Principles of Negotiations LC,TD	1
10-182-xxx	Supply Chain Management LC, MMC, TD	3

#### Semester 2 Spring (Tuition: \$X,XXX) 18

10-196-123	Applied Problem Solving MMC,TD	1
10-103-106	Beginning MS Excel MMC,TD	1
10-103-118	Intermediate MS Excel MMC,TD	1
10-182-xxx	Inventory Management MMC,TD	3
10-182-xxx	ERP Concepts MMC,TD	3
10-182-xxx	Purchasing TD	3
10-xxx-xxx	Lean Concepts TD	3
10-182-xxx	Service Operations Management TD	3

#### Semester 3 Fall (Tuition: \$X,XXX) 18

10-801-195	Written Communication	3
10-809-199	Psychology of Human Relations	3
10-809-195	Economics	3
10-101-101	Accounting 1 Part 1	2
10-196-128	Conflict Resolution	1
10-196-xxx	1-Credit Electives	2
10-xxx-xxx	Lean Tools	3
	-- or --	
10-107-146	IT Concepts	3
	-- or --	
10-006-114	Legal Aspects of Agribusiness	3

#### Semester 4 Spring (Tuition: \$X,XXX) 16

10-801-196	Oral/Interpersonal Communication	3
10-804-189	Introductory Statistics	3
10-809-112	Principles of Sustainability	3
10-802-xxx	SCM Internship	2
10-101-127	QuickBooks	1
10-196-145	Managing Work Teams	1
10-xxx-xxx	Six Sigma	3
	-- or --	
10-107-139	Database Design & Implementation	3
	-- or --	
10-006-165	Agri Marketing & Promotion	3

#### Total Program Credits 69

**Total Tuition and Books/Kits: \$X,XXX**

*All costs are approximate and subject to change.*

FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY

## **Board Monitoring of College Effectiveness**

### ***A. Status Update on FY 2015 Budget***

Kelly Kelly, Controller, will provide an update on the FY2015 budget. Information will be available at the meeting.

### ***B. Teaching, Learning & Academic Outreach Update***

Julie Pluemer, Supervisor for Teaching, Learning & Academic Outreach, will present recent and future department activities. 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

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
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 Salaried Professional \$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 Guidance Counselor	7/1/2013	Grade 7 Salaried Professional \$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	New hire - Danette Tessman	8/1/2013	Grant Funded Hourly Grade 6 \$20.74 - \$26.74
8	New Position	Culinary Arts Instructor	Student Enrollment Low - Defer to Spring 2014		BS \$40,368-\$68,225 MS \$44,159-\$74,437
9	Lily Long (Retired)	Accounting Instructor	New hire - Garry Kirk	8/16/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
10	Kerry Long (Resigned)	Accounting Instructor	New hire - Gary Christiansen	8/16/2013	Same as Above
11	Replacement (Ashley Crubel transfer to Accounts Payable)	Financial Aid Asst/Accounting Bursar	New hire - Cora Halverson	Aug-13	Grade 3 Hourly \$15.02 - \$19.39
12	Replacements (Sharon Beer and Jennifer Strand Retirement)	Administrative Assts. (2)	New hire - Denise Bausch & New hire - Lori Needham	Aug-13	Grade 4 Hourly \$16.09 - \$20.78
13	New Position	Assessment Specialist (Examiner)	New hire - Donna Marchese	Aug-13	Grade 5 Hourly \$17.14 - \$22.09



### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
14	New Position	Student Services Specialist	New hire - Breanna Callahan	Aug-13	Grade 2 Hourly \$13.98 - \$18.07
15	New Position	Enrollment Services Specialist	New hire - Deb Thomas	Aug-13	Grade 5 Hourly \$17.14 - \$22.09
16	New Position	Foundation Assistant	New hire - Sara Bahl	Aug-13	Funded through the Foundation Grade 3 Hourly \$15.02 - 19.39
17	New Position	Welding Instructor (Spring 2014)	Have decided not to hire at this time. Combined some sections instead.		BS \$40,368-\$68,225 MS \$44,159-\$74,437
18	New Position - Limited Term	Electro Mech Instructor	New hire - Bart Wood	9/30/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
19	Replacement - Kari Kabat Resignation	Advisor	New hire - Stephanie Brown	1/6/2014	Grade 6 Hourly \$20.74 - \$26.74
20	New Position - Limited Term	Healthcare Skills Specialist	New hire - Janet Giese	9/23/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
21	New Position	Electro Mech Assistant	New hire - Glenn Crary	8/1/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
22	Replacement / Mary Uren Retirement	Benefits & Payroll Administrator	Transfer in- Connie Haberkorn	11/1/2013	Grade 7 Salaried Professional \$51,419 Annual
23	Replacement - Sara Davis (Resignation)	College Admissions Representative	New hire - Matthew Schneider	11/4/2013	Grade 2 Hourly \$13.98 - \$18.07
24	Replacement - Connie Haberkorn (Transfer)	Human Resources Assistant	New hire - Annetta Smith	11/4/2013	Grade 5 Hourly \$17.14 - \$22.09

### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
25	Replacement	Grant Support Specialist (LTE) 50% Position	New hire - Nancy Flanagan	10/3/2013	Grade 5 \$17.14 - \$22.09 Grant Funded
26	New Position	Controller	Transfer in - Kelly Kelly	11/1/2013	Grade 6 Salaried Professional \$58,723
27	Replacement - Kelly Kelly (Transfer)	Financial Analyst	Transfer in - Ashley Crubel	Upon backfill	Grade 6 Hourly \$20.74 - \$26.74
28	New Position - Limited Term	Network Online Support Specialist	New Hire - Eddie Johnson	2/10/2014	Grade 6 Hourly \$20.74- \$26.74 Grant Funded
29	New Position - Limited Term	Southwest Health Network Director	New hire - Darnell Hendricks	1/6/2014	Grade 7 Salaried \$51,419- 69,567 Grant Funded
30	Replacement - Ashley Crubel (Transfer)	Accounts Payable	Transfer in - Holly Crubel		Grade 2 Hourly \$13.98 - \$18.07
31	New Position - Limited Term	Logistics Instructor/Program Coordinator	New hire - Tonya Archie	1/13/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
32	New Position	Evening Custodian	New hire - Brian Reuter	1/2/2014	Grade 1 Hourly \$11.89 - \$15.36
33	Replacement - Holly Crubel	Financial Aid Spec/Acct. Bursar	Transfer in - Sara Bahl	TBD	Grade 4 Hourly \$16.09 - \$20.78
34	Replacement - Shari Johnson	Early Childhood Education Program Instructor	Transfer in - Emily McBee	1/6/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
35	Replacement - Jessica Esser	Financial Aid Spec/Acct. Bursar	New hire - Samantha Redman	2/24/2014	Grade 4 Hourly \$16.09 - \$20.78
36	Replacement - Doug Pearson	Director of Facilities	Transfer in - Dan Imhoff	3/10/2014	Grade 4 Salaried Professional \$73,331- \$99,212
37	Replacement - Pam Myhre	Nursing Instructor	Limited Term New hire - Christal Foreyt	1/6/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437

### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
38	Replacement - Sara Bahl (Transfer)	Foundation Assistant	New hire - Samantha Goss	3/31/2014	Funded through the Foundation Grade 3 Hourly \$15.02 - 19.39
39	New Position	Associate Dean / Alternative Delivery	Due to budget constraints, not filling the position at this time		Grade 3 Salaried Professional \$80,635-\$109,095
40	New Position	Business & Industry Services Manager	New hire - Amy Charles	4/28/2014	Grade 5 Salaried Professional \$66,027-\$89,331
41	Replacement - Joyce Czajkowski (Retirement)	Dean of Business & Gen Ed	New hire - Richard Ammon	6/30/2014	Grade 2 Salaried Professional \$87,939 - \$118,978
42	Replacement - Dan Imhoff (Transfer)	Master Electrician	New hire - Joshua Bedward	4/21/2014	Grade 6 Hourly \$20.74 - \$26.74

## Information and Correspondence

### A. Enrollment Report

The 2013-14 and 2014-15 Comparison FTE and 2014-15 Application Reports are available below.



#### 2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	05-14-13 Students	05-12-14 Students	Student Change	05-14-13 FTE	05-12-14 FTE	FTE Change
10	Accounting	44	38	(6)	37.53	27.56	(9.97)
10	Administrative Professional	19	11	(8)	15.53	9.57	(5.97)
10	Agri-Business/Science Technology	42	44	2	37.03	41.77	4.73
10	Business Management	94	107	13	63.36	76.99	13.63
10	Medical Laboratory Technician	23	15	(8)	19.67	11.37	(8.30)
10	Criminal Justice - Law Enforcement	68	60	(8)	52.23	54.33	2.10
10	Culinary Arts	-	11	11	-	7.84	7.84
10	Culinary Management	29	7	(22)	20.10	5.97	(14.13)
10	Direct Entry Midwife	33	26	(7)	18.93	14.20	(4.73)
10	Early Childhood Education	49	53	4	38.77	37.63	(1.13)
10	Electro-Mechanical Technology	49	58	9	43.67	56.16	12.50
10	Engineering Technologist	23	23	-	19.30	21.93	2.63
10	Golf Course Management	31	35	4	29.63	31.77	2.13
10	Graphic and Web Design	42	35	(7)	34.80	30.40	(4.40)
10	Human Services Associate	59	65	6	39.70	38.90	(0.80)
10	IT-Computer Support Specialist	8	2	(6)	3.67	0.63	(3.03)
10	IT-Network Comm Spec	36	30	(6)	25.07	21.80	(3.27)
10	IT-Web & Software Developer	29	23	(6)	17.40	17.37	(0.03)
10	Individualized Technical Studies	3	6	3	1.57	5.53	3.97
10	Marketing	4	11	7	2.10	7.33	5.23
10	Nursing - Associate Deg	221	261	40	107.11	127.58	20.47
10	Physical Therapist Assistant	36	38	2	24.13	22.33	(1.80)
10	Supervisory Management	1	6	5	0.03	1.37	1.34
	<b>Total Associate Degree</b>	<b>943</b>	<b>965</b>	<b>22</b>	<b>651.34</b>	<b>670.34</b>	<b>19.00</b>
31	Accounting Assistant	13	8	(5)	9.13	4.87	(4.27)
32	Agricultural Power & Equipment Tech	47	44	(3)	41.27	42.20	0.93
31	Auto Collision Repair & Refinish Tech	26	23	(3)	17.77	14.83	(2.93)

Program Type	Program Title	05-14-13 Students	05-12-14 Students	Student Change	05-14-13 FTE	05-12-14 FTE	FTE Change
32	Automotive Technician	38	30	(8)	34.84	24.30	(10.53)
31	Cosmetology	41	44	3	35.51	34.60	(0.90)
31	Bricklaying and Masonry	-	9	9	-	7.57	7.57
30	Building Maintenance & Construction	2	1	(1)	0.67	0.10	(0.57)
31	Building Trades - Carpentry	14	14	-	11.90	13.80	1.90
30	CNC Setup/Operation	7	12	5	3.87	8.27	4.40
31	Child Care Services	14	9	(5)	9.33	7.33	(2.00)
30	Criminal Justice-Law Enf Acad	15	22	7	7.97	11.80	3.83
31	Culinary Specialist	13	7	(6)	10.07	3.73	(6.33)
31	Dairy Herd Management	14	18	4	14.37	18.27	3.90
30	Dental Assistant	30	29	(1)	16.34	15.77	(0.57)
31	Electrical Power Distribution	24	30	6	22.93	25.73	2.80
50	Electricity (Construction)	14	18	4	1.73	2.85	1.12
31	Esthetician	14	13	(1)	10.80	8.90	(1.90)
30	Farm Business & Production Manage	79	-	(79)	19.46	-	(19.46)
50	Industrial Electrician Apprentice	12	16	4	2.13	2.47	0.33
31	IT-Computer Support Technician	-	6	6	-	3.80	3.80
31	Medical Assistant	44	47	3	30.74	34.37	3.63
30	Medical Coding Specialist	68	66	(2)	29.63	22.63	(7.00)
31	Medical Transcription	14	3	(11)	8.10	1.27	(6.83)
30	Nursing Assistant	277	219	(58)	35.58	28.13	(7.45)
31	Office Support Specialist	4	13	9	2.80	9.00	6.20
50	Plumbing Apprentice	16	13	(3)	2.40	2.23	(0.17)
31	Welding	47	46	(1)	40.90	40.97	0.07
	<b>Total Technical Diploma</b>	<b>887</b>	<b>760</b>	<b>(127)</b>	<b>420.23</b>	<b>389.80</b>	<b>(30.43)</b>
	Liberal Studies	-	10	10	-	5.87	5.87
	Undeclared Majors	<u>2,252</u>	<u>2,330</u>	<u>78</u>	<u>272.54</u>	<u>299.13</u>	<u>26.59</u>
	<b>Total</b>	<b>4,082</b>	<b>4,065</b>	<b>(17)</b>	<b>1,344.11</b>	<b>1,365.14</b>	<b>21.03</b>
	<b>Percent of Change</b>						<b>1.56%</b>
	Vocational Adult (Aid Codes 42-47)				80.85	112.90	32.06
	Community Services				1.07	0.93	(0.14)
	Basic Skills (Aid Codes 7x)				37.20	39.66	2.46
	Basic Skills Remedial(Aid Codes 78)				<u>95.85</u>	<u>95.71</u>	<u>(0.13)</u>
	<b>Grand Total</b>				<b><u>1,559.07</u></b>	<b><u>1,614.35</u></b>	<b><u>55.28</u></b>
	<b>Total Percent of Change</b>						<b><u>3.55%</u></b>

## 2013-2014 and 2014-2015 FTE Comparison

Program Type	Program Title	05-14-13 Students	05-12-14 Students	Student Change	05-14-13 FTE	05-12-14 FTE	FTE Change
10	Accounting	24	13	(11)	11.20	6.33	(4.87)
10	Administrative Professional	8	7	(1)	3.97	2.60	(1.37)
10	Agri-Business/Science Technology	17	32	15	9.00	19.37	10.37
10	Business Management	26	35	9	11.37	14.67	3.30
10	Medical Laboratory Technician	6	7	1	2.70	3.13	0.43
10	Criminal Justice - Law Enforcement	25	19	(6)	11.93	10.47	(1.47)
10	Culinary Arts	-	10	10	-	4.97	4.97
10	Culinary Management	6	1	(5)	2.73	0.60	(2.13)
10	Direct Entry Midwife	12	12	-	4.73	3.60	(1.13)
10	Early Childhood Education	17	20	3	7.57	9.90	2.33
10	Electro-Mechanical Technology	27	36	9	14.30	17.33	3.03
10	Engineering Technologist	13	7	(6)	5.93	2.97	(2.97)
10	Golf Course Management	16	6	(10)	8.80	2.47	(6.33)
10	Graphic and Web Design	10	11	1	3.97	3.67	(0.30)
10	Health Information Technology	-	3	3	-	0.67	0.67
10	Human Services Associate	20	19	(1)	7.23	9.70	2.47
10	IT-Network Comm Spec	13	9	(4)	5.93	4.10	(1.83)
10	IT-Web & Software Developer	7	11	4	2.60	4.03	1.43
10	Individualized Technical Studies	1	-	(1)	0.57	-	(0.57)
10	Nursing - Associate Deg	125	136	11	30.90	32.87	1.97
10	Physical Therapist Assistant	12	10	(2)	4.17	2.33	(1.83)
10	Supervisory Management	-	4	4	-	1.43	1.43
	<b>Total Associate Degree</b>	<b>385</b>	<b>408</b>	<b>23</b>	<b>149.60</b>	<b>157.19</b>	<b>7.60</b>
31	Accounting Assistant	4	3	(1)	0.93	1.37	0.43
32	Agricultural Power & Equipment Tech	19	19	-	11.40	11.87	0.47
31	Auto Collision Repair & Refinish Tech	9	7	(2)	1.90	1.40	(0.50)
32	Automotive Technician	17	10	(7)	7.53	4.83	(2.70)

Program Type	Program Title	05-14-13 Students	05-12-14 Students	Student Change	05-14-13 FTE	05-12-14 FTE	FTE Change
31	Cosmetology	18	12	(6)	10.47	6.93	(3.53)
31	Bricklaying and Masonry	1	-	(1)	0.20	-	(0.20)
31	Child Care Services	2	-	(2)	0.80	-	(0.80)
30	Criminal Justice-Law Enf Acad	22	15	(7)	11.00	8.00	(3.00)
31	Culinary Specialist	2	1	(1)	0.43	0.13	(0.30)
31	Dairy Herd Management	2	3	1	1.03	0.60	(0.43)
30	Dental Assistant	-	1	1	-	0.07	0.07
31	Electrical Power Distribution	3	1	(2)	0.13	0.43	0.30
50	Electricity (Construction)	-	16	16	-	1.07	1.07
31	Esthetician	-	1	1	-	0.53	0.53
50	Industrial Electrician Apprentice	11	10	(1)	0.73	0.67	(0.07)
31	IT-Computer Support Technician	-	1	1	-	0.20	0.20
31	Medical Assistant	4	2	(2)	0.63	0.60	(0.03)
30	Medical Coding Specialist	2	7	5	0.37	2.00	1.63
31	Medical Transcription	4	-	(4)	1.50	-	(1.50)
30	Nursing Assistant	21	7	(14)	2.03	0.67	(1.37)
31	Office Support Specialist	1	3	2	0.53	1.23	0.70
31	Welding	3	1	(2)	0.50	0.23	(0.27)
	<b>Total Technical Diploma</b>	<b>145</b>	<b>120</b>	<b>(25)</b>	<b>52.14</b>	<b>42.84</b>	<b>(9.30)</b>
	Liberal Studies	-	2	2	-	0.37	0.37
	Undeclared Majors	33	39	6	4.10	5.20	1.10
	<b>Total</b>	<b>563</b>	<b>569</b>	<b>6</b>	<b>205.83</b>	<b>205.60</b>	<b>(0.24)</b>
	<b>Percent of Change</b>						<b>-0.12%</b>
	Vocational Adult (Aid Codes 42-47)	75	376	301	1.26	7.61	6.35
	Community Services	1	-	(1)	0.00	-	(0.00)
	Basic Skills (Aid Codes 7x)	9	22	13	0.30	0.73	0.43
	Basic Skills Remedial(Aid Codes 78)	218	43	(175)	8.33	1.67	(6.66)
	<b>Grand Total</b>	<b>866</b>	<b>1,010</b>	<b>144</b>	<b>215.73</b>	<b>215.60</b>	<b>(0.12)</b>
	<b>Total Percent of Change</b>						<b>-0.06%</b>



## APPLICATION COMPARISON

		<u>2014-15 (5/14/14)</u>			<u>2013-14 (5/15/13)</u>			<u>YOY Change</u>
<u>Max</u>	<u>Program</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
	Accounting	12		12	16		16	(4)
	Accounting Assistant	6		6	1		1	5
	Administrative Professional	5		5	7		7	(2)
36	Agri-Business/Sci Tech	37	4	41	22	2	24	17
22	Ag Power & Equipment	22	10	32	22	20	42	(10)
22	Auto Collision	17		17	9		9	8
22	Automotive Technician	22		22	15		15	7
20	Bricklaying & Masonry			-	6		6	(6)
20	Building Trades- Carpentry	15		15	10		10	5
	Business Management	44		44	27		27	17
13	Child Care Services	10		10	6		6	4
15	CNC Setup/Operation	6		6	4		4	2
24	Cosmetology	24		24	23		23	1
	Criminal Justice-Law Enf	24		24	33		33	(9)
	Culinary Arts	16		16	3		3	13
	Culinary Management	1		1	9		9	(8)
	Culinary Specialist	4		4	4		4	-
24	Dairy Herd Management	19		19	18		18	1
18	Dental Assistant	18	4	22	18	8	26	(4)
28	Early Childhood Education	15		15	19		19	(4)
24	Electrical Power Distr	24	8	32	26		26	6
24	Electro-Mech (Aug start)	15		15	16		16	(1)
12	Electro-Mech (Jun start)	8		8			-	8
18	Engineering Technologist			-	11		11	(11)
16	Esthetician			-	6		6	(6)
	Golf Course Management	14		14	10		10	4
25	Graphic and Web Design	15		15	13		13	2
	Health Information Tech	10		10			-	10
32	Human Services Associate	31		31	19		19	12
	IT-Computer Support Tech	10		10	4		4	6
	IT-Network Com Spec	8		8	12		12	(4)
	IT-Web & Software Dev			-	10		10	(10)
	Liberal Arts- Assoc of Arts	4		4	5		5	(1)
	Liberal Arts-Assoc of Sci	8		8			-	8
	Marketing			-	5		5	(5)
32	Medical Assistant	32	15	47	32	26	58	(11)
34	Medical Coding Specialist	34	6	40	34	6	40	-





## APPLICATION COMPARISON

<u>Max</u>	<u>Program</u>	<u>2014-15 (5/14/14)</u>			<u>2013-14 (5/15/13)</u>			<u>YOY Change</u>
		<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
16	Medical Laboratory Tech	9		9	8		8	1
4	Nail Technician	3		3	2		2	1
54	Nursing-Associate Degree	54	89	143	54	51	105	38
28	Nursing-Assoc Deg PT	28	8	36	23		23	13
	Office Support Specialist	9	-	9	1		1	8
	Pharmacy Tech (shared)	2	-	2	1		1	1
15	Physical Therapist Assist	15	24	39	15	17	32	7
	Supervisory Management	2		2			-	2
	Undecided			44			71	(27)
40	Welding	40	14	54	40	5	45	9
20	Welding - (Jan Start)	1	-	1			-	1
17	Midwife (Jan Start)	9	-	9			-	9
	Office Aide (January Start)	-	-	-	-	1	1	(1)
	<b>Totals</b>	<b>702</b>	<b>182</b>	<b>928</b>	<b>619</b>	<b>136</b>	<b>826</b>	<b>102</b>
	<b>YOY Change</b>	<b>83</b>	<b>46</b>	<b>102</b>				

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

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

1. Advocacy
2. Administrative Restructuring
3. Visit to Jones County, Iowa
4. Distinguished Alumni

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

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

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

1. Public Budget Hearing/Approval
2. Information Technology Report
3. State of College Report
4. President's Performance Evaluation
5. Health & Dental Insurance Plans

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

Thursday, June 19, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

## **Adjourn to Closed Session**

- A. Consideration of adjourning to closed session for the purpose of
  - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of May 1, 2014

## **Reconvene to Open Session**

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

## **Adjournment**