



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

May 23, 2013

Held at

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

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, May 23, 2013

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

OPEN MEETING

The following statement will be read: "The May 23, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

- 1. Paul Gabriel, Executive Director of the WTC District Boards Association**

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of April 18, 2013

Minutes of the April 18, 2013, Board meeting are included with the electronic Board material.

C. Financial Reports

- 1. Expenditures Greater than \$2,500**
- 2. Treasurer's Cash Balance**
- 3. Budget Control**

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

D. Contract Revenue

There were 21 contracts in April 2013 totaling \$18,410.82 for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Four retirements and one promotion 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 \$19,116.08 is available electronically with all other Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Bid for Building 200 Re-Roof

Bids will be opened on Tuesday, May 21, 2013. A summary of all bids received and a recommendation will be available at the Board meeting.

Recommendation: Will be available at the Board meeting

B. RFP For Auditing Services

A Request for Proposals (RFP) was sent out for auditing services. The Scope of the RFP included the performance of audits of financial accounts and records covering fiscal years ending June 30, 2013, 2014, and 2015, with an option to renew for two more fiscal years, for the purpose of rendering an auditor's opinion regarding the fairness of the financial statements in accordance with generally accepted auditing standards and accounting principles. Proposals were received from seven vendors. A summary of the Auditing Services RFP and bids received is available electronically with all other Board materials.

Recommendation: Award the RFP for Auditing Services to Wegner CPAs, Madison, Wisconsin.

C. Request for Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects

Caleb White will present the Request for Approval for Remodeling Projects for Culinary Arts, Human Resources, and a Testing Center.

1. **Resolution Approving Culinary Arts/Human Resources/Testing Center Remodeling Projects** – The resolution approving the renovation of 1,475 square feet of space for Culinary Arts, 2,460 square feet of space for Human Resources, and 4,300 square feet for the Testing Center located on the college campus in Fennimore, WI, is included in the Request for Approval.

Recommendation: Approve contracting for the design and renovation of the Culinary Arts, Human Resources, and Testing Center areas of Building 200 and 300 of the college campus, Fennimore, Wisconsin, to improve facilities to operate a Culinary Arts program, to increase efficiency and provide a more centralized location for Human Resources, and to meet requirements for Pearson Vue and Prometric testing.

2. **Resolution Requesting State Board Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects** – The resolution approving the submission of the remodeling projects for Culinary Arts, Human Resources, and the Testing Center to the State Board is included in the Request for Approval.

Recommendation: Approve the submission to the State Board for their approval of the renovation of the Culinary Arts and Human Resources areas of Building 300 and the Testing Center in Building 200 located on the college campus in Fennimore, Wisconsin.

D. First Reading of Governance Policy 3.5: Financial Condition

Because of a change in the WTCS Administrative Code, Caleb White proposes modifying Governance Policy 3.5 to better align with the Administrative Code. Mr. White will be available at the Board meeting for questions. Policy 3.5 is available electronically with all other Board material.

Recommendation: Approve the first reading of Governance Policy 3.5: Financial Condition as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Status Update on 2013-14 Budget

Caleb White will present an update on the 2013-14 budget status. Budgetary statements for the General Fund, Special Revenue - Non-Aidable Fund, Capital Projects, Debt Service, Enterprise, and Internal Service are available electronically with the electronic Board material.

B. Review of Three-year Facilities Plan

The Three-year Facilities Plan has been updated to incorporate renovations completed this fiscal year. Proposed projects for FY 2014, 2015, and 2016 are included in the plan available in the electronic Board packet.

C. Health, Education & Public Services Report

Katie Garrity, Dean of Health, Education & Public Services, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in Health, Education & Public Services. The report will be available at the Board meeting.

D. State of College Report

Duane Ford will present a State of the College report. This report will be available at the Board meeting.

E. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

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

B. Chairperson's Report

1. 2013 Distinguished Alumni Award Nominations

C. College President's Report

1. Sponsorship Policy
2. HR Directors RFP Process for Data Analysis Services
3. Joint Finance Committee Budget Proposals
4. Depth vs. Breadth in Board Monitoring Reports

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Public Budget Hearing/Approval
2. Information Technology Report
3. President's Performance Report

B. Time and Place

Thursday, June 20, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

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

B. Approval of Closed Session Minutes from April 18, 2013

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The May 23, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/ Forums/Public Input

1. Paul Gabriel, Executive Director of WTC District Boards Association

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, May 23, 2013

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

OPEN MEETING

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C. Roll Call

D. Reports/Forums/Public Input

1. Paul Gabriel, Executive Director of WTC District Boards Association

CONSENT AGENDA

G. Approval of Agenda

H. Minutes of the Regular Meeting of April 18, 2013

- I. Financial Reports
 - 4. Purchase Orders Greater than \$2,500
 - 5. Treasurer's Cash Balance
 - 6. Budget Control
- J. Contract Revenue
- K. Personnel Items
- L. WTC District Boards Association Annual Dues Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- 1. Bid for Building 200 Re-Roof
- 2. RFP for Auditing Services
- A. Request for Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects
 - 3. Resolution Approving Culinary Arts/Human Resources/Testing Center Remodeling Projects
 - 4. Resolution Requesting State Board Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects
- 3. First Reading of Governance Policy 3.5: Financial Condition

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- F. Status Update on 2013-14 Budget
- G. Review of Three-year Facilities Plan
- H. Health, Education & Public Services Report
- I. State of College Report
- J. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURN TO CLOSED SESSION

- C. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.{Wis.Stats.19.85(1)(c)}
- D. Approval of Closed Session Minutes of April 18, 2013

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Meeting of April 18, 2013

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE APRIL 18, 2013

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on April 18, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Paul Bell, Dave Birkelo, Laura Bodenbender, Don Borchert, Jim Broihahn, Karen Campbell, Joyce Czajkowski, Derek Dachelet, Kristal Davenport, Katie Garrity, Barb McCormick, Jeff Midtlien, Karyl Nicholson, Julie Pluemer, Mark Randall, Phil Thomas, Caleb White, Kathy Witzig, and Kris Wubben. Public present included Jon Anderson, Godfrey & Kahn, S.C., College Legal Counsel.

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, April 18, 2013

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: "The April 18, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

ADJOURN TO CLOSED SESSION

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

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

B. Approval of Closed Session Minutes from March 28, 2013

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of March 28, 2013
- C. Financial Reports
 1. Expenditures Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2013-14 Out-of-State Tuition Waivers
- G. 2013-14 ACCT Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Compensation Guidelines
- B. Concept Review: Health Information Technology Program

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Teaching, Learning & Academic Outreach Report
- B. 2013-14 Budget 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

ADJOURNMENT

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Under Reports/Forums/Public Input, three Southwest Tech faculty members addressed the Board in regards to the Employee Handbook and Compensation Guidelines. Kristal Davenport voiced concerns with development of the Compensation Guidelines and Employee Handbook as it relates to faculty. Paul Bell shared his concerns with the Compensation Guidelines, and Kathy Witzig shared

concerns regarding the Katie Garrity, Dean of Health, Education & Public Safety, presented a Concept Review for a Health Information Technology program. Based on QRP and advisory committee recommendations, a two-year Associate of Applied Science program in Health Information Technology is being explored. With the implementation of electronic health records, college programming will evolve from medical transcription to health information technology. Funds for development of a two-year Health Information Technology related educational pathway have been applied for from the US Dept. of Health and Human Services Health Resources and Service Administration Department. The development of the pathway is a collaborative effort between five area hospitals, Scenic Rivers Area Health Education Centers (AHEC), Southwest Wisconsin Workforce Development Board, and Southwest Tech. The Medical Coding Specialist program will be embedded in the first year of the Health Information Technology program. Mr. Moyer moved to approve the Concept Review for the Health Information Technology Program as presented with Mr. Tuescher seconding the motion. Motion carried.

Julie Pluemer, Supervisor of Teaching, Learning & Academic Outreach, provided a report updating the Board on current and new activities, future directions, and continuous improvement in Teaching, Learning & Academic Outreach. The department includes responsibilities for curriculum, online learning, staff development, four-year school articulation, K-12 initiatives, and Adult Basic Education. Ms. Pluemer highlighted each area and new initiatives in Basic Education outreach.

Compensation Guidelines and non-renewal of instructional staff.

Mr. Tuescher moved to adjourn to closed session with Mr. Prange seconding the motion. Upon roll call vote where all Board members voted affirmatively, the Board adjourned to closed session at 7:29 p.m. The meeting reconvened in open session at 9:01 p.m.

Ms. Nickels moved to approve the Consent Agenda including the April 18, 2013, agenda; March 28, 2013, Board minutes; financial reports; nine contracts totaling \$2,295.00 in March 2013; retirements of Garry Welch, Sam Shumate, and Sharon Beer; 2013-14 out-of-state tuition waivers of 560 credits for 20 needy and worthy students; and renewal of the 2013-14 Association of Community College Trustees Membership. Ms. Mickelson seconded the motion; motion carried. Mr. Tuescher moved to approve the Compensation Guidelines for implementation July 1, 2013. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, reported on the budget status for general and capital funds for FY 2014. Mr. White reminded the Board this is a first snapshot of the budget and there is still work to be done in balancing the budget. Budget managers have been asked to review their requested budgets for reductions.

Laura Bodenbender, Human Resources Director, provided the Board with a Staffing Update. Items noted included the Student Housing/Activities Manager position is on hold, a Dean of Industry & Contracted Services position has been posted internally, and job postings are being developed for an Enterprise Resource Planning System Administrator and HVAC/Plumbing & Heating position.

Mr. White reviewed the Comparison FTE Report noting that FY 2013 FTE's are comparable to FY 2012. Mr. White shared an FTE comparison for the Wisconsin Technical College System. Southwest Tech is one of four colleges projecting an increase in FTEs.

Chairperson Kohlenberg reminded the Board of the upcoming ACCT Leadership Congress October 2-5, 2013, in Seattle, Washington. Ms. Fitzsimons had previously indicated interest and Mr. Moyer also expressed interest in attending. Mr. Tuescher will attend if Ms. Fitzsimons cannot attend.

Under the President's Report, Duane Ford reviewed the Governor's Budget proposal to increase technical colleges levy based on a factor that is related to a percent of new construction in the district. The proposal omits municipalities where two or more technical colleges share that municipality. The Wisconsin Technical College System Office is working in conjunction with the Governor's Office and the Department of Revenue on several alternative methods in calculating net new construction that does not exclude shared municipalities.

With no further business to come before the Board, Ms. Messer moved to adjourn the meeting. Ms. Nickels seconded the motion. Motion carried and the meeting adjourned at 10:01 p.m.

Melissa Fitzsimons, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 04/01/2013 TO 04/30/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
		None this month		
			SUBTOTAL	\$ -
<u>CAPITAL FUND</u>				
4/3/2013	5970	Funk Sign Company	6,354.00	Dodgeville Outreach signage
4/3/2013	5973	Interior Investments LLC	4,054.49	Lounge Chairs/Tables for Student Activity Center
4/3/2013	5974	Target	2,886.24	Chairs/Stools for Student Activity Center
4/3/2013	5975	Emmons Business Interiors	4,403.70	Furniture for Student Activity Center
4/8/2013	5976	Chicago Booth Manufacturing Inc.	4,808.00	Booths for Student Activity Center
4/16/2013	5978	Heartland Business Systems	40,679.00	Palo Alto Firewall (Threat Prevention)
4/18/2013	5980	Commercial Furniture Center	19,632.00	Lounge Chairs/Ottomans for Student Activity Center
			SUBTOTAL	\$ 82,817.43
<u>ENTERPRISE FUND</u>				
4/3/2013	5972	Dirty Ducts Cleaning	10,237.50	Bemis Hall 1955 & 1920 Bldg
4/12/2013	5977	Lange Sign Group Inc.	2,512.00	Student Housing Signage
4/24/2013	5981	Creative Solutions	3,236.28	Carpet and Vinyl Composition Tile for 6 Housing Units
			SUBTOTAL	\$ 15,985.78
			TOTAL	\$ 98,803.21

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 04/30/2013

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	23,266.65
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	579,984.19
Other (Due To)	<u>16,492,839.82</u>
Total Liability Adjustment	17,503,704.80

Beginning Treasurers Balance (2,016,409.27)

Receipt

Fund		
1 General	856,794.36	
2 Special Revenue	-	
3 Capital Projects	7,535.56	
4 Debt Service	-	
5 Enterprise	214,277.07	
6 Internal Service	350,252.33	
7 Financial Aid/Activities	<u>93,941.94</u>	
Total Receipts		<u>1,522,801.26</u>
<u>Cash Available</u>		(493,608.01)

Expenses

Fund		
1 General	1,517,522.85	
2 Special Revenue	-	
3 Capital Projects	286,363.16	
4 Debt Service	-	
5 Enterprise	46,610.22	
6 Internal Service	217,177.13	
7 Financial Aid/Activities	<u>95,026.95</u>	
Total Expenses		<u>2,162,700.31</u>

Treasurers Cash Balance (2,656,308.32)
Liability Adjustment 17,503,704.80
Cash in Bank 14,847,396.48

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 10 Months ended April 2013**

	<u>2012-13 Budget</u>	<u>2012-13 YTD Actual</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>
General Fund Revenue	21,318,000.00	19,410,594.49	91.05	89.35	84.24	89.84	82.76
General Fund Expenditures	21,618,000.00	16,783,485.13	77.64	75.68	74.17	76.32	72.84
Capital Projects Fund Revenue	2,550,000.00	2,610,188.90	102.36	101.95	94.09	99.66	99.26
Capital Projects Fund Expenditures	2,991,000.00	1,615,211.54	54.00	63.19	123.91	261.90	33.02
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	576,688.71	11.40	12.99	18.17	5.20	2.63
Enterprise Fund Revenue	1,850,000.00	1,613,895.33	87.24	74.26	107.40	78.74	68.47
Enterprise Fund Expenditure	1,650,000.00	1,060,686.98	64.28	55.78	83.43	86.01	62.68
Internal Service Fund Revenue	3,950,000.00	3,223,534.83	81.61	70.92	77.62	77.07	77.79
Internal Service Fund Expenditures	3,900,000.00	3,012,737.69	77.25	83.81	84.32	80.21	83.94
Trust & Agency Fund Revenue	7,780,000.00	7,513,991.66	96.58	90.09	111.30	121.21	81.83
Trust & Agency Fund Expenditures	7,780,000.00	7,482,422.42	96.18	89.97	110.62	119.54	82.16
Grand Total Revenue	42,508,000.00	34,372,205.21	80.86	77.78	79.86	88.40	78.79
Grand Total Expenditures	42,999,000.00	30,531,232.47	71.00	70.34	77.62	107.22	60.17

D. Contract Revenue

There were 21 contracts in April 2013 totaling \$18,410.82 for Board approval. The Contract Revenue Report follows.

2012-2013 CONTRACTS

4/01/13 through 4/30/13

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2013-0038-I-41 Fitness 14	CPR for Healthcare Provider Recert	Rita Luna	3	\$ 105.00	No		x	
03-2013-0046-I-21 Fennimore Police Department	Firearms Update for Agencies	Kris Wubben	2	\$ 40.38	Yes		x	
	Firearms Update for Agencies		6	\$ 121.14	Yes		x	
	Firearms Update for Agencies		2	\$ 40.38	Yes		x	
	TASER Recert		4	\$ 80.76	Yes		x	
	TASER Recert		2	\$ 40.38	Yes		x	
03-2013-0052-I-42 Grant Regional Health Center	CPR for Healthcare Provider	Rita Luna	9	\$ 315.00	Yes		x	
	CPR for Healthcare Provider		17	\$ 595.00	Yes		x	
	CPR for Healthcare Provider		4	\$ 140.00	Yes		x	
	CPR for Healthcare Provider Recert		7	\$ 245.00	Yes		x	
	CPR for Healthcare Provider Recert		13	\$ 455.00	Yes		x	
	CPR for Healthcare Provider Recert		4	\$ 140.00	Yes		x	
	CPR - Family & Friends		3	\$ 105.00	Yes		x	
	Heartsaver 1st Aid w/ CPR and AED		6	\$ 210.00	Yes		x	
03-2013-0059-I-21 Grant County Sheriff's Department	Tactical Firearms	Kris Wubben	10	\$ 272.10	Yes		x	
	Tactical Firearms		9	\$ 241.47	Yes		x	
	Tactical Marksman		4	\$ 107.32	Yes		x	
	Firearms Qualification		30	\$ 804.90	Yes		x	
03-2013-0078-I-42 Mount Horeb Fire Department	CPR	Rita Luna	12	\$ 420.00	Yes		x	
	CPR for Healthcare Provider		2	\$ 70.00	Yes		x	
	CPR for Healthcare Provider		1	\$ 35.00	Yes		x	

03-2013-0079-I-41 New Glarus Home	CPR for Healthcare Provider Recert	Rita Luna	16	\$	560.00	Yes	x
03-2013-0082-I-18 University of WI - Platteville	Driver Ed - Van Education	Kris Wubben	5	\$	206.65	No	x
03-2013-0083-I-11 Prairie du Chien School District	CPR	Rita Luna	11	\$	385.00	Yes	x
	CPR Recert		14	\$	490.00	Yes	x
03-2013-0088-I-21 Lafayette County Sheriff's Department	Defense Arrest Tactics	Kris Wubben	38	\$	243.17	Yes	x
	Firearms		38	\$	243.17	Yes	x
03-2013-0122-I-41 Golden Living	CPR for Healthcare Provider Recert	Rita Luna	3	\$	105.00	No	x
	CPR		4	\$	140.00	No	x
03-2013-0127-I-41 Memorial Hospital of Lafayette County	CPR for Healthcare Provider Recert	Rita Luna	15	\$	525.00	Yes	x
03-2013-0128-I-11 Iowa Grant School District	CPR	Rita Luna	47	\$	1,490.00	Yes	x
	CPR - Family & Friends		43	\$	1,290.00	Yes	x
03-2013-0154-I-11 Boscobel School District	Heartsaver 1st Aid w/ CPR and AED	Rita Luna	18	\$	630.00	Yes	x
03-2013-0161-I-18 Northeast Iowa Community College	CNC Contracted Trainer - Spring Semester	Derek Dachelet		\$	3,924.00	No	x
03-2013-0195-I-42 Mineral Point Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	18	\$	630.00	Yes	x
03-2013-0202-I-51 Army Corps of Engineers	Heartsaver 1st Aid w/ CPR and AED and Bloodborne Pathogens	Rita Luna	7	\$	350.00	No	x

03-2013-0203-I-41 St. Dominic's Villa	CPR for Healthcare Provider Recert	Rita Luna	17	\$	595.00	Yes	x
03-2013-0205-I-42 Southwest WI CAP	Heartsaver 1st Aid w/ CPR and AED	Rita Luna	11	\$	550.00	No	x
03-2013-0206-I-42 Montfort Fire Department	CPR Recert	Rita Luna	12	\$	420.00	No	x
03-2013-0212-I-42 Eastman First Responders	CPR	Rita Luna	5	\$	175.00	Yes	x
	CPR for Healthcare Provider Recert		23	\$	805.00	Yes	x
03-2013-0213-I-22 Lafayette County Sheriff's Department	CPR for Healthcare Provider Recert	Rita Luna	2	\$	70.00	Yes	x
Totals:			497	\$	18,410.82		
Exchange of Services			452	\$	12,610.17		
For Pay Service			45	\$	5,800.65		

E. Personnel Items

Four retirements and one promotion are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT May 23, 2013

Employment Approvals:

NEW HIRES:

None to report.

PROMOTIONS:

Name	Derek Dachelet
Title	Dean of Industry, Trades and Agriculture
Start Date	May 1, 2013
Salary/Wages	\$95, 978
Type	Salaried
PT/FT/Ltd. Term/Temporary/Seasonal	Full Time

RETIREMENTS / RESIGNATIONS:

Lily Long	Accounting Instructor – 28 Yrs.
Kerry Long	Accounting Instructor – 7 Yrs.
Jenny Strand	Administrative Asst. – 34 Yrs.
Nancy Kies	HSED/GED Chief Examiner & Non-traditional Occupations – 14 Yrs.

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 \$19,116.08 is available electronically with all other Board material.



WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION

May 7, 2013

Dr. Duane Ford
President
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809-9989

Attention: **Invoice enclosed**

Dear Duane,

The Association's board of directors has unanimously approved a 2013-14 operating budget for the year beginning July 1, 2013. The attached invoice reflects your district's annual dues assessment through June 30, 2014.

The new budget represents a 1.6 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 1.6 percent because of the relative change in district enrollments last year. For 2013-14, three districts have dues decreases and thirteen 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
James Kohlenberg, District Board Chairperson



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 6, 2013

2013-14 FEE ASSESSMENT INVOICE

(July 1, 2013 - June 30, 2014)

SOUTHWEST WISCONSIN

\$19,116.08

Payment due upon receipt and no later than August 1, 2013.

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

We value your membership! Thank you.

22 North Carroll Street • Suite 103 • Madison, WI • 53703 • USA • 608.266.9430 • www.districtboards.org

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Bid for Building 200 Re-Roof

Bids will be opened on Tuesday, May 21, 2013. A summary of all bids received and a recommendation will be available at the Board meeting.

Recommendation: Will be available at the Board meeting

B. RFP For Auditing Services

A Request for Proposals (RFP) was sent out for auditing services. The Scope of the RFP included the performance of audits of financial accounts and records covering fiscal years ending June 30, 2013, 2014, and 2015, with an option to renew for two more fiscal years, for the purpose of rendering an auditor's opinion regarding the fairness of the financial statements in accordance with generally accepted auditing standards and accounting principles. Proposals were received from seven vendors. A summary of the Auditing Services RFP and bids received is available below.

Recommendation: Award the RFP for Auditing Services to Wegner CPAs, Madison, Wisconsin.

Auditing Services RFP #1213-11

Proposals to provide auditing services for the College were received on Tuesday, April 23, 2013. The scope of the Request for Proposals (RFP) included the performance of audits of financial accounts and records covering fiscal years ending June 30, 2013, 2014 and 2015, with an option to renew for two more fiscal years, for the purpose of rendering an auditor's opinion regarding the fairness of the financial statements in accordance with generally accepted auditing standards and accounting principles. Proposals were received from seven (7) vendors.

An evaluation team consisting of Helen Laufenberg, Kelly Kelly, and Caleb White reviewed and rated the proposals based on the following evaluation criteria:

- A. Price – 30%
- B. Qualifications – 25%
- C. References and Higher Education Experience – 25%
- D. Responsiveness to RFP – 20%

The evaluation team's average composite score ranking from high to low is as follows:

Ranking	Vendor		Team Avg. Points	Five-year Cost
1	Wegner CPAs	Madison, WI	92.67	\$ 67,500
2	Wipfli CPAs and Consultants	Eau Claire, WI	89.81	107,500
3	Engelson & Associates, LTD	LaCrosse, WI	89.44	96,000
4	KerberRose Certified Public Accountants	Shawano, WI	88.47	75,600
5	CliftonLarsonAllen LLP	Milwaukee, WI	86.11	120,725
5	Smith & Gesteland, LLP	Madison, WI	86.11	91,500
7	Johnson Block and Company, Inc.	Mineral Point, WI	81.51	79,810

Recommendation: Award the RFP for Auditing Services to Wegner CPAs, Madison, Wisconsin.

C. Request for Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects

Caleb White will present the Request for Approval for Remodeling Projects for Culinary Arts, Human Resources, and a Testing Center.

1. **Resolution Approving Culinary Arts/Human Resources/Testing Center Remodeling Projects** – The resolution approving the renovation of 1,475 square feet of space for Culinary Arts, 2,460 square feet of space for Human Resources, and 4,300 square feet for the Testing Center located on the college campus in Fennimore, WI, is included below.

Recommendation: Approve contracting for the design and renovation of the Culinary Arts, Human Resources, and Testing Center areas of Buildings 200 and 300 of the college campus, Fennimore, Wisconsin, to improve facilities to operate a Culinary Arts program, to increase efficiency and provide a more centralized location for Human Resources, and to meet requirements for Pearson Vue and Prometric testing.

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD**

WHEREAS, Southwest Wisconsin Technical College has statutory authority to renovate an existing facility, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate the Culinary area to create a dining room, storage room, and cold food preparation room for a Culinary Arts program, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to create a new space for Human Resources, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate the Testing Center in order to comply with requirements of Pearson Vue and Prometric, and

WHEREAS, Southwest Wisconsin Technical College has considered contracting the design and renovation of the Culinary Arts, Human Resources, and Testing Center areas in Buildings 200 and 300 of the college campus, Fennimore, Wisconsin, to Plunkett Raysich Architects, LLP, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the renovation project via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves contracting for the design and renovation of the Culinary Arts, Human Resources, and Testing Center areas of Buildings 200 and 300 of the college campus, Fennimore, Wisconsin, to improve facilities to operate a Culinary Arts program, to increase efficiency and provide a more centralized location for Human Resources, and to meet requirements for Pearson Vue and Prometric testing.

Adopted and recorded this 23rd day of May, 2013.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimons
Secretary

2. **Resolution Requesting State Board Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects** – The resolution approving the submission of the remodeling projects for Culinary Arts, Human Resources, and the Testing Center to the State Board is included in the Request for Approval.

Recommendation: Approve the submission to the State Board for their approval of the renovation of the Culinary Arts and Human Resources areas of Building 300 and the Testing Center in Building 200 located on the college campus in Fennimore, Wisconsin.

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD**

WHEREAS, the Southwest Wisconsin Technical College Board has approved the renovation Culinary Arts, Human Resources, and Testing Center areas of Building 200 and 300 of the college campus, Fennimore, Wisconsin, to improve facilities to operate a Culinary Arts program, to increase efficiency and provide a more centralized location for Human Resources, and to meet requirements for Pearson Vue and Prometric testing,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for State Board approval the renovation of the Culinary Arts and Human Resources areas of Building 300 and the Testing Center in Building 200 located on the college campus in Fennimore, Wisconsin.

Adopted and recorded this 23rd day of May, 2013.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimons
Secretary

D. First Reading of Governance Policy 3.5: Financial Condition

Because of a change in the WTCS Administrative Code, Caleb White proposes modifying Governance Policy 3.5 to better align with the Administrative Code. Mr. White will be available at the Board meeting for questions. Policy 3.5 is available electronically with all other Board material.

Recommendation: Approve the first reading of Governance Policy 3.5: Financial Condition as presented.

FINANCIAL CONDITION

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

1. Expend more funds than have been received in the fiscal year without prior Board approval.
2. Indebt the College in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
4. Make any purchase or commit to any expenditure greater than funds available in the contingency fund without Board approval.

Furthermore, the President may not:

1. Make any purchase:
 - a. Without prudent protection against conflict of interest;
 - b. Over \$10,000 without having obtained at least three competitive quotes, if available; and
 - c. Over ~~\$25,000~~ **\$50,000** without receipt of three sealed bids **or proposals**, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code **or the purchase is made via a cooperative purchasing contract whose competitive purchasing process has been recognized as acceptable by the Wisconsin Technical College System.**
2. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
3. Fail to maintain adequate combined operating fund balance reserves sufficient to provide for an average of two (2) months' operating expenses.
4. Fail to apply for aid from all sources of funding when eligible except when not in the best interests of the College.

Adopted: 1/24/02
Reviewed: 4/24/03, 5/1/07, 10/15/10
Revised: 2/28/08, 10/28/10

Board Monitoring of College Effectiveness

A. Status Update on 2013-14 Budget

Caleb White will present an update on the 2013-14 budget status. Proposed budgetary statements for the General Fund, Special Revenue - Non-Aidable Fund, Capital Projects, Debt Service, Enterprise, and Internal Service follow.

Southwest Wisconsin Technical College
General Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	<u>2011-12</u> <u>Actual*</u>	<u>2012-13</u> <u>Budget</u>	<u>2012-13</u> <u>Estimate**</u>	<u>2013-14</u> <u>Budget</u>
REVENUES				
Local Government	10,945,372	11,089,000	10,962,000	10,962,000
State Aids	3,046,624	3,031,000	2,980,000	3,171,000
Program Fees	4,242,127	4,200,000	4,190,000	4,440,000
Material Fees	355,921	34,000	340,000	350,000
Other Student Fees	345,777	407,000	330,000	350,000
Institutional	1,296,355	1,500,000	1,693,000	1,600,000
Federal	<u>631,472</u>	<u>757,000</u>	<u>720,000</u>	<u>1,675,000</u>
Total Revenues	20,863,648	21,318,000	21,215,000	22,548,000
EXPENDITURES				
Instruction	14,393,404	14,128,000	14,300,000	15,131,000
Instructional Resources	326,949	362,000	359,000	371,000
Student Services	1,589,061	1,447,000	1,445,000	1,607,000
General Institutional	2,859,616	3,407,000	3,405,000	3,330,000
Physical Plant	<u>1,768,076</u>	<u>2,274,000</u>	<u>1,806,000</u>	<u>2,409,000</u>
Total Expenditures	20,937,106	21,618,000	21,315,000	22,848,000
Net Revenue (Expenditures)	(73,458)	(300,000)	(100,000)	(300,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>198,486</u>	<u>300,000</u>	<u>100,000</u>	<u>300,000</u>
Total Resources (Uses)	125,028	-	-	-
TRANSFERS TO (FROM) FUND				
BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	125,028	-	-	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	125,028	-	-	-
Beginning Fund Balance	<u>5,524,234</u>	<u>5,750,233</u>	<u>5,649,262</u>	<u>5,649,262</u>
Ending Fund Balance	<u>5,649,262</u>	<u>5,750,233</u>	<u>5,649,262</u>	<u>5,649,262</u>

The General Fund is used to account for all financial activities except those required to be accounted for in another fund.

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

**Southwest Wisconsin Technical College
Special Revenue - Non-Aidable Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance**

	<u>2011-12 Actual*</u>	<u>2012-13 Budget</u>	<u>2012-13 Estimate**</u>	<u>2013-14 Budget</u>
REVENUES				
State Aids	376,477	400,000	400,000	400,000
Other Student Fees	203,276	250,000	250,000	250,000
Institutional	157,946	130,000	200,000	200,000
Federal	<u>6,340,133</u>	<u>7,000,000</u>	<u>,500,000</u>	<u>7,500,000</u>
Total Revenues	7,077,832	7,780,000	,350,000	8,350,000
EXPENDITURES				
Student Services	<u>7,036,047</u>	<u>7,780,000</u>	<u>7,300,000</u>	<u>8,350,000</u>
Total Expenditures	7,036,047	7,780,000	7,300,000	8,350,000
Net Revenue (Expenditures)	41,785	-	50,000	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>(250,000)</u>	<u>-</u>
Total Resources (Uses)	41,785	-	(200,000)	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>41,785</u>	<u>-</u>	<u>(200,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	41,785	-	(200,000)	-
Beginning Fund Balance	<u>358,346</u>	<u>160,689</u>	<u>400,131</u>	<u>200,131</u>
Ending Fund Balance	<u>400,131</u>	<u>160,689</u>	<u>200,131</u>	<u>200,131</u>

Special Revenue - Non-Aidable Fund is used to account for assets held by a district in a trustee capacity or as an agent for individuals, private organizations, other government units, or other funds.

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

**Southwest Wisconsin Technical College
Capital Projects Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance**

	<u>2011-12 Actual*</u>	<u>2012-13 Budget</u>	<u>2012-13 Estimate**</u>	<u>2013-14 Budget</u>
REVENUES				
Institutional	<u>107,492</u>	<u>50,000</u>	<u>100,000</u>	<u>50,000</u>
Total Revenues	107,492	50,000	100,000	50,000
EXPENDITURES				
Instruction	463,197	244,000	1,101,000	564,000
Instructional Resources	146,193	151,000	100,000	84,000
General Institutional	488,137	820,000	600,000	707,000
Physical Plant	<u>2,355,653</u>	<u>1,776,000</u>	<u>1,694,000</u>	<u>815,000</u>
Total Expenditures	3,453,180	2,991,000	3,495,000	2,170,000
Net Revenue (Expenditures)	(3,345,688)	(2,941,000)	(3,395,000)	(2,120,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Operating Transfer In (Out)	<u>(198,486)</u>	<u>-</u>	<u>250,000</u>	<u>-</u>
Total Resources (Uses)	(1,044,174)	(441,000)	(645,000)	380,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>(1,044,174)</u>	<u>(441,000)</u>	<u>(645,000)</u>	<u>380,000</u>
Total Transfers To (From) Fund Balance	(1,044,174)	(441,000)	(645,000)	380,000
Beginning Fund Balance	<u>1,341,328</u>	<u>889,395</u>	<u>297,154</u>	<u>(347,846)</u>
Ending Fund Balance	<u>297,154</u>	<u>448,395</u>	<u>(347,846)</u>	<u>32,154</u>

Capital Projects Funds are used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings.

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

**Southwest Wisconsin Technical College
Capital Projects Fund
Summary Borrowing Plan**

Revenue for Capital Projects includes proceeds from debt of \$2,500,000 which is consistent with the previous year. Property tax (operational and debt) for the 2013-14 budget is projected to remain unchanged.

The amount of outstanding debt will be approximately thirty-four million. The majority of this debt is due to the capital expansion project that was recently completed as approved through the passage of \$31.9 million referendum on 4/1/08. The remaining outstanding debt of approximately six million has remained relatively steady. A debt service strategy which sets the annual borrowing in close relationship to annual principal payments, accounts for the consistent level of debt. This capital borrowing plan affords the College the ability to maintain high quality in both equipment and physical plant.

Equipment/Software Budget by Department

Business, Management & General Education	10,000	
Agriculture and Industry	423,000	
Health and Service	<u>131,000</u>	
Subtotal Instruction		564,000
Library/Media/Distance Education	<u>84,000</u>	
Subtotal Instructional		
Resources		84,000
College-wide Computing/Network/Telecommunications and Office Operations	<u>707,000</u>	
Subtotal General Institutional		707,000
Custodial/Physical Plant/Fleet Vehicles and Grounds	26,000	
Signage	1,000	
New Construction Projects	100,000	
Remodeling Projects	500,000	
Engineering/Architect Fees	88,000	
Classroom/Office Furniture	<u>100,000</u>	
Subtotal for Physical Plant		<u>815,000</u>

TOTAL CAPITAL PROJECTS		<u>\$ 2,170,000</u>
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**Southwest Wisconsin Technical College
Debt Service Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance**

	<u>2011-12 Actual*</u>	<u>2012-13 Budget</u>	<u>2012-13 Estimate**</u>	<u>2013-14 Budget</u>
REVENUES				
Local Government	4,640,000	4,640,000	4,640,000	4,640,000
State Aids	12,785	415,000	384,000	405,000
Institutional	<u>1,818</u>	<u>5,000</u>	<u>1,000</u>	<u>1,000</u>
Total Revenues	4,654,603	5,060,000	5,025,000	5,046,000
EXPENDITURES				
Physical Plant	<u>4,702,475</u>	<u>5,060,000</u>	<u>5,017,226</u>	<u>5,060,000</u>
Total Expenditures	4,702,475	5,060,000	5,017,226	5,060,000
Net Revenue (Expenditures)	(47,872)	-	7,774	(14,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(47,872)	-	7,774	(14,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>(47,872)</u>	<u>-</u>	<u>7,774</u>	<u>(14,000)</u>
Total Transfers To (From) Fund Balance	(47,872)	-	7,774	(14,000)
Beginning Fund Balance	<u>1,326,190</u>	<u>1,280,711</u>	<u>1,278,318</u>	<u>1,286,092</u>
Ending Fund Balance	<u>1,278,318</u>	<u>1,280,711</u>	<u>1,286,092</u>	<u>1,272,092</u>

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt and long-term lease purchase principal and interest.

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Enterprise Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	<u>2011-12</u> <u>Actual*</u>	<u>2012-13</u> <u>Budget</u>	<u>2012-13</u> <u>Estimate**</u>	<u>2013-14</u> <u>Budget</u>
REVENUES				
Institutional	<u>1,534,670</u>	<u>1,850,000</u>	<u>1,650,000</u>	<u>1,850,000</u>
Total Revenues	1,534,670	1,850,000	1,650,000	1,850,000
EXPENDITURES				
Auxiliary Services	<u>1,256,806</u>	<u>1,650,000</u>	<u>1,400,000</u>	<u>1,650,000</u>
Total Expenditures	1,256,806	1,650,000	1,400,000	1,650,000
Net Revenue (Expenditures)	277,864	200,000	250,000	200,000
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>(300,000)</u>	<u>(100,000)</u>	<u>(300,000)</u>
Total Resources (Uses)	277,864	(100,000)	150,000	(100,000)
TRANSFERS TO (FROM) FUND				
BALANCES				
Retained Earnings	<u>277,864</u>	<u>(100,000)</u>	<u>150,000</u>	<u>(100,000)</u>
Total Transfers To (From) Fund Balance	277,864	(100,000)	150,000	(100,000)
Beginning Fund Balance	<u>2,802,202</u>	<u>2,729,202</u>	<u>3,080,066</u>	<u>3,230,066</u>
Ending Fund Balance	<u>3,080,066</u>	<u>2,629,202</u>	<u>3,230,066</u>	<u>3,130,066</u>

Enterprise Funds are used to account for operations where the costs of providing goods or services to the student body, faculty and staff, or the general public are financed primarily through user fees.

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Internal Service Fund***
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	<u>2011-12</u> <u>Actual*</u>	<u>2012-13</u> <u>Budget</u>	<u>2012-13</u> <u>Estimate**</u>	<u>2013-14</u> <u>Budget</u>
REVENUES				
Institutional	<u>3,571,966</u>	<u>3,950,000</u>	<u>3,950,000</u>	<u>4,100,000</u>
Total Revenues	3,571,966	3,950,000	3,950,000	4,100,000
EXPENDITURES				
Auxiliary Services	<u>3,792,366</u>	<u>3,900,000</u>	<u>3,800,000</u>	<u>4,050,000</u>
Total Expenditures	3,792,366	3,900,000	3,800,000	4,050,000
Net Revenue (Expenditures)	(220,400)	50,000	150,000	50,000
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(220,400)	50,000	150,000	50,000
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(220,400)</u>	<u>50,000</u>	<u>150,000</u>	<u>50,000</u>
Total Transfers To (From) Fund Balance	(220,400)	50,000	150,000	50,000
Beginning Fund Balance	<u>157,301</u>	<u>319,367</u>	<u>(63,099)</u>	<u>86,901</u>
Ending Fund Balance	<u>(63,099)</u>	<u>369,367</u>	<u>86,901</u>	<u>136,901</u>

Internal Service Funds are used to account for the financing and related financial activity of goods and services provided by one department to other departments of the District on a cost reimbursement basis.

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

***Our self-funded health insurance and dental insurance programs are processed through the Internal Service Fund.

B. Review of Three-year Facilities Plan

The Three-year Facilities Plan has been updated to incorporate renovations completed this fiscal year. Proposed projects for FY 2014, 2015, and 2016 are included in the plan that follows.



**SOUTHWEST WISCONSIN
TECHNICAL COLLEGE**

THREE-YEAR FACILITIES PLAN

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

May 23, 2013

Section 1 – Executive Summary

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

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

2013-2014 - \$716,000

2014-2015 - \$1,458,000

2015-2016 - \$1,020,000

Details of the specific projects are shown in Section 3.

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

Section 2 – Existing Facilities

Owned Facilities

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

Leased Facilities

Location/Address	Lease Area	Lease Expiration
26220 Executive Lane Richland Center, WI 53581	3,586 square feet	June 30, 2015
Darlington High School District Office Darlington Community Schools 11630 Center Hill Road Darlington, WI 53530	780 square Feet	June 30, 2013
Spring Gate Mall 316 West Spring Street Dodgeville, WI 53533	2000 square feet	June 30, 2016
Platteville Public Schools 155 West Lewis Street Platteville, WI 53818	1080 square feet	June 30, 2013

Section 3 – Three-Year Project Summary

2013-2014 Total - \$716,000

Remodeling - \$528,000

1. Culinary Arts/Human Resources Renovation: \$75,000
2. Lenz Center Carpet Replacement: \$50,000
3. Cosmetology HVAC Replacement: \$150,000
4. Fan Coil Units EPD: \$50,000
5. Testing Center Renovation: \$203,000

Planning - \$88,000

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

Capital Improvements - \$100,000

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

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

Remodeling - \$1,258,000

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

Capital Improvements - \$200,000

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

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

Remodeling - \$1,020,000

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

C. Health, Education & Public Services Report

Katie Garrity, Dean of Health, Education & Public Services, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in Health, Education & Public Services. The report will be available at the Board meeting.

D. State of College Report

Duane Ford will present a State of the College report. This report will be available at the Board meeting.

E. Staffing Update

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

POSITION TRACKING July 2012 - June 2013

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

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	Helena Robinson (L/O)	WIA Account Manager	Bumped K.Kabat ASC Lab Asst.	7/1/2012	
2	Brian Kitelinger (L/O)	WIA Account Manager	Internal transfer to Jody Millin's pos.	7/1/2012	
3	Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012	
4	Doug Phillips (Ret)	Business & Ind. Instructor	Internal transfer Jason Kolbe	7/1/2012	
5	New Position	Advisor	Internal transfer Kari Kabat	7/2/2012	
6	Becky Fernette (Res)	Human Services Instructor	New hire - Julie Antonson	8/6/2012	
7	New Position	Electro Mechanical Instr.	New hire - Joshua Klaas	8/6/2012	
8	New Position	Electro Mechanical Instr.	New hire - Mary Hudson	8/6/2012	
9	New Position	Elec.Power Dist. Asst.(LTE)	Robert Hampton	8/6/2012	
10	New Ltd Term Position	Medical Lab Techn Instr	LTE hire – Brian Simmons	8/6/2012	
11	Kim Wolf (Res)	Fin. Aid/Bursar	New hire – Ashley Crubel	7/30/2012	
12	Temporary Position	College Receptionist	Temp hire - Laura Price	8/28/2012	
13	Sherri Kreul (Res)	Evening Custodial – Lead	New hire - Susann Bischoff	9/24/2012	
14	New Position	MSSC Instructor	New hire - Craig Woodhouse	10/1/2012	
15	Marnie Easler (L/O)	College Receptionist	Exercised bumping rights		
16	Mary Lou Olson (Ret)	Student Records/Serv. Spec.	Internal transfer Marnie Easler	12/10/2012	
17	Jane Roesch (Ret)	Accounts Payable	Internal transfer Ashley Crubel	12/10/2012	
18	Ashley Crubel (Tra)	Fin. Aid/Bursar	New hire – Holly Crubel	12/21/2012	
19	New Position	Assessment Advisor	Internal transfer Danielle Seippel	12/17/2012	

POSITION TRACKING July 2012 - June 2013

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

20	Danielle Seippel (Tra)	Advisor	Internal transfer Pauline Wetter	1/14/2013	
21	New Positions (2)	PT Electro-Mech Asst.	Bart Wood & Scott Wallace	1/14/2013	
22	New Position	Career Placement Spec.	New hire – Mindy Johnson	1/28/2013	
23	Rhonda Walz (Ret)	Career Center Assistant / Testing Specialist		2/1/2013	
24	New LTE Position	Grant Writer Specialist	New hire - Julia Henley	2/12/2012	Grant Funded \$20.32 - \$26.20
25	New LTE (Faculty) Position	Mfg Grant Curriculum Coordinator	Interviewing		Grant Funded BS or MS
26	New Position (Salaried)	Process Improv. Coord.	Internal transfer Lisa Riley	4/1/2013	Grade 6 \$57,532-\$77,838
27	New Position (Salaried)	Resident Housing & Student Activities Manager	Position on Hold		Grade 7 \$50,376-\$68,156
28	Lisa Riley (Tra)	ERP System Administrator	Interviewing Applicants		Level K \$20.32-\$26.20 per hr.
29	New Position	Dean of Industry & Contracted Services	Internal Transfer Derek Dachelet		Grade 2 \$86,156-\$116,565
30	Garry Welch (Ret)	HVAC/Plumbing & Heating	Interviewing Applicants		Level K \$20.32-\$26.20 per hr.
31	Lily Long (Ret)	Accounting Instructor	Advertising		BS \$39,549 - \$66,841 MS \$43,263 - \$72,927
32	Kerry Long (Res)	Accounting Instructor	Advertising		Same as Above

POSITION TRACKING July 2012 - June 2013

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

					BS \$39,549 - \$66,841 MS \$43,263 - \$72,927
33	New Position	CNC Setup Instructor	Internal / External Posting		
34	Derek Dachelet (Tra)	Marketing Manager	Internal / External Posting		Grade 6 \$57,532-\$65,490
35	New Position	Electro Mech Instructor (Spring 2014)	No Activity		BS \$39,549 - \$66,841 MS \$43,263 - \$72,927
36	Sam Shumate (Ret)	Day Maintenance	Interviewing Applicants		Grade F \$12.67-\$16.36
38	New Position	Culinary Arts Instructor	Posting & Advertising		BS \$39,549 - \$66,841 MS \$43,263 - \$72,927

Information and Correspondence

A. Enrollment Report

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



2011-2012 and 2012-2013 FTE Comparison

Program Type	Program Title	05-14-12 Students	05-14-13 Students	Student Change	05-14-12 FTE	05-14-13 FTE	FTE Change
10	Accounting	50	44	(6)	38.40	37.53	(0.87)
10	Administrative Professional	24	19	(5)	19.27	15.53	(3.73)
10	Agri-Business/Science Technology	40	42	2	32.60	37.03	4.43
10	Business Management	93	94	1	67.50	63.36	(4.13)
10	Medical Laboratory Technician	23	23	-	18.10	19.67	1.57
10	Criminal Justice - Law Enforcement	84	68	(16)	67.13	52.23	(14.90)
10	Culinary Management	33	29	(4)	21.87	20.10	(1.77)
10	Direct Entry Midwife	21	33	12	11.37	18.93	7.57
10	Early Childhood Education	50	49	(1)	38.27	38.77	0.50
10	Electro-Mechanical Technology	43	49	6	37.70	43.67	5.97
10	Engineering Technologist	19	23	4	17.73	19.30	1.57
10	Golf Course Management	31	31	-	29.20	29.63	0.43
10	Graphic and Web Design	51	42	(9)	40.26	34.80	(5.47)
10	Human Services Associate	72	59	(13)	45.20	39.70	(5.50)
10	IT-Computer Support Specialist	9	8	(1)	5.63	3.67	(1.97)
10	IT-Network Comm Spec	31	36	5	22.63	25.07	2.43
10	IT-Web Analyst/Programmer	22	29	7	18.67	17.40	(1.27)
10	Individualized Technical Studies	6	3	(3)	3.13	1.57	(1.57)
10	Marketing	-	4	4	-	2.10	2.10
10	Mechanical Design Technician	1	1	-	1.13	0.57	(0.57)
10	Nursing - Associate Deg	219	221	2	97.48	107.12	9.64
10	Physical Therapist Assistant	21	36	15	12.53	24.13	11.60
10	Supervisory Management	6	1	(5)	2.33	0.03	(2.30)
10	Technical Studies-Journeyworker	1	-	(1)	0.13	-	(0.13)
	Total Associate Degree	950	944	(6)	648.27	651.92	3.65

Program Type	Program Title	05-14-12 Students	05-14-13 Students	Student Change	05-14-12 FTE	05-14-13 FTE	FTE Change
31	Accounting Assistant	14	13	(1)	11.30	9.13	(2.17)
32	Agricultural Power & Equipment Tech	45	47	2	43.24	41.27	(1.97)
31	Auto Collision Repair & Refinish Tech	34	26	(8)	21.23	17.77	(3.47)
32	Automotive Technician	54	38	(16)	49.00	34.84	(14.17)
31	Barber/Cosmetologist	41	41	-	32.31	35.51	3.20
31	Bricklaying and Masonry	8	-	(8)	6.77	-	(6.77)
30	Building Maintenance & Construction	4	2	(2)	1.57	0.07	(1.50)
31	Building Trades - Carpentry	14	14	-	13.74	11.90	(1.83)
30	CNC Setup/Operation	9	7	(2)	4.93	3.87	(1.07)
31	Child Care Services	20	14	(6)	16.77	9.33	(7.43)
30	Criminal Justice-Law Enf Acad	15	15	-	7.90	7.97	0.07
31	Culinary Specialist	13	13	-	9.97	10.07	0.10
31	Dairy Herd Management	21	14	(7)	18.70	14.37	(4.33)
30	Dental Assistant	18	30	12	10.10	16.34	6.23
31	Electrical Power Distribution	22	24	2	19.73	22.93	3.20
50	Electricity (Construction)	7	14	7	0.87	1.73	0.87
31	Esthetician	8	14	6	5.80	10.80	5.00
30	Farm Business & Production Manage	86	79	(7)	19.51	19.46	(0.05)
50	Industrial Electrician Apprentice	8	12	4	2.00	2.13	0.13
31	Medical Assistant	50	44	(6)	35.87	30.74	(5.13)
30	Medical Coding Specialist	68	68	-	23.90	29.63	5.73
31	Medical Transcription	30	14	(16)	14.93	8.10	(6.83)
30	Nursing Assistant	235	277	42	27.30	35.58	8.28
30	Office Aide	9	-	(9)	5.03	-	(5.03)
31	Office Support Specialist	10	4	(6)	8.60	2.80	(5.80)
50	Plumbing Apprentice	16	16	-	2.43	2.40	(0.03)
31	Welding	40	47	7	38.37	40.90	2.53
Total Technical Diploma		899	887	(12)	451.88	419.63	(32.24)
Undeclared Majors					254.12	272.56	18.44
Total		1,849	1,831	(18)	1,354.27	1,344.11	(10.16)
Percent of Change							-0.75%
Vocational Adult (Aid Codes 42-47)					84.21	80.85	(3.36)
Community Services					0.54	1.07	0.53
Basic Skills (Aid Codes 7x)					45.02	37.20	(7.82)
Basic Skills (Aid Code 78) Remedial					69.78	95.85	26.07
Grand Total					1,553.81	1,559.07	5.26
Total Percent of Change							0.34%

2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	05-14-12 Students	05-14-13 Students	Student Change	05-14-12 FTE	05-14-13 FTE	FTE Change
10	Accounting	18	24	6	10.50	11.20	0.70
10	Administrative Professional	3	8	5	1.13	3.97	2.83
10	Agri-Business/Science Technology	11	17	6	7.47	9.00	1.53
10	Business Management	28	26	(2)	10.30	11.37	1.07
10	Medical Laboratory Technician	10	6	(4)	4.70	2.70	(2.00)
10	Criminal Justice - Law Enforcement	19	25	6	8.67	11.93	3.27
10	Culinary Management	9	6	(3)	3.13	2.73	(0.40)
10	Direct Entry Midwife	9	12	3	4.10	4.73	0.63
10	Early Childhood Education	24	17	(7)	11.57	7.57	(4.00)
10	Electro-Mechanical Technology	17	27	10	8.57	14.30	5.73
10	Engineering Technologist	1	13	12	0.40	5.93	5.53
10	Golf Course Management	11	16	5	4.73	8.80	4.07
10	Graphic and Web Design	14	10	(4)	6.07	3.97	(2.10)
10	Human Services Associate	22	20	(2)	8.13	7.23	(0.90)
10	IT-Computer Support Specialist	2	-	(2)	0.70	-	(0.70)
10	IT-Network Comm Spec	8	13	5	3.47	5.93	2.47
10	IT-Web & Software Developer	-	2	2	-	0.77	0.77
10	IT-Web Analyst/Programmer	9	5	(4)	3.97	1.83	(2.13)
10	Individualized Technical Studies	1	1	-	0.50	0.57	0.07
10	Marketing	1	-	(1)	0.40	-	(0.40)
10	Nursing - Associate Deg	100	125	25	21.50	30.90	9.40
10	Physical Therapist Assistant	12	12	-	4.37	4.17	(0.20)
10	Supervisory Management	1	-	(1)	0.03	-	(0.03)
	Total Associate Degree	330	385	55	124.40	149.60	25.20
				-			-
31	Accounting Assistant	5	4	(1)	2.07	0.93	(1.13)
32	Agricultural Power & Equipment Tech	21	19	(2)	11.97	11.40	(0.57)
31	Auto Collision Repair & Refinish Tech	9	9	-	1.80	1.90	0.10
32	Automotive Technician	12	17	5	6.40	7.53	1.13

Program Type	Program Title	05-14-12 Students	05-14-13 Students	Student Change	05-14-12 FTE	05-14-13 FTE	FTE Change
31	Barber/Cosmetologist	11	18	7	6.50	10.47	3.97
31	Bricklaying and Masonry	-	1	1	-	0.20	0.20
31	Child Care Services	1	2	1	0.30	0.80	0.50
30	Criminal Justice-Law Enf Acad	14	22	8	7.47	11.00	3.53
31	Culinary Specialist	3	2	(1)	1.33	0.43	(0.90)
31	Dairy Herd Management	1	2	1	0.33	1.03	0.70
30	Dental Assistant	1	-	(1)	0.50	-	(0.50)
31	Electrical Power Distribution	1	3	2	0.10	0.13	0.03
50	Electricity (Construction)	2	-	(2)	0.13	-	(0.13)
31	Esthetician	1	-	(1)	0.60	-	(0.60)
50	Industrial Electrician Apprentice	8	11	3	0.53	0.73	0.20
31	Medical Assistant	7	4	(3)	1.03	0.63	(0.40)
30	Medical Coding Specialist	7	2	(5)	1.87	0.37	(1.50)
31	Medical Transcription	4	4	-	1.47	1.50	0.03
30	Nursing Assistant	38	21	(17)	3.70	2.03	(1.67)
31	Office Support Specialist	1	1	-	0.27	0.53	0.27
50	Plumbing Apprentice	1	-	(1)	0.10	-	(0.10)
31	Welding	-	3	3	-	0.50	0.50
	Total Technical Diploma	148	145	(3)	48.47	52.14	3.67
	Undeclared Majors				4.93	4.10	(0.83)
	Total	478	530	52	177.80	205.83	28.04
	Percent of Change						15.77%
	Vocational Adult (Aid Codes 42-47)				1.25	1.26	0.01
	Community Services				0.01	0.00	(0.01)
	Basic Skills (Aid Codes 7x)					0.30	0.30
	Basic Skills Remedial(Aid Codes 78)				2.20	8.33	6.13
	Grand Total				181.26	215.73	34.47
	Total Percent of Change						<u>19.02%</u>

APPLICATION COMPARISON

		<u>2013-14 (5/17/13)</u>				<u>2012-13 (4/16/12)</u>				<u>YOY Change</u>
		<u>In Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>In Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
Max	Program									
	Accounting	13	16		29	3	9		12	17
	Acct Assist	2	1		3	-	3		3	-
	Admin Professional	1	7		8	1	5		6	2
27	Agribusiness/Science	10	22	2	34	4	14		18	16
22	Ag Power	16	20	22	58	6	20	13	39	19
22	Auto Collision	8	9		17	4	16		20	(3)
22	Auto Tech	21	15	-	36	8	22	2	32	4
	Bricklaying & Masonry	4	6		10	2	2		4	6
	Bldg Trades-Carpentry	11	10		21	5	6		11	10
	Business Management	33	27		60	4	28		32	28
	CC Services	10	6		16	3	4		7	9
15	CNC Setup/Operation	6	4		10	3	-		3	7
24	Cosmetology	24	19	4	47	7	16		23	24
	Criminal Justice-LE	25	33		58	12	31		43	15
	Culinary Arts	1	3		4					
	Culinary Mgnt	9	9		18	3	6		9	9
	Culinary Spec	7	4		11	3	10		13	(2)
	Dairy Herd	10	18		28	3	12		15	13
18	Dental Assist	30	14	12	56	6	20	12	38	18
	Early Child Educ	24	19		43	1	18		19	24
27	Electrical Power Dist.	18	20	6	44	9	20	9	38	6
24	Electro-mech Tech	8	16		24	2	16		18	6
	Engineering Technologist	7	11		18	5	8		13	5
20	Esthetician	2	6		8	4	6		10	(2)
	Golf Course Mgnt	8	10		18	3	8		11	7
25	Graphic & Web Design	26	13	-	39	7	20	4	31	8
32	Hum Serv Assoc	25	19		44	4	19		23	21
	IT-Comp Sup Tech	6	4		10	1	1		2	8
	IT-Network Comm	5	12		17	3	5		8	9
	IT-Web & Software Dev	5	10		15	4	6		10	5
	Liberal Arts	4	5		9	-	-		-	9
	Marketing	4	5		9	1	-		1	8
32	Medical Asst	23	27	31	81	3	32	14	59	22
34	Med Coding Spec	44	22	18	84	9	24		33	51
16	Medical Laboratory Tech	9	8		17	6	3		9	8

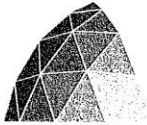
<u>Max</u>	<u>Program</u>	<u>2013-14 (5/17/13)</u>				<u>2012-13 (4/16/12)</u>				<u>YOY Change</u>
		<u>In Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>In Process</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
4	Nail Technician	2	2		4					4
54	N-Assoc Degree	37	48	57	242	68	55	36	159	83
28	N-Assoc Degree P/T	7	23		30	1	28	4	33	(3)
	Office Aid	2	1		3					3
	Office Sup Spec	5	2		7	1	1		2	5
	Pharm Tech - Lakeshore	4	1		5					5
15	Physical Therapist Asst	36	11	21	68	21	15	17	53	15
	Undecided	65	-		65					
40	Welding	<u>29</u>	<u>39</u>	<u>6</u>	<u>74</u>	<u>9</u>	<u>23</u>		<u>32</u>	<u>42</u>
501	Totals	746	577	179	1,502	249	532	111	892	541
	YOY Change	497	45	68	610					

Undecided not included in previous reports prior to 5/17/13.

B. Chairperson's Report

1. 2013 Distinguished Alumni Award Nominations

Nominations for the District Boards Association 2013 Distinguished Alumni Award are due August 1, 2013. See the information below regarding the award and scoring matrix.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 2, 2013

To: Marketing/Public Relations & Awards Committee Members
From: Paul Gabriel, Executive Director
Re: 2013 Distinguished Alumni Award Nominations

Nomination information is attached for the 2013 Distinguished Alumni Award. The **Distinguished Alumni Award** recognizes an extraordinary graduate of a Wisconsin Technical College. The award is scheduled for presentation at the November Association Meeting in Pewaukee.

Please discuss this award with your board colleagues. The materials have also been sent to your president to bring to the attention of appropriate college staff.

Enclosed is a nomination cover form to include with your submission as well as a description of the criteria for the award and submission requirements. Nominations based on the attached information must be received at the District Boards Association office by **August 1, 2013**.

Marketing/PR & Awards Committee members are responsible for assuring that their district board works with college administration and staff to recommend one nomination from each district for the award. Committee members will receive a set of nominations and rating materials after the nomination closing date.

We appreciate your ongoing efforts on behalf of the Committee and Association. Thank you for your assistance.

encl.

cc: Board Chairs
College Presidents

AWARD: 2013 Distinguished Alumni Award
Wisconsin Technical College District Boards Association

Purpose: To recognize a Wisconsin Technical College alumnus who has demonstrated the value of a technical college education through career advancement, community service, continued personal and educational growth, and support of the technical college system.

Nomination submissions must be formatted as follows: size 12 Font, typed, double-spaced, and not more than 2 pages of 8-1/2 x 11 size paper. Submissions that do not follow this format will be disqualified. Nominations must be received at the Boards Association Office no later than August 1, 2013.

1. **Personal** 40 Points
Demonstration of important role technical college education has played in his/her career and personal life.
2. **Occupation** 20 Points
Demonstration of noteworthy accomplishments in his/her field.
3. **Community** 20 Points
Demonstration of service to his/her community through civic, religious, charitable, business, professional or other means.
4. **Wisconsin Technical College System** 15 Points
 - a. Demonstration of support of Wisconsin technical colleges through his/her time and talent.
 - b. Demonstration whereby he/she utilizes Wisconsin technical college educational services in his/her occupation.
5. **Continuing Education** 5 Points
Demonstration of his/her personal continuing education program goals and accomplishments.

Updated 4/2013

C. College President's Report

5. Sponsorship Policy
6. HR Directors RFP Process for Data Analysis Services
7. Joint Finance Committee Budget Proposals
8. Depth vs. Breadth in Board Monitoring Reports

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

4. Public Budget Hearing/Approval
5. Information Technology Report
6. President's Performance Report

B. Time and Place

Thursday, June 20, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

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

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

B. Approval of Closed Session Minutes from April 18, 2013

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment