



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

May 24, 2012

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

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, May 24, 2012

5:45 p.m. – Light Supper
6:30 p.m. – Law Enforcement Academy Graduation
7:30 p.m. – Regular Board Meeting
Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The May 24, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

1. Presentation of 2012 All-USA Community College Academic Team Nominees

CONSENT AGENDA

A. Approval of Agenda

The agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of April 26, 2012

Minutes of the April 26, 2012, regular meeting are included with the electronic Board material.

C. Financial Reports

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

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

D. Contract Revenue

There were 13 contracts totaling \$5,034.60 in April 2012 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. 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 \$18,909.87 is available electronically with all other Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Bids for Building 600 Renovation

A summary of the bids received for the Building 600 renovation will be available at the Board meeting. Caleb White will present the information and recommendation.

B. Personnel

1. Retirements

- a. A copy of the letter accepting the retirement of George Schwarzmann, Science Instructor, effective May 31, 2012, is available with all other Board material.

Recommendation: Approve the acceptance of the retirement of George Schwarzmann, Science Instructor, effective May 31, 2012.

2. Employment

a. Vice President for Student and Academic Affairs

Laura Bodenbender, Director of Human Resources, will be present to discuss an employment recommendation for the Vice President for Student and Academic Affairs. The recommendation will be available at the Board meeting.

Recommendation: Approve the employment recommendation for a Vice President for Student and Academic Affairs.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Status Update on 2012-13 Budget

Caleb White, Director of Fiscal Services, will present an update on the 2012-13 budget status. An update will be provided at the Board meeting.

B. Farm Business & Production Management Program Report

The three instructors for the Farm Business & Production Management program will provide a presentation on the changes in the program and impact of the changes. Caleb White will present information on the financial impact.

C. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

A current College comparison 2011-12 FTE Report and the 2012-13 comparison Application Report are available electronically with all other Board material. Caleb White will be present for any questions.

B. Chairperson's Report

C. College President's Report

1. State of College Report
2. June meeting with NICC Board
3. Student Senate Request for Activity Center

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Public Budget Hearing/Approval
2. President's Performance Report
3. Bid for Public Safety Building #2000 Asphalt Upgrade
4. Bid for Food Service Operations
5. Lease with Darlington Schools

B. Time and Place

June Board Meeting - Monday, June 18, 2012, 7:00 p.m., To Be Determined

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 April 26, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The May 24, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/ Forums/Public Input

1. Presentation of 2012 All-USA Community College Academic Team Nominees

Jill Ewers and Shelby Haile will be present to receive their nomination certificates to the 2012 All-USA Community College Academic Team

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, May 24, 2012

5:45 p.m. – Light Supper

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

7:30 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: "The May 24, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

1. Presentation of 2012 All-USA Community College Academic Team Nominees

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of April 26, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. WTC District Boards Association Annual Dues Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid for Building 600 Renovation
- B. Personnel
 - 1. Retirements
 - 2. Employment

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Status Update on 2012-13 Budget
- B. Farm Business & Production Management Program Report
- 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 April 26, 2012

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}

B. Minutes of the Regular Meeting of April 26, 2012



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE APRIL 26, 2012

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on April 26, 2012, in Room 492-93, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, with the following members present:

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

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Derek Dachelet, Kristal Davenport, Doug Pearson, and Caleb White. Public present included Robert Callahan and Diane Messer.

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

BOARD MEETING NOTICE/AGENDA

Thursday, April 26, 2012

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

OPEN MEETING

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

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of March 22, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control

- D. Contract Revenue
- E. 2012-13 Out-of-State Tuition Waivers
- F. 2012-13 ACCT Membership Renewal

CONSTRUCTION UPDATE

- A. Public Safety Building

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Bids
 - 1. General Education Building Annex HVAC Replacement
 - 2. General Education Building Roof Replacement
 - 3. Robotic Trainers
- B. Personnel
 - 1. Resignations
 - 2. Retirements
 - 3. Employment

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2012-13 Budget Report
- B. 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. Approval of Closed Session Minutes of February 23, 2012, and March 8, 2012
- B. Consideration of adjourning to closed session for the purpose of
 - 2. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

Mr. Moyer moved to approve the Consent Agenda including the Board agenda; the March 22, 2012, Board minutes; financial reports; 15 contracts totaling \$12,553.38; remission of out-of-state tuition for a projected 560 credits for 20 needy and worthy

students during the 2012-13 academic year; and renewal of the ACCT Membership in the amount of \$2,795 for 2012-13. Ms. Nickels seconded the motion; motion carried.

Doug Pearson, Director of Facilities, reported on current construction projects noting that the construction of the Public Safety Building is 99 percent complete with occupancy scheduled for May 30. Change orders for the project totaled \$37,775, which is 3.2 percent of the total budget. Change orders included pulling cables from the transmitter to the building for electrical, door hardware, the elimination of one water meter, increased insulation, soil replacement, and boxes for pulling cables from the teaching stations.

Mr. Pearson presented the bid for the General Education Building Annex HVAC replacement. Three bids were received for the project to replace the unit and tie the HVAC system into the building automation system and lower level HVAC system. Items noted were the bid was nonspecific for the type of system and the bid will be an owner-direct materials purchase. The system recommended for installation by the low bidder is not part of the Trane system but will connect and work with our current Trane system. Mr. Tuescher moved to award the bid for the Building 150 (General Education Annex) replacement project in the amount of \$145,619 to DS Mechanical LLC, Dodgeville, WI. The actual contract with DS Mechanical LLC will be \$113,019 with owner direct materials purchases of \$32,600. Mr. Isaacson seconded the motion. Upon a roll call vote with all members voting yes, the motion carried.

Bids were reviewed for roof replacement on the General Education Building by Mr. Pearson. Seven bids were received for the project. Mr. Moyer moved to award the bid for the Building 100 (General Education Building) Reroof Project including Alternates #1 and #2, in the amount of \$229,810 to Nations Roof North of Waukesha, Wisconsin. Ms. Fitzsimons seconded the motion; the motion unanimously carried.

Caleb White, Director of Fiscal Services, presented a review of the bid received for a robotic training system for the Electromechanical Technology program. Bid specifications were sent out to nine vendors with one bid proposal received. The bid received is for a system like the current system being used in the program. Mr. White reported that the instructors are pleased with the current system and that the bid was significantly less than the original quote. Ms. Fitzsimons moved to accept the bid from Rixan Associates of Dayton, Ohio, for two (2) complete systems with robots and two (2) systems without robots in the amount of \$86,224. Mr. Isaacson seconded the motion; motion carried.

Under Personnel, two resignations and two employment recommendations were brought before the Board by Laura Bodenbender, Director of Human Resources. Mr. Isaacson moved to approve the acceptance of the resignation of Becky Fernette, Human Services Instructor, effective June 30, 2012, with Ms. Fitzsimons seconding the motion. The motion carried. With regrets, Mr. Tuescher moved to approve the acceptance of the resignation of Jaime Klein, Director of Information Technology, effective June 29, 2012. Mr. Prange seconded the motion; motion carried.

Ms. Bodenbender presented an employment recommendation for the Director of Student Services position. Thirty-five applications were received and four candidates were interviewed. Ms. Fitzsimons moved to approve the employment recommendation

for Laura Nyberg-Comins for the Director of Student Services at a salary of \$85,390 for the 2011-12 year, with Ms. Nickels seconding the motion. The motion carried.

The second employment recommendation was for a Supervisor for Teaching, Learning, and Academic Outreach. Dr. Ford explained that this position is part of the reorganization. The person will be supervising a newly created unit focused on helping teachers be better teachers, reaching out to K-12 districts and university partners, as well as overseeing basic education and GED/HSED. Mr. Tuescher moved to approve the employment recommendation for Julie Pluemer for the Supervisor for Teaching, Learning, and Academic Outreach at a salary of \$80,278 for the 2012-13 year.

Caleb White presented an update the FY 2012 budget and the status of planning for the FY 2013 budget. The FY2012 budget should be balanced by the end of the year which is good considering we experienced a district wide decline in assessed valuation, a reduction of 30 percent in State Aid, and fewer FTEs than projected. For FY 2013 the draft budget currently reflects an approximate \$500,000 shortfall. Budget managers have been asked to review their requested budgets for reductions.

Laura Bodenbender provided an update on staffing noting that the hiring committee has made a recommendation for a Vice President for Student and Academic Affairs and an offer will be extended. Positions will be posted for an Electromechanical instructor, a part-time lab assistant, a Human Services instructor, and an Accounting Assistant/Bursar. A Lead Evening Custodian has been hired and there is currently a position open for applications for an administrative assistant to the Vice President of Student and Academic Affairs.

Mr. White reviewed enrollment reports with the Board. The year-to-year FTE comparison report indicates an eight percent decrease in FTEs this year as compared to last year. The report showing enrollment throughout the Wisconsin Technical College System reflects an average of a 6.3 percent decline.

Under the Chairperson's Report, it was noted that one application was received for the open Employee Member (north) Board position. A public hearing and Board Appointment meeting will be held on May 17. Mr. Moyer asked the Board to consider attending the October 2012 ACCT Leadership Congress.

In the College President's Report, Dr. Ford shared that the College is submitting, on behalf of the Board, a nomination for Jerry Brunner of Hartung Brothers, Inc., for the District Boards Association TECh Award. Other items included a reminder of graduation on May 19, and discussion on the draft 2012-13 Board Monitoring Schedule. A different College unit will be providing a presentation to the Board each month to keep the Board better informed about the work of our different divisions and departments. A suggestion was made to jointly meet with the Foundation Board possibly having the Foundation Board meeting in the afternoon, a joint dinner, and then the District Board meeting.

Dr. Ford informed the Board that the College and Northeast Iowa Community College (NICC) are in the process of updating the reciprocity agreement and would like to hold a joint signing with the two Boards. The Board agreed to move the June meeting to Monday, June 18. The Board will be hosted by NICC's Board at a dinner in Dubuque and then will meet in Southwest Wisconsin for the Board meeting. The Board also

decided to hold their annual Board Dinner in July at Hickory Grove Country Club in Fennimore.

Mr. Prange moved to adjourn to closed session, with Ms. Fitzsimons seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to closed session at 7:53 p.m. The Board reconvened in open session at 9:21 p.m. with no action taken. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 9:21 p.m.

Melissa Fitzsimons, Secretary

C. Financial Reports

1. Purchase Orders Greater Than \$2500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
 FOR THE PERIOD 4/1/2012 TO 4/30/2012

<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>				
04/03/12	5789	Jim's Building Center Inc.	7,744.32	Public Safety Complex-Firing Range Pavilion
04/24/12	5793	H&N Plumbing & Heating Inc.	3,350.00	Fire Training Pit - Gas Pipe Installation
04/24/12	5794	Lifeline Audio Video Technologies	24,885.00	Public Safety Complex-Install Lab/Classroom Multimedia Equip
04/27/12	5795	Kenney Motors	2,829.66	60" Sweeper Attachment
			SUBTOTAL	\$ 38,808.98
			TOTAL	\$ 38,808.98

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 4/30/12

Liability End of Month Balances		
FICA	-	
Federal Withholding	-	
State Withholding	21,969.48	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity	-	
Deferred Compensation	-	
American Family Insurance	-	
Foundation		
PSA Dues		
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	407,614.14	
Sick Leave Payable	437,793.27	
Other (Due To)	<u>9,639,287.18</u>	
Total Liability Adjustment	10,506,664.07	
Beginning Treasurers Balance		3,295,990.40
Receipt		
Fund		
1 General	399,783.72	
2 Special Revenue	-	
3 Capital Projects	-	
4 Debt Service	-	
5 Enterprise	49,595.23	
6 Internal Service	333,733.93	
7 Financial Aid/Activities	<u>164,433.02</u>	
Total Receipts		<u>947,545.90</u>
Cash Available		4,243,536.30
Expenses		
Fund		
1 General	1,496,130.37	
2 Special Revenue	-	
3 Capital Projects	(1,790,529.46)	*encumbrance reversal
4 Debt Service	-	
5 Enterprise	66,505.84	
6 Internal Service	246,457.99	
7 Financial Aid/Activities	<u>46,763.43</u>	
Total Expenses		<u>65,328.17</u>
Treasurers Cash Balance		4,178,208.13
Liability Adjustment		10,506,664.07
Cash in Bank		14,684,872.20

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 10 Months ended April 30, 2012**

	2011-12 <u>Budget</u>	2011-12 <u>YTD Actual</u>	2011-12 <u>Percent</u>	2010-11 <u>Percent</u>	2009-10 <u>Percent</u>	2008-09 <u>Percent</u>	2007-08 <u>Percent</u>
General Fund Revenue	20,585,000.00	18,393,215.29	89.35	84.24	89.84	82.76	79.47
General Fund Expenditures	20,585,000.00	15,577,754.75	75.68	74.17	76.32	72.84	76.82
Capital Projects Fund Revenue	2,550,000.00	2,599,629.32	101.95	94.09	99.66	99.26	97.51
Capital Projects Fund Expenditures	2,898,000.00	1,831,183.46	63.19	123.91	261.90	33.02	51.32
Debt Service Fund Revenue	4,657,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	4,714,000.00	612,422.82	12.99	18.17	5.20	2.63	4.82
Enterprise Fund Revenue	1,850,000.00	1,373,738.80	74.26	107.40	78.74	68.47	88.15
Enterprise Fund Expenditure	1,650,000.00	920,374.29	55.78	83.43	86.01	62.68	75.19
Internal Service Fund Revenue	3,900,000.00	2,765,690.13	70.92	77.62	77.07	77.79	70.39
Internal Service Fund Expenditures	3,900,000.00	3,268,695.42	83.81	84.32	80.21	83.94	74.89
Trust & Agency Fund Revenue	7,780,000.00	7,009,289.49	90.09	111.30	121.21	81.83	105.40
Trust & Agency Fund Expenditures	7,780,000.00	6,999,739.76	89.97	110.62	119.54	82.16	104.57
Grand Total Revenue	41,322,000.00	32,141,563.03	77.78	79.86	88.40	78.79	77.60
Grand Total Expenditures	41,527,000.00	29,210,170.50	70.34	77.62	107.22	60.17	73.56

D. Contract Revenue

There were 13 contracts for the month of April 2012 totaling \$5,034.60 for Board approval. The Contract Revenue Report follows.

2011-2012 CONTRACTS 04/01/12 through 04/30/12

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2012-0038-I-41 Kids Stuff Child Services, Inc.	Cardiac Pulmonary Resuscitation	Rita Luna	3	75.00	Yes		x	
03-2012-0050-I-21 Richland County Sheriff's Department <i>Richland Center Police Department</i>	DAAT Refresher	Kris Wubben	28	552.92	Yes		x	
03-2012-0132-I-41 Mineral Point Care Center	CPR for Healthcare Provider Recertification	Rita Luna	6	150.00	Yes		x	
03-2012-0139-I-11 Iowa Grant School District	Cardiac Pulmonary Resuscitation	Rita Luna	29	645.00	Yes		x	
03-2012-0155-I-18 University of Wisconsin - Platteville	Van Education	Kris Wubben	4	189.69	No		x	
03-2012-0162-I-41 Town & County Sanitation	EPA Refrigeration Certification	Derek Dachelet	5	1,360.00	No		x	
03-2012-0202-I-42 Glen Haven Fire Department	CPR Recertification	Rita Luna	14	350.00	No		x	
03-2012-0204-I-21 Galena Police Department	TASER Operator	Kris Wubben	11	298.38	No		x	
03-2012-0218-I-42 Hazel Green Fire Department	CPR for Healthcare Provider Recertification CPR Recertification	Rita Luna	19 3	550.00	Yes		x	
03-2012-0222-I-42 Western Richland County First Responders	CPR for Healthcare Provider Recertification	Rita Luna	6	150.00	Yes		x	

03-2012-0223-I-41 St. Dominic's Villa	CPR for Healthcare Provider Recertification	Rita Luna	7	175.00	Yes	x
03-2012-0224-I-21 Iowa County Sheriff's Department <i>Crawford County Sheriff's Department</i> <i>Dodgeville Police Department</i> <i>Eau Claire County Sheriff's Department</i> <i>Grant County Sheriff's Department</i> <i>Highland Police Department</i> <i>Lafayette County Sheriff's Department</i> <i>Lancaster Police Department</i> <i>Mineral Point Police Department</i> <i>Platteville Police Department</i> <i>Southwest Tech Police Academy</i>	Wound Ballistics	Kris Wubben	19	288.61	Yes	x
03-2012-0225-I-21 Lancaster Police Department	CPR for Healthcare Provider Recertification	Rita Luna	10	250.00	Yes	x
			Totals:	<u>164</u>	<u>\$ 5,034.60</u>	

E. WTC District Boards Association Annual Dues Assessment

A copy of the letter from Paul Gabriel and the Fee Assessment Invoice in the amount of \$18,909.87, are available below.

Recommendation: Approve the consent agenda.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 1, 2012

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 2012-13 operating budget for the year beginning July 1, 2012. The attached invoice reflects your district's annual dues assessment through June 30, 2013.

The new budget represents a 1.9 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 1.9 percent because of the relative change in district enrollments last year. For 2012-13, two districts have modest dues decreases and fourteen districts have modest 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



May 1, 2012

2012-13 FEE ASSESSMENT INVOICE

(July 1, 2012 - June 30, 2013)

SOUTHWEST WI

\$18,909.87

Payment due upon receipt and no later than August 1, 2012.

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

We value your membership! Thank you.

Other Items Requiring Board Action

A. Bid for Building 600 Renovation

A summary of the bids received for the Building 600 Renovation will be available at the Board meeting. Caleb White will present the information and recommendation.

B. Personnel

1. Retirement

- a. A copy of the letter accepting the retirement of George Schwarzmann, Science Instructor, effective May 31, 2012, is available with all other Board material.

Recommendation: Approve the acceptance of the retirement of George Schwarzmann, Science Instructor, effective May 31, 2012.

May 18, 2012

Mr. George Schwarzmann, Jr.
21791 Sandhill Road
Platteville, Wi 53818

Dear George:

I am in receipt of your letter indicating your plans to retire from your position as Science Instructor effective May 31, 2012. I accept your retirement with sincere appreciation for your service to students and our district. Your work has helped change lives by providing opportunities for success.

The District Board and I wish you the best in your retirement. Enjoy every minute.

Sincerely,

Duane M. Ford, Ph.D.
President

DMF/kc

cc: Laura Bodenbender
Kevin Hoff

2. Employment

a. Director of Vice President for Student and Academic Affairs

Laura Bodenbender, Director of Human Resources, will present the employment recommendation for the Vice President for Student and Academic Affairs. The employment recommendation will be available at the meeting.

Recommendation – Approve the employment recommendation for the Vice President of Student and Academic Affairs.

Board Monitoring of College Effectiveness

A. Status Update 2012-13 Budget

Caleb White, Director of Fiscal Services, will present an update on the 2012-13 budget status. An update will be provided at the Board meeting.

B. Farm Business & Production Management Program Report

The three instructors for the Farm Business & Production Management program will provide a presentation on the changes in the program and impact of the changes. Caleb White will present information on the financial impact.

C. Staffing Update

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

POSITION TRACKING July 2011 – June 2012

(Ret) = Retired (Res) = Resigned (Tra) = Transfer (NonR) = Non Renewal (L/O) = Layoff

Name	Title	Status	Start Date
1. Randy Bussan (Ret)	Automotive Technician	No backfill - utilizing adjuncts	
2. Tom Sheehan (Ret)	Program Counselor	No backfill at this time	
3. Jeanette Nodorft (Ret)	Associate Degree Nursing	Internal transfer Darci Colsch	
4. Deb Warren (Ret)	Bookstore Asst/Parts Mgr	Internal transfer Jennifer Fonder	
5. Ron VanNatta (Ret)	Electrician/Maintenance	New hire - Dan Imhoff	
6. Janis Blackburn(Ret)	UW-PVile Math	New hire - Michelle Iselin	
7. Don Tucker (Ret)	Ag Power & Equipment	New hire - John Kvigne	8/17/11
8. Jill Brechler (Ret)	Communications	New hire - Jessica Brogley	8/17/11
9. Paul Murphey (Ret)	Communications	Internal transfer Cindy Albrecht	
10. Patrick Hoffman (Ret)	Automotive Technician	New hire - Tyson Larson	8/17/11
11. Gene Medeke (Ret)	Ag – Farm Bus Prod Mgmt	New hire - JoAnn Peterson	8/17/11
12. Janet Matthes (Ret)	Information Technology	Internal transfer Janet Weigel	
13. Marlene Klein (Tra)	Gen Ed.	Assumed Albrecht's position as Lead ASC	
14. Cindy Bruner (Ret)	Business Technology	Internal transfer Sondra Ostheimer	
15. Joan Senn (Ret)	VP of Learning	No Replacement	
16. New Position	Marketing & Pub Rel Asst	Internal transfer Jessica Helms	
17. New Position	Part Time Lab Asst.	Karl Sandry	7/1/11
18. Dan Thingvold (Res)	Evening Custodian	Internal transfer Dan Scullion	
19. New Position	Physical Therapist Asst.	Jaclyn Schultz-Sloan	8/17/11
20. New Position	Human Resources Asst.	New hire - Connie Haberkorn	6/27/11
21. Darci Colsch(Tra)	Nursing Assistant Instructor	New hire - Betty Frydenlund	8/17/11
22. New Position	Director of Development	Betsy Ralph	10/31/2011
23. New Position	Web Programmer/Analyst	Jackie Budd	10/31/2011
24. New Position	Accounting Clerk/Bursar	Internal transfer Jessica Brandes	9/2011


(Ret) = Retired (Res) = Resigned (Tra) = Transfer (NonR) = Non Renewal (L/O) = Layoff

Name	Title	Status	Start Date
25. Mary Pilling (Ret)	EMS Coordinator	New hire - Ken Bartz	10/31/2011
26. Dan Scullion (Tra)	Lead Evening Custodian	New hire - Barbara Liska	11/7/2011
27. Ron Meissner (Ret)	ASC Lab Assistant	New hire - Brenda Schwarzmann	1/11/2012
28. New Position	Associate Degree Nursing	Rehire - Dana Oswald	1/11/2012
29. Joni Wedig (Res)	Medical Lab Tech Instr	New hire – Joan Young	1/11/2012
30. Diann Meissner (Ret)	Communications Instr.	No Replacement at this time	
31. Shirley Drake (Ret)	Acctg Asst. / Bursar	New hire – Kim Wolf	1/30/2012
32. Sheila Marmorstone (Ret)	ASC Instructor	New hire – Brenda Schwarzmann	1/17/2012
33. New Position	Recruitment Specialist	New hire – Sara Davis	2/1/2012
34. Adam Wisecup (Res)	ERP Systems Specialist	Internal transfer Jackie Budd	1/9/2012
35. New Position	Web Programmer/Analyst	New hire – Mike Steffel	1/30/2012
36. New Position	Project Based-Comp SuppSpec	New hire – Dave Friesen	1/30/2012
37. Brenda Schwarzmann(Tra)	ASC Lab Assistant	New hire – Kari Kabat	3/19/2012
38. New Position	Director of Student Services	New hire - Laura Nyberg	5/7/2012
39. New Position	VP for Student and Ac Aff	New hire – Available at Board Mtg.	7/2012
40. Barbara Liska (Res)	Lead Evening Custodian	New hire – Sherri Kreul	4/30/2012
41. Kevin Hoff (Res)	Dean of Gen Education	No Replacement at this time	6/30/2012
42. Andrew Calhoun (NonR)	Dean of Ag & Industry	Non-Renewal	6/30/2012
43. Linda Knapp (Ret)	Admin Asst for VP & Indus.	Internal transfer Jody Millin	5/14/2012
44. Becky Fernette (Res)	Human Services Instructor	Receiving applications	
45. New Position	Electro Mechanical Instr.	Advertising	
46. New Position	PT Lab Asst. Up to 15 hrs/wk.	Advertising	
47. Jaime Klein (Res)	Director of IT	No replacement at this time	
48. New Position	Advisor	Internal transfer Danielle Seippel	5/14/2012
49. New Position	Advisor	Receiving applications	
50. New Position	Advisor	Receiving applications	
51. Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012
52. Kim Wolf (Res)	Acctg. Asst./Bursar	Consideration of combining Fin.Aid/Bursar position	
53. Helena Robinson (L/O)	WIA Account Manager	Bumping rights received	
54. Brian Kitelinger (L/O)	WIA Account Manager	Bumping rights received	

Information and Correspondence

A. Enrollment Report

A current College comparison 2011-12 FTE Report and the 2012-13 comparison application report are available below. Caleb White will be present for any questions.

Southwest  Tech <small>Here. Now.</small>		2010-2011 and 2011-2012 FTE Comparison					
Program Type	Program Title	05-16-11 Students	05-14-12 Students	Student Change	05-16-11 FTE	05-14-12 FTE	FTE Change
10	Accounting	59	50	(9)	52.23	38.40	(13.83)
10	Administrative Professional	27	24	(3)	24.37	19.27	(5.10)
10	Agri-Business/Science Technology	43	40	(3)	34.30	32.60	(1.70)
10	Business Management	89	93	4	62.63	67.50	4.87
10	Medical Laboratory Technician	16	23	7	13.70	18.10	4.40
10	Colaborative Assoc-Arts&Science	1	-	(1)	0.40	-	(0.40)
10	Criminal Justice - Law Enforcement	88	84	(4)	79.33	67.13	(12.20)
10	Culinary Management	37	33	(4)	29.67	21.87	(7.80)
10	Direct Entry Midwife	28	21	(7)	13.40	11.37	(2.03)
10	Early Childhood Education	46	50	4	35.70	38.27	2.57
10	Electro-Mechanical Technology	50	43	(7)	47.70	37.70	(10.00)
10	Engineering Technologist	18	19	1	16.07	17.73	1.66
10	Golf Course Management	35	31	(4)	36.13	29.20	(6.93)
10	Graphic and Web Design	64	51	(13)	48.91	40.26	(8.65)
10	Human Services Associate	105	72	(33)	64.23	45.20	(19.03)
10	IT-Computer Support Specialist	28	9	(19)	20.30	5.63	(14.67)
10	IT-Network Comm Spec	34	31	(3)	28.47	22.63	(5.83)
10	IT-Web Analyst/Programmer	29	22	(7)	26.87	18.67	(8.20)
10	Individualized Technical Studies	2	6	4	1.30	3.13	1.83
10	Mechanical Design Technician	12	1	(11)	9.70	1.13	(8.57)
10	Nursing - Associate Deg	326	219	(107)	137.11	97.48	(39.63)
10	Physical Therapist Assistant	11	21	10	5.37	12.53	7.17
10	Supervisory Management	18	6	(12)	10.63	2.33	(8.30)
10	Technical Studies-Journeyworker	-	1	1	-	0.13	0.13
Total Associate Degree		1,166	950	(216)	798.51	648.26	(150.25)

Program Type	Program Title	05-16-11 Students	05-14-12 Students	Student Change	05-16-11 FTE	05-14-12 FTE	FTE Change
31	Accounting Assistant	15	14	(1)	9.80	11.30	1.50
32	Agricultural Power & Equipment Tech	42	45	3	38.67	43.24	4.57
31	Auto Collision Repair & Refinish Tech	29	34	5	24.03	21.23	(2.80)
32	Automotive Technician	58	54	(4)	54.87	49.00	(5.87)
31	Barber/Cosmetologist	40	41	1	38.84	32.31	(6.53)
31	Bricklaying and Masonry	21	8	(13)	19.01	6.77	(12.24)
30	Building Maintenance & Construction	1	4	3	0.50	1.57	1.07
31	Building Trades - Carpentry	17	14	(3)	14.40	13.74	(0.67)
30	CNC Setup/Operation	8	9	1	4.13	4.93	0.80
31	Child Care Services	15	20	5	8.63	16.77	8.13
30	Criminal Justice-Law Enf Acad	32	15	(17)	13.90	7.90	(6.00)
31	Culinary Specialist	15	13	(2)	12.08	9.97	(2.12)
31	Dairy Herd Management	22	21	(1)	21.37	18.70	(2.67)
30	Dental Assistant	20	18	(2)	8.53	10.10	1.57
31	Electrical Power Distribution	25	22	(3)	22.00	19.73	(2.27)
50	Electricity (Construction)	8	7	(1)	1.20	0.87	(0.33)
31	Esthetician	17	8	(9)	15.20	5.80	(9.40)
30	Farm Business & Production Manage	134	86	(48)	17.13	19.51	2.38
50	Industrial Electrician Apprentice	2	8	6	0.27	2.00	1.73
31	Medical Assistant	62	50	(12)	39.57	35.87	(3.70)
30	Medical Coding Specialist	79	68	(11)	23.60	23.90	0.30
31	Medical Transcription	45	30	(15)	20.13	14.93	(5.20)
30	Nursing Assistant	282	235	(47)	31.57	27.30	(4.27)
30	Office Aide	23	9	(14)	9.40	5.03	(4.37)
31	Office Support Specialist	27	10	(17)	22.33	8.60	(13.73)
50	Plumbing Apprentice	19	16	(3)	2.70	2.43	(0.27)
31	Welding	27	40	13	21.00	38.37	17.37
	Total Technical Diploma	1,085	899	(186)	494.88	451.86	(43.01)
	Undeclared Majors			-	193.07	254.68	61.61
	Total	2,251	1,849	(402)	1,486.46	1,354.80	(131.66)
	Percent of Change						-8.86%

Program Type	Program Title	05-16-11 Students	05-14-12 Students	Student Change	05-16-11 FTE	05-14-12 FTE	FTE Change
	Basic Skills/Voc Adult Students						
	Vocational Adult (Aid Codes 42-47)				88.10	84.21	(3.90)
	Community Services				-	0.54	0.54
	Basic Skills (Aid Codes 7x)				<u>109.68</u>	<u>114.80</u>	<u>5.12</u>
	Grand Total				<u>1,684.25</u>	<u>1,553.81</u>	(130.44)
	Total Percent of Change						-7.74%

Application Comparison Report

2012-13 REPORT AS OF 5/14/12 - 9:00 A.M. ADMISSIONS				Comparison Report of 5/16/11	
PROGRAM	MAX	ACCEPTED	WL	Accepted	WL
Accounting		10		9	
Accounting Assistant		3		1	
Administrative Professional		8		6	
Agribusiness/Science Tech		16		17	
Ag Power & Equip Tech	20	20	16	20	15
Auto Collision Repair	22	17		17	
Automotive Technician	22	22	6	21	5
Barber/Cosmetologist	24	19		24	2
Bricklaying & Masonry		2		7	
Bldg Trades-Carpentry		7		20	
Business Management		31		17	
Child Care Services		6		5	
CNC Setup/Operation	15	0		3	
Criminal Justice-Law		37		28	
Culinary Management		8		15	
Culinary Specialist		14		9	
Dairy Herd Management		13		17	
Dental Assistant	20	20	10	16	15
Direct Entry Midwife (Jan start only)	11 Started January 2012				
Early Childhood Educ		19		15	
Electrical Power Distribution	20	20	10	20	23
Electro-mechanical Tech	24	21		14	
Engineering Technologist		11		6	
Esthetician	14	11		8	
Food Production Assistant		0			
Golf Course Management		11		7	
Graphic and Web Design	20	20	2	20	8
Human Services Assoc	36	21		25	
Individual Tech Studies		0		4	

2012-13 REPORT AS OF 5/14/12 - 9:00 A.M. ADMISSIONS				Comparison Report of 5/16/11	
PROGRAM	MAX	ACCEPTED	WL	Accepted	WL
IT-Computer Support Specialist		2		2	
IT-Network Communication Spec		5		3	
IT-Web Analyst/Programmer		8		9	
Marketing - stop enrollment		0			
Medical Assistant	32	32	26	32	37
Medical Coding Spec	34	26		30	4
Medical Laboratory Technician	16	4		4	
Medical Transcription	28	7		14	
Nursing-Associate Degree	54	54	40	50	48
Nursing-Associate Degree P/T	28	28	2	24	21
Office Aide (Jan start only)	5 started January 2012				
Office Support Specialist		2		6	
Physical Therapist Asst	15	15	21	15	1
Technical Studies-Journeyworker		0		0	
Welding	40	28		20	6
TOTALS		598	133	580	185

MP- Students carried over from 2011-12 who have Modified Plans and need 1st year classes are included in the ACCEPTED.

B. Chairperson's Report

C. College President's Report

1. State of the College Report
2. June Meeting with NICC Board
3. Student Senate Request for Activity Center

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Public Budget Hearing/Approval
2. President's Performance Report
3. Bid for Public Safety Building #2000 Asphalt Upgrade
4. Bid for Food Service Operations
5. Lease with Darlington Schools

B. Time and Place

June Board Meeting - Monday, June 18, 2012, 7:00 p.m., To Be Determined

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 April 26, 2012

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment