



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

November 15, 2012

Held at

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

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 15, 2012

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

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The November 15, 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

A copy of the agenda is included with the electronic Board material on page 6.

B. Minutes of the Regular Meeting of October 25, 2012

Minutes of the October 25, 2012, regular meeting are included with the electronic Board material starting on page 8.

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 starting on page 14. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. Contract Revenue

There were seven contracts in October 2012 totaling \$8,225.66 for Board approval. The Contract Revenue Report is located on page 17 of the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Outdoor Dining Services Bid

The Outdoor Dining Services (Terrace) Bid will be opened on November 13. Bid results will be available at the Board of Directors meeting.

Recommendation: (Will be presented at the November 15 Board of Directors meeting)

B. Student Activity Center Bid

The Student Activity Center Bid will be opened on November 13. Bid results will be available at the Board of Directors meeting.

Recommendation: (Will be presented at the November 15 Board of Directors meeting)

C. Group Life & Long-term Disability Insurance Bid

The Group Life & Long-term Disability Insurance Bid results will be available at the November 15 Board of Directors meeting.

Recommendation: (Will be presented at the November 15 Board of Directors meeting)

D. Personnel

There are currently no personnel items to be brought to the Board for action. If this changes prior to the Board meeting, the information will be presented at the Board meeting.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 2013-14 Budget Process

Caleb White will present the 2013-14 Budget Process. An outline of the process is available electronically with all other Board material on page 20.

B. Student Satisfaction Results

Student satisfaction has been assessed for the past three years using a Noel Levitz survey instrument. Barb Tucker, Director of Institutional Advancement, will present the results of the FY2012 Noel Levitz Student Satisfaction Survey at the Board meeting.

C. Staffing Report

Laura Bodenbender, Director of Human Resources, will provide an update on College staffing. A summary is available on page 22 of the electronic Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The current FTE Report compared to last year is available on page 23 of the electronic Board material. Caleb White will be available for any questions.

B. Chairperson's Report

1. Attendance at February 11-14, 2013, ACCT National Legislative Summit in Washington, DC

C. College President's Report

1. FQHC Update

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit
2. Highland Community College Reciprocity Agreement
3. Employee Handbook
4. Agriculture, Business & General Studies Report

B. Time and Place

Thursday, December 20, 2012, 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 September 27, 2012, and October 25, 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}

Open Meeting

The following statement will be read: "The November 15, 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

BOARD MEETING NOTICE/AGENDA

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A. Roll Call

B. Reports/Forums/Public Input

1. Student Senate Report

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of October 25, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- A. Outdoor Dining Service Bid
- B. Student Activity Center Bid
- C. Group Life & Long-term Disability Insurance Bid
- D. Personnel

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2013-14 Budget Process
- B. Student Satisfaction Results
- C. Staffing Report

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.{Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes from September 27, 2012, and October 25, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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B. Minutes of the Regular Meeting of October 25, 2012

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE OCTOBER 25, 2012

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on October 25, 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, James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Rhonda Sutton, Donald Tuescher

Absent: Chris Prange

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Joyce Czajkowski, Jeff Dombeck, Katie Garrity, Laura Lee Nyberg-Comins, Phil Thomas, and Caleb White. Public present included Rob Callahan, Fennimore Times, and Eileen Brownlee, College Legal Counsel.

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, October 25, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 27, 2012
- C. Financial Reports

1. Purchase Orders Greater than \$2,500
2. Treasurer's Cash Balance
3. Budget Control
- D. Contract Revenue
- E. Membership to American Association of Community Colleges

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2011-12 Budget Modifications)
- B. Resolution for Adoption of 2012 Tax Levy
- C. Request for Approval of Rental of Facilities in Dodgeville
 1. Resolution Approving Lease
 2. Resolution Requesting State Board Approval of Lease
- D. Culinary Arts Scope Proposal
- E. Personnel
- F. Federally Qualified Health Center (FQHC) 501(c)3

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activity
- B. Student Services Report (including Student Senate Report)
- C. Staffing Report

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

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

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After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent agenda, including the Board agenda; the September 27, 2012, Board minutes; financial reports; 15 contracts totaling \$19,013.54; and membership renewal to the American Association of Community Colleges. Ms. Nickels seconded the motion, which was unanimously approved.

Caleb White, Vice President for Administrative Services, presented the 2011-12 Fund and Account Transfers for approval. Mr. White reported that the General Fund ended with a \$125,028 positive ending balance. Budget modifications will be made to three funds including the General Fund, Capital Projects Fund, and Trust/Agency Fund. Budget modifications in the amount of \$500,000 in the General Fund are necessary due to unplanned revenues the College received in grant dollars. The Capital Projects fund was deficit spent by \$1 million to reduce the reserve fund for Capital Projects. The Capital Projects reserve fund balance is \$300,000. Another necessary modification was \$400,000 in added revenue and expense in the Trust Agency funds for financial aid. Mr. Tuescher moved to approve the 2011-12 Fund and Account Transfers as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote, the motion was unanimously approved.

The 2012 tax levy was presented for Board approval. Caleb White explained the property valuation decreased 1.15 percent from the initial estimation approved at the public hearing in June. Mr. White recommended levying at 1.5 mils for operational and 0.6349 mils for debt service. The FTE and percentage increase of equalized value histories were reviewed. Southwest Tech's equalized value percentage decreased 1.15 percent compared to the statewide average decrease of 3.29 percent. On a home valued at \$100,000, a taxpayer will pay \$213.48 on their 2012 taxes compared to \$212.77 for 2011. Mr. Tuescher moved to approve the 2012 tax levy with a \$10,961,700 tax for operational expenses and a \$4,640,000 tax for debt retirement with a total tax of \$15,601,700. Ms. Nickels seconded the motion. When asked about the profile of state aid, Mr. White explained that it is projected to be a little less than last year at this point in time. The motion unanimously passed upon roll call vote.

Mr. White presented a request for approval to lease approximately 2,500 square feet of classroom/office space in the Springate Mall in Dodgeville, WI. The Dodgeville outreach site would move to this new space and credit courses could be offered. Mr. White explained that negotiation on the price is still underway but he is looking at a similar cost as the Richland Center outreach site. Mr. Tuescher moved to approve the lease of approximately 2,500 square feet located at the Springate Mall in Dodgeville, WI, to provide an off-site classroom/office space. Ms. Fitzsimons seconded the motion; motion carried. Mr. Moyer moved to approve the submission to the State Board for their approval of the lease of an off-site classroom/office facility in Dodgeville, WI. Ms. Mickelson seconded the motion; motion carried.

Dr. Joyce Czajkowski, Dean of Agriculture, Business & General Studies, and Dr. Phil Thomas, Vice President for Student & Academic Affairs presented the Scope Proposal for a two-year associate degree Culinary Arts Program. Dr. Thomas reported this is the second step of a four-step process, and the Program Proposal will be brought to the Board in March. Dr. Czajkowski noted the Scope Proposal is a feasibility student to preliminarily determine if there is need in the district for the program. The Culinary Arts program would be included in the Culinary Program Pathway. Students completing the first two semesters can receive a technical diploma in Culinary Specialist allowing them to get a job as a line cook. Students remaining in the associate degree program will have the option of taking Culinary Management or Culinary Arts. Dr. Czajkowski projected that a second instructor for the Culinary programs will be needed if the Culinary Arts program is approved. After the Scope Proposal is approved, the next steps include the Need Demonstration and Program Proposal. Mr. Moyer moved to

approve the submission to the State Board for their approval of the Scope Proposal for Culinary Arts. Ms. Fitzsimons seconded the motion; motion carried.

Attorney Eileen Brownlee and Katie Garrity, Dean of Health, Education, and Public Safety were present to discuss the formation of a 501(c)3 corporation to operate a Federally Qualified Health Center (FQHC). Ms. Garrity provided background on the challenges encountered the past two years in getting a clinic started. She worked with several agencies, but none were willing to commit to a long-term relationship and to include the educational component.

Ms. Garrity noted that Grant County does not have a FQHC and recently explored the possibility of having one available on campus. She has learned that Grant County would need to be declared medically underserved. Two options are available for a clinic. The first option is a look-a-like facility where no federal funds support it but the operator can receive federal reimbursement. The second option is the traditional FQHC which allows for federal funding and reimbursement. Before making application for a FQHC, we would need to create a corporation, designate a board of directors, and acquire 501(c)3 status. An FQHC must provide dental, medical, and mental health services.

Ms. Brownlee explained the process for creating a corporation and obtaining 501(c)3 status. The articles of incorporation will need to include elements in order to obtain 501(c)3 status. A specific composition board will be needed for the corporation with over 50 percent being consumers/users meeting set income guidelines. This Board will meet on a monthly basis and will not be a part of the Southwest Tech Board of Directors. The relationship between the two boards will be contractual allowing for leasing of space, services for students, and training opportunities for students. The College Board will not govern this organization and will not have any control. Ms. Garrity reported that the College would not be investing money in the corporation other than space and equipment as the start-up dollars will come from a federal grant. The College may have the opportunity to partner with this corporation to offer services to College staff. Mr. Moyer moved to approve the creation of a corporation with 501(c)3 status for the purpose of operating a Federal Qualified Health Clinic in the Health Science Center. Ms. Nickels seconded the motion; motion carried.

Caleb White reviewed a summary report on the five-year history of purchase card activity and a list of the FY2012 >\$25,000 vendors. The purchase card activity report and >\$25,000 vendor report both showed slight increases in activity over FY 2011.

Laura Lee Nyberg-Comins, Director of Student Services, provided a Student Services Report updating the Board on current and new activities, future directions, and continuous improvement. Ms. Nyberg-Comins explained that Student Services includes four distinct, inter-related areas – prospective students, admissions, advising and support, and career placement. Student Services staff members recently reviewed each of the four areas and used three common objectives in each of the four quadrants. These included assessments, records, and building partnerships.

Prospective student staff members are focusing on improving follow-up with prospective students, working more with the K-12 schools, looking at pathways earlier, implementing Career Coach and have developed a recruitment plan for each program. A second recruiter was hired in the past year. Admissions staff members have added

online registration and the online application and recently mapped the admissions process. Academic and student support staff members are focused on developing a plan on how we get students enrolled and retention of those students. They have also integrated all student assistance programs and are participating in Career Development Facilitator training. Career Placement is undergoing changes to incorporate the coordination of campus career services activities, building employer partnerships, promoting career networking opportunities, and supporting development and utilization of job placement skills into this area.

Ms. Nyberg-Comins reviewed the Noel Levitz Student Satisfaction survey for the past three years for Student Services, which reflects a downward trend in students' satisfaction. Based on these results and input from others, Student Services future plans include the remodeling of the Student Services area to allow for a student-centered culture focused on providing quality customer service, streamlining department processes, establishing and using data measures, implementing a career development decision-making model, developing an adult/returning student outreach plan, establishing a testing center, implementing a Career Development Facilitation Model and Career Coach, establishing a placement office, building stronger employer network, and exploring implementation of Engage Risk Assessment and Student Assistance Intervention Model.

Laura Bodenbender, Director of Human Resources, updated the Board on College staffing noting applications have closed for the IT/Process Improvement Supervisor; a job posting for a Grants Support Specialist will be opened soon; and two support staff members, Jane Roesch and Rhonda Walz, have announced their retirements.

Mr. White presented the FTE Comparison Report for FYs 2012 and 2013. FTEs remain consistent with last year at this time; however, the UW-Platteville remedial course enrollments are not included in FY 2013 numbers. Discussion followed on Farm Business & Production Management. Dr. Ford has asked a team to review the program operations and determine the best way to offer this program.

An outline of the January 2013 Board Retreat was presented. Consensus of the Board was to hold the retreat in Prairie du Chien.

The President's Report included:

- An update on the recent visit from the accrediting agency for Medical Laboratory Technician - National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The accrediting board will decide in April 2013 on accreditation for Southwest Tech's Medical Laboratory Technician program.
- Extending Direct Entry-Midwife to off-campus, out-of-district sites. A business plan is being developed for this purpose. The Board cautioned that the plan needs to be comprehensive and include all costs including staff time.
- An update on the advocacy plans for the WTCS budget request. The President's Association is focused on the plan and is starting to lay the ground work to ensure the budget request gets in the Governor's budget, through Joint Finance, and through the legislative process.

Russ Moyer and Don Tuescher provided an update on the recently attended ACCT Leadership Congress.

Ms. Fitzsimons moved to adjourn to closed session, with Mr. Moyer seconding the motion. Upon a roll call vote where all members present voted affirmatively, the meeting adjourned to closed session at 9:34 p.m.

The Board reconvened in open session at 10:10 p.m. Mr. Tuescher moved to increase the health insurance premiums by four (4) percent on July 1, 2013. Ms. Sutton seconded the motion; motion carried. Ms. Fitzsimons moved to give all staff members a one (1) percent, one-time salary adjustment. Ms. Nickels seconded the motion; motion carried.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Ms. Mickelson seconded the motion. The motion carried, and the meeting adjourned at 10:12 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 10/01/2012 TO 10/31/2012**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
10/23/2012	5901	TMA Systems, LLC	3,391.65	TMA Annual Support (Maintenance Management Software)
10/23/2012	5903	Stanley Security Solutions	<u>5,140.00</u>	CR80/30 PVC Card (Magnetic stripe ID cards)
SUBTOTAL			\$ 8,531.65	
<u>CAPITAL FUND</u>				
10/8/2012	5892	Emmons Business Interiors	6,238.30	Building 1600 Furniture (Third Floor)
10/8/2012	5894	Matco Tools	5,092.00	Auto Tech: 6S 3-Bay 28" Toolbox
10/8/2012	5895	Snap-On Industrial	4,592.04	Auto Tech: Roll Cabinet & Tools with foam
10/12/2012	5899	Floor360/The Design Mart	4,225.00	Carpet for Building 100 Entryways
10/22/2012	5900	Target	7,198.40	Tables - Dodgeville/Platteville Outreach Sites
10/30/2012	5905	Target	7,624.00	Chairs - Dodgeville/Platteville Outreach Sites
10/30/2012	5906	FRS Design Group LLC	<u>6,450.00</u>	Design of Golf Green Complex
SUBTOTAL			\$ 41,419.74	
TOTAL			\$ 49,951.39	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 10/31/2012

Liability End of Month Balances

FICA	
Federal Withholding	
State Withholding	22,201.93
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)	12,089,501.62
Total Liability Adjustment	13,099,301.88

Beginning Treasurers Balance (3,022,365.84)

Receipt

Fund	
1 General	406,046.82
2 Special Revenue	-
3 Capital Projects	211.12
4 Debt Service	-
5 Enterprise	57,526.38
6 Internal Service	347,467.61
7 Financial Aid/Activities	3,184,651.68
Total Receipts	3,995,903.61

Cash Available 973,537.77

Expenses

Fund	
1 General	1,509,956.95
2 Special Revenue	-
3 Capital Projects	(486,895.13)
4 Debt Service	-
5 Enterprise	65,850.41
6 Internal Service	376,116.42
7 Financial Aid/Activities	278,936.05
Total Expenses	1,743,964.70

Treasurers Cash Balance (770,426.93)

Liability Adjustment 13,099,301.88

Cash in Bank 12,328,874.95

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 4 Months ended October 2012**

	<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	4,789,717.75	22.47	22.41	23.45	23.24	22.18
General Fund Expenditures	21,618,000.00	6,103,071.47	28.23	28.00	29.54	28.42	29.02
Capital Projects Fund Revenue	2,550,000.00	2,529,748.75	99.21	101.81	94.07	99.61	99.20
Capital Projects Fund Expenditures	2,991,000.00	368,451.60	12.32	67.80	89.48	105.39	3.79
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	783,083.63	42.33	42.92	53.08	40.81	34.45
Enterprise Fund Expenditure	1,650,000.00	450,412.81	27.30	24.19	28.11	41.11	28.15
Internal Service Fund Revenue	3,950,000.00	1,206,458.97	30.54	22.90	28.91	28.06	27.50
Internal Service Fund Expenditures	3,900,000.00	1,356,111.19	34.77	36.54	32.52	32.30	37.34
Trust & Agency Fund Revenue	7,780,000.00	3,642,981.37	46.82	42.77	48.42	57.65	39.79
Trust & Agency Fund Expenditures	7,780,000.00	3,704,370.33	47.61	45.45	53.53	57.85	39.42
Grand Total Revenue	42,508,000.00	12,951,990.47	30.47	29.58	30.28	56.82	40.62
Grand Total Expenditures	42,999,000.00	11,982,417.40	27.87	31.52	33.49	43.19	23.13

D. Contract Revenue

There were seven contracts in October 2012 totaling \$8,225.66 for Board approval. The Contract Revenue Report follows:

2012-2013 CONTRACTS 10/01/12 through 10/31/12							INDIRECT COST FACTOR		
<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>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>	
03-2013-0048-I-42 Platteville Fire Department	LP Gas Fires	Karl Sandry	43	1,177.34	Yes		x		
03-2013-0080-I-41 Foremost Farms	OSHA - Lockout/Tagout	Derek Dachelet	57	3,000.00	No		x		
03-2013-0121-1-42 Dubuque Police Department	Tactical Team Training	Kris Wubben	15	604.45	Yes	x			
	Facility Use			50.00	No	x			
	Tactical Team Training		30	1,308.89	Yes	x			
	Facility Use			200.00	No	x			
03-2013-0125-I-42 Muscodas EMS	CPR - Healthcare Provider Recertification	Rita Luna	1	25.00	No		x		
03-2013-0126-I-41 Universal Silencer	Heartsaver 1st Aid w/CPR and AED	Rita Luna	18	900.00	No		x		
03-2013-0129-I-41 Rainbow Family Daycare	CPR	Rita Luna	11	385.00	No		x		
03-2013-0134-I-42 Cuba City Fire Department	LP Gas Fires	Karl Sandry	21	574.98	Yes		x		
Totals:			<u>196</u>	<u>\$ 8,225.66</u>					

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Outdoor Dining Service (Terrace) Bid

The Outdoor Dining Services (Terrace) Bid will be opened on November 13. Bid results will be available at the Board of Directors meeting.

Recommendation: (Will be presented at the November 15 Board of Directors meeting)

B. Student Activity Center Bid

The Student Activity Center Bid will be opened on November 13. Bid results will be available at the Board of Directors meeting.

Recommendation: (Will be presented at the November 15 Board of Directors meeting)

C. Group Life & Long-term Disability Insurance Bid

The Group Life & Long-term Disability Insurance Bid results will be available at the Board of Directors meeting.

Recommendation: (Will be presented at the November 15 Board of Directors meeting)

D. Personnel

There are currently no personnel items to be brought to the Board for action. If this changes prior to the Board meeting, the information will be presented at the Board meeting.

Board Monitoring of College Effectiveness

A. 2013-14 Budget Process

Caleb White will present the 2013-14 Budget Process. An outline of the process follows.

2013-2014 DISTRICT BUDGETARY PROCESS

Budget development is an integral step in planning and dedicating operational resources to facilitate the implementation of strategic directions for Southwest Tech in the forthcoming year and beyond. The budget allocates financial resources for on-going programs, courses and services, as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1, 2013.

In planning for the prudent use of the College's resources, a budget will be developed:

- that complements the vision, mission and strategic directions of the College;
- that addresses the needs of students, business and industry, and other external agencies;
- that is sensitive to public concerns and local economic trends.

TIME FRAME

ACTIVITY

November 15	Fiscal Services initiates process and schedule for each department to plan staffing needs and define programs/services, both new and ongoing.
November 15 – December 22	Budget managers collect budget requests from staff and develop program and overall departmental budgets by cost center encompassing the collective input of staff and accounting for all elements of operational and capital expenditures.
December 22 – February 1	Financial Analyst meets with supervisors to adjust departmental chart-of-accounts for tracking/reporting (including proposed grants) and integrates budget requests to specific accounts. Schedule budget review sessions with College Leadership Team to balance priorities and new initiatives with budget capacity.
January to March 1	Grant proposals for upcoming year by main sources – General Purpose Revenue (GPR) due January 27th; Carl D. Perkins Vocational & Technical Act due January 13th; Adult Education & Family Literacy Act (AEFL) due February 10th. Other grants/projects may filter in throughout a budget year such as new and expanding, occupational competency, or other state initiatives.
February 1	Fiscal Services compiles the College's aggregate budget. This provides the basis for comparative analysis at various levels of detail among multiple years.
February District Board Meeting	District Board reviews College priorities and establishes budget assumptions and parameters.
April District Board Meeting	Detail review of the proposed budget by the full District Board. Modify assumptions and parameters if necessary.
May 15	Review budget changes with the respective departments and staff.
May District Board Meeting	Second update of the proposed budget to the District Board.
June 15	Final adjustment to budget document.
June District Board Meeting	Public hearing on proposed budget followed by regular board meeting and budget adoption.

B. Student Satisfaction Results

Student satisfaction has been assessed for the past three years using a Noel Levitz survey instrument. Barb Tucker, Director of Institutional Advancement, will present the results of the FY2012 Noel Levitz Student Satisfaction Survey at the Board meeting.

C. Staffing Update

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

POSITION TRACKING July 2012 – June 2013

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

Highlight=New Info

Name	Title	Status	Start Date
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	Elic.Power Dist. Lab Asst.	Robert Hampton	8/6/2012
10. 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	Laura Price	8/28/2012
13. Sherri Kreul (Res)	Evening Custodial – Lead	Susann Bischoff	9/24/2012
14. New Position	MSSC Instructor (LTE)	Craig Woodhouse	10/1/2012
15. New Position	Electro-Mech Lab Asst. (2)	Preparing posting for Spring	
16. New Position	Process Improv/IT Superv.	Interviewing	
17. New Position	Grant Writer Specialist	Posted and Advertising	
18. Marnie Easler (L/O)	College Receptionist	Exercised bumping rights	
19. Mary Lou Olson (Ret)	Student Records/Serv. Spec.	Internal transfer Marnie Easler	
20. Jane Roesch (Ret)	Accounts Payable	Posted internally	

Information and Correspondence

A. Enrollment Report

The current FTE Report compared to last year is available below. Caleb White will be available for any questions.



2011-2012 and 2012-2013 FTE Comparison

Program Type	Program Title	11-07-11 Students	11-06-12 Students	Student Change	11-07-11 FTE	11-06-12 FTE	FTE Change
10	Accounting	43	37	(6)	19.97	18.70	(1.27)
10	Administrative Professional	20	20	-	10.81	9.94	(0.88)
10	Agri-Business/Science Technology	37	37	-	19.43	19.97	0.54
10	Business Management	81	81	-	37.54	32.93	(4.61)
10	Medical Laboratory Technician	21	22	1	9.99	10.47	0.48
10	Criminal Justice - Law Enforcement	76	60	(16)	39.53	28.77	(10.76)
10	Culinary Management	24	26	2	11.80	11.57	(0.23)
10	Direct Entry Midwife	15	26	11	5.23	10.13	4.90
10	Early Childhood Education	50	47	(3)	25.84	22.80	(3.04)
10	Electro-Mechanical Technology	41	43	2	22.11	21.53	(0.58)
10	Engineering Technologist	17	20	3	9.40	9.57	0.17
10	Golf Course Management	27	27	-	14.23	13.37	(0.86)
10	Graphic and Web Design	43	38	(5)	19.84	18.17	(1.67)
10	Human Services Associate	57	49	(8)	25.61	20.67	(4.94)
10	IT-Computer Support Specialist	8	5	(3)	3.50	1.53	(1.97)
10	IT-Network Comm Spec	30	34	4	13.17	14.83	1.66
10	IT-Web Analyst/Programmer	22	25	3	12.98	9.70	(3.28)
10	Individualized Technical Studies	6	2	(4)	1.93	0.70	(1.23)
10	Mechanical Design Technician	1	-	(1)	0.57	-	(0.57)
10	Nursing - Associate Deg	212	203	(9)	62.20	56.90	(5.30)
10	Physical Therapist Assistant	20	37	17	6.48	12.93	6.45
10	Supervisory Management	6	1	(5)	2.04	0.03	(2.01)
	Total Associate Degree	857	840	(17)	374.20	345.19	(29.01)
31	Accounting Assistant	11	12	1	6.03	4.77	(1.26)
32	Agricultural Power & Equipment Tech	44	42	(2)	24.53	22.40	(2.13)
31	Auto Collision Repair & Refinish Tech	33	27	(6)	12.05	10.03	(2.02)
32	Automotive Technician	54	36	(18)	25.60	17.67	(7.93)

Program Type	Program Title	11-07-11 Students	11-06-12 Students	Student Change	11-07-11 FTE	11-06-12 FTE	FTE Change
31	Barber/Cosmetologist	41	39	(2)	20.07	22.04	1.97
31	Bricklaying and Masonry	8	-	(8)	3.67		(3.67)
31	Building Trades - Carpentry	14	14	-	7.27	7.67	0.40
30	CNC Setup/Operation	10	8	(2)	4.70	4.20	(0.50)
31	Child Care Services	13	9	(4)	6.61	3.70	(2.91)
30	Criminal Justice-Law Enf Acad	15	15	-	7.90	7.97	0.07
31	Culinary Specialist	13	13	-	6.33	6.77	0.44
31	Dairy Herd Management	18	14	(4)	9.93	7.83	(2.10)
30	Dental Assistant	19	22	3	7.70	11.37	3.67
31	Electrical Power Distribution	23	24	1	11.37	13.10	1.73
50	Electricity (Construction)	8	12	4	0.58	0.80	0.22
31	Esthetician	10	16	6	3.70	6.50	2.80
30	Farm Business & Production Manage	44	1	(43)	6.15	0.13	(6.02)
50	Industrial Electrician Apprentice	9	13	4	1.09	1.13	0.04
31	Medical Assistant	43	41	(2)	21.62	17.14	(4.48)
30	Medical Coding Specialist	52	52	-	13.71	14.23	0.52
31	Medical Transcription	25	11	(14)	8.31	4.43	(3.88)
30	Nursing Assistant	166	173	7	21.96	19.65	(2.32)
30	Office Aide	2	-	(2)	0.50	-	(0.50)
31	Office Support Specialist	11	2	(9)	6.03	0.97	(5.06)
50	Plumbing Apprentice	16	11	(5)	1.35	1.07	(0.28)
31	Welding	37	42	5	18.92	20.80	1.88
	Total Technical Diploma	739	649	(90)	257.68	226.35	(31.33)
	Undeclared Majors				152.94	157.58	4.64
	Total	1,596	1,489	(107)	784.82	729.12	(55.70)
	Percent of Change						-7.10%
	Basic Skills/Voc Adult Students						
	Vocational Adult (Aid Codes 42-47)				32.45	43.05	10.60
	Community Services				-	0.54	0.54
	Basic Skills (Aid Codes 7x)				18.69	25.87	7.18
							-
	Grand Total				835.96	798.59	(37.37)
	Total Percent of Change						-4.47%

B. Chairperson's Report

1. Attendance at February 11-14, 2013, ACCT National Legislative Summit in Washington, DC

C. College President's Report

1. FQHC Update

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Financial Audit
2. Highland Community College Reciprocity Agreement
3. Employee Handbook
4. Agriculture, Business & General Studies Report

B. Time and Place

Thursday, December 20, 2012, in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

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

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

B. Approval of Closed Session Minutes of September 27, 2012, and October 25, 2012

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment