



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

November 20, 2014

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 20, 2014

5:45 p.m. – Tour of Karen R. Knox Learning Center

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The November 20, 2014, Board regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Board Meeting of October 27, 2014

Minutes of the October 27, 2014, Board meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

Six contracts totaling \$6,192.21 in October 2014 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation and one resignation are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. RFP For Enterprise Content Management (ECM) and Document Imaging System

The bid summary for the Enterprise Content Management (ECM) and Document Imaging System will be available at the Board meeting.

Recommendation: (Available at Board meeting.)

B. Request to Change Online Out-of-State Tuition

Caleb White will present a recommendation to request authorization from the Wisconsin Technical College System to set out-of-state tuition for distance education courses at a variable alternate rate. Information is available with the electronic Board information.

Recommendation: Approve the recommendation to request authorization from the System President to set the out-of state tuition rate for all distance education courses at a variable alternate rate ranging from \$0 per credit up to the uniform out-of-state tuition rate established by the State Board.

C. Acceptance of President's Retirement

President Duane M. Ford has submitted his letter of retirement effective June 30, 2015. The Board will take action on his retirement.

Recommendation: Accept President Duane M. Ford's letter of retirement effective June 30, 2015.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 2015-16 Budget Process

Caleb White will present the 2015-16 Budget Process. An outline of the process is available electronically with all other Board material.

B. Institutional Advancement Report

Barb Tucker, Director of Institutional Advancement, will present a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the meeting.

C. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2014-15 Comparison FTE, 2015-16 Application Reports, and 2014-15 WTCS FTE Comparison are available electronically with all other Board material.

B. Chairperson's Report

ACCT National Legislative Summit – February 9-12, 2015

C. College President's Report

1. Intellectual Property Management
2. Learn Your Way Update
3. 2013 High School Graduate Report

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit 2013-14
2. Five-year EEO/Affirmative Action Plan
3. Business, Management & General Studies Report

B. Time and Place

Thursday, December 18, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Discussion of Presidential Search per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 2. Approval of October 27, 2014, Closed Session Minutes

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The November 20, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Prairie du Chien 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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7:00 p.m. – Board Meeting

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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 October 27, 2014
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP For Enterprise Content Management (ECM) and Document Imaging System
- B. Request to Change Online Out-of-State Tuition
- C. Acceptance of President’s Retirement

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2015-16 Budget Process
- B. Institutional Advancement 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

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 - 1. Discussion of Presidential Search per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 - 2. Approval of October 27, 2014, Closed Session Minutes

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 Board Meeting of October 27, 2014

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE OCTOBER 27, 2014

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 5:01 p.m. on October 27, 2014, in Room 236B of the Crawford County Administration Building, located at 225 N. Beaumont Road, in the City of Prairie du Chien, Crawford County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer (arrived at 6:10), Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Amy Charles, Derek Dachelet, MJ Dachelet, Sue Reukauf, Phil Thomas, and Caleb White.

Chairperson Nickels 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

Monday, October 27, 2014

5:00 p.m. – Regular Board Meeting Community Panel

6:00 p.m. – Light Supper

6:30 p.m. Continuation of Regular Board Meeting
Crawford County Administration Building, Room 236B
225 N. Beaumont Road
Prairie du Chien, WI 53821

OPEN MEETING

The following statement will be read: “The October 27, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Prairie du Chien in an attempt to make the general public aware of the time, place and agenda of the meeting.”

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Prairie du Chien Community Panel

The Board will adjourn until 6:30 p.m. The Board will have dinner for social purposes only and no College business will be conducted.

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of employee compensation per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 - 2. Approval of August 28, 2014, Closed Session Minutes

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 September 25, 2014
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2013-14 Budget Modifications)
- B. Resolution for Adoption of 2014 Tax Levy
- C. Bid for Building 500 Overhead Door Alteration
- D. Instrumentation & Controls Technology Program Concept Review

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activities
- B. WTCS Health Insurance Consortium Update
- C. Industry, Trades & Agriculture Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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Community members from the Prairie du Chien area engaged with the Board for discussion of programming and services. Community members included:

- Aaron Kramer, Prairie du Chien City Manager;
- Jennifer Gallagher, Prairie du Chien Area School District;
- Tony Schwab, Dillman Equipment;
- Greg Russell, Wolf Machine/Rivertown Ironworks;
- Tina Stoeffler, Prairie Industries;
- Joel Arnold, 3M; and
- Tim Haines, Prairie du Chien Correctional Institution

Panel members provided feedback on strengths with regard to Southwest Tech services to their individual organizations and community. Manufacturing panel members noted the following strengths: including businesses in the development of training programs; the flexibility the College practices in creating and teaching curriculum that meets industry needs; the relationships industry has with instructors especially when hiring graduates; and the assistance received in developing training grants for current workforce needs. The City of Prairie du Chien expressed appreciation for assistance in response to potential businesses for economic development efforts. Prairie du Chien School District identified the great communication between the College and regional schools; the tours and the events where the application fee is waived to aid their students in making their post-secondary choice; and the articulation and transcribed credit agreements as well as Youth Options. Mr. Haines from the Prairie du Chien Correctional Institution (PDCCI) noted he has worked at both the PDCCI and the Wisconsin Secure Program Facility (WSPF) in Boscobel and there is a great partnership between the two prison facilities and the College. The WSPF partnered with the College in developing a barber/cosmetology training program and the PDCCI facilities offers three vocational programs through the College as well as HSED/GED preparation. The PDCCI employees have participated in various trainings, mock interviews, and the PDCCI has entered into an agreement to use the College's weapons range for training purposes.

With regard to weaknesses, the panel cited the following:

- Not enrolling new students in the Engineering Technology program this year; Dillman Equipment has 20-25 open positions and they need drafters, designers, and mechanical engineers.
- The College had previously been involved in arranging manufacturing plant tours for high school students but not this year. There is a need to expose junior high and high school students to manufacturing.
- The College had combined machine tool and welding training and some employers do not feel employees need both skills. The students should be taught the basics and the employers will train beyond the basics.
- High school students struggle with transportation to Fennimore in order to take advantage of Youth Options opportunities at the College; perhaps some opportunities could be brought to Prairie du Chien.
- Sometimes College resources are stretched to thin and responsiveness is slower than it should be with employers.
- Incorporate an internship into the Electromechanical Technology program to assist the students in translating the skills they learn into a job setting.

- There is a perception in Prairie du Chien that there is a lack of a physical presence by Southwest Tech. (Dr. Ford did respond that the College currently has an outreach site located in the Crawford County Administration Building and the College is actively seeking a larger space.)
- Employers feel basic life skills, such as computer software knowledge and financial management, are holding some of today's workers back. Younger employees lack other life skills important to maintain a job. Skills mentioned included attendance, sense of urgency, when not to use your cell phone, following policies, accepting constructive criticism, and recognizing the culture of the organization and the expectations of the organization. Apprenticeships and internships are a good test drive of an employee's work skills and interpersonal skills.
- Cancelling classes because of insufficient enrollment or not having an instructor has caused frustration among employers.
- 3M is looking for mechanical apprentices, which Southwest Tech does not offer.

When asked about opportunities for Southwest Tech to improve its services, the panel members made the following suggestions on specific programming:

- Need to work with all educational institutions on providing life skills training;
- Computer training for manufacturing-based organizations;
- Up-training for managers and current workforce looking to go into supervisory/management positions; half-day or one-day seminars in management principles and practices; and
- Apprenticeship training opportunities for high schools and employers

Other opportunities that involved collaboration with the K-12 schools, other post-secondary institutions, business and industry, other agencies, or economic development entities included:

- Addressing the regional workforce needs, both internally and by bringing new employees into the region;
- Bridging the gap between the parents, the junior high / high school students, and the employers; educating parents on current manufacturing and other industries; and
- Assisting in the arrangement of tours and career exploration for youth and high school students.

The panel members were thanked for their valuable feedback. The Board then recessed at 6:10 p.m. for social purposes and dinner with no College business being conducted. The meeting reconvened at 6:39 p.m. Mr. Tuescher made a motion to adjourn to closed session for the purpose of discussing employee compensation per Wis. Stats. 19.85(1)(c). Ms. Fitzsimons seconded the motion; upon roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 6:40 p.m. The meeting reconvened in open session at 6:52 p.m.

After reviewing the Consent Agenda, Mr. Prange moved to approve the Consent Agenda including the October 27, 2014, agenda; September 25, 2014, Board meeting minutes; financial reports; eight contracts totaling \$21,311.27; hiring of Amy Campbell, Accounts Payable, the resignation of Betsy Tollefson, Director of Development, and the retirement of Kellie Knox, Math/Science Instructor. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2013-14 budget modifications for Board approval. Recommended modifications included:

- General Fund – The full-time Culinary Arts instructor hiring was delayed a year and grant activity funding / indirect costs added to a positive bottom line creating a \$544,499 balance. The budget modification will approve expending an additional \$50,000 for instructional resources, \$100,000 for student services, and \$150,000 for general institutional with the \$300,000 in transfers coming from the physical plant category.
- Capital Projects – The requested budget modification would transfer \$270,000 from reserves for resources; would transfer \$150,000 from instructional use and \$550,000 from general institutional use; and would transfer \$50,000 into instructional resources use and \$650,000 into physical plant use. This would enable the deferment of over \$500,000 to the Learning Center project in 2014-15.

Mr. White reviewed the unaudited fund balances for all College funds. Mr. Tuescher moved to approve the budget modifications for the General Fund and the Capital Projects Fund as presented. Ms. Sutton seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2014 in the amount of \$4,604,688 for operational expenses and \$4,740,000 for debt retirement for a total tax levy of \$9,344,688. Mr. White provided information that the resolution would increase the base tax levy by a net change of \$49,800 (0.31%); however, the total tax levy will decrease by \$6,478,392 (40.94%) due to WI Act 145. Act 145 will cause \$6,528,192 of State funds to be distributed to Southwest Tech each year for the purpose of reducing the College's property tax levy. The funds will be received in February.. Ms. Messer moved to approve the Resolution Providing for Tax Levy for the Year 2014 as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

A bid summary for the Building 500 - Overhead Door Alteration project was presented by Mr. White. This project will create accessibility between two welding labs and the former bricklaying lab with the funding from the Blueprint for Prosperity grant received from the Department of Workforce Development. One bid was received, which was within the allotted budget. Mr. Moyer moved to award the Building 500 – Overhead Door Alternation project to Rock Church Construction, Inc., of Livingston, WI, with the low bid of \$33,250 (including tax savings). Mr. Tuescher seconded the motion; motion carried.

Derek Dachelet, Dean of Industry, Trades & Agriculture, presented a Concept Review for an associate of applied science degree in Instrumentation & Controls Technology. Mr. Dachelet reported the median wage for the occupation is \$23.50 per hour and there is a predicted 9.9 percent increase in need for workers in our district. Research shows that 52 percent of the current workforce in this field are 45 or older. The program would be part of a career pathway where the first year is the Industrial Mechanic program and in the second year students can enroll in either the Electromechanical Technology program or the Instrumentation & Controls Technology program. Industries using instrument and controls technicians include food production, manufacturing, and energy production. Mr. Tuescher moved to approve the Concept Review for an associate of applied science degree in

Instrumentation & Controls Technology, with Mr. Kohlenberg seconding the motion. Upon voice vote, the motion carried.

Caleb White reviewed purchasing activities for FY2014. The purchase card activity summary reflected a five-year history of purchase card usage on campus. The report showed the number of transactions per month increased this past fiscal year but the average dollar amount decreased. Over the past 11 years, the College has received almost \$150,000 in purchase card performance rebates. Also included in the purchasing activities were the \$50,000 and greater vendors for FY2014.

The Board heard an update on the Wisconsin Technical College System Health Insurance Consortium. At this time, Southwest Tech is one of five members moving forward with the consortium. Benefits of joining the consortium include savings in stop loss and prescriptions; decision-making support with sharing of best practices; retention of own reserves; the potential for long-term trend reduction and market leverage. There is a three-year commitment to join. Mr. White informed the Board that joining the consortium will be brought for approval in early 2015 for implementation either July 1, 2015, or January 1, 2016. The Board asked that the presentation include the stop loss statistics when it is brought for approval.

Derek Dachelet, Dean of Industry, Trades & Agriculture, provide a report focusing on departmental major activities and how they help the College achieve its seven Strategic Directions. Mr. Dachelet highlighted the comparison program enrollment for his division, which is very similar to the previous year; apprenticeship enrollment; division initiatives including additional sections in Agribusiness, Welding, Electromechanical Technology, a new program in Industrial Mechanics, and a GPR grant focused on improving agricultural offerings; and the development of an Instrumentation and Controls Technician in 2014-15 as well as a Precision Machining Technology programs for 2015-16.

An update on the Farm, Business & Production Management program was provided noting a 52 percent reduction in direct net cost and a five percent increase in students served. The program has secured grant funding to offset costs of the program.

Amy Charles, Business & Industry Services Manager, provided an update on the Business & Industry Services department. Business & Industry Services is a component of the Industry, Trades & Agriculture division. Initiatives in this department include training contracts, working with business and industry on workforce grants, and professional development offerings. Priorities for the department include expanding professional development offerings, incorporating continuing education offerings, creating non-credit to credit transitions to assist Business & Industry students to become program students, updating their webpage, and expanding the adjunct instructor pool.

Dr. Ford provided the Board with an update on staffing. He noted Amy Campbell, Accounts Payable, was hired and approved under the Consent Agenda. Current open positions include the Online Specialist, Counselor, Welding Instructor, part-time Administrative Assistant, and Foundation Director.

The Board reviewed the 2014-15 comparison FTE report to the previous year. Mr. White noted the numbers reflect a seven percent decrease in credit courses.

An update on Open House, January start programs, strategic planning process, and public safety offering were included in the President's Report. Dr. Ford reported that 186 applications were received during open house. The strategic planning process is beginning with the formulation of the strategic projects list for 2015. The current Strategic Directions expire in June 2015 and meetings will be held for staff members to provide input on the current and future Strategic Directions. Dr. Ford will bring the recommendations to the Board for discussion in February 2015.

Mr. Tuescher, Mr. Moyer, Ms. Sutton, Dr. Ford, and Ms. Campbell reported on the ACCT Leadership Congress they recently attended.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting, with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:25 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 10/01/2014 TO 10/31/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
10/20/2014	6249	Quality Power Solutions	<u>16,900.00</u>	IT: Replacement UPS Batteries, Installation & Testing
SUBTOTAL			\$ 16,900.00	
<u>CAPITAL FUND</u>				
10/13/2014	6241	Signs To Go!	8,455.00	Facilities: Highway 18 Sign
10/15/2014	6244	Mercedes Medical	5,586.66	Medical Lab Tech: Refurbished CA-560 Coagulation Analyzer
10/15/2014	6247	AT&T	<u>27,145.00</u>	Media Center: Recording Equipment for ITV Classrooms (Grant #115)
SUBTOTAL			\$ 41,186.66	
<u>ENTERPRISE FUND</u>				
none this month				
SUBTOTAL			\$ -	
TOTAL			\$ 58,086.66	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 10/31/2014

Liability End of Month Balances

FICA	47,788.56
Federal Withholding	42,401.98
State Withholding	-
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	
Deferred Compensation	
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	380,037.94
Sick Leave Payable	640,035.96
Other (Due To)	8,882,185.48
Total Liability Adjustment	<u>9,992,449.92</u>

Beginning Treasurers Balance 1,061,750.08

Receipt

Fund	
1 General	732,068.54
2 Special Revenue	-
3 Capital Projects	2,161.91
4 Debt Service	842.89
5 Enterprise	63,129.58
6 Internal Service	311,250.85
7 Financial Aid/Activities	<u>2,990,517.32</u>
Total Receipts	<u>4,099,971.09</u>

Cash Available 5,161,721.17

Expenses

Fund	
1 General	1,694,061.19
2 Special Revenue	-
3 Capital Projects	499,109.09
4 Debt Service	-
5 Enterprise	80,463.36
6 Internal Service	489,317.71
7 Financial Aid/Activities	<u>430,157.85</u>
Total Expenses	<u>3,193,109.20</u>

Treasurers Cash Balance 1,968,611.97
 Liability Adjustment 9,992,449.92
 Cash in Bank \$11,961,061.89

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 3 Months ended October 2014**

	<u>2014-15 Budget</u>	<u>2014-15 YTD Actual</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>
General Fund Revenue	24,456,000.00	5,208,678.78	21.30	20.02	22.47	22.41	23.45
General Fund Expenditures	24,756,000.00	7,023,808.11	28.37	31.13	28.23	28.00	29.54
Capital Projects Fund Revenue	2,550,000.00	2,559,039.17	100.35	100.31	99.21	101.81	94.07
Capital Projects Fund Expenditures	3,324,000.00	873,595.46	26.28	30.11	12.32	67.80	89.48
Debt Service Fund Revenue	5,132,000.00	842.89	0.02	-	-	-	-
Debt Service Fund Expenditures	5,180,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	712,222.28	38.50	41.32	42.33	42.92	53.08
Enterprise Fund Expenditure	1,600,000.00	443,391.44	27.71	25.28	27.30	24.19	28.11
Internal Service Fund Revenue	4,100,000.00	1,312,707.33	32.02	30.48	30.54	22.90	28.91
Internal Service Fund Expenditures	4,050,000.00	1,702,862.04	42.05	31.03	34.77	36.54	32.52
Trust & Agency Fund Revenue	8,500,000.00	3,513,808.28	41.34	46.91	46.82	42.77	48.42
Trust & Agency Fund Expenditures	8,450,000.00	3,547,264.78	41.98	46.81	47.61	45.45	53.53
Grand Total Revenue	46,588,000.00	13,307,298.73	28.56	29.26	30.47	29.58	30.28
Grand Total Expenditures	47,360,000.00	13,590,921.83	28.70	30.25	27.87	31.52	33.49

D. Contract Revenue

Six contracts totaling \$6,192.21 in October 2014 will be presented for Board approval. The Contract Revenue Report follows.

2014-2015 CONTRACTS

10/01/14 through 10/31/14

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0075-I-41 Foremost Farms USA	OSHA Lock-Out/Tag-Out & General Electrical	Amy Charles	50	\$ 3,500.00	No		X	
03-2015-0083-I-41 Upland Hills Health	Fire Extinguisher Training	Kris Wubben	22	\$ 611.21	No		X	
03-2015-0087-I-41 Greenway Manor	BLS for Health Care Providers CPR	Kris Wubben	6	\$ 210.00	No		X	
03-2015-0089-I-41 Family Dental Care-Mount Horeb	BLS for Healthcare Providers CPR-Recert	Kris Wubben	5	\$ 175.00	No		X	
03-2015-0090-T-41 Southwest Health Center	Change Management Presentation	Amy Charles		\$ 660.00	No		X	
03-2015-0091-F-41 Prosperity Southwest	Administrative & Financial Services	Amy Charles		\$ 1,036.00	No		X	
TOTAL of all Contracts			83	\$ 6,192.21				
Exchange of Services			-	\$ -				
For Pay Service			83	\$ 6,192.21				

E. Personnel Items

One employment recommendation and one resignation are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT

November 20, 2014

Employment: NEW HIRE

Name	Amy Poteet
Title	Online Specialist
Number of Applicants and Number Interviewed	21 Applicants / 3 Interviewed
Start Date	01/12/2015
Salary/Wage	\$65,500
Classification	Grade 7 Salaried Professional
Education and/or Experience	Master of Arts degree in Communication; more than 20 years experience in education; extensive Distance Learning and Blackboard Online Instruction experience

PROMOTIONS/TRANSFERS

None to Report	
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RETIREMENTS / RESIGNATIONS

JoAnn Peterson (Resignation 11/21/15)	Farm Business & Production Management Instructor
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Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. RFP for Enterprise Content Management (ECM) and Document Imaging System

The bid summary for the Enterprise Content Management (ECM) and Document Imaging System will be available at the Board meeting.

Recommendation: (Available at Board meeting)

B. Request to Change Online Out-of-State Tuition

Caleb White will present a recommendation to request authorization from the Wisconsin Technical College System to set out-of-state tuition for distance education courses at a variable alternate rate. Information is available below.

Recommendation: Approve the recommendation to request authorization from the System President to set the out-of state tuition rate for all distance education courses at a variable alternate rate ranging from \$0 per credit up to the uniform out-of-state tuition rate established by the State Board.

ALTERNATE OUT-OF-STATE DISTANCE EDUCATION TUITION RATES

Recommendation for the Southwest Wisconsin Technical College District Board to request authorization from the system president to set the out-of-state tuition rate for all distance education courses at a variable alternate rate ranging from \$0 per credit up to the uniform out-of-state tuition rate established by the state board. This rate will remain in effect until the district board submits a request for a rate modification or revokes the authorization. All students who participate in distance education classes will pay minimally, all applicable resident tuition and fees. Non-residents who participate in distance education classes may be subject to an additional fee up to the out-of-state tuition rate.

C. Acceptance of President's Retirement

President Duane M. Ford has submitted his letter of retirement effective June 30, 2015.

Recommendation: Accept President Duane M. Ford's letter of retirement effective June 30, 2015.

Board Monitoring of College Effectiveness

A. 2015-16 Budget Process

Caleb White will present the 2015-16 budget process. An outline of the process follows.

2015-2016 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, 2015.

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	Controller 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 within budget capacity.
January to March 1	Grant proposals for upcoming year by main sources. 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. Institutional Advancement Report

Barb Tucker, Director of Institutional Advancement, will present a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the meeting.

C. Staffing Update

An update on College staffing will be provided. A summary is below

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	Replacement - Jenny Oyen	Administrative Asst. Public Safety	Transfer in - Tammie Engelke	TBD	Grade 4 Hourly \$16.09 - \$20.78
2	New Position	Part Time Admin. Asst. Public Safety (Even & Weekends)	New Hire - Pam Johnson Loy	7/21/2014	Grade 4 Hourly \$16.09 - \$20.78
3	Replacement - Donna Marchese	Assessment Specialist	Internal Transfer-Mary Jo Sherman		Grade 5 Hourly \$17.14 - \$22.09
4	Replacement - Pam Myhre	Associate Degree Nursing Instructor	New Hire - Christal Foreyt	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
5	New Position	Cancer Infor Mgmnt / H.I.T. Instructor	New Hire - Stacie Kreinbrink	8/14/2014	Grant & District Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
6	Replacement - Jessica Brogley	Communications Instructor	Decision to hire adjuncts		BS \$40,368-\$68,225 MS \$44,159-\$74,437
7	New Position	Culinary Arts/Management Instructor	New Hire - Karen Bast	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
8	New Position - Limited Term Employment (LTE)	Healthcare Lab Asst.	Position is now being shared among faculty.		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
9	New Position - Limited Term Employment (LTE)	Healthcare Tutors/Study Skill Tutors/Tutor Specialist (8 Positions)	New Hires - Marcia Taddy, Clark Benson, Jeff Stauffacher, and Carla Flesch		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
10	Replacement - Robert Hampton (LTE)	Electrical Power Distribution Lab Assistant	New Hire - Chase Varvil	8/14/2014	Grade 5 Hourly \$17.14 - \$22.09
11	New Position	Lab Science/Medical Lab Tech Instructor	New Hire - Linda Kious	8/14/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
12	New Position - Limited Term Employment (LTE)	Media Support Specialist	New Hire-Kyle Ebel	7/7/2014	Grant Funded Grade 6 Hourly \$20.74 - \$26.74
13	Replacement - Patti Obma	Nursing Assistant Instructor (1 FT or 2 PT)	New Hire - Jill Henry (1 Full time)	8/14/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
14	New Position - Limited Term Employment (LTE)	General Anatomy & Physiology Instructor (PT)	Decision to hire adjunct	8/21/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
15	Replacement-Dorie Hopkins Studnicka	Auto-Tutorial Lab Assistant	New Hire - Janet Giese	8/14/2014	Grade 4 Hourly \$16.09 - \$20.78
16	Replacement-Heidi Deininger Kinney	Associate Degree Nursing Instructor	New Hire - Nicole Schopf	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
17	Replacement-Sue Elliott	Child Care Lab Assistant	New Hire - Mikayla Bryant	8/14/2014	Grade 1 Hourly \$11.89 - \$15.36
18	Replacement - Mary Jo Sherman (Transfer)	Student Services Specialist	New Hire - Jennifer Taylor	9/2/2014	Grade 2 Hourly \$14.19 - \$18.34
19	Replacement - Tammie Engelke (Transfer)	Grants Accountant	Internal Transfer - Holly Crubel	8/25/2014	Grade 6 Hourly \$21.05 - \$27.14
20	Replacement - Holly Crubel (Transfer)	Accounts Payable	New Hire - Amy Campbell	10/20/2014	Grade 4 Hourly \$16.09 - \$20.78
21	Replacement - Helen Laufenberg	Grant/Finance Accountant	Internal Transfer - Samantha Redman	8/25/2014	Grade 6 Hourly \$21.05 - \$27.14

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
22	Replacement - Samantha Redman (Transfer)	Financial Aid Accounting/Bursar	Decision to defer replacement at this time.		Grade 4 Hourly \$16.09 - \$20.78
23	New Position	Online Specialist	New Hire - Amy Poteet	1/12/2015	Grade 7 Salaried Professional \$52,190 - \$70,611
24	Replacement - Kathy Witzig (Retirement)	Counselor	An offer has been made		Grade 7 Salaried Professional \$52,190 - \$70,611
25	New Position	Welding Instructor	An offer has been made	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
26	New Position	Administrative Asst. Part Time Business Management & General Studies	An offer has been made		Grade 4 Hourly \$16.09 - \$20.78
27	Replacement - Betsy Ralph Tollefson (Resignation)	Foundation Director	Advertising		T B D (Foundation Funded)
28	Replacement - Kellie Knox (Retirement)	Math/Science Instructor	Advertising	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437

Information and Correspondence

A. Enrollment Report

The 2014-15 Comparison FTE, 2015-16 Application Reports, and 2014-15 WTCS FTE Comparison are available below.



		2013-2014 and 2014-2015 FTE Comparison					
Program Type	Program Title	11-11-13 Students	11-10-14 Students	Student Change	11-11-13 FTE	11-10-14 FTE	FTE Change
10	Accounting	33	23	(10)	4.97	1.83	(3.13)
10	Administrative Professional	14	11	(3)	7.27	4.50	(2.77)
10	Agri-Business/Science Technology	41	60	19	0.57	1.97	11.40
10	Business Management	94	69	(25)	39.37	29.20	(10.17)
10	Cancer Information Management-New	-	5	5	-	1.00	1.00
10	Criminal Justice - Law Enforcement	56	55	(1)	9.10	5.96	(3.14)
10	Culinary Arts	6	20	14	3.00	9.60	6.60
10	Culinary Management	11	9	(2)	5.13	4.27	(0.87)
10	Direct Entry Midwife	21	21	-	7.23	7.07	(0.17)
10	Early Childhood Education	46	32	(14)	0.73	4.37	(6.37)
10	Electromechanical Technology	55	59	4	8.33	29.23	0.90
10	Engineering Technologist-Suspended	22	10	(12)	0.80	4.27	(6.53)
10	Golf Course Management	33	29	(4)	6.50	2.90	(3.60)
10	Graphic And Web Design	35	30	(5)	5.97	2.83	(3.13)
10	Health Information Technology-New	-	25	25	-	8.43	8.43
10	Human Services Associate	53	41	(12)	0.80	7.77	(3.03)
10	Individualized Technical Studies	5	5	-	2.80	1.80	(1.00)
10	IT-Computer Support Specialist	1	2	1	0.20	0.53	0.33
10	IT-Network Communications Specialist	35	29	(6)	5.57	0.53	(5.04)
10	IT-Web & Software Developer-Suspended	20	10	(10)	8.03	3.70	(4.33)
10	Marketing-Suspended	8	1	(7)	3.70	0.10	(3.60)
10	Medical Laboratory Technician	16	17	1	5.83	8.53	2.70
10	Nursing - Associate Degree	221	280	59	5.54	0.44	14.90
10	Physical Therapist Assistant	36	42	6	1.87	5.30	3.43
10	Supervisory Management	-	17	17	-	4.86	4.86
	Total Associate Degree	862	902	40	353.30	351.00	(2.31)
31	Accounting Assistant	8	12	4	2.87	4.87	2.00
32	Agricultural Power & Equipment Technician	43	40	(3)	23.24	21.60	(1.63)

Program Type	Program Title	11-11-13 Students	11-10-14 Students	Student Change	11-11-13 FTE	11-10-14 FTE	FTE Change
31	Auto Collision Repair & Refinish Technician	21	20	(1)	8.40	7.50	(0.90)
32	Automotive Technician	31	31	-	2.47	14.53	2.07
31	Bricklaying & Masonry-Suspended	10	-	(10)	4.63	-	(4.63)
30	Building Maintenance & Construction-PDC Correctional	1	-	(1)	0.10	-	(0.10)
31	Building Trades - Carpentry	13	20	7	7.10	10.37	3.27
30	CNC Setup/Operation	11	8	(3)	6.03	3.87	(2.17)
31	Child Care Services	10	12	2	4.60	5.60	1.00
50	Electricity (Construction) Apprentice	17	19	2	1.23	1.37	0.13
31	Cosmetology	40	39	(1)	2.94	22.24	(0.70)
30	Criminal Justice-Law Enforcement 520 Academy	22	15	(7)	1.63	7.80	(3.83)
31	Culinary Specialist	5	5	-	1.43	2.07	0.63
31	Dairy Herd Management	18	17	(1)	9.30	9.07	(0.23)
30	Dental Assistant - Short Term	24	19	(5)	1.33	9.03	(2.30)
31	Electrical Power Distribution	29	26	(3)	4.07	13.17	(0.90)
31	Esthetician-Suspended	12	1	(11)	4.63	0.53	(4.10)
50	Industrial Electrician Apprentice	15	10	(5)	1.33	0.73	(0.60)
31	IT-Computer Support Technician	1	18	17	0.23	7.70	7.47
31	Medical Assistant	43	36	(7)	9.10	19.04	(0.07)
30	Medical Coding Specialist	49	33	(16)	2.37	7.37	(5.00)
31	Medical Transcription-Discontinued	4	-	(4)	0.87	-	(0.87)
30	Nursing Assistant	142	123	(19)	6.67	14.23	(2.43)
31	Office Support Specialist	8	11	3	3.47	5.03	1.57
50	Plumbing Apprentice	12	12	-	1.13	1.08	(0.06)
31	Welding	45	42	(3)	1.67	22.22	0.55
Total Technical Diploma		634	569	(65)	222.85	211.00	(11.85)
	Liberal Studies	9	25	16	3.93	6.50	2.57
	Undeclared Majors	1,326	1,502	176	154.24	150.63	(3.61)
	Total	2,831	2,998	167	734.32	719.13	(15.195)
	Percent of Change						-2.07%
	Vocational Adult (Aid Codes 42-47)	3,420	2,655	(765)	56.18	49.50	(6.67)
	Community Services	135	57	(78)	0.43	0.14	(0.30)
	Basic Skills (Aid Codes 7x)	185	187	2	15.59	12.62	(2.96)
	Basic Skills Remedial(Aid Codes 78)	726	423	(303)	35.37	19.62	(15.75)
	Grand Total	7,297	6,320	(977)	841.88	801.00	(40.88)
	Total Percent of Change						-4.86%

2015-16 Application Comparison Report

APPLICATION COMPARISON

 Program	Cap	15-16 (11/13/14)			14-15 (11/13/13)			YOY Change
		Accepted	Wait List	Total	Accepted	Wait List	Total	
Accounting		1		1	4		4	(3)
Accounting Assistant		3		3	1		1	2
Administrative Professional		2		2	1		1	1
Agri-Business/Science Tech	36	9		9	16		16	(7)
Ag Power & Equipment	22	20		20	22	8	30	(10)
Auto Collision Repair&Refinish	22	4		4	2		2	2
Automotive Technician	22	3		3	3		3	0
Building Trades- Carpentry	20	1		1	2		2	(1)
Business Management		5		5	4		4	1
Cancer Information Mgt		1		1				1
Child Care Services	13	4		4	2		2	2
CNC Setup/Operation	15	0		0			0	0
Cosmetology	24	1		1	5		5	(4)
Criminal Justice-Law Enforce	48	8		8	6		6	2
Culinary Arts		3		3	2		2	1
Culinary Management		0		0			0	0
Culinary Specialist		0		0			0	0
Dairy Herd Management	24	4		4	2		2	2
Dental Assistant	18	4		4	18	3	21	(17)
Early Childhood Education	28	7		7	5		5	2
Electrical Power Distribution	24	21		21	8		8	13
Electro-Mech Tech	24	1		1	2		2	(1)
Golf Course Management		0		0	1		1	(1)
Graphic and Web Design	25	3		3	1		1	2
Health Information Technology	22	12		12			0	12
Human Services Associate	31	5		5	15		15	(10)
IT-Computer Support Tech		1		1	1		1	0
IT-Network Communication Spec		0		0			0	0
Laboratory Science Technician	15	0		0				0
Liberal Arts- Associate of Arts		0		0			0	0
Liberal Arts-Associate of Science		1		1	1		1	0
Medical Assistant	32	20		20	32		32	(12)
Medical Coding Specialist	23	9		9	33		33	(24)

Program	Cap	15-16 (11/13/14)			14-15 (11/13/13)			YOY Change
		Accepted	Wait List	Total	Accepted	Wait List	Total	
Medical Laboratory Technician	16	0		0	2		2	(2)
Nail Technician	4	0		0			0	0
Nursing-Associate Degree	54	54	62	116	54	42	96	20
Nursing-Assoc Degree- Part-time	28	28	9	37	12		12	25
Office Support Specialist		2		2	4		4	(2)
Pharmacy Tech (shared)		1		1			0	1
Physical Therapist Assistant	15		1	1	14	14	28	(27)
Supervisory Management				0				0
Undecided				0			0	0
Welding	40	5		5	9		9	(4)
Sub Total - August Programs		243	72	315	284	67	351	(36)
Blueprint Nursing: 1 LPN Cohort	20	20		20				20
Business Mgt (Jan Start)		2		2				2
Dental Assistant (Jan Start)	9	9		9	9		9	0
Direct-Entry Midwife (Jan Start)	16	19	4	23	17	5	22	1
Industrial Mechanic (Jan Start)	12	2		2				2
Laboratory Scie Tech (JanStart)	15			0				0
Liberal Arts - Arts (Jan Start)				0				0
Medical Coding Spec (Jan Start)	23	5		5				5
Physical Therapist Assist (Jan)			37	37				37
Supervisory Mgt (Jan Start)		1		1				1
Supply Chain Mgt (Jan Start)		1		1				1
Welding - (Jan Start)	20	17		17				17
Sub Total - January Programs	115	76	41	117	26	5	31	86
TOTALS		319	113	432	310	72	382	50

WTCS FTE Comparison

WTCS
FTEs
as of 11/6/14

CJW 11/6/14

	FTEs							<u>12-13 to 13-14</u>		<u>13-14 to 14-15</u>		<u>08-09 to 14-15</u>	
	08-09	09-10	10-11	11-12	12-13	13-14	14-15						
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
Blackhawk	2,356	2,913	2,828	2,552	2,275	1,946	2,017	(329)	(14.5)	71	3.6	(339)	(14.4)
Chippewa Valley	4,386	4,572	4,727	4,409	4,232	4,129	4,200	(103)	(2.4)	71	1.7	(186)	(4.2)
Fox Valley	6,400	7,404	7,811	7,350	7,141	6,838	6,630	(303)	(4.2)	(208)	(3.0)	230	3.6
Gateway	5,182	5,985	6,382	6,200	5,796	5,402	5,216	(394)	(6.8)	(186)	(3.4)	34	0.7
Lakeshore	2,235	2,660	2,516	2,246	2,134	2,000	1,903	(134)	(6.3)	(97)	(4.9)	(332)	(14.9)
Madison Area	9,515	10,263	10,981	10,514	10,268	9,894	9,765	(374)	(3.6)	(129)	(1.3)	250	2.6
Mid-State	2,282	2,562	2,572	2,336	2,129	2,072	2,013	(57)	(2.7)	(59)	(2.8)	(269)	(11.8)
Milwaukee Area	13,416	14,614	14,541	13,959	13,139	12,398	12,649	(741)	(5.6)	251	2.0	(767)	(5.7)
Moraine Park	3,227	3,639	3,519	3,123	3,023	2,969	3,009	(54)	(1.8)	40	1.3	(218)	(6.8)
Nicolet Area	1,093	1,211	1,231	1,136	1,069	1,050	962	(19)	(1.8)	(88)	(8.4)	(131)	(12.0)
Northcentral	3,145	3,600	3,841	3,709	3,738	3,658	3,701	(80)	(2.1)	43	1.2	556	17.7
Northeast WI	6,600	7,446	7,554	7,238	7,034	6,859	6,740	(175)	(2.5)	(119)	(1.7)	140	2.1
Southwest WI	1,615	1,738	1,768	1,644	1,638	1,654	1,590	16	1.0	(64)	(3.9)	(25)	(1.5)
Waukesha County	4,208	4,800	4,856	4,591	4,537	4,296	3,967	(241)	(5.3)	(329)	(7.7)	(241)	(5.7)
WI Indianhead	2,898	3,142	2,938	2,698	2,649	2,496	2,239	(153)	(5.8)	(257)	(10.3)	(659)	(22.7)
Western WI	3,698	4,130	4,104	3,759	3,616	3,207	3,180	(409)	(11.3)	(27)	(0.8)	(518)	(14.0)
Total	72,256	80,679	82,169	77,464	74,418	70,868	69,781	(3,550)	(4.8)	(1,087)	(1.5)	(2,475)	(3.4)

B. Chairperson's Report

ACCT National Legislative Summit – February 9–12, 2015

C. College President's Report

1. Intellectual Property Management
2. Learn Your Way Update
3. 2013 High School Graduation Report

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Financial Audit
2. Five Year EEO/Affirmative Action Plan
3. Business, Management & General Studies Report

B. Time and Place

Thursday, December 18, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

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

1. **Discussion of President Search per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
2. **Approval of October 27, 2014, Closed Session Minutes**

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment