



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

November 21, 2013

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	2
Open Meeting	5
A. Roll Call	5
B. Reports/ Forums/Public Input	5
Consent Agenda.....	5
A. Approval of Agenda	5
B. Minutes of the Board Retreat/Regular Meeting of October 24, 2013.....	7
C. Financial Reports	13
1. Expenditures Greater Than \$2500.....	13
2. Treasurer's Cash Balance	14
3. Budget Control.....	15
D. Contract Revenue	16
E. Personnel Items	18
Other Items Requiring Board Action	19
A. RFP for Medical & Dental Clinic Services	19
B. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements	19
1. Full-time Academic Staff.....	19
2. Regular Full-time and Regular Part-time Support Staff.....	21
Board Monitoring of College Effectiveness	23
A. 2014-15 Budget Process	23
B. Student Services Report	25
C. Institutional Advancement Report	25
D. Staffing Update	25
Information and Correspondence.....	26
A. Enrollment Report.....	29
B. Chairperson's Report.....	33
C. College President's Report	33
D. Other Information Items	33
Establish Board Agenda Items for Next Meeting	34
A. Agenda	34
B. Time and Place	34
Adjournment.....	34

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 21, 2013

5:45 p.m. – Tour of Testing Center, Culinary Kitchen/Dining Room, & Human Resources

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 21, 2013, 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 Meeting of October 24, 2013

Minutes of the October 24, 2013, 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

Fourteen contracts totaling \$10,830.13 in October 2013 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

1. Employment

2. Resignation

There are two new hires, one transfer, and one resignation 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 Medical & Dental Clinic Services

Proposals for providing medical and dental clinic services were opened on October 17. Administration have been reviewing the proposals and meeting with potential leasers. A recommendation will be available at the Board meeting.

Recommendation: The recommendation will be available at the Board meeting.

B. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements

1. Full-time Academic Staff

2. Regular Full-time and Regular Part-time Support Staff

Agreements for FY2014 have been approved by the PSA and Southwest Tech administration. The agreements are included in the electronic Board material.

Recommendation: Approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Full-time Academic Staff.

Recommendation: Approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Regular Full-time and Regular Part-time Support Staff.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 2014-15 Budget Process

Caleb White will present the 2014-15 Budget Process. An outline of the process is available electronically with all other Board material.

B. Student Services Report

Student Services activities will be the focus of this presentation. Laura Nyberg-Comins, Director of Student Services, will present the report, which will be available at the Board meeting.

C. Institutional Advancement Report

Barb Tucker, Director of Institutional Advancement, will present a report on the Quality Review Process and grants. The report will be available at the meeting.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

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

B. Chairperson's Report

1. ACCT National Legislative Summit, February 10-13, 2014

C. College President's Report

1. IT Back-up System
2. Employee Advisory Council
3. Districts Mutual Insurance and Eck Gifts

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit
2. Business & General Studies Report

B. Time and Place

Thursday, December 19, 2013, at 4:30 p.m. at Southwest Tech's Platteville Outreach Site, (Platteville O.E. Gray School), 110 W. Adams Street, Platteville, WI

ADJOURNMENT

Open Meeting

The following statement will be read: "The November 21, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/ Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 21, 2013

5:45 p.m. – Tour of Testing Center, Culinary Kitchen/Dining Room, & Human Resources

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: "The November 21, 2013, 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

B. Minutes of the Regular Meeting of October 24, 2013

C. Financial Reports

1. Purchase Orders Greater than \$2,500

- 2. Treasurer's Cash Balance
- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
 - 1. Employment
 - 2. Resignation

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP For Medical & Dental Clinic Services
- B. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements
 - 1. Full-time Academic Staff
 - 2. Regular Full-time and Regular Part-time Support Staff

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2014-15 Budget Process
- B. Student Services Report
- C. Institutional Advancement 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

{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 Board Retreat/Regular Meeting of October 24, 2013

MINUTES OF THE BOARD RETREAT / REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE OCTOBER 24, 2013

The Board of Southwest Wisconsin Technical College met in public session of a Board Retreat/regular meeting commencing at 1:10 p.m. on October 24, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Diane Messer (arrived at 6:20 p.m.), Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the Board Retreat/Meeting included Dr. Duane M. Ford, College President; College Staff: Cindy Albrecht, Laura Bodenbender, Karen Campbell, Sue Crouch, Heather Fifrick, Mandy Henkel, Rita Luna, Laura Lee Nyberg, Doug Pearson, Julie Pluemer, Sue Reukauf, Lisa Riley, Dan Schildgen, Phil Thomas, Barb Tucker, and Caleb White. Public present included Rob Callahan, Chuck Stenner, Bill Wood, Pete Adam, Jim Stoeffler, Kari Wunderlin, and Jamie Nutter.

Chairperson Nickels 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 24, 2013

12:30 p.m. – Lunch

1:00 p.m. – Board Retreat

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: "The October 24, 2013, Board Retreat/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

BOARD RETREAT

- A. Review WI State Statute Chapter 38 Purposes
- B. Review Mission, Vision and Values
- C. Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Fennimore Community Panel

The Board will adjourn until 5:30 p.m. The Board will have dinner for social purposes only and no College business will be conducted.

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 26, 2013
- 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 (2012-13 Budget Modifications)
- B. Resolution for Adoption of 2013 Tax Levy
- C. RFP For Medical & Dental Clinic Services

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activities
- B. Student Services 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

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}

The College purposes, mission, vision, values, and strategic directions were reviewed and discussed. Dr. Ford reviewed the mission and purposes as stated in State Statutes Chapter 38. The current College mission, vision, values, and purposes were also reviewed with the Board.

The Board discussed changes to the vision and drafted a vision statement to read: *Southwest Wisconsin Technical College will be an innovative leader in career and technical education.* A mission statement was also drafted that read: *Southwest Wisconsin Technical College provides education and training opportunities focused on students, employers, and communities.* A suggestion was made to model the College purposes from State Statutes Chapter 38 purposes with a maximum of six purposes. Dr. Ford will gather input from faculty, staff, students, and other stakeholders on the vision, mission, and purposes. Input and recommendations will be brought back to the Board for approval at their February 2014 Board Retreat.

The Strategic Direction Statements and 2013 Strategic Projects were examined. The Facilities and Information Technology project lists were also reviewed. Dr. Ford explained that a new list of Strategic Projects will be developed for 2014 with some carryover from the current list.

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

- Mayor Chuck Stenner;
- Bill Wood, Fennimore Lumber Company & Design Center / Fennimore Industrial & Economic Development Committee President;
- Pete Adam, Energy Management Consultants;
- Jim Stoeffler, Rayovac;
- Kari Wunderlin, First Merit Bank / Fennimore Chamber 2014 President; and
- Jamie Nutter, Fennimore Community Schools.

Panel members provided input on Southwest Tech and its services. Feedback included the one-on-one attention students receive; many district residents are surprised and impressed with what the College has and does; positive responsiveness to the local school district needs; willingness to partner with the school district and businesses; excellent resource for manufacturers; commended the leadership through the years for growing the College and the community; and provides many resources to community residents.

Discussion followed on dual enrollment for high school students with Mr. Nutter noting that Fennimore High School participates in articulation (transcripted credit and advanced standing). All of the Youth Options requests received by the school district are for Southwest Tech courses.

Panel members feel that to meet the needs of business, curriculum in the construction areas should place more emphasis on estimating and material lists and that customer service training needs to be incorporated into all curricula. They would like more workshops offered for existing business staff on customer service and other topics.

Suggestions for better serving Southwest Tech's community included communicating to high school students and parents regarding articulated credits from the high school and articulation with four-year universities and colleges and purchasing items from local and district businesses

Discussion followed on the experience of the community with the student population. There is a need for more student housing. Some of the community landlords do not have a high turnover rate with renters and are not looking to rent to students because of the wear and tear on the property a higher rental turnover rate creates. The school district has seen a boost in enrollment when the student housing was built because the rental properties in town were more available for families to move to the community.

Panel members communicated that the students have had a positive effect on the community. The agriculture community often hires the students for temporary, hourly employment. The panel iterated that the staff are involved in community organizations, support the community, and that the leadership at Southwest Tech is also involved in the community's economic development efforts.

The Board thanked the community members for participating and asked that they consider becoming more involved with Southwest Tech through advisory committees, the Foundation, and possibly running for the District Board. Dr. Ford shared that the College is pleased with the communication with the city and local businesses as well as the responsiveness of the police, fire, and EMS services.

The Board recessed at 4:49 p.m. for dinner where no College business was conducted. The meeting reconvened at 5:32 p.m. Mr. Kohlenberg moved to approve the consent agenda including the October 24, 2013, agenda; September 26, 2013, Board minutes; financial reports; seven contracts totaling \$4,570.62 for September 2013; the hiring of Nancy Flanagan as the limited-term Grant Support Specialist; and the transfer of Kelly Kelly to the Controller position. Mr. Prange seconded the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented 2012-13 budget modifications. Modifications recommended for approval included:

- General Fund – Grant funding increased the revenue and expenses and the expense for booking out the other post-employment benefits (OBEP) buyout of employees with 7-13 years of service caused modifications.
- Capital Projects – A \$250,000 transfer in from student activities fund for the renovation of the student activity center; and
- Enterprise Fund – The audit firm valued inventory differently than what was previous done requiring an increase in the inventory value and a decrease in the fund balance.

Mr. Tuescher moved to approve the 2012-13 budget modifications as presented. Ms. Fitzsimons seconded the motion; motion carried.

The 2013 tax levy was presented for approval. Mr. White requested the Board consider a 0.58 percent increase to the operational levy and a levy for refunded or rescinded valuation relating to the City of Dodgeville/Lands' End court action. The total levy increase would be \$221,380 for an increase of 1.42 percent from the 2012 levy. Mr. White noted that the College is no longer capped at 1.5 mil; instead the cap is the previous year's valuation plus or minus net new construction, which was an increase of 0.84 percent in the valuation and increases the levy by 0.58 percent. Mr. Moyer moved to approve the 2013 tax levy with a tax for operational expenses in the amount of \$11,183,080 and a tax for debt retirement in the amount of \$4,640,000 with a total tax of \$15,823,080. Mr. Tuescher seconded the motion; motion carried.

The RFP for medical and dental clinic services was tabled until the November 21, 2013, Board meeting. The proposals were opened on October 17 and more time is needed to compare the proposals received.

Mr. White reviewed a summary report on the five-year history of purchase card activity and a list of the FY2013 >\$50,000 vendors. The purchase card activity showed a growth of \$900,000 and over 1300 transactions over the past five years. The rebate the College received this past year was \$26,000. Mr. White reassured the Board that transaction and dollar amount limits are in place and receipts and supervisor approval are required. The purchase card program is also audited annually by the external audit firm.

The vendors over \$50,000 report reflected the College paid out \$3.8 million to 30 vendors in FY2013. Mr. White shared that in past years the report included vendors paid \$25,000 or more, but was modified this year to \$50,000 and reflected a decrease in total number of vendors and total dollars spent included in the report.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. Positions noted included:

- Welding Instructor – the position has been put on hold;
- College Admissions Representative – the position has been accepted and will be brought to the Board for approval at the November meeting.
- Human Resources Assistant – the position will be brought to the Board for approval at the November Board meeting.
- Grant Support Specialist (LTE) – Nancy Flanagan has accepted this position.
- Controller – Kelly Kelly has accepted the position.
- Financial Analyst – this position has been posted.
- Online Support Specialist (LTE) – this position has been advertised.
- Southwest Health Network Director – position has been advertised.

The 2013-14 Comparison FTE Report and WTCS Comparison Report were presented for review. Mr. White noted that current enrollment remains flat compared to the previous year. The WTCS Comparison Report reflects a statewide enrollment range of -4.5 to 3.1 percent increase from the previous year with an average 0.1 percent increase statewide. Southwest Tech showed an increase of 0.1 percent. Discussion followed on growing our enrollment. It was noted that the College is trying to grow its evening/weekend presence, the need for a proper program array, and offer courses for both those just out of high school and adult students. Discussion followed on housing and competition.

Under the Chairperson's Report, Ms. Fitzsimons provided an overview of the 2013 ACCT Leadership Congress in Seattle, WA, in early October. Sessions she attended included student success through financial education, supporting student success with retention action teams, and a charter school model in Arizona where students graduate from high school with an associate degree from the local technical college. Mr. Prange volunteered to serve on the Insurance Trust Committee.

Dr. Ford updated the Board on:

- Fall Open House – 230 applications were collected;
- Manufacturing Month – The College hosted, in collaboration with the Southwest Wisconsin Chamber Alliance, a presentation from Governor Walker, Dept. of Workforce Development Secretary Reggie Newson, WMC President Kurt Bauer, and WMC Foundation President Jim Morgan. Four manufacturing breakfasts were held in Prairie du Chien, Mineral Point, Cuba City, and Richland Center.
- Wisconsin Fast Forward – Grants will be available to employers for training provided by Southwest Tech in employer-led worker training.
- Categorical Aid – General Purpose Revenue funds have been collapsed from seventeen categories to seven categories. The \$21.9 million will be allocated through a competitive grants process in March 2014.
- Health Insurance Plan – Premiums will rise two percent in FY2015 for the College's health insurance plan.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Kohlenberg seconded the motion. The meeting adjourned at 6:40 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 10/01/2013 TO 10/31/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
		None this month		
			SUBTOTAL	\$ -
<u>CAPITAL FUND</u>				
11/1/2013	6085	KoneCranes Inc.	4,409.00	1 Ton 115 Volt Chain Hoist-Ag Power
			SUBTOTAL	\$ 4,409.00
<u>ENTERPRISE FUND</u>				
		None this month		
			SUBTOTAL	\$ -
			TOTAL	\$ 4,409.00

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 10/31/2013

Liability End of Month Balances		
FICA	-	
Federal Withholding	-	
State Withholding	22,586.40	
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)	6,224,187.07	
Total Liability Adjustment	7,266,847.37	
Beginning Treasurers Balance		5,330,222.41
Receipt		
Fund		
1 General	483,202.71	
2 Special Revenue	-	
3 Capital Projects	7,378.49	
4 Debt Service	-	
5 Enterprise	83,132.90	
6 Internal Service	319,029.18	
7 Financial Aid/Activities	251,497.30	
Total Receipts	1,144,240.58	
Cash Available		6,474,462.99
Expenses		
Fund		
1 General	1,726,629.77	
2 Special Revenue	-	
3 Capital Projects	144,599.35	
4 Debt Service	-	
5 Enterprise	54,119.80	
6 Internal Service	236,690.27	
7 Financial Aid/Activities	228,614.70	
Total Expenses	2,390,653.89	
Treasurers Cash Balance		4,083,809.10
Liability Adjustment		7,266,847.37
Cash in Bank		11,350,656.47

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 4 Months ended October 2013**

	<u>2013-14 Budget</u>	<u>2013-14 YTD Actual</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>
General Fund Revenue	22,548,000.00	4,513,316.92	20.02	22.47	22.41	23.45	23.24
General Fund Expenditures	22,848,000.00	7,113,472.77	31.13	28.23	28.00	29.54	28.42
Capital Projects Fund Revenue	2,550,000.00	2,558,000.72	100.31	99.21	101.81	94.07	99.61
Capital Projects Fund Expenditures	2,171,000.00	653,734.34	30.11	12.32	67.80	89.48	105.39
Debt Service Fund Revenue	5,046,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	764,415.84	41.32	42.33	42.92	53.08	40.81
Enterprise Fund Expenditure	1,650,000.00	417,059.71	25.28	27.30	24.19	28.11	41.11
Internal Service Fund Revenue	4,100,000.00	1,249,786.38	30.48	30.54	22.90	28.91	28.06
Internal Service Fund Expenditures	4,050,000.00	1,256,889.60	31.03	34.77	36.54	32.52	32.30
Trust & Agency Fund Revenue	8,350,000.00	3,916,812.45	46.91	46.82	42.77	48.42	57.65
Trust & Agency Fund Expenditures	8,350,000.00	3,908,530.77	46.81	47.61	45.45	53.53	57.85
Grand Total Revenue	44,444,000.00	13,002,332.31	29.26	30.47	29.58	30.28	40.62
Grand Total Expenditures	44,129,000.00	13,349,687.19	30.25	27.87	31.52	33.49	23.13

D. Contract Revenue

There were 14 contracts totaling \$10,830.13 in October 2013 for Board approval. The Contract Revenue Report follows.

2013-2014 CONTRACTS

10/01/13 through 10/31/13

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2014-0065-I-18 Cuba City Police Department <i>Lafayette County Sheriff Department</i> <i>Hazel Green Police Department</i>	Cardiac Pulmonary Resuscitation	Rita Luna	12	\$ 420.00	Yes		x	
03-2014-0124-I-11 Prairie du Chien School District	Cardiac Pulmonary Resuscitation	Rita Luna	19	\$ 665.00	Yes		x	
03-2014-0127-I-41 Mineral Point Care Center <i>Williams Bay Care Center</i>	BLS for Healthcare Provider	Rita Luna	17	\$ 595.00	No		x	
03-2014-0128-I-41 Dental Associates of PDC	CPR Healthcare Provider Recert	Rita Luna	15	\$ 525.00	No		x	
03-2014-0130-I-21 City of Fennimore	Trends & Issues in Workplace - Leadership	Derek Dachelet	16	\$ 1,025.00	No		x	
	Trends & Issues in Workplace - Development		17	\$ 1,105.00	No		x	
03-2014-0131-I-21 West Grant Rescue Squad	EVOC for EMS	Kris Wubben	10	\$ 559.42	No		x	
03-2014-0132-I-11 Iowa Grant School District	Cardiac Pulmonary Resuscitation	Rita Luna	26	\$ 910.00	Yes		x	

03-2014-0133-I-41 ITW Shakeproof - Darlington	CPR Recertification	Rita Luna	5	\$	175.00	No	x
03-2014-0134-I-41 ITW Shakeproof - Lancaster	CPR Recertification	Rita Luna	4	\$	140.00	No	x
03-2014-0137-I-11 Darlington Community Schools	Cardiac Pulmonary Resuscitation	Rita Luna	15	\$	465.00	Yes	x
03-2014-0138-I-42 Richland County Emergency Services	EVOC for EMS	Kris Wubben	8	\$	543.94	No	x
03-2014-0141-I-41 Prairie Maison	BLS Healthcare Provider	Rita Luna	9	\$	315.00	No	x
	CPR Healthcare Provider Recert		9	\$	315.00	No	x
03-2014-0143-I-41 3M	OSHA	Derek Dachelet	14	\$	2,960.00	No	x
03-2014-0145-I-42 Famiy Connections	Heartsaver AED	Rita Luna	2	\$	111.77	No	x
TOTAL of all Contracts			198	\$	10,830.13		
Exchange of Services			72	\$	2,460.00		
For Pay Service			126	\$	8,370.13		

E. Personnel Items

There are two new hires, one transfer, and one resignation being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT November 21, 2013

Employment: NEW HIRE

Name	Matthew Schneider
Title	College Admissions Representative
Number of Applicants & Interviewees	25 Applicants and 8 Interviewed
Start Date	11/4/2013
Salary/Wages	\$17.50/hr.
Classification	Full Time Support Staff – District Funded
Education	Assoc.- Business Admin Finance; SWTC Assoc.- Marketing, SWTC Supervisory Mgmt. Certificate, SWTC
Experience	Eight years of marketing and sales experience for the House on the Rock.

Employment: NEW HIRE

Name	Annetta Smith
Title	Human Resources Assistant
Number of Applicants & Interviewees	85 Applicants and 5 Interviewed
Start Date	11/4/2013
Salary/Wages	\$19.50/hr.
Classification	Full Time Administrative Support Staff position – District Funded
Education	Bachelor's from the UW-Platteville in Business Administration with an emphasis in Human Resources
Experience	Combination of 12 years of human resources experience with the City of Lancaster and Dicks Supermarket Corporation.

PROMOTIONS/TRANSFERS

Ashley Crubel / Transfer	Accounts Payable to Financial Analyst
--------------------------	---------------------------------------

RETIREMENTS / RESIGNATIONS

Shari Johnson	Effective December 31, 2013. 70% Early Childhood Education Instructor
---------------	---

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. RFP for Medical & Dental Clinic Services

Proposals for providing medical and dental clinic services were opened on October 17. Administration have been reviewing the proposals and meeting with potential leasers. A recommendation will be available at the Board meeting.

Recommendation: The recommendation will be available at the Board meeting.

B. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements

Agreements for FY2014 have been approved by the PSA and Southwest Tech administration. The agreements are included below.

1. Full-time Academic Staff

Recommendation: Approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Full-time Academic Staff.

COLLECTIVE BARGAINING AGREEMENT

Board of Trustees of the Southwest Wisconsin Technical College

and the Professional Staff Association, AFT-Wisconsin

July 1, 2013 through June 30, 2014

ARTICLE I: BARGAINING UNIT

Section 1.01.

(a) The Board of Southwest Wisconsin Technical College ("Board") officially recognizes the Professional Staff Association ("Association") as the sole and exclusive bargaining representative for all full-time academic staff in degree, diploma, and certificate programs, including the librarians, counselors, emergency medical technician instructors, and Basic Education instructors. A full-time bargaining unit member is one who is employed 50 percent or more of a full load per semester. This section describes the unit of employees represented by the Association and shall not be interpreted for any other purpose.

ARTICLE II: BASE WAGE ADJUSTMENT

Section 2.01.

(a) Base wages for employees shall be increased 2.07% effective July 1, 2013.

ARTICLE III: RULES GOVERNING AGREEMENT

Section 3.01. Conformity to Law

(a) If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable to be performed or enforced except to the extent permitted by law. Any substitute action shall be subject to appropriate consultation and negotiations with the PSA.

(b) In the event that any provision of this Agreement is, or at any time be, contrary to law, all other provisions of this Agreement shall continue in effect.

(c) The articles in this Agreement supersede and override all conflicting Board policies or items in individual employee contracts pertaining to base wages.

Section 3.02. Duration

(a) This agreement and each of its provisions shall be binding on both parties from July 1, 2013, to June 30, 2014.

This contract was approved by the Southwest Wisconsin Technical College Board on _____ and was ratified by the PSA Local 3670 AFT-Wisconsin on _____ attested by:

President, Southwest Wisconsin Technical College: _____

President, Professional Staff Association: _____

Chairperson, Southwest Wisconsin Technical College District Board: _____

2. Regular Full-time and Regular Part-time Support Staff

Recommendation: Approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Regular Full-time and Regular Part-time Support Staff.

COLLECTIVE BARGAINING AGREEMENT
Board of Trustees of the Southwest Wisconsin Technical College
and the Professional Staff Association, AFT-Wisconsin

July 1, 2013 through June 30, 2014

ARTICLE I: BARGAINING UNIT

Section 1.01.

(a) The Board of Southwest Wisconsin Technical College (“Board”) officially recognizes the Professional Staff Association (“Association”) as the sole and exclusive bargaining representative for all regular full-time and regular part-time support staff employees, excluding professional, confidential, supervisory and managerial employees. This section describes the unit of employees represented by the Association and shall not be interpreted for any other purpose.

ARTICLE II: BASE WAGE ADJUSTMENT

Section 2.01.

(a) Base wages for employees shall be increased 2.07% effective July 1, 2013.

ARTICLE III: RULES GOVERNING AGREEMENT

Section 3.01. Conformity to Law

(a) If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable to be performed or enforced except to the extent permitted by law. Any substitute action shall be subject to appropriate consultation and negotiations with the PSA.

(b) In the event that any provision of this Agreement is, or at any time be, contrary to law, all other provisions of this Agreement shall continue in effect.

(c) The articles in this Agreement supersede and override all conflicting Board policies or items in individual employee contracts pertaining to base wages.

Section 3.02. Duration

(a) This agreement and each of its provisions shall be binding on both parties from July 1, 2013, to June 30, 2014.,

This contract was approved by the Southwest Wisconsin Technical College Board on _____ and was ratified by the PSA Local 3670 AFT-Wisconsin on _____ attested by:

President, Southwest Wisconsin Technical College: _____

President, Professional Staff Association: _____

Chairperson, Southwest Wisconsin Technical College District Board: _____

Board Monitoring of College Effectiveness

A. 2014-15 Budget Process

Caleb White will present the 2014-15 Budget Process. An outline of the process is available below.

2014-2015 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, 2014.

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 – 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 Services Report

Student Services activities will be the focus of this presentation. Laura Nyberg-Comins, Director of Student Services, will present the report, which will be available at the Board meeting.

C. Institutional Advancement Report

Barb Tucker, Director of Institutional Advancement, will present a report on the Quality Review Process and grants. The report will be available at the meeting.

D. Staffing Update

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

Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	New Position	CNC Setup Instructor	New hire - Jason Robbins	Fall 2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
2	Derek Dachelet (Promotion)	Marketing Manager	New hire - Susan Reukauf	7/22/2013	Grade 6 Salaried Professional \$57,532-\$65,490
3	New Position	Career Prep Specialist	New hire - Mary Johannesen	7/1/2013	Partially Grant Funded
4	Stephanie Foster (Promotion)	Guidance Counselor	From Advisor to Guidance Counselor	7/1/2013	Grade 7 Salaried Professional \$50,376 Annual
5	Heather Fifrick (Transfer)	Student Housing & Activities Manager		7/1/2013	Funded through the Foundation
6	Noreen Edge (Retired)	Info. Tech. Lab Asst.		7/9/2013	
7	New Position	Health Care Success Coach, LTE	New hire - Danette Tessman	8/1/2013	Grant Funded Hourly Grade 6 \$20.74 - \$26.74
8	New Position	Culinary Arts Instructor	Student Enrollment Low - Defer to Spring 2014		BS \$40,368-\$68,225 MS \$44,159-\$74,437
9	Lily Long (Retired)	Accounting Instructor	New hire - Garry Kirk	8/16/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
10	Kerry Long (Resigned)	Accounting Instructor	New hire - Gary Christiansen	8/16/2013	Same as Above
11	Replacement (Ashley Crubel transfer to Accounts Payable)	Financial Aid Asst/Accounting Bursar	New hire - Cora Halverson	Aug-13	Grade 3 Hourly \$15.02 - \$19.39
12	Replacements (Sharon Beer and Jennifer Strand Retirement)	Administrative Assts. (2)	New hire - Denise Bausch & New hire - Lori Needham	Aug-13	Grade 4 Hourly \$16.09 - \$20.78
13	New Position	Assessment Specialist (Examiner)	New hire - Donna Marchese	Aug-13	Grade 5 Hourly \$17.14 - \$22.09

Position Tracking 2013/2014 Fiscal Year

14	New Position	Student Services Specialist	New hire - Breanna Callahan	Aug-13	Grade 2 Hourly \$13.98 - \$18.07
15	New Position	Enrollment Services Specialist	New hire - Deb Thomas	Aug-13	Grade 5 Hourly \$17.14 - \$22.09
16	New Position	Foundation Assistant	New hire - Sara Bahl	Aug-13	Funded through the Foundation Grade 3 Hourly \$15.02 - 19.39
17	New Position	Welding Instructor (Spring 2014)	Have decided not to hire at this time. Combined some sections instead.		BS \$40,368-\$68,225 MS \$44,159-\$74,437
18	New Position - Limited Term	Electro Mech Instructor	New hire - Bart Wood	9/30/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
19	Replacement - Kari Kabat Resignation	Advisor	Interviewing		Grade 6 Hourly \$20.74 - \$26.74
20	New Position - Limited Term	Healthcare Skills Specialist	New hire - Janet Giese	9/23/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
21	New Position	Electro Mech Assistant	New hire - Glenn Crary	8/1/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
22	Replacement / Mary Uren Retirement	Benefits & Payroll Administrator	Transfer in- Connie Haberkorn	11/1/2013	Grade 7 Salaried Professional \$51,419 Annual
23	Replacement - Sara Davis (Resignation)	College Admissions Representative	New hire - Matthew Schneider	11/4/2013	Grade 2 Hourly \$13.98 - \$18.07
24	Replacement - Connie Haberkorn (Transfer)	Human Resources Assistant	New hire - Annetta Smith	11/4/2013	Grade 5 Hourly \$17.14 - \$22.09
25	Replacement	Grant Support Specialist (LTE) 50% Position	New hire - Nancy Flanagan	10/3/2013	Grade 5 \$17.14 - \$22.09 Grant Funded

Position Tracking 2013/2014 Fiscal Year

26	New Position	Controller	Transfer in - Kelly Kelly	11/1/2013	Grade 6 Salaried Professional \$58,723
27	Replacement - Kelly Kelly (Transfer)	Financial Analyst	Transfer in - Ashley Crubel	Upon backfill	Grade 6 Hourly \$20.74 - \$26.74
28	New Position - Limited Term	Online Support Specialist	Interviewing		Grade 5 Hourly \$17.14 - \$22.09 Grant Funded
29	New Position - Limited Term	Southwest Health Network Director	Interviewing		Grade 8 Salaried \$44,115-\$59,685 Grant Funded
30	Replacement - Ashley Crubel (Transfer)	Accounts Payable	Preparing to Post		Grade
31	New Position - Limited Term	Logistics Instructor/Program Coordinator	Posted and Advertising		BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
32	New Position	Evening Custodian	Posted and Advertising		Grade 1 Hourly \$11.89 - \$15.36

Information and Correspondence

A. Enrollment Report

The 2013-14 Comparison FTE and 2014-15 Application Reports are available below. Also available is a WTCS Comparison Report.



2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	11-06-12 Students	11-11-13 Students	Student Change	11-06-12 FTE	11-11-13 FTE	FTE Change
10	Accounting	37	33	(4)	18.70	14.97	(3.73)
10	Administrative Professional	20	14	(6)	9.93	7.27	(2.67)
10	Agri-Business/Science Technology	37	41	4	19.97	20.57	0.60
10	Business Management	81	94	13	32.93	39.37	6.43
10	Medical Laboratory Technician	22	16	(6)	10.47	5.83	(4.63)
10	Criminal Justice - Law Enforcement	60	56	(4)	28.77	29.10	0.33
10	Culinary Arts	-	6	6	-	3.00	3.00
10	Culinary Management	26	11	(15)	11.57	5.13	(6.43)
10	Direct Entry Midwife	26	21	(5)	10.13	7.23	(2.90)
10	Early Childhood Education	47	46	(1)	22.80	20.73	(2.07)
10	Electro-Mechanical Technology	43	55	12	21.53	28.33	6.80
10	Engineering Technologist	20	22	2	9.57	10.80	1.23
10	Golf Course Management	27	33	6	13.37	16.50	3.13
10	Graphic and Web Design	38	35	(3)	18.17	15.97	(2.20)
10	Human Services Associate	49	53	4	20.67	20.80	0.13
10	IT-Computer Support Specialist	5	1	(4)	1.53	0.20	(1.33)
10	IT-Network Comm Spec	34	35	1	14.83	15.57	0.73
10	IT-Web & Software Developer	25	20	(5)	9.70	8.03	(1.67)
10	Individualized Technical Studies	2	5	3	0.70	2.80	2.10
10	Marketing	-	8	8	-	3.70	3.70
10	Nursing - Associate Deg	203	221	18	56.90	65.54	8.64
10	Physical Therapist Assistant	37	36	(1)	12.93	11.87	(1.07)
10	Supervisory Management	1	-	(1)	0.03	-	(0.03)
	Total Associate Degree	840	862	22	345.20	353.31	8.11
31	Accounting Assistant	12	8	(4)	4.77	2.87	(1.90)
32	Agricultural Power & Equipment Tech	42	43	1	22.40	23.24	0.83

Program Type	Program Title	11-06-12 Students	11-11-13 Students	Student Change	11-06-12 FTE	11-11-13 FTE	FTE Change
31	Auto Collision Repair & Refinish Tech	27	21	(6)	10.03	8.54	(1.49)
32	Automotive Technician	36	31	(5)	17.67	12.47	(5.20)
31	Cosmetology	39	40	1	22.04	22.94	0.90
31	Bricklaying and Masonry	-	10	10	-	4.63	4.63
30	Building Maintenance & Construction	-	1	1	-	0.10	0.10
31	Building Trades - Carpentry	14	13	(1)	7.67	7.10	(0.57)
30	CNC Setup/Operation	8	11	3	4.20	6.03	1.83
31	Child Care Services	9	10	1	3.70	4.60	0.90
30	Criminal Justice-Law Enf Acad	15	22	7	7.97	11.63	3.67
31	Culinary Specialist	13	5	(8)	6.77	1.43	(5.33)
31	Dairy Herd Management	14	18	4	7.83	9.30	1.47
30	Dental Assistant	22	24	2	11.37	11.33	(0.03)
31	Electrical Power Distribution	24	29	5	13.10	14.07	0.97
50	Electricity (Construction)	12	17	5	0.80	1.23	0.43
31	Esthetician	16	12	(4)	6.50	4.63	(1.87)
30	Farm Business & Production Manage	1	-	(1)	0.13	-	(0.13)
50	Industrial Electrician Apprentice	13	15	2	1.13	1.33	0.20
31	Computer Support Technician	-	1	1	-	0.23	0.23
31	Medical Assistant	41	43	2	17.14	19.10	1.97
30	Medical Coding Specialist	52	49	(3)	14.23	12.37	(1.87)
31	Medical Transcription	11	4	(7)	4.43	0.87	(3.57)
30	Nursing Assistant	173	142	(31)	19.65	16.67	(2.98)
31	Office Support Specialist	2	8	6	0.97	3.47	2.50
50	Plumbing Apprentice	11	12	1	1.07	1.13	0.07
31	Welding	42	45	3	20.80	21.67	0.87
	Total Technical Diploma	649	634	(15)	226.36	222.99	(3.37)
	Liberal Studies	-	9	10	-	3.93	3.93
	Undeclared Majors	1,490	1,326	(164)	157.56	154.23	(3.33)
	Total	2,979	2,831	(147)	729.12	734.46	5.34
	Percent of Change						0.73%
	Vocational Adult (Aid Codes 42-47)				43.05	56.18	13.12
	Community Services				0.54	0.43	(0.11)
	Basic Skills (Aid Codes 7x)				3.56	15.59	12.03
	Basic Skills Remedial(Aid Codes 78)				22.32	35.23	12.91
	Grand Total				798.60	841.88	43.29
	Total Percent of Change						5.42%



APPLICATION REPORT

2014-15 (11/13/13)

<u>Max</u>	<u>Program</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>In Process</u>	<u>Total</u>
	Accounting	4		6	10
	Acct Assist	1		3	4
	Admin Professional	1		3	4
24	Agribusiness/Science	6		11	27
22	Ag Power	22	8	12	42
22	Auto Collision	2		8	10
22	Auto Tech	3		13	16
20	Bricklaying & Masonry			5	5
20	Bldg Trades-Carpentry	2		9	11
	Business Management	7		21	28
13	CC Services	2		5	7
15	CNC Setup/Operation			3	3
24	Cosmetology	5		12	17
	Criminal Justice-LE	6		26	32
	CJ-LE Academy (Sum Only)			2	2
	Culnary Arts	2		16	18
	Culinary Mgnt			1	1
	Culinary Spec			1	1
24	Dairy Herd	2		12	14
18	Dental Assist	18	3	9	30
9	Dental Assist (Jan Only)	9			9
17	DE Midwife (Jan start only)	17	5	34	56
	DE Midwife CPM	3			3
28	Early Child Education	5		11	16
22	Electrical Power Distribution	8		13	21

<u>Max</u>	<u>Program</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>In Process</u>	<u>Total</u>
36	Electro-mech Tech	2		13	15
18	Engineering Technologist			3	3
16	Esthetician	3		1	4
	Golf Course Mgnt	1		5	6
25	Graphic & Web Design	1		9	10
32	Hum Serv Assoc	15		16	31
	IT-Comp Sup Technician	1		1	2
	IT-Network Comm			4	4
	IT-Web Software Develop	1		2	3
	Liberal Arts - Assoc. Arts			4	4
	Liberal Arts - Assoc. Science	1		6	7
	Marketing			2	2
32	Medical Asst	32		16	48
34	Med Coding Spec	33		12	45
16	Medical Laboratory Tech	2		8	10
4	Nail Technician				-
54	N-Assoc Degree	54	42	76	172
28	N-Assoc Degree P/T	12		1	13
	Office Aide (Jan start only)				-
	Office Sup Spec	4		2	6
	Pharmacy Tech (shared)			3	3
15	Physical Therapist Asst	14	14	20	48
	Undecided			32	32
40	Welding	<u>9</u>	<u>-</u>	<u>28</u>	<u>37</u>
Totals		<u>320</u>	<u>72</u>	<u>500</u>	<u>892</u>

**WTCS FTE Comparison
Report
as of 11/6/13**

CJW
10/13/13

	FTEs						10-11 to 11-12		11-12 to 12-13		12-13 to 13-14		08-09 to 13-14	
	08-09	09-10	10-11	11-12	12-13	13-14								
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	#	%	#	%	#	%	#	%
Blackhawk	2,356	2,913	2,828	2,552	2,275	2,101	(276)	(9.5)	(277)	(9.8)	(174)	(6.8)	(255)	(10.8)
Chippewa Valley	4,386	4,572	4,727	4,409	4,232	4,236	(318)	(7.0)	(177)	(3.7)	4	0.1	(150)	(3.4)
Fox Valley	6,400	7,404	7,811	7,350	7,142	7,269	(461)	(6.2)	(208)	(2.7)	127	1.7	869	13.6
Gateway	5,182	5,985	6,382	6,200	5,796	5,639	(182)	(3.0)	(404)	(6.3)	(157)	(2.5)	457	8.8
Lakeshore	2,235	2,660	2,516	2,246	2,134	2,060	(270)	(10.2)	(112)	(4.5)	(74)	(3.3)	(175)	(7.8)
Madison Area	9,515	10,263	10,981	10,514	10,268	10,084	(467)	(4.6)	(246)	(2.2)	(184)	(1.8)	569	6.0
Mid-State	2,282	2,562	2,572	2,336	2,125	2,061	(236)	(9.2)	(211)	(8.2)	(64)	(2.7)	(221)	(9.7)
Milwaukee Area	13,416	14,614	14,541	13,959	13,140	13,000	(582)	(4.0)	(819)	(5.6)	(140)	(1.0)	(416)	(3.1)
Moraine Park	3,227	3,639	3,519	3,123	3,023	3,062	(396)	(10.9)	(100)	(2.8)	39	1.2	(165)	(5.1)
Nicolet Area	759	880	884	807	773	794	(77)	(8.8)	(34)	(3.8)	21	2.6	35	4.6
Northcentral	3,145	3,600	3,841	3,709	3,696	3,775	(132)	(3.7)	(13)	(0.3)	79	2.1	630	20.0
Northeast WI	6,600	7,446	7,554	7,238	7,034	7,140	(316)	(4.2)	(204)	(2.7)	106	1.5	540	8.2
Southwest WI	1,615	1,738	1,768	1,644	1,638	1,640	(124)	(7.1)	(6)	(0.3)	2	0.1	25	1.5
Waukesha County	4,208	4,800	4,856	4,591	4,538	4,414	(265)	(5.5)	(53)	(1.1)	(124)	(2.7)	206	4.9
WI Indianhead	2,898	3,142	2,938	2,698	2,630	2,651	(240)	(7.6)	(68)	(2.3)	21	0.8	(247)	(8.5)
Western WI	3,698	4,130	4,104	3,759	3,611	3,440	(345)	(8.4)	(148)	(3.6)	(171)	(4.5)	(258)	(7.0)
Total	<u>71,922</u>	<u>80,348</u>	<u>81,822</u>	<u>77,135</u>	<u>74,055</u>	<u>73,366</u>	<u>(4,687)</u>	<u>(5.8)</u>	<u>(3,080)</u>	<u>(3.8)</u>	<u>(689)</u>	<u>(0.9)</u>	<u>1,444</u>	<u>2.0</u>

B. Chairperson's Report

1. ACCT National Legislative Summit, February 10-13, 2014

C. College President's Report

1. IT Back-up System
2. Employee Advisory Council
3. Districts Mutual Insurance and Eck Gifts

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Financial Audit
2. Business & General Studies Report

B. Time and Place

Thursday, December 19, 2013, at 4:30 p.m. at Southwest Tech's Platteville Outreach Site, (Platteville O.E. Gray School), 110 W. Adams Street, Platteville, WI

Adjournment