



Southwest Wisconsin Technical College

District Board Meeting

Board Retreat / Regular Meeting

October 24, 2013

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	2
Open Meeting	6
A. Roll Call	6
Board Retreat	6
A. Review WI State Statute Chapter 38 Purposes	6
B. Review Mission, Vision and Values	6
C. Strategic Directions.....	6
Board Monitoring of College Effectiveness	6
A. Fennimore Community Panel	6
Open Meeting	7
A. Reports/ Forums/Public Input	7
Consent Agenda.....	7
A. Approval of Agenda	7
B. Minutes of the Regular Meeting of September 26, 2013	9
C. Financial Reports	14
1. Expenditures Greater Than \$2500.....	14
2. Treasurer's Cash Balance	15
3. Budget Control.....	16
D. Contract Revenue	17
E. Personnel Items	18
Other Items Requiring Board Action	19
A. Fund & Account Transfers (2012-13 Budget Modifications).....	19
B. Resolution for Adoption of 2013 Tax Levy	22
C. RFP for Medical & Dental Clinic Services	22
Board Monitoring of College Effectiveness	23
A. Review of Purchasing Activities	23
B. Student Services Report	26
C. Staffing Update	26
Information and Correspondence.....	27
A. Enrollment Report.....	30
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, October 24, 2013

12:30 p.m. – Lunch

1:00 p.m. – Board Retreat

Room 492-493 – College Connection

ANNOTATED AGENDA

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

Duane Ford, President, will facilitate a discussion on the purposes, mission, vision, values, and strategic directions. The 2013 Quarter 3 Strategic Projects list will be presented at the meeting and reviewed.

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

Community members from the Fennimore area will engage with the Board for discussion of programming and services. Community members include:

- Mayor Chuck Stenner;
- Bill Wood, Fennimore Lumber Company & Design Center / Fennimore Industrial & Economic Development Committee President;
- Kelley Adam, Energy Management Consultants;
- Jim Stoeffler, Rayovac;

- Kari Wunderlin, First Merit Bank / Fennimore Chamber 2014 President;
- Harry Reddy, Reddy Ag Service;
- Dr. Eric Stader, High Point Family Medicine; and
- Jamie Nutter, Fennimore Community Schools.

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

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

B. Minutes of the Regular Meeting of September 26, 2013

Minutes of the September 26, 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

There were seven contracts in September 2013 totaling \$4,570.62 for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

There is one new hire and one transfer 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. Fund & Account Transfers (2012-13 Budget Modifications)

Information on the budget modifications is available electronically with all other Board material. Caleb White will present the material to the Board.

Recommendation: Approve the 2012-13 budget modifications as presented.

B. Resolution for Adoption of 2013 Tax Levy

Information on the 2013 tax levy will be available at the Board meeting.

Caleb White will present the tax levy at the Board meeting.

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

C. RFP For Medical & Dental Clinic Services

Proposals for providing medical and dental clinic services were opened on October 17. The proposals are being evaluated with a possible recommendation available at the Board meeting.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2013 >\$50,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

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. 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 Report is available electronically with all other Board material. Also available is a WTCS Comparison Report.

B. Chairperson's Report

C. College President's Report

1. Manufacturing Month
2. Wisconsin Fast Forward
3. Categorical Aid

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit
2. 2014-15 Budget Process
3. Institutional Advancement Report

B. Time and Place

Thursday, November 21, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURNMENT

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

Duane Ford, President, will facilitate a discussion on the purposes, mission, vision, values, and strategic directions. The 2013 Quarter 3 Strategic Projects list will be presented at the meeting and reviewed.

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

Community members from the Fennimore area will engage with the Board for discussion of programming and services. Community members include:

- Mayor Chuck Stenner;
- Bill Wood, Fennimore Lumber Company & Design Center / Fennimore Industrial & Economic Development Committee President;
- Kelley Adam, Energy Management Consultants;
- Jim Stoeffler, Rayovac;
- Kari Wunderlin, First Merit Bank / Fennimore Chamber 2014 President;
- Harry Reddy, Reddy Ag Service;
- Dr. Eric Stader, High Point Family Medicine; and
- Jamie Nutter, Fennimore Community Schools.

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

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}

B. Minutes of the Regular Meeting of September 26, 2013

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 26, 2013

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on September 26, 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, Darlene Mickelson, Russell Moyer, Eileen Nickels, Rhonda Sutton, and Donald Tuescher

Absent: Diane Messer and Chris Prange

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Paul Bell, Laura Bodenbender, Karen Campbell, Derek Dachelet, Karyl Nicholson, Sue Reukauf, Phil Thomas, Betsy Tollefson, Caleb White, and Kris Wubben. Public present included Rob Callahan, Fennimore Times.

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

Thursday, September 26, 2013

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: "The September 26, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

ADJOURN TO CLOSED SESSION

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

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

- (2) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
{Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of August 22, 2013

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 22, 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. Second Reading of Board Policy 3.4: Budgeting/Forecasting
- B. Lease for Additional Classroom Space from Platteville Schools
- C. Request for Approval of Construction of a Shooting Range Storage Shed
 - 1. Resolution Approving Construction of a Shooting Range Storage Shed
 - 2. Resolution Requesting State Board Approval of Construction of a Shooting Range Storage Shed
- D. Wisconsin Code of Ethics Resolution

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Health Information Technology Program
- B. Foundation Report
- C. Group Health Insurance
- 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}

Mr. Tuescher moved to adjourn to Closed Session, with Ms. Fitzsimons seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:03 p.m. The meeting reconvened in Open Session at 7:34 p.m.

After reviewing the Consent Agenda, Mr. Moyer moved to remove the Personnel Report from the Consent Agenda and approve the remaining items under the Consent Agenda including the September 26, 2013, agenda; August 22, 2013 Board minutes; financial reports; and 15 contracts totaling \$42,090.35. Mr. Tuescher seconded the motion; motion carried.

After review of the Personnel Report, Mr. Moyer moved to approve the hiring of Bart Wood, Electromechanical Technology Instructor (LTE) and Janet Giese, Healthcare Skills Specialist (LTE); the transfer of Connie Haberkorn to the Benefits & Payroll Administrator; and the resignation of Sara Davis, College Recruiter. Ms. Mickelson seconded the motion; motion carried.

Board Policy 3.4: Budgeting/Forecasting was brought to the Board for a second reading. Dr. Ford explained that with the removal of the 1.5 mil rate from the State Statutes, a revision to the policy was necessary. Mr. Kohlenberg moved to approve the revision to Policy 3.4 Budgeting/Forecasting as presented. Mr. Moyer seconded the motion; motion carried.

A revised lease for additional classroom space from Platteville School District was presented for approval. There has been an increase in activities at the Platteville Outreach location creating scheduling issues. The additional space will allow Southwest Tech to offer additional classes in Platteville and will cost \$290 per month. Mr. Tuescher moved to approve the lease for additional classroom space with the Platteville School District; Ms. Fitzsimons seconded the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented a proposal to construct an additional storage facility at the shooting range. This storage facility will improve facilities to allow outside agencies to rent storage space for firearms training and certification. Mr. White explained there would be 6 units at 10' per unit with total dimensions being 15' x 60'. Mr. Tuescher moved to approve the construction of a shooting range storage shed. Ms. Fitzsimons seconded the motion; motion carried. Mr. Moyer moved to approve the submission to the State Board for their approval of the construction of a shooting range storage shed. Ms. Mickelson seconded the motion; motion carried.

A resolution indicating Dr. Duane Ford, Dr. Phil Thomas, and Caleb White as college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies to was presented by Dr. Ford. Mr. Moyer moved to approve the Code of Ethics Resolution as presented with Mr. Kohlenberg seconding the motion. The motion carried.

Dr. Phil Thomas, Vice President for Student & Academic Affairs, presented the current status of the Health Information Technology program. The Concept Review has been approved by the WTCS State Board with the program currently under the Higher Learning Commission accreditation review. Start-up funds for the program have been

approved through a federal Health and Human Services grant which will allow for a January 2014 start for program students.

The Board heard a report on 2013 Foundation activities presented by Betsy Tollefson, Director of Development. In FY2013, the Foundation received \$237,359.13 in donations and distributed \$102,250 in scholarship. Ms. Tollefson gave an overview of the Foundation Board and operations as well as highlighted activities focused on alumni relations, planned giving, A Day for Southwest Tech Students, endowments, student housing, and donor relationships.

Laura Bodenbender, Director of Human Resources informed the Board that the Insurance/Benefits Committee has been looking at group health insurance. In this past year, premium sharing and a high-deductible plan were introduced to the employees. With the implementation of the high-deductible plan (opt in by employees) the overall College claims have been reduced. The committee reviewed the insurance plan offered to State employees managed by Employee Trust Funds and requested a preliminary report on cost for the College to become part of that health insurance plan. Employee Trust Funds would require a surcharge at 40 percent which would equate to \$1.8 million over the next two years. The plan is to continue with the current option for employees.

Ms. Bodenbender reported that most of the Affordable Care Act requirements have been incorporated and that the WTCS consortium is still exploring the possibility of a statewide WTCS health insurance plan.

An update on College staffing was provided by Ms. Bodenbender. Current open positions include an Advisor, a College Admissions Representative and a Human Resources Assistant. The positions are in various stages of the hiring process.

The Board reviewed the 2013-14 Comparison FTE Report. Mr. White explained that program enrollment remains flat. Chairperson Nickels asked for a recommendation on the voting delegate for the ACCT Leadership Congress. Ms. Fitzsimons was named the voting delegate with Mr. Moyer being named the alternate delegate.

Under the President's Report, Dr. Ford noted:

- Approval has been received for an \$800,000 TAACCCT grant through the Dept. of Labor to develop an associate degree in supply chain management with an embedded logistics certificate and to collaborate with the other WTCS colleges in identifying entry-level information technology skills needed;
- In FY2015, ten percent of state aid will be based on performance-based funding. The process for developing the model is inclusive and moving forward.
- A team has been put together to design a learning center to potentially include the library, Academic Success Center, support services and other possible services to students;
- Franklin University has received approval from the Higher Learning Commission and State of Wisconsin to develop a co-location site on campus;
- An RFP for Medical & Dental Clinic Space has been developed to rent our medical/dental clinical space;
- The Southwest Wisconsin Chamber Alliance and Southwest Tech are working on a joint event for manufacturing month to be held on campus October 21. Governor Walker has been invited.

- Dr. Paul Rux has been engaged to research the feasibility for establishing a “Trend Forecasting Institute” at Southwest Tech as well as developing a proposed business plan for that institute;
- He would like to hold the December Board meeting at the outreach site in Platteville and have a community panel as part of the meeting.

With no further business to come before the Board, Mr. Kohlenberg moved to adjourn. Ms. Fitzsimons seconded the motion. The motion carried, and the meeting adjourned at 8:47 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 09/01/2013 TO 09/30/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
9/13/2013	6066	Martin Bros. Distributing Company	1,866.90	China for Contract Kitchen
09/106/13	6067	Sigmanet	8,074.50	Cisco Routers for Grant # 156
		SUBTOTAL	\$ 9,941.40	
<u>CAPITAL FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
<u>ENTERPRISE FUND</u>				
9/10/2013	6064	McCullough Creative	8,650.00	Foundation Donor Board
9/30/2013	6072	H&N Plumbing & Heating Inc.	4,600.00	Bldg 1955 & 1920 Furnace Replacement- Housing
		SUBTOTAL	\$ 13,250.00	
		TOTAL	\$ 23,191.40	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 09/30/2013

Liability End of Month Balances		
FICA	-	
Federal Withholding	-	
State Withholding	22,189.90	
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)	7,889,717.58	
Total Liability Adjustment	8,931,981.38	
Beginning Treasurers Balance		6,576,636.12
Receipt		
Fund		
1 General	520,884.28	
2 Special Revenue	-	
3 Capital Projects	-	
4 Debt Service	-	
5 Enterprise	86,199.00	
6 Internal Service	312,661.95	
7 Financial Aid/Activities	3,428,525.17	
Total Receipts	4,348,270.40	
Cash Available		10,924,906.52
Expenses		
Fund		
1 General	1,620,545.79	
2 Special Revenue	-	
3 Capital Projects	509,134.99	
4 Debt Service	-	
5 Enterprise	89,834.29	
6 Internal Service	490,017.29	
7 Financial Aid/Activities	3,521,886.81	
Total Expenses	6,231,419.17	
Treasurers Cash Balance		4,693,487.35
Liability Adjustment		8,931,981.38
Cash in Bank		13,625,468.73

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 3 Months ended September 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	3,752,960.00	16.64	20.56	21.45	20.44	20.02
General Fund Expenditures	22,848,000.00	5,386,843.00	23.58	21.25	19.94	18.83	18.86
Capital Projects Fund Revenue	2,550,000.00	2,550,622.23	100.02	99.20	101.81	94.07	99.61
Capital Projects Fund Expenditures	2,171,000.00	462,275.17	21.29	28.26	47.26	79.27	74.21
Debt Service Fund Revenue	5,046,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	681,282.94	36.83	39.22	39.03	50.32	37.53
Enterprise Fund Expenditure	1,650,000.00	362,939.91	22.00	23.31	18.61	22.92	32.00
Internal Service Fund Revenue	4,100,000.00	930,757.20	22.70	21.75	15.12	20.99	20.09
Internal Service Fund Expenditures	4,050,000.00	1,020,199.33	25.19	25.13	28.04	22.82	23.43
Trust & Agency Fund Revenue	8,350,000.00	3,665,315.15	43.90	5.89	5.68	5.06	53.92
Trust & Agency Fund Expenditures	8,350,000.00	3,679,916.07	44.07	44.03	40.99	3.02	52.88
Grand Total Revenue	44,444,000.00	11,580,937.52	26.06	21.07	21.21	20.70	54.90
Grand Total Expenditures	44,129,000.00	10,912,173.48	24.73	23.79	24.23	17.78	31.47

D. Contract Revenue

There were seven contracts in September 2013 totaling \$4,570.62. The Contract Revenue Report follows.

2013-2014 CONTRACTS

9/01/13 through 9/30/13

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2014-0055-I-18 University of WI - Platteville	CPR for Healthcare Provider Recert	Rita Luna	9	\$ 280.00	No		x	
03-2014-0120-I-41 Sigma Phi Epsilon Fraternity	Self Defense	Kris Wubben	17	\$ 1,080.62	No	x		
	Firearms Safety and Awareness		17		No	x		
03-2014-0121-I-42 Barneveld Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	3	\$ 105.00	Yes		x	
03-2014-0122-I-41 Foremost Farms USA	OSHA Lock-out/Tag-out & Electrical Safety	Derek Dachelet	57	\$ 3,000.00	No		x	
03-2014-0123-I-42 Belmont Ambulance Service	BLS for Healthcare Provider	Rita Luna	3	\$ 105.00	Yes		x	
	First Aid		2	\$ 70.00	Yes		x	
03-2014-0125-I-42 SWCAP Neighborhood Health Partners	CPR for Healthcare Provider Recert	Rita Luna	6	\$ 210.00	No		x	
03-2014-0136-I-41 American Players Theatre	Heartsaver First Aid and CPR	Rita Luna	6	\$ 300.00	Yes		x	
TOTAL of all Contracts			120	\$ 5,150.62				
Exchange of Services			14	\$ 580.00				
For Pay Service			106	\$ 4,570.62				

E. Personnel Items

There is one new hire and one transfer being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT October 24, 2013

Employment: NEW HIRE

Name	Nancy Flanagan
Title	Grant Support Specialist
How many applicants & interviewed	3 Applicants and 1 Interviewed
Start Date	10/3/2013
Salary/Wages	\$22.00/hr (50% position)
Classification	Limited Term Employment (LTE) Grant Funded
Education	Bachelor's in Business Management
Experience	Nancy was previously employed at Southwest Tech for 37 years as Support Staff and then an instructor for the Business and Management Division. She is highly experienced with new technologies, software and web-based applications.

PROMOTIONS/TRANSFERS

Kelly Kelly	Controller 11/1/13
-------------	--------------------

RETIREMENTS / RESIGNATIONS

None to report	
----------------	--

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Fund & Account Transfers (2012-13 Budget Modifications)

Information on the budget modifications is available below. Caleb White will present the material to the Board.

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2012-2013

General Fund - 100

	Current Budget Adopted <u>6/18/2012</u>	Modified Budget Adopted <u>10/24/2013</u>	Amount of <u>Change</u>
<u>Resources</u>			
Local Government	11,089,000	11,089,000	-
State Aids	3,031,000	3,431,000	400,000
Program Fees	4,200,000	4,200,000	-
Material Fees	334,000	334,000	-
Other Student Fees	407,000	407,000	-
Institutional	1,500,000	2,400,000	900,000
Federal	757,000	757,000	-
Transfers from Reserves and Designated Fund Balances	<u>300,000</u>	<u>300,000</u>	<u>-</u>
Total Resources	21,618,000	22,918,000	1,300,000
<u>Uses</u>			
Instructional	14,128,000	15,828,000	1,700,000
Instructional Resources	362,000	362,000	-
Student Services	1,447,000	1,697,000	250,000
General Institutional	3,407,000	3,157,000	(250,000)
Physical Plant	<u>2,274,000</u>	<u>1,874,000</u>	<u>(400,000)</u>
Total Uses	<u>21,618,000</u>	<u>22,918,000</u>	<u>1,300,000</u>

Caleb J. White
Vice President for Administrative Services

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2012-2013

Capital Projects Fund - 300

	Current Budget Adopted <u>6/18/2012</u>	Modified Budget Adopted <u>10/24/2013</u>	Amount of Change
<u>Resources</u>			
Institutional	50,000	50,000	-
Other Funding Sources*	2,500,000	2,500,000	-
Transfer from Reserves and Designated Fund Balances	-	-	-
Total Resources	<u>2,550,000</u>	<u>2,550,000</u>	-
<u>Uses</u>			
Instructional	244,000	344,000	100,000
Instructional Resources	151,000	151,000	-
Student Services	-	50,000	50,000
General Institutional	820,000	670,000	(150,000)
Physical Plant	<u>1,776,000</u>	<u>1,776,000</u>	-
Total Uses	<u>2,991,000</u>	<u>2,991,000</u>	-

Caleb J. White
Vice President for Administrative Services

*Proceeds from debt

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2012-2013

Enterprise Fund - 500

	Current Budget Adopted <u>6/18/2012</u>	Modified Budget Adopted <u>10/24/2013</u>	Amount of Change
<u>Resources</u>			
Insitutional	1,850,000	2,000,000	150,000
Transfer from Reserves and Designated Fund Balances**	<u>(300,000)</u>	<u>(300,000)</u>	<u>-</u>
Total Resources	1,550,000	1,700,000	150,000
 <u>Uses</u>			
Auxiliary Services	<u>1,650,000</u>	<u>2,000,000</u>	<u>350,000</u>
Total Uses	<u>1,650,000</u>	<u>2,000,000</u>	<u>350,000</u>

Caleb J. White
Vice President for Administrative Services

Recommendation: Approve the 2012-13 budget modifications as presented.

B. Resolution for Adoption of 2013 Tax Levy

Information on the 2013 tax levy will be available at the Board meeting. Caleb White will present the tax levy at the Board meeting.

Recommendation: Recommendation will be presented at the Board meeting.

C. RFP for Medical & Dental Clinic Services

Proposals for providing medical and dental clinic services were opened on October 17. The proposals are being evaluated with a possible recommendation available at the Board meeting.

Board Monitoring of College Effectiveness

A. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2013 >\$50,000 Vendors report are available below. Caleb White will present this information at the meeting.

PURCHASE CARD ACTIVITY SUMMARY

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
July	42,164	130,086	149,127	64,810	217,044
August	112,427	105,661	211,754	222,404	197,273
September	131,987	178,392	137,841	112,379	125,696
October	68,602	112,956	96,272	98,066	112,100
November	84,163	224,131	108,111	251,840	142,944
December	116,125	157,921	189,290	77,554	201,100
January	61,188	93,645	63,032	98,738	305,230
February	70,706	113,759	88,892	139,536	108,013
March	89,241	203,834	116,942	106,836	149,451
April	91,459	151,103	182,875	103,805	100,296
May	258,714	189,231	78,840	205,067	263,776
June	246,800	280,637	184,155	305,789	340,555
Totals	1,373,576	1,941,356	1,607,131	1,786,824	2,263,478
No. of Transactions	4,588	4,675	5,075	5,463	5,900
Average Number of Transactions per Month	382	390	423	455	492
Average Transaction	299.38	415.26	316.68	317.08	383.64
Monthly Average	114,465	161,780	133,928	148,902	188,623

Points of Interest:

- Currently 127 staff and district board members have purchase cards.
- 5,900 transactions annually are now being processed without the paperwork of requisitions, purchase orders, and invoice sign-offs. As a result, the number of accounts payable checks being issued continues to decrease. Purchase card transactions are processed more efficiently, saving time and money for the College and increasing vendor satisfaction with payment timing.
- Purchase card performance rebates now total over \$130,000 since 2003.
- The annual rebate received in 2013 was \$26,475.90 at a factor of 1.16970% which is a slight increase from 2012.
- No material issues or problems have occurred with purchase card activity audits.

\$50,000 and Greater Vendors for 2012-13

Vendor	General	Capital Equipment	Capital Construction	Enterprise	Internal Serv/ Trust/Agency
Amazon. Com	41,641	17,926			
AWL*Apple Online Store	2,135	72,395			
AWL*Pearson Education	1,866			104,147	
AWL*Prentice Hall				53,454	
Blackboard, Inc	65,030				
CDW Government	26,544	176,610			
CESA 3	53,428			6,985	
CJ & Associates, Inc		64,001			
Creative Solutions			64,430		
Districts Mutual Insurance	177,882				
DS Mechanical LLC		72,244			
Fennimore Municipal Utilities	287,822				
Gulfeagle Supply			119,905		
Integrus Energy Service -Natural Gas	62,973				
Iverson Construction			101,850		
Lab Midwest		414,033			
Market & Johnson Inc			341,311		
Midwest Builders Inc			378,628		
Nations Roof North LLC			101,360		
Network Hardware Resale	48,536	11,190			
Northeast WI Technical College	54,467				
PDS	441	73,402			
Pearson Education	1,866			159,379	
PSS	12,950	24,769		100	
Rixan Associates, Inc		158,838			
TCD*Cengage Learning				103,014	
Three Rivers Systems Inc	76,554				
UW-Platteville	70,916				
WI Tech College System Foundation	64,900				
WPS Health Insurance					131,746
Totals	1,049,951	1,085,408	1,107,484	427,079	131,746
Grand Total					3,801,668

Some purchases that accumulated to over \$50,000 for the entire fiscal year with any single supplier that did not receive formal bidding attention were sporadic or emergent in nature, where it was not possible at the time to predict or forecast these requirements for grouping and consolidation into a formal bid or RFP.

This is the first reporting year at the \$50,000 or greater requirement so no comparison data is available.

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.

C. Staffing Update

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

**Position Tracking 2013/2014 Fiscal Year
Presented October 24, 2013**

	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

**Position Tracking 2013/2014 Fiscal Year
Presented October 24, 2013**

13	New Position	Assessment Specialist (Examiner)	New hire - Donna Marchese	Aug-13	Grade 5 Hourly \$17.14 - \$22.09
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	Aug-13	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

**Position Tracking 2013/2014 Fiscal Year
Presented October 24, 2013**

23	Replacement - Sara Davis (Resignation)	College Admissions Representative	Interviewing		Grade 2 Hourly \$13.98 - \$18.07
24	Replacement - Connie Haberkorn (Transfer)	Human Resources Assistant	Interviewing		Grade 5 Hourly \$17.14 - \$22.09
25	Replacement	Grant Support Specialist (LTE) 50% Position	New hire - Nancy Flanagan	Oct-13	Grade 5 \$17.14 - \$22.09 Grant Funded
26	New Position	Controller	Transfer in - Kelly Kelly	Nov-13	Grade 6 Salaried Professional \$58,723
27	Replacement - Kelly Kelly (Transfer)	Financial Analyst	Posted		Grade 6 Hourly \$20.74 - \$26.74
28	New Position - Limited Term	Online Support Specialist	Advertise		Grade 5 Hourly \$17.14 - \$22.09 Grant Funded
29	New Position - Limited Term	Southwest Health Network Director	Advertise		Grade 8 Salaried \$44,115- \$59,685 Grant Funded

Information and Correspondence

A. Enrollment Report

The 2013-14 Comparison FTE Report is available below. Also available is the October 1, 2013, WTCS Comparison FTE Report.



		2012-2013 and 2013-2014 FTE Comparison					
Program Type	Program Title	10-22-12 Students	10-21-13 Students	Student Change	10-22-12 FTE	10-21-13 FTE	FTE Change
10	Accounting	37	33	(4)	18.70	14.97	(3.73)
10	Administrative Professional	21	14	(7)	10.33	7.27	(3.07)
10	Agri-Business/Science Technology	37	41	4	19.97	20.50	0.53
10	Business Management	81	93	12	32.93	39.53	6.60
10	Medical Laboratory Technician	22	16	(6)	10.47	5.83	(4.63)
10	Criminal Justice - Law Enforcement	60	56	(4)	28.77	28.93	0.17
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)	10.10	7.23	(2.87)
10	Early Childhood Education	47	46	(1)	22.80	20.73	(2.07)
10	Electro-Mechanical Technology	43	56	13	21.53	28.73	7.20
10	Engineering Technologist	20	22	2	9.57	10.83	1.27
10	Golf Course Management	28	33	5	13.93	16.50	2.57
10	Graphic and Web Design	38	34	(4)	18.17	15.73	(2.43)
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	19	(6)	9.70	7.63	(2.07)
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	56.94	65.20	8.26
10	Physical Therapist Assistant	37	35	(2)	12.93	11.77	(1.17)
10	Supervisory Management	1	-	(1)	0.03	-	(0.03)
	Total Associate Degree	842	859	17	346.17	352.60	
31	Accounting Assistant	12	8	(4)	4.77	2.67	(2.10)
32	Agricultural Power & Equipment Tech	42	43	1	22.40	23.24	0.83

Program Type	Program Title	10-22-12 Students	10-21-13 Students	Student Change	10-22-12 FTE	10-21-13 FTE	FTE Change
31	Auto Collision Repair & Refinish Tech	27	20	(7)	10.03	8.20	(1.83)
32	Automotive Technician	36	31	(5)	17.67	12.47	(5.20)
31	Cosmetology	39	36	(3)	22.00	20.47	(1.53)
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)	7.74	7.10	(0.63)
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	23	1	11.47	10.80	(0.67)
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)
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	44	3	17.14	19.34	2.20
30	Medical Coding Specialist	51	50	(1)	13.83	12.67	(1.17)
31	Medical Transcription	11	4	(7)	4.43	0.87	(3.57)
30	Nursing Assistant	169	137	(32)	19.25	15.87	(3.38)
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	41	47	6	20.77	22.03	1.27
	Total Technical Diploma	642	627	(15)	225.53	219.55	(5.98)
	Liberal Studies	-	10	10	-	4.23	4.23
	Undeclared Majors	1,239	1,260	21	126.20	147.23	21.03
	Total	2,723	2,756	33	697.90	723.61	25.71
	Percent of Change						3.68%
	Vocational Adult (Aid Codes 42-47)				38.26	52.64	14.38
	Community Services				0.46	0.34	(0.11)
	Basic Skills (Aid Codes 7x)				0.97	15.59	14.62
	Basic Skills Remedial(Aid Codes 78)				10.46	33.38	22.92
	Grand Total				748.04	825.56	77.52
	Total Percent of Change						10.36%

WTCS FTEs as of 10/1/13

CJW
10/1/13

	FTEs						<u>10-11 to 11-12</u>		<u>11-12 to 12-13</u>		<u>12-13 to 13-14</u>		<u>08-09 to 13-14</u>	
	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	2,189	(276)	(9.5)	(277)	(9.8)	(86)	(3.4)	(167)	(7.1)
Chippewa Valley	4,386	4,572	4,727	4,409	4,232	4,300	(318)	(7.0)	(177)	(3.7)	68	1.5	(86)	(2.0)
Fox Valley	6,400	7,404	7,811	7,350	7,141	7,269	(461)	(6.2)	(209)	(2.7)	128	1.7	869	13.6
Gateway	5,182	5,985	6,382	6,200	5,796	5,750	(182)	(3.0)	(404)	(6.3)	(46)	(0.7)	568	11.0
Lakeshore	2,235	2,660	2,516	2,246	2,101	2,139	(270)	(10.2)	(145)	(5.8)	38	1.7	(96)	(4.3)
Madison Area	9,515	10,263	10,981	10,514	10,265	10,589	(467)	(4.6)	(249)	(2.3)	324	3.1	1,074	11.3
Mid-State	2,282	2,562	2,572	2,336	2,125	2,062	(236)	(9.2)	(211)	(8.2)	(63)	(2.7)	(220)	(9.6)
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	3,024	3,062	(396)	(10.9)	(99)	(2.8)	38	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	7,030	7,094	(316)	(4.2)	(208)	(2.8)	64	0.9	494	7.5
Southwest WI	1,615	1,738	1,768	1,643	1,637	1,635	(125)	(7.2)	(6)	(0.3)	(2)	(0.1)	20	1.2
Waukesha County	4,208	4,800	4,856	4,591	4,523	4,345	(265)	(5.5)	(68)	(1.4)	(178)	(3.9)	137	3.3
WI Indianhead	2,898	3,142	2,938	2,698	2,630	2,658	(240)	(7.6)	(68)	(2.3)	28	1.0	(240)	(8.3)
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>77,134</u>	<u>73,999</u>	<u>74,101</u>	<u>(4,688)</u>	<u>(5.8)</u>	<u>(3,135)</u>	<u>(3.8)</u>	<u>102</u>	<u>0.1</u>	<u>2,179</u>	<u>3.0</u>

B. Chairperson's Report

C. College President's Report

1. Manufacturing Month
2. Wisconsin Fast Forward
3. Categorical Aid

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Financial Audit
2. 2014-15 Budget Process
3. Institutional Advancement Report

B. Time and Place

Thursday, November 21, 2013, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjournment