



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

### **Regular Meeting**

**October 25, 2012**

Held at

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

## **Table of Contents**

<b>Annotated Agenda .....</b>	<b>3</b>
<b>Open Meeting .....</b>	<b>7</b>
A. Roll Call .....	7
B. Reports/ Forums/Public Input .....	7
<b>Consent Agenda.....</b>	<b>7</b>
A. Approval of Agenda .....	7
B. Minutes of the Regular Meeting of October 25, 2012 .....	9
C. Financial Reports .....	14
1. Purchase Orders Greater Than \$2500.....	14
2. Treasurer's Cash Balance .....	15
3. Budget Control.....	16
D. Contract Revenue .....	17
E. Membership to American Association of Community Colleges .....	19
<b>Other Items Requiring Board Action .....</b>	<b>20</b>
A. Fund & Account Transfers (2011-12 Budget Modifications).....	20
B. Resolution for Adoption of 2012 Tax Levy .....	20
C. Request for Approval of Rental of Facilities in Dodgeville.....	20
D. Culinary Arts Scope Proposal .....	23
E. Personnel.....	43
F. Federally Qualified Health Center (FQHC) 501(c)3 .....	43
<b>Board Monitoring of College Effectiveness .....</b>	<b>44</b>
A. Review of Purchasing Activity .....	44
B. Student Services Report .....	47
C. Staffing Update .....	48
<b>Information and Correspondence.....</b>	<b>49</b>
A. Enrollment Report.....	49
B. Chairperson's Report.....	51
C. College President's Report .....	51
D. Other Information Items .....	51
<b>Establish Board Agenda Items for Next Meeting .....</b>	<b>51</b>
A. Agenda .....	51
B. Time and Place .....	51
<b>Adjourn to Closed Session .....</b>	<b>52</b>
A. Consideration of adjourning to closed session for the purpose of .....	52
B. Approval of Closed Session Minutes of September 27, 2012 .....	52
<b>Reconvene to Open Session.....</b>	<b>52</b>
A. Action, if necessary, on Closed Session Items .....	52
<b>Adjournment.....</b>	<b>52</b>

## **Annotated Agenda**

### **BOARD MEETING NOTICE/AGENDA**

Thursday, October 25, 2012

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

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The October 25, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

#### **A. Roll Call**

#### **B. Reports/Forums/Public Input**

#### **CONSENT AGENDA**

##### **A. Approval of Agenda**

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

##### **B. Minutes of the Regular Meeting of September 27, 2012**

Minutes of the September 27, 2012, regular meeting are included with the electronic Board material.

##### **C. Financial Reports**

###### **1. Purchase Orders Greater than \$2,500**

###### **2. Treasurer's Cash Balance**

###### **3. Budget Control**

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

##### **D. Contract Revenue**

There were 15 contracts in September 2012 totaling \$19,013.54 for Board approval. The Contract Revenue Report is included with the electronic Board material.

##### **E. Membership to American Association of Community Colleges**

The 2013 American Association of Community Colleges renewal invoice in the amount of \$3,300 is available electronically with all other Board material.

The 2013 membership fee has been maintained at the 2012 level.

**Recommendation:** Approve the consent agenda.

## **OTHER ITEMS REQUIRING BOARD ACTION**

### **A. Fund & Account Transfers (2011-12 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 2011-12 budget modifications as presented.

### **B. Resolution for Adoption of 2012 Tax Levy**

Information on the 2012 tax levy will be available at the Board meeting.

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

**Recommendation:** Approve the total tax levy for 2012 as presented.

### **C. Request for Approval of Rental of Facilities in Dodgeville**

Caleb White will present the Request for Approval for a Rental Space for a Dodgeville Outreach Site.

1. **Resolution Approving Lease** – The resolution approving the lease of 3,000 square feet of space in Dodgeville, WI, is included in the Request for Approval.

**Recommendation:** Approve the lease of approximately 3,000 square feet located at 316 W. Spring Street, Suite #5, in Dodgeville, WI, to provide an off-site classroom/office space.

2. **Resolution Requesting State Board Approval of Lease** – The resolution approving the submission of the lease of an off-site classroom/office facility to the State Board is included in the Request for Approval.

**Recommendation:** Approve the submission to the State Board for their approval of the lease of an off-site classroom/office facility in Dodgeville, WI.

### **D. Culinary Arts Scope Proposal**

Joyce Czajkowski, Dean of Agriculture, Business & General Studies, will present the Scope Proposal for a two-year associate degree Culinary Arts Program. The Scope Proposal is available with the electronic Board material.

**Recommendation:** Approve the submission to the State Board for their approval of the Scope Proposal for Culinary Arts.

### **E. Personnel**

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

### **F. Federally Qualified Health Center (FQHC) 501(c)3**

Eileen Brownlee, the College's General Legal Counsel, will be present to discuss the formation of a 501(c)3 to operate a Federally Qualified Health Center (FQHC).

**Recommendation:** Approve the creation of a 501(c)3 for the purpose of operating an FQHC in the Health Science Center.

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Review of Purchasing Activity**

A five-year Purchase Card Activity Summary report and a listing of the FY2012 >\$25,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

### **B. Student Services Report (including Student Senate Report)**

Laura Lee Nyberg-Comins, Director of Student Services, will provide a Student Services Report including Student Senate updating the Board on current and new activities, future directions, and continuous improvement. The report will be available at the Board meeting.

### **C. Staffing Report**

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

## **INFORMATION AND CORRESPONDENCE**

### **A. Enrollment Report**

The current FTE Report compared to last year is available electronically with all other Board material. Caleb White will be available for any questions.

### **B. Chairperson's Report**

1. January 25-26, 2013, Board Retreat

### **C. College President's Report**

1. Extending Direct Entry-Midwife to Off-Campus, Out-of-District Sites
2. Advocacy Plans for WTCS Budget

### **D. Other Information Items**

Russ Moyer and Don Tuescher will provide an update on the recently attended ACCT Congress 12.

## **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

### **A. Agenda**

1. Outdoor Dining Space Bid
2. Student Activity Center Bid
3. Financial Audit
4. 2011-12 Budget Process
5. Strategic Plan Results
6. Student Satisfaction Report

### **B. Time and Place**

Thursday, November 15, 2012, in Rooms 492-493, College Connection, Southwest Tech Campus

### **ADJOURN TO CLOSED SESSION**

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

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

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

## **Open Meeting**

The following statement will be read: "The October 25, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

### ***A. Roll Call***

### ***B. Reports/ Forums/Public Input***

## **Consent Agenda**

### ***A. Approval of Agenda***

## **BOARD MEETING NOTICE/AGENDA**

Thursday, October 25, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

## **OPEN MEETING**

The following statement will be read: "The October 25, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with state statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

### **A. Roll Call**

### **B. Reports/Forums/Public Input**

## **CONSENT AGENDA**

### **A. Approval of Agenda**

### **B. Minutes of the Regular Meeting of September 27, 2012**

### **C. Financial Reports**

#### **1. Purchase Orders Greater than \$2,500**

#### **2. Treasurer's Cash Balance**

#### **3. Budget Control**

### **D. Contract Revenue**

### **E. Membership to American Association of Community Colleges**

### **OTHER ITEMS REQUIRING BOARD ACTION**

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

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

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

### **INFORMATION AND CORRESPONDENCE**

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

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

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

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

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



## ***B. Minutes of the Regular Meeting of September 27, 2012***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 27, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:03 p.m. on September 27, 2012, in Room 492-93, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, with the following members present:

James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Rhonda Sutton, Donald Tuescher

Absent: Melissa Fitzsimons, Eileen Nickels, and Chris Prange

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

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

#### **BOARD MEETING NOTICE/AGENDA**

Thursday, September 27, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

#### **OPEN MEETING**

The following statement will be read: "The September 27, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

#### **CONSENT AGENDA**

A. Approval of Agenda

B. Minutes of the Regular Meeting of August 23, 2012

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer's Cash Balance

- 3. Budget Control
- D. Contract Revenue
- E. Manpower Lease

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Friend of the College Award Proclamation
- B. Request for Approval of Student Activities Center Project
  - 1. Resolution Approving Student Activities Center Project
  - 2. Resolution Requesting State Board Approval of Student Activities Center Project
- C. Student Services Renovation Bid
- D. Outdoor Dining Terrace Bid
- E. Robotic Trainer System Bid
- F. Wisconsin Code of Ethics Resolution
- G. Personnel
  - 1. Employment
- H. Friend of the College Award Criteria

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Marketing and Business & Industry Services Report
- B. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

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

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. 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 bargains reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of August 23, 2012

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

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

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent agenda, including the Board agenda; the August 23, 2012, Board minutes; financial reports; 12 contracts totaling \$144,609.15; and an office space lease with Manpower. Ms. Mickelson seconded the motion, which was unanimously approved.

Brought forth for approval by the Board was a proclamation honoring a "Friend of the College." Mr. Moyer moved to approve the proclamation honoring retiring Sheriff Keith Govier as a "Friend of the College." Ms. Mickelson seconded the motion; motion carried. The award was presented to Sheriff Govier by Dr. Ford and Mr. Kohlenberg.

A request for approval of the Student Activities Center project was presented by Caleb White, Vice President for Administrative Services. The project had been approved by the 2011-12 Student Senate at 100 percent funding from the student activities fund. This fiscal year, Student Senate unanimously approved the renovation plan for a Student Activities Center. One of the former Automotive Technician labs will be retooled to a Student Activities Center. Student Senate will pay \$250,000 this fiscal year and \$50,000 for the next four years to the College for the renovation costs. Mr. Tuescher moved to approve the renovation of the Student Activities Center, with Ms. Sutton seconding the motion. The motion carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of renovation of the Student Activities Center. Ms. Sutton seconded the motion; motion carried.

Mr. White presented the bid summary for the Student Services Renovation project. Bids were opened on September 25, 2012, with only one bid received. Mr. White recommended accepting the base bid and alternate no. 2 bid for LED lights less the performance bond and sales tax savings on material. Materials will be purchased directly by Southwest Tech. It was noted that four or five companies accessed the bid proposal and two companies were present for the prebid conference. Mr. Kohlenberg noted that the process for bidding may need to be evaluated to determine why we are not getting more bidders on projects. Mr. Moyer moved to award the Student Services Renovation project to Midwest Builders, Inc., of Fennimore, WI, with a low bid of \$460,822. Mr. Tuescher seconded the motion; motion carried.

The Outdoor Dining Terrace bid received no bids. Mr. White explained that in talking with potential bidders they felt the timeframe to complete the work was too tight for this fall. The bid will be put back out in the spring.

A bid summary for two robotic trainer systems was presented by Mr. White. One bid was received. This is specialized equipment and a small numbers of bids were expected. This equipment is for the second section of the Electromechanical Technology program that will be added in January with grant funding. Mr. Tuescher moved to accept the bid from Rixan Associates of Dayton, Ohio, for two (2) trainer systems with robots in the amount of \$72,614. Ms. Messer 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. Tuescher moved to approve the Code of Ethics Resolution as presented with Ms. Mickelson seconding the motion. The motion carried.

Under Personnel, Laura Bodenbender, Director of Human Resources, presented an employment recommendation for the MSSC Consortium Coordinator position. Six applications were received with four candidates interviewed. Funding for this position is from a three-year grant. Mr. Moyer moved to approve the employment recommendation for Craig Woodhouse for the MSSC Consortium Coordinator (LTE) position at a salary of \$33,500 for the 2012-13 year. Mr. Tuescher seconded the motion; motion carried.

Dr. Ford presented the criteria for the Friend of the College Award. The Friend of the College Award will recognize the contributions of individuals or organizations that have advanced the mission and values of the College. Mr. Moyer moved to approve the criteria for the Friend of the College Award as presented. Ms. Messer seconded the motion; motion carried.

Derek Dachelet, Director of External Relations, provided a Marketing/Public Relations and Business & Industry Services Report updating the Board on current and new activities, future directions, and continuous improvement. Current marketing activities included the Southwest Tech Charger mascot rollout and the Public Safety Open House. New and ongoing initiatives include partnering with high schools in learning-based activities, individual program marketing meetings, integration of the prospects module in CAMS, a new website platform, increasing e-mail marketing through Constant Contact; the President's Blog, and Facebook.

A comparison of FY2011 to FY2012 in Business & Industry Services showed there was an increase of 760 constituents served, an additional ten contracts were written, and \$140,000 more in sales was recorded. Business & Industry Services is moving toward a business model, implementing a more efficient tracking method of revenue and expenses, planning to maximize Workforce Advancement Training (WAT) grants and other grants, and expanding the market share by developing new product areas and partnerships.

Ms. Bodenbender provided an update on College staffing noting one support staff and one instructional position were filled in September. Job postings are being prepared for three support staff positions and one supervisory position. Ms. Bodenbender also provided an update on the Employee Handbook, which will go into effect July 1, 2013.

Mr. White presented the program-based FTE comparison report, which reflected a two (2.0) percent decline from FY2012. Mr. White noted that on the WTCS Comparison Report, the system is projecting a decrease of one percent this fiscal year. Southwest Tech's projection remains flat.

Under the Chairperson's Report, Mr. Kohlenberg named Russell Moyer as the voting delegate and Donald Tuescher as the alternate for the ACCT Leadership Congress in October.

The President's Report included:

- The 2012 Southwest Tech Associate Degree Nursing graduates received a 100 percent pass rate.
- The Foundation has closed on the Forseth property adjacent to the Student Housing and can now house 100 students. They also refinanced all their

housing loans to one consolidated loan which shortened the repayment period to 20 years.

- An administrative Signatory Policy is being developed, which will protect the College and protect staff members from liability issues. The policy will state that the President and his designee may sign contracts. Dr. Ford plans to delegate authority to Mr. White and Dr. Thomas, the Vice President for Student & Academic Affairs.
- The WTCS Budget Request has been submitted to the Governor's Office. It is an aggressive budget request that ties in with the Technical College System's plan for closing the skills gap. The request is for \$90 million in new money. The President's Association is working on an advocacy plan and will be working on a letter writing campaign.

Under Other Information, Mr. Tuescher asked about the IT backup system. Mr. White explained that the IT Department continues to work on a system and that equipment has been ordered.

Mr. Tuescher moved to adjourn to closed session, with Ms. Mickelson seconding the motion. Upon a roll call vote where all members present voted affirmatively, the meeting adjourned to closed session at 8:17 p.m.

The Board reconvened in open session at 9:37 p.m. Mr. Moyer moved to approve the rental agreement with Platteville Schools. Ms. Sutton seconded the motion; motion carried. Mr. Tuescher moved to approve the insurance plan as presented with the elimination of the last two bullets. Ms. Sutton seconded the motion; motion carried.

With no further business to come before the Board, Ms. Messer moved to adjourn the meeting. Ms. Mickelson seconded the motion. The motion carried, and the meeting adjourned at 9:41 p.m.

---

Melissa Fitzsimons, Secretary

## ***C. Financial Reports***

### ***1. Purchase Orders Greater Than \$2500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 9/01/2012 TO 9/30/2012**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
9/21/2012	5889	G&K Services	5,356.00	Maintenance & Parts (mat, towels, etc.), Blanket PO 12-13
<b>SUBTOTAL</b>			<b>\$ 5,356.00</b>	
<b><u>CAPITAL FUND</u></b>				
9/4/2012	5884	Triplett Corporate Interiors	3,120.00	Rectangular Top/Crank Tables (4) - ADA
9/7/2012	5886	Affordable Office Interiors	14,975.00	Partitions for Student Services Renovation
<b>SUBTOTAL</b>			<b>\$ 18,095.00</b>	
<b>TOTAL</b>			<b>\$ 23,451.00</b>	

## ***2. Treasurer's Cash Balance***

### **Southwest Wisconsin Technical College Report of Treasurers Cash Balance 9/30/2012**

#### Liability End of Month Balances

FICA	57,084.54
Federal Withholding	48,663.70
State Withholding	22,403.12
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	-
Deferred Compensation	-
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	579,984.19
Other (Due To)	<u>12,402,918.68</u>
Total Liability Adjustment	13,518,668.37

Beginning Treasurers Balance 1,319,700.93

#### Receipt

Fund	
1 General	483,505.02
2 Special Revenue	-
3 Capital Projects	1,592.33
4 Debt Service	-
5 Enterprise	72,842.78
6 Internal Service	336,599.70
7 Financial Aid/Activities	<u>230,238.48</u>
Total Receipts	<u>1,124,778.31</u>

Cash Available 2,444,479.24

#### Expenses

Fund	
1 General	1,591,691.73
2 Special Revenue	-
3 Capital Projects	175,163.54
4 Debt Service	-
5 Enterprise	138,073.21
6 Internal Service	273,103.17
7 Financial Aid/Activities	<u>3,288,813.43</u>
Total Expenses	<u>5,466,845.08</u>

Treasurers Cash Balance (3,022,365.84)  
Liability Adjustment 13,518,668.37  
Cash in Bank 10,496,302.53

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 3 Months ended September 2012**

	<b><u>2012-13 Budget</u></b>	<b><u>2012-13 YTD Actual</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>	<b><u>2010-11 Percent</u></b>	<b><u>2009-10 Percent</u></b>	<b><u>2008-09 Percent</u></b>
General Fund Revenue	21,318,000.00	4,383,670.93	20.56	21.45	20.44	20.02	18.03
General Fund Expenditures	21,618,000.00	4,593,114.52	21.25	19.94	18.83	18.86	19.41
Capital Projects Fund Revenue	2,550,000.00	2,529,537.63	99.20	101.81	94.07	99.61	1.98
Capital Projects Fund Expenditures	2,991,000.00	845,346.73	28.26	47.26	79.27	74.21	3.61
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	725,557.25	39.22	39.03	50.32	37.53	30.67
Enterprise Fund Expenditure	1,650,000.00	384,562.40	23.31	18.61	22.92	32.00	22.25
Internal Service Fund Revenue	3,950,000.00	858,991.36	21.75	15.12	20.99	20.09	18.30
Internal Service Fund Expenditures	3,900,000.00	979,994.77	25.13	28.04	22.82	23.43	30.42
Trust & Agency Fund Revenue	7,780,000.00	458,329.69	5.89	5.68	5.06	53.92	22.93
Trust & Agency Fund Expenditures	7,780,000.00	3,425,434.28	44.03	40.99	3.02	52.88	35.42
<b>Grand Total Revenue</b>	<b>42,508,000.00</b>	<b>8,956,086.86</b>	<b>21.07</b>	<b>21.21</b>	<b>20.70</b>	<b>54.90</b>	<b>14.22</b>
<b>Grand Total Expenditures</b>	<b>42,999,000.00</b>	<b>10,228,452.70</b>	<b>23.79</b>	<b>24.23</b>	<b>17.78</b>	<b>31.47</b>	<b>17.45</b>



## D. Contract Revenue

There were 15 contracts in September 2012 totaling \$19,013.54 for Board approval. The Contract Revenue Report follows:

### 2012-2013 CONTRACTS

09/01/12 through 09/30/12

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2013-0038-I-41	First Aid	Rita Luna	2	70.00	No		x	
Fitness 14	CPR for Healthcare Provider Recertification		9	405.00	No		x	
03-2013-0040-I-21	Farm Safety Awareness	Karl Sandry	17	266.73	No		x	
Iowa County Emergency Government	CPR	Rita Luna	2	70.00	Yes		x	
03-2013-0069-I-41	EPA Refrigeration Certification	Derek Dachelet	6	2,000.00	No		x	
Design Homes, Inc.								
03-2013-0072-I-99	Basic Self Defense Applications	Kris Wubben	48	2,190.91	No	x		
Sigma Phi Epsilon Fraternity	Firearms Safety & Awareness							
03-2013-0074-I-21	Advanced Agency Firearms	Kris Wubben	14	517.48	Yes		x	
Iowa County Sheriff's Department								
Barneveld Police Department								
03-2012-0077-I-11	CPR	Rita Luna	12	420.00	Yes		x	
Barneveld School District								
03-2013-0082-I-18	Van Education	Kris Wubben	5	206.65	No		x	
University of Wisconsin - Platteville								
03-2013-0083-I-11	CPR	Rita Luna	16	560.00	Yes		x	
Prairie du Chien School District								
03-2013-0085-I-41	Microsoft Excel 2010	Derek Dachelet	30	8,615.00	No		x	
Curwood, Inc.								

03-2013-0088-I-21	Pursuit Refresher	Kris Wubben				
Lafayette County Sheriff's Department			20	891.60	No	x
Argyle Police Department			2	89.16	No	x
Belmont Police Department			2	89.16	No	x
Blanchardville Police Department			2	89.16	No	x
Cuba City Police Department			3	133.74	No	x
Darlington Police Department			7	312.06	No	x
Dickeyville Police Department			1	44.58	No	x
Hazel Green Police Department			3	133.74	No	x
Shullsburg Police Department			3	133.74	No	x
03-2013-0111-I-41	CPR	Rita Luna	8	280.00	No	x
Rose Bud's Daycare						
03-2013-0114-I-41	Heartsaver 1st Aid w/CPR and AED	Rita Luna	10	500.00	No	x
Rayovac						
03-2013-0120-I-99	Heartsaver First Aid/CPR & AED	Rita Luna	20	434.83	No	x
Christian Fisher						
03-2013-0122-I-41	CPR for Healthcare Provider Recertification	Rita Luna	2	70.00	No	x
Golden Living						
03-2013-0124-I-42	CPR for Healthcare Provider Recertification	Rita Luna	14	490.00	Yes	x
Barneveld Rescue Squad						
Totals:			<u>258</u>	<u>\$ 19,013.54</u>		

## E. Membership to American Association of Community Colleges

The 2013 American Association of Community College invoice is below. The 2013 membership fee has been maintained at the 2012 level.



American Association of Community Colleges  
One Dupont Circle, NW, Suite 410, Washington, DC, 20036, USA  
Phone: (202) 728-0200 Fax: (202) 833-2467

Page: 1 of 1

### 2013 Annual Dues Notice

Date: 11-Sep-2012  
Ship-To: 000000001102-0

Order Number: 1000133411  
Order Date: 11-Sep-2012

Southwest Wisconsin Technical College  
Attn: Duane M. Ford  
1800 Bronson Blvd  
Fennimore, WI 53809

Invoice No	Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
	AACC/INST_MBR-AACC - Institutional Member 01-Jan-2013 to 31-Dec-2013	Active	Proforma	1	3,340.00	0.00	0.00	0.00	3,340.00
	AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2013 to 31-Dec-2013	Active	Proforma	1	50.00	0.00	0.00	0.00	50.00
Shipping:									0.00
Total :									3,390.00
Paid To Date									0.00
Current Amount Due :									3,390.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000001102-0 Southwest Wisconsin Technical College  
Order No.: 1000133411

Balance Due(USD): 3,390.00

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

Amount: \_\_\_\_\_

Send payments to: American Association of Community Colleges  
PO Box 75263  
Baltimore, MD 21275

**Recommendation:** Approve the consent agenda.

## **Other Items Requiring Board Action**

### ***A. Fund & Account Transfers (2011-12 Budget Modifications)***

Information on the budget modifications will be available at the Board meeting. Caleb White will present the material to the Board.

**Recommendation:** Approve the 2011-12 budget modifications as presented.

### ***B. Resolution for Adoption of 2012 Tax Levy***

Information on the 2012 tax levy will be available at the Board meeting. Caleb White will present the tax levy at the Board meeting.

**Recommendation:** Approve the total tax levy for 2012 as presented.

### ***C. Request for Approval of Rental of Facilities in Dodgeville***

Caleb White will present the Request for Approval for a Rental Space for a Dodgeville Outreach Site.

1. **Resolution Approving Lease** – The resolution approving the lease of 3,000 square feet of space in Dodgeville, WI, is available below.

**Recommendation:** Approve the lease of approximately 3,000 square feet located at 316 W. Spring Street, Suite #5, in Dodgeville, WI, to provide an off-site classroom/office space.

**RESOLUTION  
OF THE  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARD**

WHEREAS, Southwest Wisconsin Technical College has increased need for larger outreach facilities by the Adult Basic Education program and expansion of offerings to district residents, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need for an additional, off-campus facility in Dodgeville of approximately 3,000 square feet to meet classroom/office demand, and

WHEREAS, Southwest Wisconsin Technical College has considered the lease for an additional facility located at 316 W. Spring Street, Suite #5, Dodgeville, WI, and

BE IT THEREFORE RESOLVED that the District Board of Southwest Wisconsin Technical College approves the lease of approximately 3,000 square feet located at 316 W. Spring Street, Suite #5, in Dodgeville, WI, to provide an off-site classroom/office space.

Adopted and recorded this 25<sup>th</sup> day of October 2012.

---

James D. Kohlenberg  
Chairperson

ATTEST:

---

Melissa Fitzsimons  
Secretary

2. **Resolution Requesting State Board Approval of Lease** – The resolution approving the submission of the lease of an off-site classroom/office facility to the State Board is available below.

**Recommendation:** Approve the submission to the State Board for their approval of the lease of an off-site classroom/office facility in Dodgeville, WI.

**RESOLUTION  
OF THE  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARD**

WHEREAS, the District Board of Southwest Wisconsin Technical College has approved the lease of approximately 3,000 square feet located at 316 W. Spring Street, Suite #5, Dodgeville, WI, to provide classroom/office facilities to meet the needs of the Adult Basic Education and expansion of offerings to district residents in the Dodgeville area.

BE IT THEREFORE RESOLVED that the District Board of Southwest Wisconsin Technical College submits for State Board approval the lease of an off-site laboratory and classroom facility.

Adopted and recorded this 25<sup>th</sup> day of October 2012.

---

James D. Kohlenberg  
Chairperson

ATTEST:

---

Melissa Fitzsimons  
Secretary

#### ***D. Culinary Arts Scope Proposal***

Joyce Czajkowski, Dean of Agriculture, Business & General Studies, will present the Scope Proposal for a two-year associate degree Culinary Arts Program. The Scope Proposal is available below.

**Recommendation:** Approve the submission to the State Board for their approval of the Scope Proposal for Culinary Arts.

## SCOPE

### District Request (TC-OCCSCP-1A)

Wisconsin Technical  
College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and Apprenticeship (Code 50).

District : Southwest Wisconsin Technical College

District Contact Person : Dr. Joyce Czajkowski

Phone : 608-822-2419

Primary Education Director : Randy Zogbaum

Phone : 608-266-2412

Signed : 

Date : 10/18/12

\_\_\_\_\_  
President or Instructional Services Administrator

---

- A. **Aid Code and Proposed Program Number** : 10-316-1
- B. **Proposed Program Title** : Culinary Arts – Associate of Applied Science Degree
- C. **Tentative Program Description**: The Culinary Arts program provides individuals with theory and hands-on training to serve as chefs, executive chefs, or head cooks in the hospitality industry. Students will learn and practice the skills needed for quantity food preparation, nutrition, catering services and events, decorative foods, wines, baking, and gourmet food preparation and dining experiences. Wisconsin state sanitation certification is included in the curriculum.
- D. **Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code)** : 35-1011 Chefs/Head Cooks/Executive Chefs
- E. **Mean Starting Hourly Salary**: \$14.71
- F. **Source of Single Source Request** (If applicable): N/A
- G. **Description of Needs Assessment Methodology to establish preliminary need**: Our Institutional Advancement staff will facilitate telephone surveys with two hundred tri-state area restaurants. If no one is available at initial call to take the survey via telephone, staff will ask how to contact appropriate individual to mail or email the survey for a response. We believe this initial phone call will result in a larger response rate and more completed surveys by the appropriate individuals.

The Survey Monkey tool will be used to enter the responses and tabulate the results. The results will then be reviewed, and further input provided, by our Culinary Advisory Committee via email.



## Culinary Arts Needs Assessment Survey

Thank you for taking the time to give us your feedback! It should take you less than 5 minutes to complete this survey. (All responses will be kept strictly confidential and will be used for the purpose of this Culinary Arts Needs Assessment only.)

### INTRODUCTION:

Southwest Tech is considering an expansion in our program offerings to include a 2 year Associate Degree in Culinary Arts.

The food service industry is the top retail employer in the United States. The Culinary Arts program attracts individuals who wish to train as chefs or mid-managers in the hospitality industry by providing skills with quantity food preparation, nutrition, catering essentials, decorative foods, wines, baking and gourmet dining. Extensive hands-on experience is fundamental to the program. Wisconsin state sanitation certification is included in the curriculum.

The purpose of this survey is to understand the needs of the employers in the food industry and the potential for Culinary Arts training in our region.

At the completion of the Culinary Arts Program, graduates will demonstrate:

- \* Proficiency in professional cooking techniques
- \* Knife skills to meet industry standards
- \* Proper sanitation guidelines
- \* Professionalism through proper conduct and dress
- \* Production of a wide variety of food items in a timely fashion
- \* The ability to work with colleagues to meet goals and objectives
- \* Interpersonal skills with colleagues and patrons
- \* Necessary math functions effectively
- \* The ability to train entry level food service employees

### **\* 1. How many individuals are currently working as a Cook/Chef in your organization?**

☐ 0

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6 or more

## Culinary Arts Needs Assessment Survey

**\* 2. Please complete the following information for the Cooks/Chefs employed in your organization.**

(\*NOTE: if more than one cook, please give best estimate or average of all cooks; example: 1 cook at 40 hr/wk, 2 cooks at 20 hr/wk: 80 hr/week divided by 3 cooks = average 27 hr/week. Enter either \$/hour OR annual salary. )

# hours worked per week:   
# weeks work per year:   
Hourly wage, \$/hour:   
(or) Annual salary:

**\* 3. Please indicate how many current and future Cook/Chef job openings are applicable for your organization.**

# Current Cook/Chef job openings:   
# Future Cook/Chef job openings over the next 3-4 years:

**\* 4. Would you hire a person with a Culinary Arts degree?**

- ☐ Yes  
☐ No  
☐ Not sure

**\* 5. How many individuals who are currently working at your organization would you encourage to obtain Culinary Arts training?**

# of employees

**\* 6. What would you expect to pay an entry level Cook/Chef who has obtained an Associate Degree in Culinary Arts? (enter either \$/hour OR annual salary)**

\$/hour:   
(or) Annual salary:

## Culinary Arts Needs Assessment Survey

**7. Please complete the following information about your business/organization.**

**All responses will be kept strictly confidential and will be used for the purpose of this Culinary Arts Needs Assessment only.**

Your Name:	<input type="text"/>
Business Name:	<input type="text"/>
Address:	<input type="text"/>
Address line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zipcode:	<input type="text"/>
Email Address or Website URL:	<input type="text"/>

**8. If Southwest Tech were to proceed with a Culinary Arts degree, would you consider partnering with us to accept students into a 72 hour paid internship with your business?**

- ☐ Yes  
☐ No  
☐ Not Sure

**9. If Southwest Tech were to proceed with a Culinary Arts degree, would you be willing to serve on SWTC's Culinary Arts Advisory Board?**


- ☐ Yes  
☐ No  
☐ Not Sure

**10. Thank you for your interesting in serving on the Culinary Arts Advisory Board if Southwest Tech proceeds with implementing this degree program. Please provide your name, phone number and email below. We will contact you if the need arises.**

Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Alternate Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

## Culinary Arts Needs Assessment Survey

**11. Please provide any other additional comments or recommendations you may have for specialized Culinary Arts training.**



Thank you very much for participating in this survey!

We will compile the survey results and use the information to determine the need for Culinary Arts training within the Southwest Tech district and beyond.

Page 4

H. **Expected Rate of Return** (Survey is attached): 30%.

I. **Analysis of preliminary labor market demand and employment trends for graduates:**  
The need for a culinary arts program was initiated by phone calls to the president of the College and the dean from area restaurants who were upgrading their food service to a gourmet level. The restaurant managers needed staff with a higher level of training to work in their gourmet kitchens. The first year classes offered in our current Culinary Management AAS did not provide gourmet-level culinary skills. It is our intent to provide culinary arts focused training during the second year of classes so that students can choose either a

culinary arts pathway or a culinary management pathway for their associate degree specialty after their first year of preparatory techniques.

In addition to these specific requests from employers in Fennimore, Galena, Il and Dubuque, IA, data on preliminary labor market demand and trends was gleaned from

*Economic Modeling Specialists, Inc. Occupation Report.*

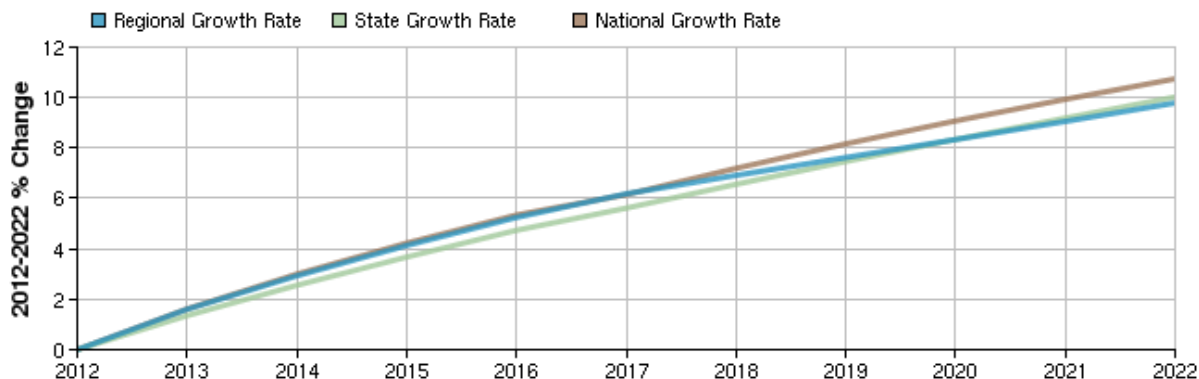
Economic Modeling Specialists, Inc. (EMSI). This data indicates that regional, state, and national need for chefs and head cooks will continue to rise through 2022. The report area included: *Jo Daviess, Illinois (17085), Dubuque, Iowa (19061), Crawford, Wisconsin (55023), Grant, Wisconsin (55043), Iowa, Wisconsin (55049), Lafayette, Wisconsin (55065), Richland, Wisconsin (55103).* This report uses state data from the following agencies: *Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information.*

Our current Culinary Specialist one-year technical diploma prepares cooks for this market, but it does not prepare chefs, head cooks, or assistants to chefs and head cooks with needed skills for this rising gourmet food industry. Our current AAS degree in Culinary Management prepares students for front-of-the-house management level positions. We need to bridge the gap to upgrade the skills for back-of-the-house employees.

### **Occupational Breakdown**

SOC Code	Description	2012 Jobs	2022 Jobs	Openings	2012 Avg Hourly Wage
35-1011	Chefs and Head Cooks	53	57	9	\$14.71
35-2011	Cooks, Fast Food	389	468	178	\$8.26
35-2012	Cooks, Institution and Cafeteria	467	507	159	\$11.11
35-2014	Cooks, Restaurant	803	868	291	\$9.71
35-2015	Cooks, Short Order	186	184	53	\$9.83
Total		1,898	2,083	690	\$9.83

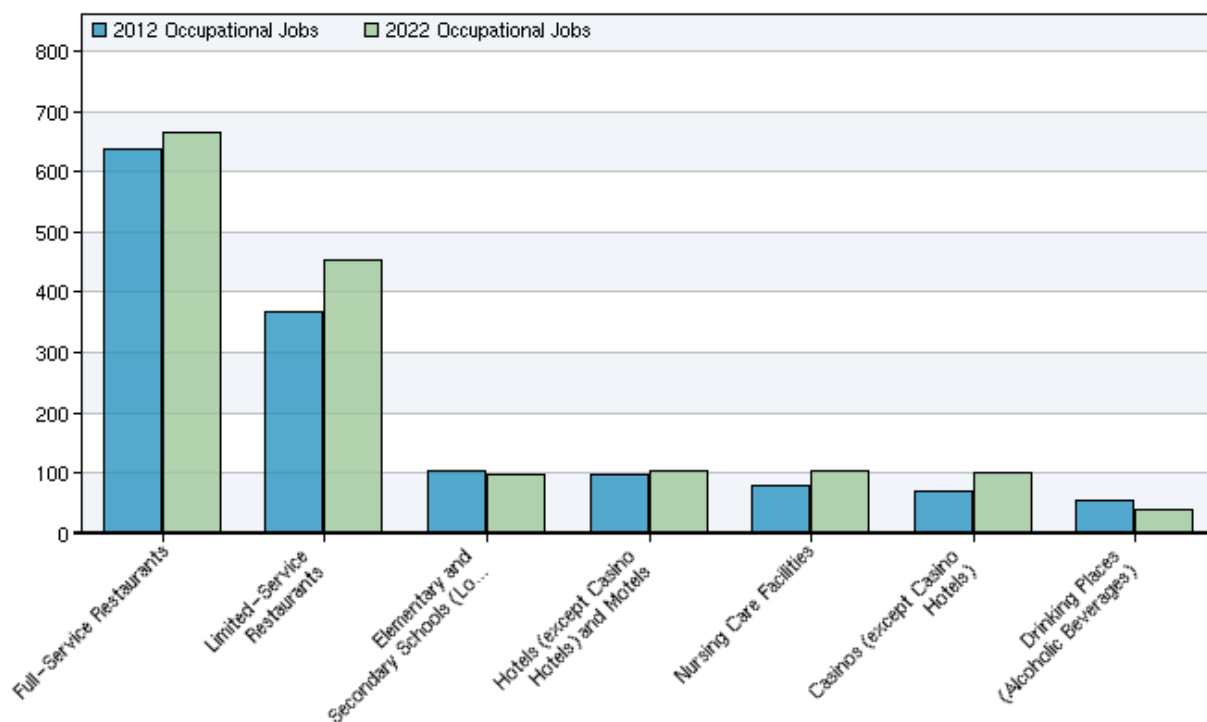
### **Occupational Change Summary**



Region	2012 Jobs	2022 Jobs	Change	% Change	Openings (new & replacement)	2012 Ave Hourly Wage
Regional Total	1,898	2,083	185	10%	690	\$9.83
State Total	155,642	171,238	15,596	10%	55,759	\$10.49
National Total	2,297,832	2,544,845	246,845	11%	833,740	\$10.85

Occupational jobs from 2012 through 2022 continue to grow for full-services and limited service restaurants, which is reflected in the bar chart below. This data also supports the need for additional gourmet-focused training in our tri-state area. Job growth is also indicated for casinos and nursing facilities. A slight job growth is indicated for hotels.

### Top Industries for Selected Occupations



Name	2012 Jobs	2022 Jobs	Change	% Change
Full-Service Restaurants	639	664	25	4%
Limited-Service Restaurants	367	452	85	23%
Elementary/Secondary Schools (Local Govmt)	104	99	-5	-5%
Hotels/Motels (except Casino Hotels)	98	103	5	5%
Nursing Care Facilities	81	103	22	27%
Casinos (except Casino Hotels)	71	102	31	44%
Drinking Places (Alcoholic Beverages)	55	41	-14	-25%

Source: EMSI Complete Employment - 2012.2

**emsi** Economic Modeling Specialists, Inc. Occupation Report. Report area: Jo Daviess, Illinois (17085), Dubuque, Iowa (19061), Crawford, Wisconsin (55023), Grant, Wisconsin (55043), Iowa, Wisconsin (55049), Lafayette, Wisconsin (55065), Richland, Wisconsin (55103) This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information.

- J. **Analysis of how the new degree program relates to the district's mission, goals and objectives:** The mission of Southwest Tech is to provide lifelong learning opportunities with an individual focus for students and communities. The College values include providing learning that is accessible, affordable, and caring as well as meeting the challenges unique to our rural setting.

The proposed Culinary Arts Associate Degree Program will allow residents of our district the ability to earn this degree without traveling out-of-district for this opportunity. It will allow current cooks to return to expand their skills and their earning potential. This program will serve area businesses that require more highly trained cooking specialists with a gourmet cooking focus a greater pool of qualified workers. The rural nature of southwest Wisconsin attracts people who want to live in this area and commute for work into Illinois and Iowa. Culinary jobs in these locations require a more highly trained staff.

Southwest Tech also values collaborative partnerships and will work with UW-Stout to develop articulation agreements to enhance the transferability of our students into Stout's four-year bachelor's degree in hotel and hospitality management. The members of our Culinary Advisory Committee are interested in assisting with this process.

This program will also meet the federal financial aid guidelines so that students' financial aid needs will be met.

- K. **Projected cost assessments related to the development and ongoing maintenance of the program:** The cost to the College to add this new program is manageable. Since the first year classes are the same as those in Culinary Management, costs will mainly be in hiring a second full-time instructor to develop and teach the second year courses. We will also need to set up a dining room to facilitate dining services. We already have a location for this dining room and will just need furniture and new carpeting. Projected cost estimates related to development and ongoing maintenance of the Culinary Arts program are projected in the following chart. We plan to apply for a New and Expanding Program GPR grant to assist with the program costs.

Development & Implementation	Cost per item	Year 1	Year 2	Year 3	Total Cost
General Lab Supplies		\$5,000	\$3,000	\$3,000	\$ 11,000
Instructional Supplies		\$5,000	\$3,000	\$3,000	\$ 11,000
Staffing: 1 full-time instructor		\$48,200	\$49,800	\$51,500	\$148,500
Salary (BS/Step 6)		\$26,500	\$27,400	\$28,300	\$ 82,200
Fringe (55%)					
Curriculum Development 5 New Courses (10 credits) 10 cr x 20 hrs/cr x \$22.00/hr		\$4,400	0	0	\$ 4,400
Furniture & Equipment		\$10,000	\$1,000	\$1,000	\$ 12,000
<b>Projected Revenue:</b> 15 new students in year one and 30 students in years two and three.		\$78,750	\$157,500	\$157,500	\$393,750
<b>TOTAL: Development and Implementation Cost</b>		\$99,100	\$84,200	\$86,800	

Projected revenue is based on 18 new students in year one and approximately 30 students in years two and three.

- L. **Documentation of member participation and outcomes of the Ad Hoc Advisory Committee:** Conversations begin with our Culinary Management Advisory Committee at their May 1, 2012 meeting. A copy of the minutes from that meeting follows to reflect participation and consensus approval of the proposed culinary arts program.

### **Culinary Management Advisory Meeting, May 1, 2012**

Present: Doug Stockli, Jeff Dombeck, Donna Zart, Helen Mar-Adams, Connie Sadler, Monica Krachey, Joyce Czajkowski, Shelley Mergen, Stephanie Robey, Susan Rangel, Rae Marie Woodward, Betsy Ralph, Duane Ford

**Welcome** - Dean Czajkowski welcomed everyone to the meeting during a light supper.

**Elect Chairperson** - Monica volunteered to be the chairperson and called the meeting to order.

**Approve Previous Minutes** - Shelley made a motion to approve the previous minutes, which was seconded by Connie and the motion carried.

**Enrollment Update** - Joyce reported there are currently a total of 24 students coming into Culinary Management and Culinary Specialist for fall. There are approximately 8-12 second-year culinary management students continuing in the program.

**Culinary Vision** – Duane Ford, president, addressed the committee regarding his vision for a possible Culinary Institute that would serve the tri-county area and be a unique addition to Southwest Tech. He noted that he is excited about the program changes that Jeff Dombeck will present, the College can go much farther with our vision since there are no other culinary programs in the district, which also includes Dubuque, IA. and Galena, IL. Southwest Tech district residents work in Iowa and Illinois and we need to train them for chef positions serving these locations. In order to expand, our Foundation Director, Betsy Ralph needs support and buy-in by businesses and the culinary industry as a whole to serve their needs. Duane requested that the advisory board members help us identify supporters to assist in this endeavor. We should also determine if there are any “niche” programs in the culinary area that would be less than an associate degree, but provide trained individuals to fill culinary-based jobs. One member noted that we could develop training or a program to assist individuals who want to own and operate a franchise. The members supported this long-range vision and agreed to assist in identifying needs.

**Culinary Arts Program Discussion:** Jeff Dombeck presented several documents addressing the need and desire to make changes to the Culinary programs at Southwest Tech. His overview included the following:

1. Give the students more program options in the culinary field.
2. Add the popular Culinary Arts program.
3. Adjust educational offerings to align them with the current needs of the culinary



industry.

4. Provide more options for continuing education training, alumni adding culinary arts classes and for current students more interested in culinary arts than management.
5. Adds extra classes than can be filled with students currently on waiting lists.
6. Provide dining room service opportunities for students to interact with the community.
7. Allow for expanded classes in catering, customer service, wine service, and food marketing.
8. Encourage students to complete both culinary arts AND culinary management degree in only three years.
9. Provides additional short-term certificates in different areas on the food industry.

We are interested in adding a Culinary Arts AAS degree program because food and cooking is in vogue right now and more gourmet-type restaurants are looking for higher-trained workers. The timing is good to move forward by providing these additional training options. Incoming students will have more options; current students will have more options; alums will have options to return to expand their basic cooking skills to a gourmet level. Adding a dining service class will allow students to interact with the public one day a week in the first year of classes and two days a week in the second year of classes. The new curriculum (attached) is designed so that students could finish both associate degrees in three years so they will be prepared to work in the front and the back of the house. We have determined that there are jobs in Wisconsin Dells, Dubuque, Iowa and Galena, Illinois for our students. In addition, we have several local restaurants (Silent Woman) who have called the dean to request that students obtain a higher level of training for a "gourmet line chef."

Jeff noted that he worked with the chef instructor at Milwaukee Area Technical College (MATC) to develop the recommendations and used his program as a model. MATC is also offering both culinary management and culinary arts associate degrees.

Jeff reviewed the curriculum in the current Culinary Management program. He then presented a Sample Curriculum Map for both Culinary Management and Culinary Arts (see below). Students will take the same curriculum in the first year and earn the Culinary Specialist Technical Diploma as they do now. At that point, they will choose the culinary arts or culinary management specialty area. Modifications of the Culinary Management curriculum are highlighted in red. New and modified courses in the Culinary Arts curriculum are also highlighted in red.

## **Culinary Arts Proposed Curriculum – NEW Program\***

\*Black ink courses reflect “existing” courses. Red ink reflects new or modified course.

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
10-317-120	Food Sanitation and Safety	2
10-317-107	Baking 1	2
10-317-138	Cooking Principles and Equipment	2
10-317-139	Quantity Prep – Garde Manger	2
10-317-140	Quantity Prep – Soups and Sauces	was 3 2
10-317-141	Quantity Prep – Fruits and Vegetables	was 3 2
10-801-196	Oral/Interpersonal Communication	<u>3</u>
		<b>15</b>
<b>Semester 2</b>		
10-316-165	Catering and Special Functions Planning (new)	2
10-317-104	Nutrition in Food Preparation	2
10-317-108	Baking 2	2
10-317-143	Quantity Prep – Meat Poultry and Seafood	2
10-317-142	Catering and Deli Production	2
10-317-152	Hospitality Law	2
10-804-123	Math with Business Applications	3
10-809-170	Professional Development Seminar	<u>1</u>
		<b>16</b>
<b>Summer Session</b>		
10-317-148	Food Service Internship 1 (reinstated)	2
<b>Semester 3</b>		
10-316-132	Gourmet Dining 1 (new)	2
10-316-133	Garde Manger: Decorative Foods (new)	2
10-316-158	Food Purchasing Analysis / Sustainability (new)	2
10-317-135	Cost Control and Analysis	2
10-801-195	Written Communication	3
10-809-172	Race and Ethnic Diversity	3
10-809-198	Intro to Psychology	
	OR	
10-809-199	Psychology of Human Relations	<u>3</u>
		<b>17</b>
<b>Semester 4</b>		
10-316-135	Gourmet Dining 2 (new)	3
10-317-155	Exploring Wines (reinstate)	2
10-317-132	Specialty Foods (moved from 2 <sup>nd</sup> semester)	2
10-317-111	Menu Management and Marketing	2
10-809-195	Economics	3
10-809-196	Intro to Sociology	<u>3</u>
		<b>15</b>
<b>Total AAS Credits</b>		<b><u>65</u></b>

## Culinary Management **Modified** Curriculum

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
10-105-110	Computer Applications (1 credit – deleted)	
10-317-120	Food Sanitation and Safety	2
10-317-107	Baking 1	2
10-317-138	Cooking Principles and Equipment	2
10-317-139	Quantity Prep – Garde Manger	2
10-317-140	Quantity Prep – Soups and Sauces	was 3 2
10-317-141	Quantity Prep – Fruits and Vegetables	was 3 2
10-801-196	Oral/Interpersonal Communication	3
		<b>15</b>
<b>Semester 2</b>		
10-316-165	Catering and Special Functions Planning (new)	2
10-317-132	Specialty Foods (2 credits – deleted)	
10-317-146	Coordinating Production with Service (1 cr-deleted)	
10-317-104	Nutrition in Food Preparation	2
10-317-108	Baking 2	2
10-317-143	Quantity Prep – Meat Poultry and Seafood	2
10-317-142	Catering and Deli Production	2
10-317-152	Hospitality Law (moved up from 4 <sup>th</sup> sem)	2
10-804-123	Math with Business Applications	3
10-809-170	Professional Development Seminar	1
		<b>16</b>
<b>Semester 3</b>		
10-196-191	Supervision (3 credits – deleted)	
10-316-126	Hospitality Supervision (reinstated)	2
10-316-133	Catering Management (reinstated)	2
10-316-158	Food Purchasing Analysis / Sustainability	2
	Food Marketing (new)	1
10-317-135	Cost Control and Analysis	2
10-801-195	Written Communication	3
10-809-172	Race and Ethnic Diversity	3
10-809-198	Intro to Psychology	OR
10-809-199	Psychology of Human Relations	3
		<b>18</b>
<b>Semester 4</b>		
10-104-130	Marketing Principles (3 credits – deleted)	
10-196-193	Human Resource Management (3 credits – deleted)	
10-317-103	Supervision of Food Production	2
10-317-155	Exploring Wines	2
10-317-154	Managing Service	3
10-317-152	Hospitality Law (moved up to 2 <sup>nd</sup> semester)	
10-317-111	Menu Management and Marketing	2
10-809-195	Economics	3
10-809-196	Intro to Sociology	3
		<b>15</b>
<b>Total Credits</b>		<b>64</b>

Joyce noted that the curriculum for the one-year technical diploma for Culinary Specialist will need to be modified since the courses are embedded in the first-year curriculum of the Culinary Management and Culinary Arts programs.

### **Culinary Program Pathway**

#### **Semester 1 – Core Curriculum**

Food Sanitation and Safety  
Baking 1  
Cooking Principles and Equipment  
Quantity Prep – Garde Manger  
Quantity Prep – Soups and Sauces  
Quantity Prep – Fruits and Vegetables  
Oral/Interpersonal Communication

#### **Semester 2 – Core Curriculum**

Catering and Special Function Planning  
Nutrition in Food Preparation  
Baking 2  
Quantity Prep – Meat Poultry and Seafood  
Catering and Deli Production  
Hospitality Law  
Math with Business Applications  
Professional Development Seminar

(Completed Culinary Specialist One-year Technical Diploma Completed)

#### **Semester 3 – Culinary Arts Specialty**

Food Service Internship 1  
Gourmet Dining 1  
Garde Manger: Decorative Foods  
Food Purchasing Analysis / Sustainability  
Written Communication  
Cost Control and Analysis  
Race and Ethnic Diversity  
Intro to Psychology OR  
Psychology of Human Relations

#### **Semester 4 – Culinary Arts Management**

Exploring Wines  
Gourmet Dining 2  
Specialty Foods  
Menu Management and Marketing  
Economics  
Intro to Sociology

#### **Semester 3 – Culinary Management Specialty**

Hospitality Supervision  
Catering Management  
Food Purchasing Analysis / Sustainability  
Food Marketing  
Written Communication  
Cost Control and Analysis  
Race and Ethnic Diversity  
Intro to Psychology OR  
Psychology of Human Relations

#### **Semester 4 – Culinary**

Exploring Wines  
Supervision of Food Production  
Managing Service  
Food Service Internship 2  
Menu Management and Marketing  
Economics  
Intro to Sociology

Jeff provided the following curriculum comparison for students to achieve and associate degree in both culinary management and culinary arts as follows:

1. Complete the Culinary Management Program
2. Take the following Culinary Arts Program courses:

<b><u>Summer Session</u></b>	<b><u>Credits</u></b>
Food Service Internship 1	2
<b><u>Semester 3</u></b>	
Gourmet Dining 1	2
Garde Manger: Decorative Foods	2
<b><u>Semester 4</u></b>	
Gourmet Dining 2	3
Specialty Foods	2

**Additional credits needed for Culinary Arts Associate Degree - 11**

**OR**

1. Complete the Culinary Arts Program
2. Take the following Culinary Management Program courses:

<b><u>Semester 3</u></b>	<b><u>Credits</u></b>
Hospitality Supervision	2
Catering Management	2
Food Marketing	1
<b><u>Semester 4</u></b>	
Supervision of Food Production	2
Managing Service	3
Food Service Internship 2	2

**Additional credits needed for Culinary Management Associate Degree - 12**

After reviewing all of the documents presented there was consensus by the advisory committee members to:

1. Approve the new Culinary Arts AAS;
2. Approve the modifications of the Culinary Management AAS;
3. Approve the modifications of the Culinary Specialist one-year diploma.

Joyce and Jeff will complete a final review of the sample curriculum and complete the necessary WTCS documents add the Culinary Arts AAS and modify the Culinary Management AAS and the Culinary Specialist Technical Diploma as reflected in the sample curriculum.

**General Education Update-** Helen Mar Adams presented the general education update. Connie noted that it is very important that students in food service be trained in

“people skills.” She supported the general education classes listed in the new curriculum samples since there were no changes made. Helen Mar noted that Math with Business Applications is a good fit for the culinary programs. She liked the culinary arts and culinary management programs because it was strong in social sciences.

**Cooking Seminars – Community Outreach** – Shelley reviewed the three community outreach seminars: 1) Gluten Free Cooking, 2) Cooking for Diabetics and 3) Cooking for Low Calorie Diets. Southwest Tech will be offering these outreach classes to focus interest in our culinary programs as well as reach local communities with nutrition classes. These courses were offered in Prairie du Chien, but Shelley is also looking into Mineral Point, Platteville and Darlington as possible locations. Connie mentioned that seasonal cooking ideas would be a great way to reach people. Shelley is also working on these ideas as well. Joyce thanked Shelley for working on this initiative.

**Luncheon Update** - Jeff provided an update on the three luncheons held this past spring. The luncheons were very well received. Jeff stated that the students take the preparation and delivery of the meals very seriously and that he lets them take charge of the event. Betsy noted that providing these luncheons was a great way for the Foundation to reach more donors and stay in touch with alums. The Foundation usually purchases at least one table and the attendees were impressed with the food and the student’s presentations.

**Other Items:**

**Guest Chef Discussion** – Joyce asked the committee what they thought about hosting a “guest chef.” The committee believed that the chef would need defined expectations and learning outcomes before they presented in order to be sure something was added to the curriculum. Cajun cooking and cooking by a SYSCO chef were discussed. Student competitions were also suggested. For example, a student would be provided with a basket of ingredients and have to cook something during a specific timeframe. Final products would be judged by former students. Current students would assist the competitors.

**New Member Discussion** – Names of several new members were recommended in order to expand the number of individuals on the advisory committee and ensure a large enough attendance for discussion of action items. Joyce and Jeff took note of the names.

**Next Meeting** – The next meeting was set for Tuesday, October 23, 2012 at 4:30 p.m. in Room 490 at Southwest Tech. Joyce thanked all for attending.

- M. **Summary of initial discussions with other WTCS districts offering a similar or same program:** (Attached) On September 26, 2012, the Vice President for Student and Academic Affairs transmitted a letter via email and post to the appropriate Instructional Services Administrator at Blackhawk TC, Lakeshore TC, Gateway TC, Moraine Park TC, Nicolet ATC, Milwaukee ATC, Fox Valley TC and Madison College to request input. A copy of the letter is included below. Responses were received via email. A summary of these initial discussions is included in Attachment B.)

- N. **Documentation of District Board approval of the Program Scope:** Review of the Scope Proposal is on the published agenda for the Thursday, October 25, 2012 District Board Meeting for approval. Administration will recommend that the Board approve the Scope Proposal so further information can be obtained through the Needs Assessment phase. A copy of the Board Resolution will be forwarded to the WTCS by October 31, 2012 to verify the District Board approval.

September 26, 2012

Dr. Sharon Kennedy  
Vice President of Learning  
Blackhawk Technical College  
6004 S County Road G  
PO Box 5009  
Janesville, WI 53547-5009

Dear Sharon,

Phil's disclaimer:

Since I am new to this process, please bear with me and please offer any suggestions if I am not following the process completely.

Southwest Tech is in the beginning phase of the WTCS new program development process for a Culinary Arts AAS Degree. As a part of the process, I am writing to ask for your assistance in gathering information for the Scope Proposal and Need Demonstration stage of this process. I am contacting you since you are listed as offering a program with the same title and code designation with the following request for information.

Please assist us with information on current graduation/placement rates, recruitment issues, program wait list, potential capital expenses, regulations and/or accreditation issues, laddering or articulation opportunities, and whether any Southwest Tech district residents are enrolling in your existing program. We would also appreciate information as to the extent/number of enrollees, etc.

If you would please forward any information to me or my staff by Friday, October 12, I would appreciate it. Joyce Czajkowski, Dean of Business, Agriculture and Gen Ed, can be reached at 608-822-2419 or [jczajkowski@swtc.edu](mailto:jczajkowski@swtc.edu), and she would be happy to discuss the particulars of our proposed program and answer any questions you may have regarding our plans.

Our intention is to file the necessary documentation with the WTCS Office on **October 31, 2012**. Any feedback based on this request above will be incorporated into our Need Demonstration. We will not be able to incorporate any feedback not provided by the October 31<sup>st</sup> date. Any questions or concerns can be communicated to me at 608-822-2721. Thank you for any assistance you can provide.

Warm regards,



Phil Thomas, Ph. D.  
Vice President for Student & Academic Affairs  
[pthomas@swtc.edu](mailto:pthomas@swtc.edu)

1800 Bronson Boulevard  
Fennimore, WI 53809-9778  
phone 608.822.3262  
toll free 800.362.3322  
tdd 608.822.2072  
fax 608.822.6019  
[www.swtc.edu](http://www.swtc.edu)



## **ATTACHMENT B**

### **Summary of Initial Discussions with Other WTCS Districts to Date**

#### **Milwaukee Area Technical College**

Richard Busalacchi provided information on placement rates for Culinary Arts graduates. These rates have been rising over the past three fiscal years (88% in 2009, 95% in 2010) to 100% placement in 2011. He noted that recruitment has been higher than normal due to the exposure and glamorization of the food industry on popular television shows. Milwaukee's labs serve a minimum of 18 students, which fits the projections for student numbers at Southwest Tech. He noted that their program is accredited by the American Culinary Federation Association and forwarded the required competencies for program accreditation, which he encouraged. MATC works with local high schools and transfers credits for students completing Prostart offered by the Wisconsin Restaurant Association/National Restaurant Association. We do not believe there are any programs like this in our local area high schools at this time. MATC is currently working with UW-Stout and Kendall College to establish a pathway for a Bachelor's degree, which is our intention as well. Overall, MATC supported our interest in Culinary Arts.

#### **Fox Valley Technical College:**

Chef Jeff Igel, Department Chair at Fox Valley provided information on their Culinary Arts program. He noted that enrollment is directly proportionate to the amount of time and effort spent in the public eye. Over the past 15 years "chef" careers boomed based on the heightened interest in cooking programming on TV. He cautioned that "chefs in the real world are not rock stars as they scrub burned pots, mop floors and sweat a lot" so this vision of chefs may be misleading to students. He recommended that accreditation through the American Culinary Federation is necessary and that the best time to look at accreditation is during the formulation of the program. He also noted that culinary arts programs require specialized instructors. He mentioned the importance of connecting with high schools through the National Restaurant Association's Prostart program. This is a good program for students who need a different career pathway to work.

**Gateway Technical College:** Terry Simmons, Dean of Service Occupations, provided data. Enrollment numbers for 2011-12 reflected a total of 182 students (15 were full-time and 167 were part-time) generating 64 FTE's. It was interesting to see that the large majority of the students were attending part-time. They had 12 graduates in 2010-11 with 9 responding to their graduate survey. Eight respondents were in the labor market with five employed in a related field, one employed in an unrelated field, and two were unemployed. There were no Southwest Tech District students attending. He noted that there is a demand for the program and that they start about 30 students each semester so they do not have a waiting list. They also accept Prostart high school transfer students. They recently remodeled their kitchen and purchased over \$200,000 in equipment and \$17,000 in small wares. State and local health regulations apply to food production and they offer ServSafe certification for students.

**Blackhawk Area Technical College:** Don Smith, Dean of Business & Economic Development provided data. Blackhawk enrolled 166 students in 2011 and 165 students in 2012. They had one student from the Southwest Tech district enrolled in 2010 and one currently enrolled in 2012. Sixteen students graduated in 2010 and 22 students graduated in 2011. These numbers seem to mimic Gateway's numbers indicating that large numbers of students attend part-time given the lower numbers actually graduating from the program over the past two years (2010 and 2011). In comparison, Blackhawk graduated 123 students in 2009. Don indicated that there were no recruitment issues and no waiting list for program entry.

**Moraine Park TC:** Jim Eden referred us to the data on their website for the requested Culinary Arts program information.

**Madison College:** Terry Webb is working on providing information and will get back to us.

No responses were received from Nicolet ATC, or Lakeshore TC to date; however, we plan to continue our efforts to make contact with them to obtain feedback as we move forward. As we move forward, we will take a closer look at the curriculum from the colleges that recommended American Culinary Federation (ACF) accreditation to see how our proposed curriculum aligns. We will also review the required knowledge and skill competencies recommended by the ACF as we further develop our curriculum and courses.

### ***E. Personnel***

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

### ***F. Federally Qualified Health Center (FQHC) 501(c)3***

Eileen Brownlee, the College's General Legal Counsel, will be present to discuss the formation of a 501(c)3 to operate a Federally Qualified Health Center (FQHC).

**Recommendation:** Approve the creation of a 501(c)3 for the purpose of operating an FQHC in the Health Science Center.

## **Board Monitoring of College Effectiveness**

### **A. Review of Purchasing Activity**

A five-year Purchase Card Activity Summary report and a listing of the FY2012 >\$25,000 Vendors are available below. Caleb White will review this information at the meeting.

#### **PURCHASE CARD ACTIVITY SUMMARY**

	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>
July	42,084	42,164	130,086	149,127	64,810
August	38,954	112,427	105,661	211,754	222,404
September	55,527	131,987	178,392	137,841	112,379
October	99,797	68,602	112,956	96,272	98,066
November	49,521	84,163	224,131	108,111	251,840
December	77,900	116,125	157,921	189,290	77,554
January	76,263	61,188	93,645	63,032	98,738
February	82,528	70,706	113,759	88,892	139,536
March	130,956	89,241	203,834	116,942	106,836
April	114,724	91,459	151,103	182,875	103,805
May	411,805	258,714	189,231	78,840	205,067
June	88,372	246,800	280,637	184,155	305,789
<b>Totals</b>	<b>1,268,431</b>	<b>1,373,576</b>	<b>1,941,355</b>	<b>1,607,131</b>	<b>1,786,824</b>
No. of Transactions	3,838	4,588	4,675	5,075	5,463
Average Number of Transactions per Month	320	382	390	423	455
Average Transaction	330.49	299.38	415.26	316.68	317.08
Monthly Average	105,703	114,465	161,780	133,928	148,902

#### **Points of Interest:**

- Currently 128 staff and district board members have purchase cards.
- Over 5,400 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 \$104,000 since 2003.
- The annual rebate received in 2012 was \$22,311.55 at a factor of 1.1410%.
- No material issues or problems have occurred with purchase card activity audits.

**\$25,000 and Greater Vendors for 2011-12**

<b>Vendor</b>	<b>General</b>	<b>Capital Equipment</b>	<b>Capital Construction</b>	<b>Enterprise</b>	<b>Internal Serv/ Trust/Agency</b>
Action Target Inc			35,861		
Advantage Purchasing, LLC			512,605		
AWL*Prentice Hall				103,396	
Badger Welding	23,904	9,483			
Bard Materials			37,457		
Blackboard, Inc	79,526				
Block Iron & Supply Company, Inc.			25,835		
C.K. Norman Development	28,903				
CDW Government	16,555	10,620			
Cengage Learning				170,973	
CESA 3	53,720			2,643	
Crescent Electric Supply Co.			122,342		
Cumulus Media	25,642				
Districts Mutal Insurance	170,139				
Ewald's Hartford Ford Linc Merc		25,930			
FANUC Robotics America Corp		73,595			
Fennimore Lumber Co	1,844			34,069	
Fennimore Municipal Utilities	292,441				
Fisher Scientific	31,924				
Gegare Purchasing, LLC			25,427		
Gilbert Cost Control Consultants Corp			45,452		
Gordon Flesch Co., Inc.	31,472				
HP Direct		41,414			
Laerdal Medical Corporation	6,610	31,992			
Lange Sign Group, Inc.			59,114		
Lifeline Audio Video Technologies	1,925		105,956		
Matthews Book company				30,477	
Midwest Builders, Inc.			664,849		
Midwest Landscaping			80,110		
Milestone Materials			137,952		
Miller Electric Supply, Inc	25,192				
Miron Construction Co., Inc.			155,064		
MSC Industrial Supply	28,185				
Myers Concrete Construction, LLC				25,734	
Myers Mechanical Solutions		29,873			
Nebraska Book Company				136,687	
New Horizons Supply Co-op	31,951				
NewEgg		25,565			
Northeast WI Technical College	74,177				
Olympic Builders Gen Contractors, Inc			1,453,242		
Olympus America Inc	30,945				
Paragon Development Systems, Inc		83,678			
Perceptive Software		55,766			
Plunkett Raysich Architects			156,936		
Poblocki Sign Company, LLC			28,220		
Pro-Safe Fire Training Systems, Inc		73,463			
PSS (Physician Sales & Service)	49,672	13,518			11,862
Resco	32,525				
Salon Centric Corp				26,527	
Schilling Supply Company	31,763				
Sharp Electronics Corporation			51,410		

<b>Vendor</b>	<b>General</b>	<b>Capital Equipment</b>	<b>Capital Construction</b>	<b>Enterprise</b>	<b>Internal Serv/ Trust/Agency</b>
Snap-On Industrial		51,675			
Specially for You Catering	53,640				
Target			63,555		
Three River Systems, Inc.	76,554				
Trane	22,191		178,470		
Triad Associates, Inc.	28,376				
Varco Pruden Buildings			106,391		
Viking Electric Supply, Inc			58,219		
We Energies	44,788				
Western Technical College	38,996				
WPS Health Insurance					93,558
Zimmerman Architectural Studios, Inc			84,158		
<b>Totals</b>	<b>1,333,560</b>	<b>526,572</b>	<b>4,188,625</b>	<b>530,506</b>	<b>105,420</b>
<b>Grand Total</b>					<b>6,684,683</b>

<b>Five-Year Activity Summary</b>	<b><u>2007- 2008</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>	<b><u>2010-11</u></b>	<b><u>2011-12</u></b>
Bookstore	510,119	456,839	951,739	552,878	530,506
Capital / Construction	1,691,972	6,058,556	22,777,881	4,339,558	4,715,197
General / Internal Service / Trust/Agency	1,032,200	1,729,442	1,469,843	1,610,248	1,438,980
Total	3,234,291	8,244,837	25,199,463	6,502,683	6,684,683
Number of Vendors	34	39	65	54	63

## ***B. Student Services Report***

Laura Lee Nyberg-Comins, Director of Student Services, will provide a Student Services Report including Student Senate updating the Board on current and new activities, future directions, and continuous improvement. The report 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 below.

### **POSITION TRACKING July 2012 – June 2013**

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

<b>Name</b>	<b>Title</b>	<b>Status</b>	<b>Start Date</b>
1. Helena Robinson (L/O)	WIA Account Manager	Bumped K.Kabat ASC Lab Asst.	7/1/2012
2. Brian Kitelinger (L/O)	WIA Account Manager	Internal transfer to Jody Millin's pos.	7/1/2012
3. Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012
4. Doug Phillips (Ret)	Business & Ind. Instructor	Internal transfer Jason Kolbe	7/1/2012
5. New Position	Advisor	Internal transfer Kari Kabat	7/2/2012
6. Becky Fernette (Res)	Human Services Instructor	New hire - Julie Antonson	8/6/2012
7. New Position	Electro Mechanical Instr.	New hire - Joshua Klaas	8/6/2012
8. New Position	Electro Mechanical Instr.	New hire - Mary Hudson	8/6/2012
9. New Position	Elic.Power Dist. Lab Asst.	Robert Hampton	8/6/2012
10. Ltd Term Position	Medical Lab Techn Instr	LTE hire – Brian Simmons	8/6/2012
11. Kim Wolf (Res)	Fin. Aid/Bursar	New hire – Ashley Crubel	7/30/2012
12. Temporary Position	College Receptionist	Laura Price	8/28/2012
13. Sherri Kreul (Res)	Evening Custodial – Lead	Susann Bischoff	9/24/2012
14. New Position	MSSC Instructor (LTE)	Craig Woodhouse	10/1/2012
15. New Position	Electro-Mech Lab Asst. (2)	Preparing posting for Spring	
16. New Position	Process Improv/IT Superv.	Selection of interviewees	
17. New Position	Grant Records Support Spec.	Changing posting	
18. Marnie Easler (L/O)	College Receptionist	Exercising bumping rights	
19. Mary Lou Olson (Ret)	Student Records/Serv. Spec.	Internal transfer Marnie Easler	
20. Jane Roesch (Ret)	Accounts Payable	Preparing internal posting	



## Information and Correspondence

### A. Enrollment Report

The current FTE Report compared to last year is available electronically with all other Board material. Caleb White will be available for any questions.



		2011-2012 and 2012-2013 FTE Comparison					
Program Type	Program Title	10-13-11 Students	10-08-12 Students	Student Change	10-13-11 FTE	10-08-12 FTE	FTE Change
10	Accounting	43	37	(6)	19.04	18.70	(0.34)
10	Administrative Professional	20	21	1	10.55	10.33	(0.22)
10	Agri-Business/Science Technology	37	37	-	19.23	19.97	0.74
10	Business Management	81	81	-	36.17	32.93	(3.24)
10	Medical Laboratory Technician	21	22	1	8.99	10.47	1.48
10	Criminal Justice - Law Enforcement	75	60	(15)	38.31	28.87	(9.44)
10	Culinary Management	24	26	2	11.57	11.57	(0.00)
10	Direct Entry Midwife	16	26	10	5.53	10.23	4.70
10	Early Childhood Education	51	47	(4)	25.38	22.80	(2.58)
10	Electro-Mechanical Technology	41	43	2	21.38	21.53	0.15
10	Engineering Technologist	17	20	3	7.80	9.57	1.77
10	Golf Course Management	27	28	1	13.93	13.93	0.00
10	Graphic and Web Design	43	38	(5)	19.71	18.23	(1.48)
10	Human Services Associate	57	49	(8)	24.75	20.67	(4.08)
10	IT-Computer Support Specialist	8	5	(3)	3.40	1.53	(1.87)
10	IT-Network Comm Spec	30	34	4	13.00	14.83	1.83
10	IT-Web Analyst/Programmer	22	25	3	12.71	9.70	(3.01)
10	Individualized Technical Studies	6	2	(4)	1.90	0.70	(1.20)
10	Mechanical Design Technician	1	-	(1)	0.57	-	(0.57)
10	Nursing - Associate Deg	212	203	(9)	57.26	56.97	(0.29)
10	Physical Therapist Assistant	20	37	17	6.15	12.93	6.78
10	Supervisory Management	6	1	(5)	2.00	0.03	(1.97)
	<b>Total Associate Degree</b>	<b>858</b>	<b>842</b>	<b>(16)</b>	<b>359.33</b>	<b>346.50</b>	<b>(12.83)</b>
31	Accounting Assistant	11	12	1	5.60	4.80	(0.80)
32	Agricultural Power & Equipment Tech	44	42	(2)	20.57	22.40	1.83
31	Auto Collision Repair & Refinish Tech	33	27	(6)	9.21	10.57	1.36

Program Type	Program Title	10-13-11 Students	10-08-12 Students	Student Change	10-13-11 FTE	10-08-12 FTE	FTE Change
32	Automotive Technician	53	36	(17)	21.03	17.67	(3.36)
31	Barber/Cosmetologist	41	39	(2)	19.23	22.00	2.77
31	Bricklaying and Masonry	8	-	(8)	2.83	-	(2.83)
31	Building Trades - Carpentry	14	14	-	4.93	7.74	2.81
30	CNC Setup/Operation	10	8	(2)	3.70	4.20	0.50
31	Child Care Services	13	9	(4)	6.47	3.70	(2.77)
30	Criminal Justice-Law Enf Acad	17	15	(2)	8.71	7.97	(0.74)
31	Culinary Specialist	13	13	-	6.27	6.77	0.50
31	Dairy Herd Management	18	14	(4)	9.83	7.83	(2.00)
30	Dental Assistant	20	22	2	7.67	11.57	3.90
31	Electrical Power Distribution	23	24	1	8.70	13.10	4.40
50	Electricity (Construction)	8	12	4	0.58	0.80	0.22
31	Esthetician	10	16	6	3.70	6.50	2.80
30	Farm Business & Production Manage	2	-	(2)	0.60	-	(0.60)
50	Industrial Electrician Apprentice	9	13	4	1.07	1.13	0.06
31	Medical Assistant	44	41	(3)	20.04	17.14	(2.90)
30	Medical Coding Specialist	52	51	(1)	13.65	13.83	0.18
31	Medical Transcription	25	11	(14)	8.27	4.43	(3.84)
30	Nursing Assistant	128	159	31	16.87	18.15	1.28
30	Office Aide	3	-	(3)	0.53	-	(0.53)
31	Office Support Specialist	11	2	(9)	5.90	0.97	(4.93)
50	Plumbing Apprentice	15	11	(4)	1.32	1.07	(0.25)
31	Welding	37	41	4	12.96	20.77	7.81
<b>Total Technical Diploma</b>		<b>662</b>	<b>632</b>	<b>(30)</b>	<b>220.24</b>	<b>225.08</b>	4.84
Undeclared Majors					<u>104.40</u>	<u>99.11</u>	(5.29)
<b>Total</b>		<b>1,520</b>	<b>1,474</b>	<b>(46)</b>	<b>683.97</b>	<b>670.69</b>	(13.28)
<b>Percent of Change</b>							-1.94%
Basic Skills/Voc Adult Students							
Vocational Adult (Aid Codes 42-47)					32.45	36.33	3.88
Community Services					-	0.46	0.46
Basic Skills (Aid Codes 7x)					<u>18.69</u>	<u>11.12</u>	(7.57)
<b>Grand Total</b>					<b><u>735.11</u></b>	<b><u>718.59</u></b>	(16.52)
<b>Total Percent of Change</b>							-2.25%

### ***B. Chairperson's Report***

1. January 25-26, 2013, Board Retreat

### ***C. College President's Report***

1. Extending Direct Entry-Midwife to Off-Campus, Out-of-District Sites
2. Advocacy Plans for WTCS Budget

### ***D. Other Information Items***

Russ Moyer and Don Tuescher will provide an update on the recently attended ACCT Congress 12.

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda***

1. Outdoor Dining Space Bid
2. Student Activity Center Bid
3. Financial Audit
4. 2011-12 Budget Process
5. Strategic Plan Results
6. Student Satisfaction Report

### ***B. Time and Place***

Thursday, November 15, 2012, in Rooms 492-493, College Connection, Southwest Tech Campus

## **Adjourn to Closed Session**

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

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

### ***B. Approval of Closed Session Minutes of September 27, 2012***

## **Reconvene to Open Session**

### ***A. Action, if necessary, on Closed Session Items***

## **Adjournment**