



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

### **Regular Meeting**

**October 27, 2014**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

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

Monday, October 27, 2014

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

6:00 p.m. – Light Supper

6:30 p.m. Continuation of Regular Board Meeting  
Crawford County Administration Building, Room 236B

225 N. Beaumont Road  
Prairie du Chien, WI 53821

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

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

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

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

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

##### **A. Prairie du Chien Community Panel**

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

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

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

## **ADJOURN TO CLOSED SESSION**

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

## **RECONVENE TO OPEN SESSION**

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

## **CONSENT AGENDA**

- A. **Approval of Agenda**

A copy of the agenda is included with the electronic Board material.
- B. **Minutes of the Regular Board Meeting of September 25, 2014**

Minutes of the September 25, 2014, Board meeting are included with the electronic Board material.
- C. **Financial Reports**
  - 1. **Purchase Orders Greater than \$2,500**
  - 2. **Treasurer's Cash Balance**
  - 3. **Budget Control**

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

Eight contracts totaling \$21,311.27 in September 2014 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.
- E. **Personnel Items**

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

**Recommendation:** Approve the consent agenda.

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. **Fund & Account Transfers (2013-14 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 2013-14 budget modifications as presented.

- B. **Resolution for Adoption of 2014 Tax Levy**

Included below is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2014 in the amount \$4,604,688 for operational expenses, \$4,740,000 for

debt retirement for a total tax levy of \$9,344,688. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

**Recommendation:** Approve, as presented, the Resolution Providing for Tax Levy for the Year 2014.

**C. Bid for Building 500 Overhead Door Alteration**

The bid for the Building 500 Overhead Door Alteration project will be opened on October 21, 2014. The bid summary and recommendation will be available at the Board meeting.

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

**D. Instrumentation & Controls Technology Program Concept Review**

Derek Dachelet, Dean of Industry, Trades & Agriculture, will present the Concept Review for an associate of applied science degree in Instrumentation & Controls Technology.

The Concept Review is available with all other Board material.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Instrumentation & Controls Technology.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Review of Purchasing Activities**

A five-year Purchase Card Activity Summary report and a listing of the FY2014 >\$50,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

**B. WTCS Health Insurance Consortium Update**

Caleb White will update the Board of Directors on the Wisconsin Technical College System Health Insurance Consortium.

**C. Industry, Trades & Agriculture Report**

Derek Dachelet, Dean of Industry, Trades & Agriculture, will provide a report focusing on major activities and how they help the College achieve its seven Strategic Directions.

The report will be available at the Board meeting.

**D. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2014-15 Comparison FTE is available electronically with all other Board material.

**B. Chairperson's Report**

**C. College President's Report**

1. Open House
2. January Start Programs
3. Strategic Planning

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

Report on the ACCT Leadership Congress by those Board members that attended the conference.

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

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

1. Financial Audit
2. 2015-16 Budget Process
3. Institutional Advancement Report

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

Thursday, November 20, 2014, 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 27, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Prairie du Chien in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

## ***Board Monitoring of College Effectiveness***

### ***A. Prairie du Chien Community Panel***

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

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

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



## ***Adjourn to Closed Session***

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

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

## ***Reconvene to Open Session***

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

## ***Consent Agenda***

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

## **BOARD MEETING NOTICE/AGENDA**

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

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

- A. Prairie du Chien Community Panel

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

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  - 2. Approval of August 28, 2014, Closed Session Minutes

### **RECONVENE TO OPEN SESSION**

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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 25, 2014
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items

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

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

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

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

### **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

### **ADJOURNMENT**

{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 Board Meeting of September 25, 2014***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 25, 2014**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on September 25, 2014, 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:

James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange (arrived at 7:15), Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons, Diane Messer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Sue Reukauf, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times and a student.

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 25, 2014

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 25, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the 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 28, 2014
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer’s Cash Balance
  - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items
- F. 2015 AACC Annual Membership

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

- A. Wisconsin Code of Ethics Resolution
- B. Resolution for the First Merit Wire Transfer Agreement

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

- A. General Obligation Refunding Bonds
- B. Strategic Projects Quarterly Report
- C. Marketing Report
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

### **ADJOURNMENT**

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After a review of the Consent Agenda, including the September 25, 2014, agenda; August 28, 2014, Board minutes; financial reports; four contracts totaling \$7,624.49 in August 2014; the hiring of Janet Giese, Auto Tutorial Lab Assistant; Clark Benson, Healthcare Tutor/Mentor (LTE); Marcia Taddy, Healthcare Tutor/Mentor (LTE); Jeff Stauffacher, Healthcare Tutor/Mentor (LTE); and Jennifer Taylor, Student Services Specialist; the retirement of Kathy Witzig, Counselor; and renewal of the 2015 American Association of Community Colleges membership for \$3,490. Mr. Kohlenberg moved to approve the Consent Agenda. Mr. Tiescher seconded the motion; upon voice vote, the motion carried.

Under Other Items Requiring Board Action, the Board reviewed and approved the Wisconsin Code of Ethics Resolution and the Resolution for the First Merit Wire Transfer Agreement. Mr. Moyer moved to approve the Wisconsin Code of Ethics Resolution, which names Dr. Duane Ford, President; Dr. J. Philip Thomas, Vice President for Student & Academic Affairs; and Mr. Caleb White, Vice President for Administrative Services, as the employees of the college to which the Code of Ethics applies. Ms. Mickelson seconded the motion; motion unanimously was approved.

Mr. White explained the Resolution for the First Merit Wire Transfer Agreement. When Citizen's Bank was sold to First Merit Bank, the wire transfer agreement became void. Thus, a new wire transfer agreement is needed to be in compliance. Mr. Moyer moved to authorize Mr. Caleb White, Vice President for Administrative Services, to transfer funds via wire transfer with

First Merit Bank. Mr. Tuescher seconded the motion. Upon voice vote, the motion unanimously carried.

The General Obligation Refinancing Bonds were presented by Caleb White. Mr. White reviewed the reasoning for and process used for refinancing. Per board direction given via a parameters resolution passed in July 2014, the College entered into an advanced refinancing of General Obligation School Improvement Bonds originally issued October 15, 2008. The refunded issue amount of \$5,215,000 will be dated October 1, 2014, and will realize the College \$207,274 in present value savings after all transaction costs or 4.32% savings as a percentage of refunded debt.

Dr. Ford reviewed the third quarter update to the 2014 Strategic Projects. He informed the Board that the College is moving forward in all seven directions, with two projects being deferred. At the February 2015 Board Retreat, the Board will be asked to consider the current 2012-2015 Strategic Directions or develop new direction statements. Input will be sought from the College community on the strategic plan, which will be shared with the Board in February 2015.

Sue Reukauf, Marketing & Public Relations Manager, provided a report on the Marketing Department. Areas highlighted in the report included the redesign of the guidebook into two pieces – a preview guide and a get started guide; the Marketing project submission process being implemented; National Council on Marketing and Public Relations awards for the “I Chose” t-shirts and the “2 out of 3 triplets” billboard; increase in social media advertising including using students as “Social Media Ambassadors;” the evolving College website; Marketing goals; and upcoming events. Ms. Reukauf shared new marketing strategies utilized recently including billboards, radio, newspaper, sponsorships, etc.; more current strategies such as Pandora ads, social media site, and online marketing; and a fall t-shirt promotion offered to all 30 K-12 schools districts in the College district.

Dr. Ford reviewed the College Staffing for 2014-15 noting all positions have been filled except for the Accounts Payable and Online Specialist positions. These positions are in various stages of the hiring process.

The Board reviewed the 2014-15 Comparison FTE Report. The report reflected a three to four percent decrease in FTEs from the previous year. Mr. White explained that the FTEs were down significantly this summer because classes were not run that did not have full enrollment. The hope is that the spring semester will see a large increase in students. The Board also reviewed the Wisconsin Technical College System FTE Comparison report. This report indicated that Southwest Tech was the only college of the 16 Wisconsin Technical Colleges to show an increase in FTEs during FY2014.

Under the Chairperson’s Report, Mr. Moyer was designated as the primary voting delegate and Mr. Tuescher was named the alternate delegate for the ACCT Leadership Congress in October 2014. The Board of Directors congratulated the Direct Entry-Midwife program on receiving accreditation through the Midwifery Education and Accreditation Council.

Dr. Ford highlighted the following in his report to the Board.

- The Karen R. Knox Learning Center Dedication event was very successful. A ribbon cutting will be planned when the Learning Center becomes operational.
- Shared the engagement letter from the audit firm, Wegner CPAs, with the Board.

- Informed the Board that the WTCS State Board approved the biennial budget request for new money that is being requested from the Governor's Office. The Wisconsin Technical College System is requesting \$24 million in new money in the areas of Performance Funding, Innovation Agenda, Dual Enrollment Expansion, and Ensuring Veteran Success.
- Received preliminary notification of the net new construction figures for the 2014 tax levy. Southwest Tech shows a 1.206% increase in net new construction.
- The Government Accountability Board has authorized that the use of technical college student IDs will be allowed under the new Wisconsin voter ID law. Southwest Tech's ID system is having changes made to it so that our IDs qualify for our students.

With no further action to come before the Board, Mr. Tuescher moved to adjourn the Board meeting. Ms. Mickelson seconded the motion. The motion carried and the meeting adjourned at 7:59 p.m.

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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 09/01/2014 TO 09/30/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
		none this month		
			SUBTOTAL \$	-
<u>CAPITAL FUND</u>				
		none this month		
			SUBTOTAL \$	-
<u>ENTERPRISE FUND</u>				
		none this month		
			SUBTOTAL \$	-
			TOTAL \$	-



## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 09/30/2014

Liability End of Month Balances		
FICA	67,399.50	
Federal Withholding	47,336.78	
State Withholding	-	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity		
Deferred Compensation		
American Family Insurance	-	
Foundation	-	
PSA Dues	-	
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	380,037.94	
Sick Leave Payable	640,035.96	
Other (Due To)	10,049,327.89	
Total Liability Adjustment	11,184,138.07	
Beginning Treasurers Balance		4,280,541.08
Receipt		
Fund		
1 General	760,161.12	
2 Special Revenue	-	
3 Capital Projects	364.90	
4 Debt Service	-	
5 Enterprise	88,219.86	
6 Internal Service	309,650.93	
7 Financial Aid/Activities	253,697.35	
Total Receipts	1,412,094.16	
Cash Available		5,692,635.24
Expenses		
Fund		
1 General	1,473,792.53	
2 Special Revenue	-	
3 Capital Projects	(197,012.79)	
4 Debt Service	-	
5 Enterprise	86,714.20	
6 Internal Service	313,472.57	
7 Financial Aid/Activities	2,953,918.65	
Total Expenses	4,630,885.16	
Treasurers Cash Balance		1,061,750.08
Liability Adjustment		11,184,138.07
Cash in Bank		\$12,245,888.15

### 3. Budget Control

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

	<b><u>2014-15 Budget</u></b>	<b><u>2014-15 YTD Actual</u></b>	<b><u>2014-15 Percent</u></b>	<b><u>2013-14 Percent</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>	<b><u>2010-11 Percent</u></b>
General Fund Revenue	24,456,000.00	4,476,610.24	18.30	16.64	20.56	21.45	20.44
General Fund Expenditures	24,756,000.00	5,329,746.92	21.53	23.58	21.25	19.94	18.83
Capital Projects Fund Revenue	2,550,000.00	2,556,877.26	100.27	100.02	99.20	101.81	94.07
Capital Projects Fund Expenditures	3,324,000.00	374,486.37	11.27	21.29	28.26	47.26	79.27
Debt Service Fund Revenue	5,132,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,180,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	649,092.70	35.09	36.83	39.22	39.03	50.32
Enterprise Fund Expenditure	1,600,000.00	362,928.08	22.68	22.00	23.31	18.61	22.92
Internal Service Fund Revenue	4,100,000.00	1,001,456.48	24.43	22.70	21.75	15.12	20.99
Internal Service Fund Expenditures	4,050,000.00	1,213,544.33	29.96	25.19	25.13	28.04	22.82
Trust & Agency Fund Revenue	8,500,000.00	523,290.96	6.16	43.90	5.89	5.68	5.06
Trust & Agency Fund Expenditures	8,450,000.00	3,117,106.93	36.89	44.07	44.03	40.99	3.02
Grand Total Revenue	46,588,000.00	9,207,327.64	19.76	26.06	21.07	21.21	54.90
Grand Total Expenditures	47,360,000.00	10,397,812.63	21.95	24.73	23.79	24.23	31.47

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

Eight contracts totaling \$21,311.27 in September 2014 will be presented for Board approval. The Contract Revenue Report follows.

**2014-2015 CONTRACTS**  
9/01/14 through 9/30/14

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2014-0201-I-41 Community Health Services Corporation <i>WAT Grant #03-126-116-114</i>	Trends & Issues in the Workplace	Amy Charles	24	\$ 2,240.00	No	X		
03-2015-0002-I-41 Muscoda Multi-Co <i>WAT Grant #03-197-116-114</i>	Performance Coaching & Feedback	Amy Charles	32	\$ 15,158.00	No		X	
	Crucial Conversations		27		No		X	
	NFPA 70E (Spring)		4		No		X	
	Hydraulics & Pneumatics (Summer)		4		No		X	
	Hydraulics & Pneumatics (Spring)		4		No		X	
	30-HR OSHA General Industry		11		No		X	
	10-HR OSHA General Industry (Summer)		7		No		X	
	10-HR OSHA General Industry (Spring)		1		No		X	
03-2015-0051-I-41 Dillman Equipment <i>WAT Grant #03-144-116-114</i>	NFPA 70E (Fall)		3		No		X	
	10-HR OSHA General Industry	Amy Charles	20	\$ 1,615.00	No		X	
03-2015-0070-I-21 Lafayette County Sheriff's Department	Pursuit Refresher	Kris Wubben	47	\$ 382.05	No	X		
03-2015-0076-I-42 Rose Bud Daycare	Heartsaver First Aid CPR/AED	Kris Wubben	6	\$ 300.00	No		X	
03-2015-0084-I-41 Universal AET	Hearsaver First Aid CPR/AED	Kris Wubben	21	\$ 1,050.00	No		X	
03-2015-0086-I-20 UW-Platteville Police Department	Pursuit Refresher	Kris Wubben	9	\$ 312.55	No	X		
	Pursuit Intervention Techniques	Kris Wubben	9		No			
03-2015-0088-T-21 Richland County Sheriff's Department	Instruction - Law Enforcement	Kris Wubben		\$ 253.67	No		X	
<b>TOTAL of all Contracts</b>			<b>229</b>	<b>\$ 21,311.27</b>				
Exchange of Services				\$ -				
For Pay Service			229	\$ 21,311.27				

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

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

#### **PERSONNEL REPORT**

**October 27, 2014**

##### **Employment: NEW HIRE**

<b>Name</b>	Amy Campbell
<b>Title</b>	Accounts Payable
<b>Number of Applicants and Number Interviewed</b>	36 Applicants / 6 Interviewed
<b>Start Date</b>	10/20/2014
<b>Salary/Wage</b>	\$18.50/hour
<b>Classification</b>	Full-Time Support Staff / Annual / District Funded
<b>Education and/or Experience</b>	Associate Degree from Southwest Tech and 6 years' experience in Accounting.

##### **PROMOTIONS/TRANSFERS**

None to Report	
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##### **RETIREMENTS / RESIGNATIONS**

Betsy Tollefson (Resignation 10/31/14)	Foundation Director
Kellie Knox (Retirement 1/2/2015)	Math/Science Instructor

**Recommendation:** Approve the consent agenda.

## **Other Items Requiring Board Action**

### ***A. Fund & Account Transfers (2013-14 Budget Modifications)***

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

**Recommendation:** Approve the 2013-14 budget modifications as presented.

**BUDGET MODIFICATION**  
**District: Southwest Wisconsin Technical College**  
**Fiscal Year: 2013-2014**

**General Fund - 100**

	Current Budget Adopted <u>6/20/2013</u>	Modified Budget Adopted <u>10/27/2014</u>	Amount of <u>Change</u>
<u>Resources</u>			
Local Government	10,962,000	10,962,000	-
State Aids	3,171,000	3,171,000	-
Program Fees	4,440,000	4,440,000	-
Material Fees	350,000	350,000	-
Other Student Fees	350,000	350,000	-
Insitutional	1,600,000	1,600,000	-
Federal	1,675,000	1,675,000	-
Transfers from Reserves and Designated Fund Balances	<u>300,000</u>	<u>300,000</u>	<u>-</u>
Total Resources	22,848,000	22,848,000	-
<u>Uses</u>			
Instructional	15,170,000	15,170,000	-
Instructional Resources	362,000	412,000	50,000
Student Services	1,605,000	1,705,000	100,000
General Institutional	3,304,000	3,454,000	150,000
Physical Plant	<u>2,407,000</u>	<u>2,107,000</u>	<u>(300,000)</u>
Total Uses	<u>22,848,000</u>	<u>22,848,000</u>	<u>-</u>

Caleb J. White  
Vice President for Administrative Services

**BUDGET MODIFICATION**  
**District: Southwest Wisconsin Technical College**  
**Fiscal Year: 2013-2014**

**Capital Projects Fund - 300**

	Current Budget Adopted <u>6/20/2013</u>	Modified Budget Adopted <u>10/27/2014</u>	Amount of Change <u></u>
<u>Resources</u>			
Insitutional	50,000	50,000	-
Other Funding Sources*	2,500,000	2,500,000	-
Transfer from Reserves and Designated Fund Balances**	<u>          -          </u>	<u>(270,000)</u>	<u>(270,000)</u>
Total Resources	2,550,000	2,280,000	(270,000)
<u>Uses</u>			
Instructional	565,000	415,000	(150,000)
Instructional Resources	84,000	134,000	50,000
General Institutional	707,000	157,000	(550,000)
Physical Plant	<u>815,000</u>	<u>1,465,000</u>	<u>650,000</u>
Total Uses	<u>2,171,000</u>	<u>2,171,000</u>	<u>          -          </u>

Caleb J.  
White  
Vice President for Administrative  
Services

\*Proceeds from debt

\*\*The specific reserves/designations modified are: Transfer Out of \$267,268 to General Fund for match on state/federal project equipment



## ***B. Resolution for Adoption of 2014 Tax Levy***

Included below is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2014 in the amount \$4,604,688 for operational expenses, \$4,740,000 for debt retirement for a total tax levy of \$9,344,688. Also available below are a historical FTE chart and property valuation chart. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

**Recommendation:** Approve, as presented, the Resolution Providing for Tax Levy for the Year 2014.

### **RESOLUTION PROVIDING FOR TAX LEVY FOR THE YEAR 2014**

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2014, a tax for operational expenses in the amount of \$4,604,688, a tax for debt retirement in the amount of \$4,740,000 for a total tax of \$9,344,688, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 27th day of October 2014.

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Chairperson

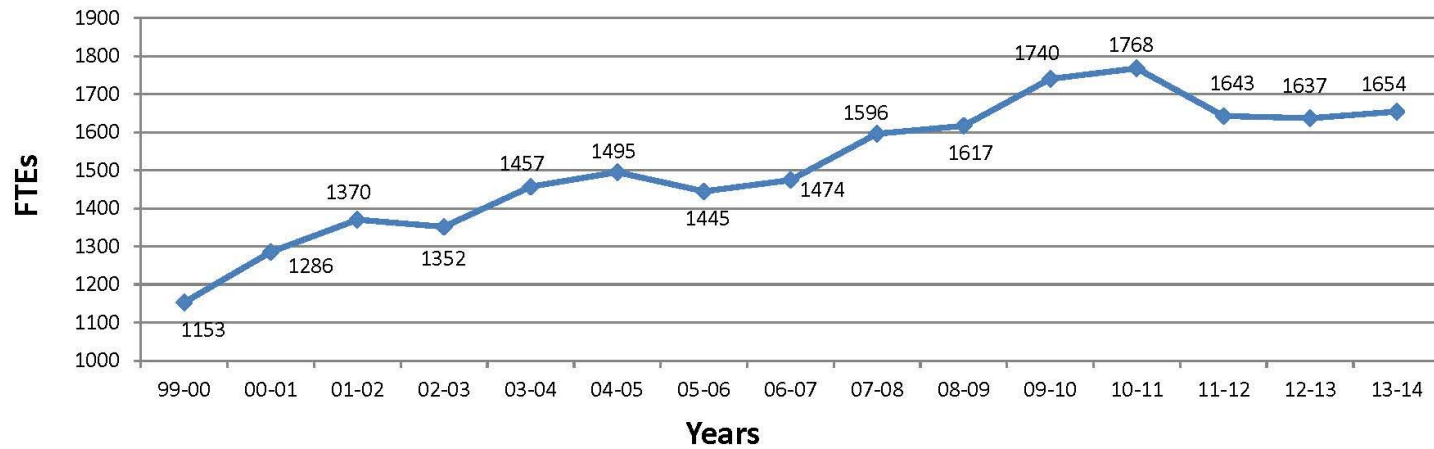
ATTEST:

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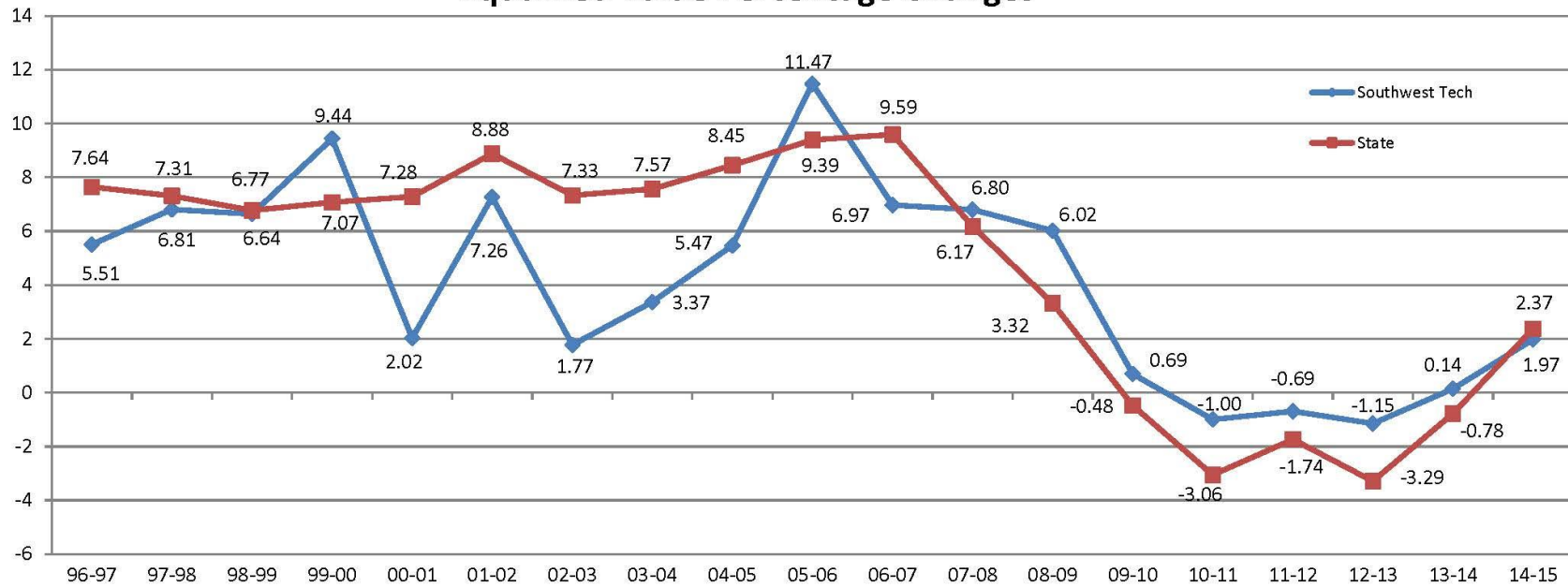
Secretary  
Recorded October 27, 2014



### FTEs by Year



### Equalized Value Percentage Changes



### ***C. Bid for Building 500 Overhead Door Alteration***

The bid for the Building 500 Overhead Door Alternation project will be opened on October 21, 2014. The bid summary and recommendation will be available at the Board meeting.

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

### ***D. Instrumentation & Controls Technology Program Concept Review***

Derek Dachelet, Dean of Industry, Trades & Agriculture, will present the Concept Review for an associate of applied science degree in Instrumentation & Controls Technology. The Concept Review is available below.

**Recommendation:** Approve the Concept Review for an associate of applied science degree in Instrumentation & Controls Technology.

CONCEPT REVIEW/PROGRAM APPROVAL  
District Request (TC-OCCCRPA-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 Date: 10/7/14  
Program Title: Instrumentation and Controls Technology  
10-605-4  
Program Aid Code and Number: \_\_\_\_\_

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Sandra Schmit Phone : 608-267-9064

For Program Approval Stage:

Date of State Board Concept Review Approval Date : \_\_\_\_\_

---

**CONCEPT REVIEW CRITERIA and SIGNATURE**

- a. Proposed Aid Code and Proposed Program Number : 10-605-4
- b. Proposed Program Title : Instrumentation and Controls Technology
- c. Tentative Program Description : The Instrumentation and Controls Technology Associate of Applied Science Degree prepares students for a career in the diverse field of instrumentation and controls with entry-level skills in troubleshooting, repair, and installation of instruments, control devices, and machine-run systems. Graduates of the program are ready to work in various industries including: energy generation plants, refineries, manufacturing and assembly plants, waste-water treatment facilities, and food processing plants. The Instrumentation and Controls Technology degree includes an embedded Industrial Mechanic technical diploma as the first year of a career pathway.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 49-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment; 49-9069 Precision Instrument and Equipment Repairers, All Other; 51-8031 Water and Wastewater Treatment Plant and System Operators; 51-8091 Chemical Plant and System Operators; 51-8099 Plant and System Operators, All Other; 17-3023 Electrical and Electronics Engineering Technicians; 17-3029 Engineering Technicians, Except Drafters, All Other
- e. Mean Starting Hourly Salary: \$23.43/hour Median Earnings
- f. Source of Single Source Request (If applicable): N/A
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)

- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached)
- j. Expected State Board "Program Approval" meeting date: 1/27/15 (If not the meeting immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)

☒ Notification of districts with the same or similar program has been completed.



Signed: \_\_\_\_\_ Date 10-7-14  
President or Instructional Services Administrator

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**Attachment G.**

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# **Instrumentation Technician Occupation Overview**

2013-2023  
15 Counties



1800 Bronson Boulevard  
Fennimore, Wisconsin 53809

## Parameters

### Occupations

Code	Description
17-3023	Electrical and Electronics Engineering Technicians
17-3029	Engineering Technicians, Except Drafters, All Other
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-9069	Precision Instrument and Equipment Repairers, All Other
51-8031	Water and Wastewater Treatment Plant and System Operators
51-8091	Chemical Plant and System Operators
51-8099	Plant and System Operators, All Other

### Regions

15 items selected. See Appendix A for details.

### Timeframe

2013 - 2023

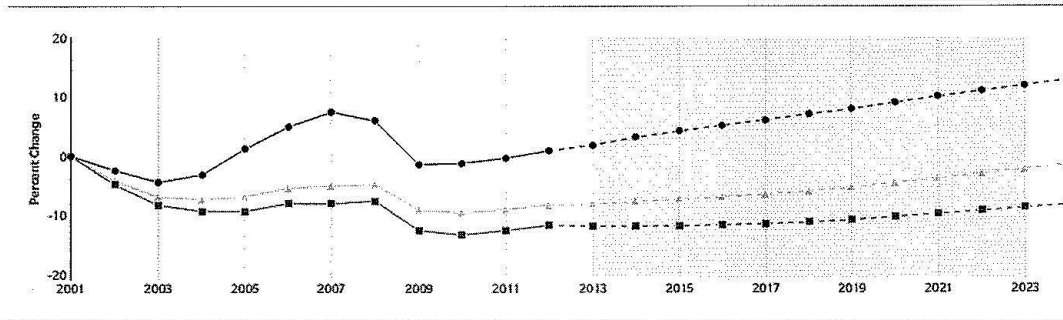
### Datarun

2014.2 – QCEW Employees, Non-QCEW Employees, Self-Employed, and Extended Proprietors

## Occupation Headline

<b>1,689</b> Jobs (2014) 17% below National average	<b>9.9%</b> % Change (2013-2023) Nation: 6.4%	<b>\$23.43/hr</b> Median Earnings Nation: \$25.50/hr
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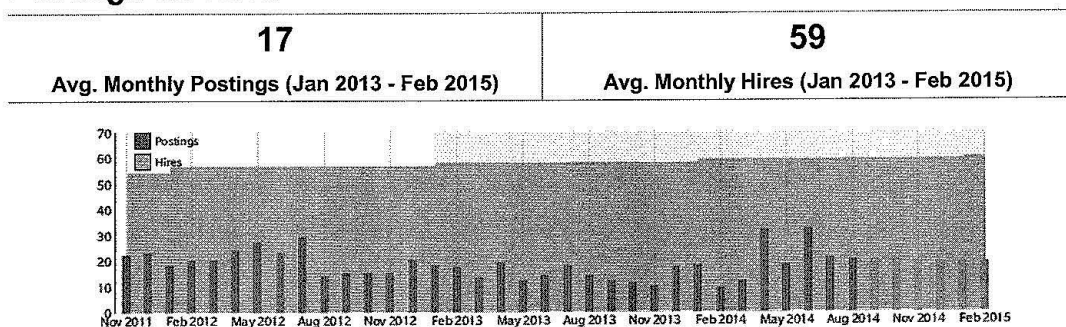
## Regional Trends



	Region	2013 Jobs	2023 Jobs	% Change
●	Region	1,668	1,832	9.9%
▲	State	30,861	31,952	3.5%
■	Nation	460,809	490,353	6.4%



## Postings vs. Hires



Occupation	Avg Monthly Postings (Jan 2013 - Feb 2015)	Avg Monthly Hires (Jan 2013 - Feb 2015)
Electrical and Electronics Engineering Technicians	12	16
Chemical Plant and System Operators	2	4
Electrical and Electronics Repairers, Commercial and Industrial Equipment	2	8
Water and Wastewater Treatment Plant and System Operators	1	17
Engineering Technicians, Except Drafters, All Other	0	10
Plant and System Operators, All Other	0	1
Precision Instrument and Equipment Repairers, All Other	0	2

## Occupation Gender Breakdown



	Gender	2014 Jobs	2014 Percent
•	Male	1,306	77.3%
•	Female	383	22.7%

## Occupation Age Breakdown



	Age Group	2014 Jobs	2014 Percent
•	14-18	14	0.8%
•	19-24	81	4.8%
•	25-34	302	17.9%
•	35-44	410	24.3%
•	45-54	516	30.6%
•	55-64	315	18.6%
•	65+	51	3.0%

## Occupational Programs

11 Programs (2013)	193 Completions (2013)	74 Openings (2013)
Program		
Completions (2013)		
Operations Management and Supervision	69	
Electrical, Electronic and Communications Engineering Technology/Technician	42	
Architectural Engineering Technology/Technician	17	
Industrial Electronics Technology/Technician	16	
Computer Engineering Technology/Technician	16	

## Industries Employing these Occupations

Industry	Occupation Group Jobs in Industry (2014)	% of Occupation Group in Industry (2014)	% of Total Jobs in Industry (2014)
Local Government, Excluding Education and Hospitals	419	24.8%	1.6%
Pesticide and Other Agricultural Chemical Manufacturing	89	5.2%	26.3%
Federal Government, Civilian, Excluding Postal Service	77	4.6%	1.7%
All Other Basic Organic Chemical Manufacturing	70	4.1%	16.2%
Engineering Services	68	4.0%	1.6%

## Appendix A - Regions

Code	Description
17085	Jo Daviess County, IL
19005	Allamakee County, IA
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55025	Dane County, WI
55043	Grant County, WI
55045	Green County, WI
55049	Iowa County, WI
55063	La Crosse County, WI
55065	Lafayette County, WI
55103	Richland County, WI
55105	Rock County, WI
55111	Sauk County, WI
55123	Vernon County, WI

# Appendix B - Data Sources and Calculations

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

## State Data Sources

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

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

## Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

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**Attachment H:**

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**Employer Outreach:**

Dean of Industry, Trades, and Agriculture, Derek Dachelet and Electromechanical Technology Program Instructor, Jason Kolbe, conducted a number of face-to-face interviews with employer partners to gather input on starting an Instrumentation and Controls Technology program. The initial demand for this program development came from the energy sector, manufacturing industry, and food processing industry simultaneously. Between April and August 2014, Maintenance Department Managers, Plant Managers, and Human Resource Managers at the following companies were engaged to develop and prequalify this new program: 3M (Prairie du Chien), Schreiber Foods (Richland Center), Meister Cheese (Muscoda), and Rentech Energy (East Dubuque, IL). Southwest Tech continues to be in dialogue with these and other employer partner agencies as the program development process continues under a Career Pathways GPR Grant.

**Attachment I:**

- a. Summary of initial discussions with other WTCS districts offering a similar or same program.

Email sent to the following Colleges:

- a. 10-605-4 Instrumentation & Controls Engineering – Mid-State
- b. 10-623-3 Manufacturing Engineering Technology – NWTC
- c. 10-623-8 Process Engineering Technology – Moraine Park

No negative feedback was received from these colleges. Comments were that this is a huge demand statewide.

**Sample Email:**

**From:** Derek Dachelet

**Sent:** Tuesday, September 30, 2014 4:44 PM

**To:** Ron Zillmer; al.javoroski@mstc.edu; 'marndt@morainepark.edu'; 'pamela.mazur@nwtc.edu'

**Subject:** Occupational Program Procedures Form - Your response requested

**Importance:** High

Hi All,

Southwest Tech is looking at starting an Instrumentation and Controls Technology AAS degree program. This is a continuation of a GPR Career Pathway grant that was funded in 2014-15. Based on our research, each of your colleges have a similar program and per the Occupational Program Procedures, I would ask for your feedback to include under item "i" of the form. Thanks for your help and please let me know if you need additional information.

Derek

**Instrumentation and Controls Technology**

- A. Proposed Aid Code: 10-605-?
- B. Instrumentation and Controls Technology
- C. The Instrumentation and Controls Technology Associate of Applied Science Degree prepares students for a career in the diverse field of instrumentation and controls with entry-level skills in troubleshooting, repair, and installation of instruments, control devices, and machine-run systems. Graduates of the program are ready to work in various industries including, energy generation plants, refineries, manufacturing and assembly plants, waste-water treatment facilities, and food processing plants. The Instrumentation and Controls Technology degree includes an embedded industrial mechanic technical diploma as the first year of a career pathway.
- D. Occupational Codes
  - a. 49-2094 Electrical and Electronics Repairers,  
Commercial and Industrial Equipment
  - b. 49-9069 Precision Instrument and Equipment Repairers,  
All Other

- c. 51-8031 Water and Wastewater Treatment Plant and System Operators
  - d. 51-8091 Chemical Plant and System Operators
  - e. 51-8099 Plant and System Operators, All Other
- E. \$23.43/hour Median Earnings

Similar Programs to Notify:

10-605-4 Instrumentation & Controls Engineering - Mid-State  
10-623-3 Manufacturing Engineering Technology - NWTC  
10-623-8 Process Engineering Technology - Moraine Park

Derek Dachelet  
Dean of Industry, Trades, & Agriculture  
Southwest Tech  
1800 Bronson Blvd., Fennimore, WI 53809  
Office: 608.822.2417  
Mobile: 608.732.6276  
[ddachelet@swtc.edu](mailto:ddachelet@swtc.edu)



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**Attachment K**

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This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their October 27, 2014 meeting. Approval will be forwarded to the WTCS Office after that date.

## ***Board Monitoring of College Effectiveness***

### ***A. Review of Purchasing Activities***

A five-year Purchase Card Activity Summary report and a listing of the FY2014 >\$50,000 Vendors are available below. Caleb White will review this information at the meeting.

## PURCHASE CARD ACTIVITY SUMMARY

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
July	130,086	149,127	64,810	217,044	170,411
August	105,661	211,754	222,404	197,273	151,981
September	178,392	137,841	112,379	125,696	123,283
October	112,956	96,272	98,066	112,100	105,329
November	224,131	108,111	251,840	142,944	106,307
December	157,921	189,290	77,554	201,100	212,692
January	93,645	63,032	98,738	305,230	146,608
February	113,759	88,892	139,536	108,013	91,348
March	203,834	116,942	106,836	149,451	101,099
April	151,103	182,875	103,805	100,296	119,225
May	189,231	78,840	205,067	263,776	113,947
June	280,637	184,155	305,789	340,555	223,878
<b>Totals</b>	<b>1,941,355</b>	<b>1,607,131</b>	<b>1,786,824</b>	<b>2,263,478</b>	<b>1,666,109</b>
<b>No. of Transactions</b>	4,675	5,075	5,463	5,900	6,282
<b>Average Number of Transactions per Month</b>	390	423	455	492	523.5
<b>Average Transaction</b>	415.26	316.68	317.08	383.64	265.22
<b>Monthly Average</b>	161,780	133,928	148,902	188,623	138,842

### Points of Interest:

- Currently 142 staff and district board members have purchase cards.
- 6,282 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 almost **\$150,000** since 2003.
- The annual rebate received in 2013 was **\$19,756.85** at a factor of **1.19% which is a slight increase from 2013.**
- No material issues or problems have occurred with purchase card activity audits.

\$50,000 and Greater Vendors for 2013-14

Vendor	General	Capital Equipment	Capital Construction	Enterprise	Internal Serv/ Trust/Agency
AIRGAS NORTH CENTRAL INC	443	99,894			
AMAZON		22,431		65,773	
AT&T	33,539	98,767			
BADGER WELDING SUPPLIES, INC.	32,227	34,585			
CENGAGE LEARNING				150,273	
CITY OF DODGEVILLE	79,819				
CREATIVE SOLUTIONS	42,172	22,188			
FENNIMORE LUMBER CO	8,935			46,111	
FENNIMORE MUNICIPAL UTILITIES	293,406				
FIRST TECHNOLOGIES INC.		81,627			
HP REMARKETING SERVICE	18,551	63,185			
INTEGRYS ENERGY SERV-NATURAL GAS L	84,346				
JOE DANIELS CONSTRUCTION			480,215		
MIDWEST BUILDERS, INC.			77,509		
MILLER ELECTRIC SUPPLY INC.	32,264	22,798		1,403	
NEBRASKA BOOK COMPANY				45,451	
PEARSON EDUCATION INC.				118,448	
PERFORMANCE ROOFING SYSTEMS, INC.			218,768		
PLAID SWAN, INC.	51,368				
PLUNKETT RAYSICH ARCHITECTS, LLP			154,453		
THREE RIVERS SYSTEMS, INC.	76,554	55,550			
TRANE U.S. INC.	35,881	16,183			
UW-PLATTEVILLE	108,128				
WE ENERGIES	64,447				
WPS HEALTH INSURANCE					145,725
Totals	962,079	517,208	930,945	427,459	145,725
Grand Total					2,983,416

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.

### ***B. WTCS Health Insurance Consortium Update***

Caleb White will update the Board of Directors on the Wisconsin Technical College System Health Insurance Consortium.

### ***C. Industry, Trades & Agriculture Report***

Derek Dachelet, Dean of Industry, Trades & Agriculture, will provide a report focusing on major activities in his division and how they help the College achieve its seven Strategic Directions. The report will be available at the Board meeting.

#### ***D. Staffing Update***

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

### Position Tracking 2014/2015 Fiscal Year

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

### Position Tracking 2014/2015 Fiscal Year

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



### Position Tracking 2014/2015 Fiscal Year

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

## Information and Correspondence

### A. Enrollment Report

The 2014-15 Comparison FTE Report is available below.



		2013-2014 and 2014-2015 FTE Comparison					
Program Type	Program Title	10-14-13 Students	10-13-14 Students	Student Change	10-14-13 FTE	10-13-14 FTE	FTE Change
10	Accounting	33	23	(10)	14.97	11.83	(3.13)
10	Administrative Professional	14	11	(3)	7.27	4.50	(2.77)
10	Agri-Business/Science Technology	42	61	19	21.03	32.40	11.37
10	Business Management	92	69	(23)	38.77	29.20	(9.57)
10	Cancer Information Management-New	-	5	5	-	1.00	1.00
10	Criminal Justice - Law Enforcement	58	55	(3)	30.07	25.96	(4.10)
10	Culinary Arts	6	20	14	3.00	9.57	6.57
10	Culinary Management	11	9	(2)	5.13	4.27	(0.87)
10	Direct Entry Midwife	21	21	-	7.23	7.07	(0.17)
10	Early Childhood Education	47	32	(15)	21.33	14.30	(7.03)
10	Electromechanical Technology	56	59	3	28.73	29.23	0.50
10	Engineering Technologist-Suspended	22	10	(12)	10.87	4.27	(6.60)
10	Golf Course Management	33	29	(4)	16.50	13.10	(3.40)
10	Graphic And Web Design	35	29	(6)	16.17	12.53	(3.63)
10	Health Information Technology-New	-	25	25	-	8.43	8.43
10	Human Services Associate	51	41	(10)	19.67	17.77	(1.90)
10	Individualized Technical Studies	5	5	-	2.80	1.80	(1.00)
10	IT-Computer Support Specialist	1	2	1	0.20	0.53	0.33
10	IT-Network Communications Specialist	35	29	(6)	15.57	10.63	(4.94)
10	IT-Web & Software Developer-Suspended	19	10	(9)	7.63	3.70	(3.93)
10	Marketing-Suspended	8	1	(7)	3.70	0.10	(3.60)
10	Medical Laboratory Technician	16	16	-	5.83	8.03	2.20
10	Nursing - Associate Degree	221	280	59	65.20	80.40	15.20
10	Physical Therapist Assistant	35	43	8	11.77	15.50	3.73
10	Supervisory Management	-	16	16	-	4.60	4.60
	<b>Total Associate Degree</b>	<b>861</b>	<b>901</b>	<b>40</b>	<b>353.44</b>	<b>350.73</b>	<b>(2.71)</b>
31	Accounting Assistant	9	12	3	3.40	4.87	1.47
32	Agricultural Power & Equipment Technician	42	41	(1)	22.70	22.24	(0.47)

Program Type	Program Title	10-14-13 Students	10-13-14 Students	Student Change	10-14-13 FTE	10-13-14 FTE	FTE Change
31	Auto Collision Repair & Refinish Technician	20	20	-	8.20	7.50	(0.70)
32	Automotive Technician	31	31	-	12.47	14.53	2.07
31	Bricklaying & Masonry-Suspended	10	-	(10)	4.63	-	(4.63)
30	Building Maintenance & Construction-PDC Correctional	1	-	(1)	0.10	-	(0.10)
31	Building Trades - Carpentry	13	20	7	7.10	10.37	3.27
30	CNC Setup/Operation	11	8	(3)	6.03	3.87	(2.17)
31	Child Care Services	10	12	2	4.60	5.60	1.00
50	Electricity (Construction) Apprentice	17	19	2	1.23	1.37	0.13
31	Cosmetology	36	38	2	20.47	20.60	0.13
30	Criminal Justice-Law Enforcement 520 Academy	22	15	(7)	11.63	7.80	(3.83)
31	Culinary Specialist	5	5	-	1.43	2.07	0.63
31	Dairy Herd Management	18	16	(2)	9.30	8.63	(0.67)
30	Dental Assistant - Short Term	23	18	(5)	10.80	9.20	(1.60)
31	Electrical Power Distribution	28	26	(2)	14.00	13.20	(0.80)
31	Esthetician-Suspended	12	1	(11)	4.63	0.53	(4.10)
50	Industrial Electrician Apprentice	15	10	(5)	1.33	0.73	(0.60)
31	IT-Computer Support Technician	1	18	17	0.23	7.80	7.57
31	Medical Assistant	44	39	(5)	19.34	20.07	0.73
30	Medical Coding Specialist	49	33	(16)	12.57	7.37	(5.20)
31	Medical Transcription-Discontinued	4	-	(4)	0.87	-	(0.87)
30	Nursing Assistant	134	118	(16)	14.83	12.80	(2.03)
31	Office Support Specialist	8	10	2	3.47	4.63	1.17
50	Plumbing Apprentice	12	12	-	1.13	1.08	(0.06)
31	Welding	47	41	(6)	22.00	21.58	(0.42)
	<b>Total Technical Diploma</b>	<b>622</b>	<b>563</b>	<b>(59)</b>	<b>218.52</b>	<b>208.43</b>	<b>(10.08)</b>
	Liberal Studies	11	24	13	4.77	5.83	1.07
	Undeclared Majors	1,148	922	(226)	133.90	94.57	(39.33)
	<b>Total</b>	<b>2,642</b>	<b>2,410</b>	<b>(232)</b>	<b>710.61</b>	<b>659.56</b>	<b>(51.05)</b>
	<b>Percent of Change</b>						<b>-7.18%</b>
	Vocational Adult (Aid Codes 42-47)	2,846	2,389	(457)	46.29	45.62	(0.67)
	Community Services	117	57	(60)	0.33	0.14	(0.19)
	Basic Skills (Aid Codes 7x)	185	186	1	15.59	12.59	(3.00)
	Basic Skills Remedial(Aid Codes 78)	410	273	(137)	18.79	10.12	(8.66)
	<b>Grand Total</b>	<b>6,200</b>	<b>5,315</b>	<b>(885)</b>	<b>791.61</b>	<b>728.03</b>	<b>(63.57)</b>
	<b>Total Percent of Change</b>						<b>-8.03%</b>

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

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

1. Open House
2. January Start Programs
3. Strategic Planning

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

Report on the ACCT Leadership Congress by those Board members that attended the conference.

## **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 20, 2014, at 7:00 p.m. in Rooms 492-493, College Connection,  
Southwest Tech Campus

## **Adjournment**