



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting/Board Retreat

February 27-28, 2015

Held at

Quality Inn
1345 Business Park Road
Mineral Point, WI 53565

Table of Contents

Annotated Agenda	2
Open Meeting.....	6
A. Roll Call.....	6
B. Reports/ Forums/Public Input.....	6
Presidential Search.....	6
Adjourn to Closed Session.....	6
Reconvene to Open Session.....	6
Consent Agenda.....	7
A. Approval of Agenda.....	7
B. Minutes of the Regular Board Meeting of January 22, 2015.....	9
C. Financial Reports	13
1. Expenditures Greater Than \$2500	13
2. Treasurer's Cash Balance	14
3. Budget Control.....	15
D. Contract Revenue	16
E. Personnel Items	19
Board Monitoring of College Effectiveness	21
A. WTCS Health Insurance Consortium	21
B. Budget Parameter & Assumptions	21
C. Staffing Update	23
Information and Correspondence.....	24
A. Enrollment Report	28
B. Chairperson's Report	33
C. Other Information Items.....	33
Establish Board Agenda Items for Next Meeting.....	36
A. Agenda.....	36
B. Time and Place	36
Board Monitoring of College Effectiveness	37
A. Foundation Executive Director Introduction and Report.....	37
B. Administrative Services Report	37
C. Student & Academic Affairs Report.....	37
Other Items Requiring Board Action	38
A. Conference Attendance by Board Members	38
B. Strategic Directions	38
Board Monitoring of College Effectiveness	40
A. Strategic Projects	40
B. President's Time	71
Adjournment.....	71

Annotated Agenda

BOARD RETREAT/MEETING NOTICE/AGENDA

February 27-28, 2015

Mineral Point, WI

Friday, February 27, 2015

11:45 a.m. – Lunch

12:30 – Board Meeting/Retreat

Quality Inn, Mineral Point, WI

1345 Business Park Road

Mineral Point, WI 53565

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The February 27-28, 2015, Board Retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Mineral Point 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

PRESIDENTIAL SEARCH

A. Search Update

ADJOURN TO CLOSED SESSION

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

- 1. Discussion of proposed contract terms, compensation, and finalist interview content relating to Presidential Search per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.**

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 Meeting of January 22, 2015

Minutes of the January 22, 2015, 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

Sixteen contracts totaling \$8,385.00 in January 2015 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

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

Recommendation: Approve the consent agenda.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. WTCS Health Insurance Consortium

Caleb White will provide an update with the latest available information on the development of this consortium. Information will be available at the meeting.

B. Budget Parameters & Assumptions

Caleb White will present information relevant to the budget assumptions and parameters. The budget parameters and assumptions are available electronically with all other Board material.

C. Staffing Update

An update on College staffing will be provided at the Board meeting. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

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

B. Chairperson's Report

C. Other Information Items

1. ACCT National Legislative Summit

Russ Moyer will provide an update on his recent attendance at the ACCT National Legislative Summit.

2. District Recommendation for Association Officer Positions

The District Boards Association 2015 Nominations Committee has requested that each District Board submit nominations for the District Boards Association Board of Directors. Information is available with the electronic Board packet.

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. WTCS Request for Approval – Remodeling of Welding Lab
2. Public Safety Report

B. Time and Place

Thursday, March 26, 2015, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Executive Director Introduction and Report

Dennis Cooley, Executive Director for the Southwest Wisconsin Technical College Foundation, will introduce himself and discuss the Foundation's philosophy; strengths, weaknesses, opportunities, and threats; and short- and long-term strategic directions.

B. Administrative Services Report

Caleb White will discuss the following: 1) current and anticipated threats and opportunities as well as the administrative services related strategies the College is adopting and needs to adopt to address these; 2) the main things the Board and College community needs to be thinking about with regard to processes, facilities, software, equipment, continuous improvement, purchasing, benefits, and related items. Time will be reserved for discussion.

C. Student & Academic Affairs Report

Phil Thomas, Vice President for Student & Academic Affairs, will discuss the following: 1) current and anticipated threats and opportunities as well as the academic and student services related strategies the College is adopting and needs to adopt to address these; 2) the main things the Board and College community needs to be thinking about with regard to processes, continuous improvement, recruitment and retention, programming, delivery methods, student services, evaluation, and related items. Time will be reserved for discussion.

The Board will adjourn until 8:30 a.m. on Saturday, February 28, 2015. The Board will have a dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 28, 2015
8:30 a.m. – Board Retreat
Quality Inn, Mineral Point, WI
1345 Business Park Road
Mineral Point, WI 53565

OTHER ITEMS REQUIRING BOARD ACTION

A. Conference Attendance by Board Members

The Board will discuss its conference attendance guidelines.

B. Strategic Directions

Duane Ford will summarize a process that involved faculty, staff, and administrators in developing a recommended list of Strategic Directions for 2015-2018 and present the resultant list for the Board's consideration. The recommended list of Strategic Directions for 2015-2018 are available electronically with the Board material.

Recommendation: Approve a set of 2015-2018 Strategic Directions.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Strategic Projects

Duane Ford will review the College's 2015 Strategic Projects list.

B. President's Time

1. Organizational Development Project
2. Salary Advancement Considerations
3. General Discussion Regarding College Strengths, Weaknesses, Opportunities, and Threats and Short- and Long-term Strategic Directions.

ADJOURNMENT

Open Meeting

The following statement will be read: "The February 27-28, 2015, regular meeting/Board retreat 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 Mineral Point 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

Presidential Search

A. Search Update

Adjourn to Closed Session

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

- 1. Discussion of proposed contract terms, compensation, and finalist interview content relating to Presidential Search per Wis. Stats. 19.85(1)(e)** {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda

BOARD RETREAT/MEETING NOTICE/AGENDA

February 27-28, 2015

Mineral Point, WI

Friday, February 27, 2015

11:45 a.m. – Lunch

12:30 – Board Meeting/Retreat

Quality Inn, Mineral Point, WI

1345 Business Park Road

Mineral Point, WI 53565

AGENDA

OPEN MEETING

The following statement will be read: "The February 27-28, 2015, Board Retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the Cities of Fennimore and Mineral Point 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

PRESIDENTIAL SEARCH

- A. Search Update

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of proposed contract terms, compensation, and finalist interview content relating to Presidential Search per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.

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 January 22, 2015
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. WTCS Health Insurance Consortium
- B. Budget Parameters & Assumptions
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Executive Director Introduction and Report
- B. Administrative Services Report
- C. Student & Academic Affairs Report

The Board will adjourn until 8:30 a.m. on Saturday, February 28, 2015. The Board will have a dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 28, 2015
8:30 a.m. – Board Retreat
Quality Inn, Mineral Point, WI
1345 Business Park Road
Mineral Point, WI 53565

OTHER ITEMS REQUIRING BOARD ACTION

- A. Conference Attendance by Board Members
- B. Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Strategic Projects
- B. President's Time

ADJOURNMENT

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

B. Minutes of the Regular Board Meeting of January 22, 2015

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 22, 2015

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on January 22, 2015, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Heather Fifrick, Laura Nyberg, Sue Reukauf, Phil Thomas, and Caleb White. Public present included Melissa Gile, Student; Paul Gabriel, District Boards Association; Rob Callahan, Fennimore Times editor.

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, January 22, 2015

6:00 p.m. – Tour of Karen R. Knox Learning Center

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

REVISED

OPEN MEETING

The following statement will be read: "The January 22, 2015, 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

1. Paul Gabriel, Wisconsin Technical College District Boards Association

CONSENT AGENDA

A. Approval of Agenda

- B. Minutes of the Regular Meeting of December 18, 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

PRESIDENTIAL SEARCH

- A. Search Update
- B. Search Committee
 - 1. Search Committee Charge

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. WTCS Health Insurance Consortium
- B. Student Services Report
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of Presidential Search Committee per Wis. Stats. 19.85(1)(e) (f).
 {(e)Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.} {(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par.(b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

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}

Paul Gabriel, Wisconsin Technical College District Boards Association Executive Director, updated the Board on the District Boards Association and the 2015-17 Biennium Budget for the State of Wisconsin. Mr. Gabriel thanked Russ Moyer for his leadership as the District Boards Association President and Don Tuescher for leading the Human Resources Committee as co-chair.

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent Agenda including the January 22, 2015, agenda; December 18, 2014, Board meeting minutes; financial reports; 12 contracts totaling \$280,549.30; hiring of Dennis Cooley, Executive Director of the Foundation; and the resignation of Laura Bodenbender, Director of Human Resources, and Mindy Johnson, Career Connections Supervisor. Mr. Tuescher seconded the motion; motion unanimously carried.

Board Chairperson Eileen Nickels provided an update on the Presidential Search noting that recruitment for the position began on December 23. Michael Best & Friedrich has established an online secure extranet for the Presidential Search Committee to review applicant materials. Deadline for submission of documents for initial consideration is February 3, 2015, with the Presidential Search Committee slated to meet on February 9 to begin the review and initial interview process.

Ms. Nickels presented the Presidential Search Committee charge for approval. Mr. Kohlenberg moved to approve the committee charge as "Recommend the finalists for the position of the next President of Southwest Tech to the Board members on the Search Committee who may advance the finalists in the process for further evaluation by the District Board of Trustees." Ms. Fitzsimons seconded the motion; the motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented an update on the WTCS Health Insurance Consortium. Six colleges have submitted notice of their interest in joining the consortium. The committee developing the consortium has defined accounting practices, procedures, and policies and recently met with the stop loss gap and pharmacy providers.

Laura Nyberg, Dean of Students, and Heather Fifrick, Resident & Student Life Manager, presented a report on Student Services major activities and how they help the College achieve its Strategic Directions. Student Services components of career placement, pre-admissions, admissions, advising and counseling, learning resources, and resident and student life were outlined. Each area was reviewed including outcome measures and strategies to achieve these outcomes. Activities recently accomplished or in the process of being accomplished in the past year include Credit for Prior Learning, a four-step admissions process, degree audit, career assessments, a proactive approach to counseling and advising, writing a resident/student life plan, increasing career placement activities, creating a professional development workbook, building an additional student housing duplex to house eight students, and renovation/ construction of the Karen R. Knox Learning Center.

President Duane Ford updated the Board on College staffing noting current open positions include the Financial Aid Assistant/Accounting Bursar, Human Resources Director, Adult Career Pathway Coordinator, Farm Business & Production Management Instructor,

Electrical Power & Distribution Instructor, Career Connections Manager, and part-time Health Information Technology Virtual Tutors. These positions are in various stages of the hiring process. The position of Executive Director of the Foundation was recently filled.

The Board of Trustees reviewed the FY 2015 FTE report and 2016 application report. FTEs have decreased slightly as compared to last fiscal year at this time. Applications for Fall 2015 enrollment are currently projected at a six percent decrease compared to one year ago.

Chairperson Nickels provided an update on the state legislative day held mid-January and shared that Senator Marklein and Representative Tranel will hold a listening session on Southwest Tech's campus on February 2.

President Ford asked for Board members' input on the Board Retreat agenda and provided a reminder of the Statute 118.22 timeline for nonrenewal of certified staff members. He disclosed that the out-of-state online tuition rate will become effective with classes in the summer semester 2015 and that two disclosures of intellectual property have been signed.

Mr. Kohlenberg moved to adjourn to Closed Session with Ms. Fitzsimons seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 8:07 p.m. The Board meeting reconvened in Open Session at 8:18 p.m. Mr. Tuescher moved to accept the candidates selected for the Presidential Search Committee as determined in Closed Session. Ms. Messer seconded the motion; the motion unanimously carried.

With no further business to come before the Board, Mr. Kohlenberg moved to adjourn the meeting with Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 8:19 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 01/01/2015 TO 01/31/2015**

<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>				
1/8/2015	6271	HAAS Factory Outlet	49,897.00	CNC Setup: CNC Lathe Machine
1/16/2015	6275	Lab Midwest	5,684.64	Electro Mech: HTD Sprocket/Spur Gear Revision/Sheave
1/16/2015	6276	Lab Midwest	23,648.00	Electro Mech: Pump Learning System
1/21/2015	6278	D&D Total Construction	12,265.00	Auto Body: Outlets: install new 3 phase panel/breakers/plug
			SUBTOTAL	\$ 91,494.64
<u>ENTERPRISE FUND</u>				
		none this month		
			SUBTOTAL	\$ -
			TOTAL	\$ 91,494.64

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 01/31/2015

Liability End of Month Balances

FICA	65,916.36
Federal Withholding	44,759.70
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	337,323.00
Sick Leave Payable	500,798.00
Other (Due To)	7,300,993.25
Total Liability Adjustment	8,249,790.31

Beginning Treasurers Balance (1,648,645.23)

Receipt

Fund		
1 General	6,112,111.77	
2 Special Revenue	-	
3 Capital Projects	(1,336.25)	
4 Debt Service	-	
5 Enterprise	334,579.40	
6 Internal Service	467,178.23	
7 Financial Aid/Activities	248,913.42	
Total Receipts	7,161,446.57	
Cash Available		5,512,801.34

Expenses

Fund		
1 General	2,483,437.07	
2 Special Revenue	-	
3 Capital Projects	470,381.41	
4 Debt Service	-	
5 Enterprise	106,623.57	
6 Internal Service	319,059.61	
7 Financial Aid/Activities	68,486.82	
Total Expenses	3,447,988.48	
Treasurers Cash Balance		2,064,812.86
Liability Adjustment		8,249,790.31
Cash in Bank		\$10,314,603.17

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 7 Months ended January 2015**

	<u>2014-15 Budget</u>	<u>2014-15 YTD Actual</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>
General Fund Revenue	24,456,000.00	12,376,046.45	50.61	54.90	57.34	55.77	46.34
General Fund Expenditures	24,756,000.00	12,900,992.07	52.11	54.26	52.46	51.61	51.53
Capital Projects Fund Revenue	2,550,000.00	2,563,128.67	100.51	101.26	101.01	101.95	94.08
Capital Projects Fund Expenditures	3,324,000.00	1,866,095.89	56.14	41.42	35.96	101.67	90.99
Debt Service Fund Revenue	5,132,000.00	178,257.41	3.47	3.62	-	-	-
Debt Service Fund Expenditures	5,180,000.00	726,669.40	14.03	13.74	11.40	12.99	18.17
Enterprise Fund Revenue	1,850,000.00	1,233,604.97	66.68	65.97	68.33	65.57	95.83
Enterprise Fund Expenditure	1,600,000.00	820,833.41	51.30	48.96	51.61	43.59	70.47
Internal Service Fund Revenue	4,100,000.00	2,398,603.68	58.50	57.58	55.22	46.35	53.46
Internal Service Fund Expenditures	4,050,000.00	2,729,193.64	67.39	59.14	58.65	66.08	57.77
Trust & Agency Fund Revenue	8,500,000.00	3,926,703.79	46.20	52.20	52.69	48.94	59.35
Trust & Agency Fund Expenditures	8,450,000.00	3,819,982.77	45.21	49.69	51.08	48.31	57.83
Grand Total Revenue	46,588,000.00	22,676,344.97	48.67	51.94	52.57	50.60	48.29
Grand Total Expenditures	47,360,000.00	22,863,767.18	48.28	48.37	46.76	51.14	52.07

D. Contract Revenue

Twelve contracts totaling \$280,549.30 in December 2014 will be presented for Board approval. The Contract Revenue Report follows.

2014-2015 CONTRACTS

01/01/15 through 01/31/15

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0085-I-42 Glen Haven First Responders	BLS for Healthcare Provider-CPR	Kris Wubben	19	\$ 760.00	No		X	
03-2015-0091-F-41 Prosperity Southwest	Administrative & Financial Services	Amy Charles		\$ 1,036.00	No		X	
03-2015-0092-I-42 Mineral Point Family Denistry	BLS for Healthcare Provider-CPR Recert	Kris Wubben	13	\$ 520.00	No		X	
03-2015-0100-I-41 Manor Care	BLS Healthcare Provider-CPR Recert	Kris Wubben	9	\$ 405.00	No		X	
03-2015-0101-I-41 Metz Welding	Heartsaver CPR/AED	Kris Wubben	3	\$ 105.00	No		X	
03-2015-0102-I-42 Cassville Rescue Squad	EMS CE: IN Narcan & Tourniquets	Kris Wubben	13	\$ 455.00	No		X	
03-2015-0103-I-11 Iowa Grant School District	Heartsaver CPR/AED Training	Kris Wubben	35	\$ 1,285.00	Yes		X	
03-2015-0104-I-42 Montfort Rescue Squad	BLS for Healthcare Provider-Recert	Kris Wubben	12	\$ 480.00	Yes		X	
03-2015-0105-I-18 University of WI-Platteville	Driver Education-Van	Kris Wubben	4	\$ 175.00	No		X	
03-2015-0107-I-41 Lactalis USA	Heartsaver CPR/AED	Kris Wubben	9	\$ 360.00	No		X	
03-2015-0108-T-41 Pink's Automotive-Cenex of Fennimore	Computer Technical Assistance	Amy Charles		\$ 375.00	No		X	
03-2015-0109-I-41 Nelson True Value Southwest Wisconsin Technical College	Heartsaver CPR/AED (Adult Only)	Kris Wubben	8	\$ 320.00	No		X	

<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>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0110-I-41 Golden Living	BLS for Healthcare Provider-CPR	Kris Wubben	6	\$ 240.00	No		X	
03-2015-0112-I-42 Hazel Green Rescue Squad	BLS for Healthcare Provider- CPR Recert	Kris Wubbel	20	\$ 924.00	Yes		X	
03-2015-0117-I-42 Rural Medical Ambulance	BLS Healthcare Provider-CPR Recert	Kris Wubben	6	\$ 345.00	Yes		X	
03-2015-0121-I-21 WI Dept of Natural Resources	Heartsaver CPR/AED First Aid Training	Kris Wubben	10	\$ 600.00	No		X	
TOTAL of all Contracts			167	\$ 8,385.00				
Exchange of Services			73	\$ 3,034.00				
For Pay Service			94	\$ 5,351.00				

E. Personnel Items

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

PERSONNEL REPORT

February 27, 2015

Employment: NEW HIRE

Name	Margaret Chubb
Title	Financial Aid Assistant/Accounting Bursar
Number of Applicants / Number Interviewed	28 Applicants / 5 Interviewed
Start Date	1/26/2015
Salary/Wage	\$18.00/hr.
Classification	Regular Full-Time Annual
Education and/or Experience	BS in Accounting from University of Illinois; CPA with 11 years of accounting experience

Employment: NEW HIRE

Name	Krista Weber
Title	Director of Human Resources
Number of Applicants / Number Interviewed	9 Applicants / 4 Interviewed
Start Date	2/23/2015
Salary/Wage	\$84,000 Annual
Classification	Regular Full-Time Annual
Education and/or Experience	BS from UW-Platteville – Business Administration, HR emphasis 17 years of Human Resources experience

Employment: NEW HIRE

Name	Kim Maier
Title	Adult Career Pathway Coordinator
Number of Applicants / Number Interviewed	35 Applicants / 6 Interviewed
Start Date	2/27/2015
Salary/Wage	\$57,000 Annual
Classification	Regular Full-Time Annual
Education and/or Experience	BS in Communications & Masters in Education with emphasis in Adult Education from UW-Platteville 10 years of adult education experience

Employment: NEW HIRE

Name	Lisa Foust
Title	Health Information Technology Virtual Tutors
Number of Applicants and Number Interviewed	3 Applicants / 3 Interviewed
Start Date	3/1/2015
Salary/Wage	\$22.50/hr.
Classification	Part-Time, Limited-Term Employment/ Academic Year / Grant-Funded
Education and/or Experience	Associate Degree-Applied Science-Health Information Technology (HIT) 3 years of HIT experience

Employment: NEW HIRE

Name	Kandi Gillitzer
Title	Health Information Technology Virtual Tutors
Number of Applicants and Number Interviewed	3 Applicants / 3 Interviewed
Start Date	3/1/2015
Salary/Wage	\$22.50/hr.
Classification	Part-Time, Limited-Term Employment/ Academic Year / Grant-Funded
Education and/or Experience	Associate Degree-Health Information Management (HIT), Minor in Medical Transcription; 9 years of medical & HIT experience

Employment: NEW HIRE

Name	Cara Jones
Title	Health Information Technology Virtual Tutors
Number of Applicants and Number Interviewed	3 Applicants / 3 Interviewed
Start Date	3/1/2015
Salary/Wage	\$22.50/hr.
Classification	Part-Time, Limited-Term Employment/ Academic Year / Grant-Funded
Education and/or Experience	Associate Degree-Applied Science-CIS Microcomputer Specialist, RHIT certificate; 11 years of Medical Coding and CIM experience

PROMOTIONS/TRANSFERS

None to Report	
----------------	--

RETIREMENTS / RESIGNATIONS

Brian Reuter (Resignation 1/2/2015)	Evening Custodian
Mary Hudson (Resignation End of Semester – May 2015)	Electromechanical Technology Instructor

Recommendation: Approve the consent agenda.

Board Monitoring of College Effectiveness

A. WTCS Health Insurance Consortium

Caleb White will provide an update with the latest available information on the development of this consortium. Information will be available at the meeting.

B. Budget Parameter & Assumptions

Caleb White will present information relevant to the budget assumptions and parameters. The budget parameters and assumptions follow.

DRAFT



Priorities and Budget Assumptions for 2015-2016

Priority Initiatives for 2015-2016

Projects included in Southwest Tech's Strategic Projects List. These include:

- Continued implementation of new programming to include
 - Expand 1+1 AA/AS partnership with Nicolet
 - Expand 2+2 BS partnership with Franklin University
 - Supply Chain Management pathway programs
 - Create additional career pathways in existing programming to include Instrumentation, Laboratory Technician and Administrative Professional areas.
- Learn Your Way - Maximize access to training through flexible delivery option of courses and programs at both the Fennimore campus and extended campus sites outside of normal business hours/days
- Increase the number of adults served
- Enhance the look, feel and usability of outreach sites
- Create a system/dashboard to more easily access metrics to make more informed decisions
- Improve retention and completion
- Expand access to Credit for Prior Learning
- Organizational Development - Develop and implement a strategy to improve employee satisfaction
- Participate in successful implementation of the health insurance consortium
- Improve payroll processes including the implementation of paperless time keeping
- Improve and expand electronic document management system
- Intellectual property management
- AQIP accreditation: team to attend strategy forum
- Use continuous improvement process to improve efficiency and reduce expenditures

Budget Assumptions for 2015-2016

- Slight increase in district net new construction valuation
- Minimal increase in tuition rates, if any
- Health and dental coverage is estimated to increase eight percent (8%) with dental coverage remaining flat
- Gas and electric utility rates are estimated to increase eight percent (8%) and four percent (4%), respectively
- Increase in operational expenses for expanded adult population and outreach efforts
- Salary adjustments are currently unknown
- Off boarding several large grants
- Wisconsin Retirement System contribution rate decreased by 2.9% on January 1, 2015, from 7.0% to 6.8% (Southwest Tech's 50% share; employees contribute 50% of the whole)
- Planning for 1,450 FTEs (6.45% FTE decrease from 2014-15 projection – 1,550)

C. Staffing Update

An update on College staffing will be provided at the Board meeting. A summary is below.

Position Tracking 2014/2015 Fiscal Year

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

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
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
22	Replacement - Samantha Redman (Transfer)	Financial Aid Accounting/Bursar	Decision to defer replacement at this time.		Grade 4 Hourly \$16.09 - \$20.78

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
23	New Position	Online Specialist	New Hire - Amy Poteet	1/12/2015	Grant Funded the first year, then District Funded Grade 7 Salaried Professional \$52,190 - \$70,611
24	Replacement - Kathy Witzig (Retirement)	Counselor	New Hire - Heather McIlmans	12/15/2014	Grade 7 Salaried Professional \$52,190 - \$70,611
25	New Position (Limited Term Employment) LTE	Welding Instructor	New Hire - Edward Anderson	12/15/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
26	New Position	Administrative Asst. Part Time Business Management & General Studies	Decision to defer hire at this time and to temporarily use internal resources.		Grade 4 Hourly \$16.09 - \$20.78
27	Replacement - Betsy Ralph Tollefson (Resignation)	Executive Director of the Foundation	New Hire - Dennis Cooley	2/2/2015	Grade 6, Salaried Professional \$59,4604 - \$80,641 (Foundation
28	Replacement - Kellie Knox (Retirement)	Math/Science Instructor	New Hire - Amanda Vissers	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
29	Replacement - Samantha Redman (Transfer)	Financial Aid Accounting/Bursar	New-Hire - Margaret Chubb	1/26/2015	Grade 4 Hourly \$16.09 - \$20.78
30	New Position	Adult Career Pathway Coordinator	New Hire - Kim Maier	2/27/2015	Grant Funded the first year, then District Funded Grade 7 Salaried Professional \$52,190 - \$70,611
31	Replacement - JoAnn Peterson (Resignation)	Farm Business Production Management Instructor	Interviews Scheduled	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
32	Replacement - Bill O'Herrin (Retirement)	Electrical Power & Distribution Instructor	Posting/Advertising being prepared	Summer 2015	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
33	New Positions (3)	Part Time (Limited Term Employment) Health Information Technology Virtual Tutors	New Hires - Cara Jones, Lisa Foust, Kandi Gillitzer	3/1/2015	Grant Funded, Grade 6 Hourly \$21.05 - \$27.14
34	Replacement - Laura Bodenbender (Resignation)	Director of Human Resources	New Hire - Krista Weber	2/23/2015	Grade 4, Salaried Professional \$74,431 - \$100,700
35	Replacement - Mindy Johnson (Resignation)	Career Connections Supervisor	Posting/Advertising being prepared	Spring 2015	Grade 7, Salaried Professional \$52,190 - \$70,611
33	Replacement - Brian Reuter (Resignation)	Evening Custodian	Posting/Advertising being prepared	Spring 2015	Grade 1, Hourly \$12.07 - \$15.59
33	Replacement - Mary Hudson (Resignation)	Electro-Mechanical Technology Instructor	Posting/Advertising being prepared	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437

Updated 2/12/2015

Information and Correspondence

A. Enrollment Report

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



2013-2014 and 2014-2015 FTE Comparison

Program Type	Program Title	02-18-14 Students	02-16-15 Students	Student Change	02-18-14 FTE	02-16-15 FTE	FTE Change
10	Accounting	38	24	(14)	27.56	19.36	(8.20)
10	Administrative Professional	14	13	(1)	12.67	10.10	(2.57)
10	Agri-Business/Science Technology	44	66	22	41.77	62.70	20.93
10	Business Management	107	86	(21)	76.96	57.09	(19.87)
10	Cancer Information Management-New	-	9	9	-	4.67	4.67
10	Criminal Justice - Law Enforcement	60	63	3	54.30	46.50	(7.80)
10	Culinary Arts	11	21	10	7.84	16.94	9.10
10	Culinary Management	8	10	2	6.60	8.50	1.90
10	Direct Entry Midwife	26	35	9	14.60	14.70	0.10
10	Early Childhood Education	53	41	(12)	37.63	29.30	(8.33)
10	Electromechanical Technology	58	60	2	56.16	51.23	(4.93)
10	Engineering Technologist-Suspended	23	10	(13)	21.83	8.73	(13.10)
10	Golf Course Management	35	30	(5)	30.87	26.10	(4.77)
10	Graphic And Web Design	35	36	1	30.63	27.30	(3.33)
10	Health Information Technology-New	-	36	36	-	17.70	17.70
10	Human Services Associate	65	43	(22)	38.90	33.40	(5.50)
10	Individualized Technical Studies	6	5	(1)	5.53	2.97	(2.57)
10	IT-Computer Support Specialist	1	1	-	0.40	0.20	(0.20)
10	IT-Network Communications Specialist	31	34	3	23.73	22.87	(0.87)
10	IT-Web & Software Developer-Suspended	23	10	(13)	17.37	7.03	(10.33)
10	Marketing-Suspended	11	-	(11)	7.33	-	(7.33)
10	Medical Laboratory Technician	15	17	2	11.33	14.97	3.63
10	Nursing - Associate Degree	262	285	23	126.88	142.64	15.76

Program Type	Program Title	02-18-14 Students	02-16-15 Students	Student Change	02-18-14 FTE	02-16-15 FTE	FTE Change
10	Physical Therapist Assistant	38	47	9	22.33	28.17	5.83
10	Supervisory Management	4	21	17	1.30	10.26	8.96
10	Supply Chain Management-New	-	8	8	-	2.70	2.70
10	Technical Studies-Journeyworker	-	1	1	-	0.20	0.20
	Total Associate Degree	968	1,012	44	674.54	666.33	(8.22)
31	Accounting Assistant	8	13	5	4.87	8.97	4.10
32	Agricultural Power & Equipment Technician	44	41	(3)	42.20	40.04	(2.17)
31	Auto Collision Repair & Refinish Technician	23	21	(2)	15.17	13.57	(1.60)
32	Automotive Technician	30	30	-	24.30	25.24	0.93
31	Bricklaying & Masonry-Suspended	10	-	(10)	8.50	-	(8.50)
30	Building Maintenance & Construction-PDC Correctional	1	-	(1)	0.10	-	(0.10)
31	Building Trades - Carpentry	13	21	8	12.90	18.74	5.83
30	CNC Setup/Operation	12	9	(3)	8.27	4.87	(3.40)
31	Child Care Services	10	15	5	8.20	10.30	2.10
50	Electricity (Construction) Apprentice	18	19	1	2.85	2.57	(0.28)
31	Cosmetology	43	39	(4)	34.54	34.04	(0.50)
30	Criminal Justice-Law Enforcement 520 Academy	22	15	(7)	11.80	7.80	(4.00)
31	Culinary Specialist	6	6	-	3.10	3.77	0.67
31	Dairy Herd Management	18	18	-	18.27	17.37	(0.90)
30	Dental Assistant - Short Term	29	28	(1)	15.77	14.94	(0.83)
31	Electrical Power Distribution	30	26	(4)	25.73	23.70	(2.03)
31	Esthetician-Suspended	13	1	(12)	8.90	0.53	(8.37)
50	Industrial Electrician Apprentice	16	11	(5)	2.47	1.47	(1.00)
31	Industrial Mechanic-New	-	6	6	-	2.17	2.17
31	IT-Computer Support Technician	5	14	9	2.00	9.40	7.40
31	Medical Assistant	47	39	(8)	34.37	33.41	(0.97)
30	Medical Coding Specialist	66	48	(18)	22.60	15.80	(6.80)
31	Medical Transcription-Discontinued	3	-	(3)	1.27	-	(1.27)
30	Nursing Assistant	182	169	(13)	22.70	20.83	(1.87)
31	Office Support Specialist	10	12	2	5.90	8.77	2.87

Program Type	Program Title	02-18-14 Students	02-16-15 Students	Student Change		02-18-14 FTE	02-16-15 FTE	FTE Change
50	Plumbing Apprenticeship	13	15	2		2.18	2.15	(0.03)
31	Welding	46	52	6	-	40.94	44.56	3.63
	Total Technical Diploma	718	668	(50)		379.89	364.97	(14.93)
	Liberal Studies	10	27	17		5.97	11.07	5.10
	Undeclared Majors	106	1,884	(222)	-	269.60	223.45	(46.15)
	Total	3,802	3,591	(211)		1,330.00	1,265.81	(64.19)
	Percent of Change							4.83%
	Vocational Adult (Aid Codes 42-47)	4,847	3,687	(1,160)		86.59	68.85	(17.74)
	Community Services	205	68	(137)		0.68	0.17	(0.51)
	Basic Skills (Aid Codes 7x)	298	247	(51)		30.74	21.18	(9.56)
	Basic Skills Remedial(Aid Codes 78)	1,440	1,082	(358)	-	56.09	44.80	(11.29)
	Grand Total	10,592	8,675	(1,917)		1,504.10	1,400.80	(103.29)
	Total Percent of Change							-6.87%

2015-16 Application Comparison Report

APPLICATION COMPARISON of 2015-16 vs 2014-15



Program	15-16 (2/16/15)						14-15 (2/15/14)			YOY Change
	Cap	Accptd	Wait List	Jan Start	Jan WL	Total	Accptd	Wait List	Total	
Accounting		5				5	14		14	(9)
Accounting Assistant		6				6	1		1	5
Administrative Professional		5				5	5		5	0
Agri-Business/Science Tech	24	24	2			26	24	15	39	(13)
Ag Power & Equipment	22	22	6			28	22	14	36	(8)
Auto Collision Repair&Refinish	22	5				5	6		6	(1)
Automotive Technician	22	12				12	16		16	(4)
Bricklaying & Masonry (Disc.)						0	1		1	(1)
Building Trades- Carpentry	20	4				4	7		7	(3)
Business Management		3		12		15	32		32	(17)
Cancer Information Management		5				5				5
Child Care Services	13	7				7	5		5	2
CNC Setup/Operation	15	1				1	2		2	(1)
Cosmetology	24	8				8	14		14	(6)
Criminal Justice-Law Enforce	48	20				20	20		20	0
Culinary Arts		3				3	8		8	(5)
Culinary Management		1				1			0	1
Culinary Specialist		3				3	3		3	0
Dairy Herd Management	24	9				9	10		10	(1)
Dental Assistant	18	10		10	1	21	27	6	33	(12)
Early Childhood Education	28	17				17	12		12	5
Electrical Power Distribution	24	24	10			34	24	1	25	9
Electro-Mech Tech (Aug start)	24	5				5	8		8	(3)
Electro-Mech Tech (No June '15)						0	7		7	(7)
Engineering Tech (Discontinued)						0	5		5	(5)
Esthetician (Discontinued)						0	5		5	(5)
Golf Course Management		4				4	9		9	(5)
Graphic and Web Design	25	13				13	8		8	5
Health Information Technology	22	22	2			24			0	24
Human Services Associate	31	14				14	26		26	(12)
Industrial Mechanic	12	1		7		8			0	8
IT-Computer Support Tech		4				4	4		4	0
IT-Network Communication Spec		7				7	4		4	3
IT-Web&A71Software (Disc.)						0	6		6	(6)
Laboratory Science Technician	15					0				0
Liberal Arts- Associate of Arts				3		3	1		1	2
Liberal Arts-Associate of Science						0	1		1	(1)
Marketing (Disc.)						0	4		4	(4)

Program	Cap	15-16 (2/16/15)						14-15 (2/15/14)			YOY Change
		Accptd	Wait List	Jan Start	Jan WL	Total		Accptd	Wait List	Total	
Medical Assistant	32	32	2			34		32	12	44	(10)
Medical Coding Specialist	23	23	5	5		33		34	9	43	(10)
Medical Laboratory Technician	16	6				6		4		4	2
Nail Technician	4					0				0	0
Nursing-Associate Degree	54	54	60	18		132		54	85	139	(7)
Nursing-Assoc Degree- Part-time	28	28	13			41		28	6	34	7
Office Support Specialist		5				5		8		8	(3)
Pharmacy Tech (shared)		1				1		1		1	0
Physical Therapist Assistant	15	15			25	40		15	23	38	2
Supervisory Management		2		4		6		5		5	1
Supply Chain Mgt				9		9					9
Technical Studies-Journeyworker				1		1					1
Undecided						0				0	0
Welding	40	18		13		31		40		40	(9)
August Totals		448	100	82	26	656		562	171	733	(77)
Direct-Entry Midwife (Jan Start 2016)	16	1				1		2		2	(1)
Physical Therapist Assist (Jan 2016)			2			2					2
January Totals		1	2	0	0	3		2	0	2	1
Totals		531	128			659		564	171	735	(76)
YOY Change		(33)	(43)			(76)					

B. Chairperson's Report

C. Other Information Items

1. ACCT National Legislative Summit

Russ Moyer will provide an update on his recent attendance at the ACCT National Legislative Summit.

2. District Recommendation for Association Officer Positions

The District Boards Association 2015 Nominations Committee has requested that each District Board submit nominations for the District Boards Association Board of Directors. Information is available below.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

February 19, 2015

To: District Board Chairpersons and
Members of the Boards Association Board of Directors

From: 2015 Nominations Committee
Sally Mielke, Fox Valley, Chairperson
Laverne Hays, Blackhawk
Jim Kohlenberg, Southwest Wisconsin
Ying LaCourt, Northeast Wisconsin
Doug Moquin, Northcentral

Re: **District Recommendations for Association Officer Positions**
Response Requested!

The Nominations Committee is requesting your board's assistance by identifying any member you wish to be considered for nomination as a candidate for Association officer. The election of officers takes place on Saturday, April 18, 2015, in Stevens Point. The status of each current officeholder and expressions of interest received to date follow:

President

- o **Russ Moyer**, Southwest Wisconsin, is completing a second 1-year term and may not be reelected president. He will automatically become past-president when new officers are seated.
- o **Mona Mathews**, Chippewa Valley, would like to be considered for nomination as a candidate for president.

Vice President

- o **Mona Mathews**, Chippewa Valley, is completing a second 1-year term and may not be reelected vice president.
- o **Carla Hedtke**, Northeast Wisconsin, would like to be considered for nomination as a candidate for vice president.

Secretary/Treasurer

- o **Carla Hedtke**, Northeast Wisconsin, is completing a second 1-year term and may not be reelected secretary-treasurer.
- o No expressions of interest have been received to date for this position.

Please discuss the upcoming election with your board colleagues and suggest to us any district board members you would like the Nominations Committee to consider as nominees

for the election. You may suggest a member from your own board or any member board. A suggestion may be made by an individual member or a member board.

Please respond no later than Wednesday, April 1st, to the committee in care of Paul Gabriel, pgabriel@districtboards.org or 608 266-9430, or by contacting any member of the committee. The Nominations Committee will put forward its slate of candidates for consideration after April 1 and in advance of the election.

Association bylaws also allow for nominations from the floor during the election. Please note that to be placed on the ballot, a member must consent to serve if elected. This is the case whether the nominee is placed on the ballot as part of the Nominations Committee slate or is nominated from the floor.

This organization is fortunate to have a great diversity of dedicated members serving on district boards throughout the state. We look forward to your board's input as the annual election of officers approaches. Thank you.

cc: Offices of the College Presidents

Establish Board Agenda Items for Next Meeting

A. Agenda

1. WTCS Request for Approval - Remodeling of Welding Lab
2. Public Safety Report

B. Time and Place

Thursday, March 26, 2015, at 7:00 p.m. in Rooms 492-493, College Connection,
Southwest Tech Campus

Board Monitoring of College Effectiveness

A. Foundation Executive Director Introduction and Report

Dennis Cooley, Executive Director for the Southwest Wisconsin Technical College Foundation, will introduce himself and discuss the Foundation's philosophy; strengths, weaknesses, opportunities, and threats; and short- and long-term strategic directions.

B. Administrative Services Report

Caleb White will discuss the following: 1) current and anticipated threats and opportunities as well as the administrative services related strategies the College is adopting and needs to adopt to address these; 2) the main things the Board and College community needs to be thinking about with regard to processes, facilities, software, equipment, continuous improvement, purchasing, benefits, and related items. Time will be reserved for discussion.

C. Student & Academic Affairs Report

Phil Thomas, Vice President for Student & Academic Affairs, will discuss the following: 1) current and anticipated threats and opportunities as well as the academic and student services related strategies the College is adopting and needs to adopt to address these; 2) the main things the Board and College community needs to be thinking about with regard to processes, continuous improvement, recruitment and retention, programming, delivery methods, student services, evaluation, and related items. Time will be reserved for discussion.

The Board will adjourn until 8:30 a.m. on Saturday, February 28, 2015. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 28, 2015
8:30 a.m. – Board Retreat
Quality Inn, Mineral Point, WI
1345 Business Park Road
Mineral Point, WI 53565

Other Items Requiring Board Action

A. Conference Attendance by Board Members

The Board will discuss its conference attendance guidelines.

B. Strategic Directions

Duane Ford will summarize a process that involved faculty, staff, and administrators in developing a recommended list of Strategic Directions for 2015-2018 and present the resultant list for the Board's consideration. The recommended list of Strategic Director for 2015-2018 are below.

Recommendation: Approve a set of 2015-2018 Strategic Directions.

Southwest Wisconsin Technical College

STRATEGIC DIRECTIONS

2012-2015 Strategic Directions

- Increase college access
- Improve student completion and success
- Strengthen partnerships
- Create a cohesive culture
- Prioritize customer service
- Advance infrastructure
- Promote fiscal efficiency and sustainability

2015-2018 Strategic Directions

Proposed by the Administration, Faculty, and Staff Members

The following were derived from four open discussion sessions with faculty, staff, and administrative team members in November and December 2014 and subsequent discussions with administrators at regularly scheduled meetings. These are offered to the Board of Directors as a recommendation and starting point for discussion.

- Increase college access
- Improve student completion and success
- Strengthen partnerships
- Create a cohesive culture
- Prioritize customer service and effective communication
- Advance quality, efficiency, and sustainability

Board Monitoring of College Effectiveness

A. Strategic Projects

Duane Ford will review the College's 2015 Strategic Projects list.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
2015 STRATEGIC PROJECTS					
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment
Increase College Access					
Learn Your Way (HLC AQIP Active Action Project)	Southwest Tech will continue to expand program offerings and student services aimed at serving adults at times and places as well as with delivery methods and program structures (e.g., those designed for part-time students) that optimize such students' opportunities for success. This project needs to be championed by every faculty and staff member.	SAAC, MJ Dachelet, Amy Poteet	2015-2016	On-going	Numbers of courses offered and students served; goals TBD
Marketing to an adult population (HLC AQIP Active Action Project)	The College will develop an action plan to increase the number of adults served. Purposes include: 1) Recruitment activities; 2) Data analysis; 3) Identify barriers to success & develop strategies to overcome barriers; 4) Develop benchmark information both internally & externally; 5) Recommend Action Plan to create Learner Success for this population. This committee will be part of a larger effort in Learner Success that will encompass action plans from two other committees that have been similarly formed.	Phil Thomas	2015-2016	On-going	Number of and increase in adult students served
Alternative Delivery Quality Initiative	Develop a comprehensive strategy for high quality, effective, and efficient alternative delivery, with emphasis on the use of online and video (e.g., ITV) learning. Will result in sub-projects, for example, using a collaborative methodology b) create a standardized template for Blackboard courses and b) review and improve online and ITV course standards.	SAAC, CTL, Media Services	2015-2016	6/1/2016	Completed strategy; initiated implementation.
Program Array - ongoing program development	Planning for the development of new programs in agriculture; implementation of instrumentation and advanced CNC; complete implementation of supply chain management; evaluate need and/or create a short-term certificate for online driver educator certification	Phil Thomas, Deans, and Coordinators	2015-2016	On-going	Completion of planning and/or implementation of new programs
College Prep and Exploratory Courses	Offer college prep and remedial courses at our outreach sites to provide opportunities for students to complete their prep work at times and locations that better fit their schedule. Not only will this help improve college readiness and success, but will also allow us to use already existing resources! A few courses were offered during 2014.	Julie Pluemer and Deans	2015-2016	On-going	Number of courses offered and students served; goals TBD

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
2015 STRATEGIC PROJECTS					
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment
Expand opportunities for High School Students to earn credit in high school.	Develop and expand articulation agreements. Pilot at least one summer learning academy. Continue to participate in workforce development consortium in Richland County. Watch for and take advantage of other opportunities.	Julie Pluemer, Mary Johannesen	On-going	On-going	Number of articulation agreements, students served, academies or courses offered; goals TBD
Public Safety Enhancement	1) AHA ACLS training center (Advanced Cardiac Life Support). Offer Advanced CPR training for career health care professionals. 2) Increase number of EMT instructors. Offerings are sometimes restricted due to the low number of EMT instructors. 3) Marketing CJ. Utilize CJ staff to contact and do presentations to high schools. 4) Short term diplomas in security, academy, corrections. Create short term diplomas and or career pathways in the CJ new curriculum. 5) Fire Medic 1st year. Work with other colleges to create the first year of the fire medic degree program. 6) Utilize regional training sites to more effectively offer CPR. 7) Online CPR Card requests. Maximize the efficiency of issuing CPR cards to the 1000s of students each year. 8) Automated CPR training. Utilize a computer based CPR dummy to allow training anytime.	Public Safety	2015-2016	6/1/2016	Project completion and/or numbers served
Improve Student Completion and Success					
Retention and completion (HLC AQIP Active Action Project)	A committee spent the 2013-14 academic year collecting data and researching the current literature to inform its work. Using benchmark data for retention and completion and in conjunction with definitions developed at the state level the action project will be developed to improve measures of both retention & completion for the college.	Phil Thomas	2015-2016	On-going	Improved retention and graduation

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
2015 STRATEGIC PROJECTS					
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment
Metrics and dashboards	The metrics currently in development will be used to better understand program viability, outcomes, and other key quality indicators. IA will create a college metrics committee to provide input into QRP local indicators and other metrics being developed for the college. The committee, IA, IT, and others will develop metrics, processes, and dashboards to help ensure that faculty, staff, and administration all have access to information needed for overall program/college improvement. Particular attention will be given to metrics that allow an understanding of the College's performance relative to the two formula that determine Southwest Tech's share of General State Aid.	SAAC, IA, and IT	2015-2016	On-going	Metrics developed are being used as one measure of program strength along side QRP. Metrics are available to drive and inform continuous improvement.
Increase General Education Completion	Review the causes of non-completion and design high quality, effective, and efficient strategies and programs to address these causes. Identify non-completers who have "jobbed-out" and seek to help them complete their degree or diploma.	SAAC & General Education Coordinator and Faculty	2015-2016	On-going	
Monitoring Student Progress	Review current system for monitoring student's progress and make improvements/changes where necessary	Student Services & Instructors	2015-2016	8/1/2015	Improvement in student retention rate
Introduction to College Success	The College will consider the creation of a required course for all credit students, specifically a "college readiness/prep course". This would aid them in learning more about study techniques, how to utilize the computer, budget time, use the library, proper use of APA format, etc. It would be more of an introduction of what was to come.	SAAC	2015-2016	12/1/2015	Retention and graduation rates
Career Pathways	Develop well-articulated career pathway programming that is industry sector based, has clear career outcomes, and has been vetted with those industry sectors.	SAAC, Career Pathways Coordinator	2015-2016	On-going	Number of or percentage of programs with well designed career pathway models. Models to include processes and materials (including infographics) for informing students about the pathways existence and value.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
2015 STRATEGIC PROJECTS					
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment
Transition Phase 1 Technical Skill Attainment Programs to Phase 2	A minimum of 5 Technical Skill Attainment Programs will be approved as Phase 2 programs by year-end	Kristal Davenport & Program Instructors	2015-2016	Ongoing	The number of programs that have moved from Phase 1 to Phase 2 will determine the success of this activity.
Curriculum Integrity and Assessment	With outcomes based funding, SWTC should educate all employees on assessment and how it can be used to improve teaching and learning. SWTC needs to answer a lot of questions to ensure our services and curriculum have value: Back to the basics of Plan, Do, Check, Act. What are we assessing; What are the different techniques that I can use; Did it measure what I wanted; How do I improve my teaching to improve learning; What service do we need to improve/how do we measure it; Am I confident with the assessment; Did it measure workforce readiness; Is the curriculum aligned for learning; Is the curriculum aligned for some other reason; What am I teaching; Why am I teaching this; How do I document my curriculum; How do I document my program; How does this work with AQIP; How does this work with QRP; Am I really assessing core abilities; How should I document core abilities	Julie Pluemer, Deans, Phil Thomas, Assessment Team, Curriculum Team	2015-2016	Ongoing	
Student Alert System	Use the Student Alert System to provide consistent and timely notices of students who are struggling or not showing up for classes	Faculty, Student Services Staff Members	2015-2016	TBD	Project completion and wide usage of the system
Credit for Prior Learning	Finalize policy and processes; implement	Phil Thomas, Louise Bradley	2016	2016	Assessment processes need to be developed
Student life plan	Develop a comprehensive student life strategy	Laura Nyberg-Comins, Heather Ffrick	2015-2016	TBD	Project completion
Improve Academic & Financial Aid Probation & Denial Process	Currently academic probation/denial and financial aid probation/denial are separate processes. This project would look to improve these processes to achieve more efficiency and reduce student confusion. One combined process and a single communication to the student may be a result.	SAAC, VP Administrative Services, Financial Aid Manager	2015-2016	12/1/2015	

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
2015 STRATEGIC PROJECTS					
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment
Identifying and supporting entrepreneurs	Keep it simple. Seek to identify and encourage student entrepreneurs. Support those who are ready to access the resources needed for entrepreneurship	Paul Bell and the Entrepreneurship Committee	2016	On-going	Via the graduate survey, five year follow-up survey, or other instruments document the number of businesses and jobs created by Southwest Tech entrepreneurs.
Basic Education Transition	The BE Team will work closely with the recruiters and advisors to develop a plan to transition students from Basic Education to Post-Secondary Education	Basic Ed Team	2015	Ongoing	The number of BE students who successfully complete a post-secondary course will determine the success of this initiative
Program accreditation	Obtain program accreditation for Health Information Technology and Cancer Information Management	Katie Garrity	2016	TBD	Accreditation received
Strengthen Partnerships					
50th Anniversary Celebration	Plan and implement appropriate friend and fund raising activities as well as celebratory events	Dennis Cooley and Committee	2016	2017-2018	
Health Division Video	Have each health occupation program do a short video relative to their program and then combine into one video that could be shared with district employers	Marketing & Program Directors	2015-2016	8/1/2015	Completion of videos
Create a Cohesive Culture					
Organizational Development	With the help of Honkamp Krueger (HK), develop and implement a strategy and strategic projects to address the challenges identified by the 2014 Employee Satisfaction Survey and the follow research conducted by HK.	President	2015-2016	On-going	Improved employee satisfaction as assessed by the Noel Levitz Employee Satisfaction Survey and/or other instruments. Completion and assessment of the impact of strategic projects.
Initiate an Adjunct Advisory Council	To improve onboarding of adjuncts to the College and Faculty Quality Assurance System	HR Director	2015-2016	6/1/2016	Creation and implementation of an adjunct onboarding and orientation program. Finalization and implementation of plans for how Southwest Tech will comply with the EOAS as it applies to adjuncts
Prioritize Customer Service					

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
2015 STRATEGIC PROJECTS					
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment
Customer Service standards, training, and accountability	With involvement of the faculty and staff, create a simple set of standards, training processes and programs based on those standards, and an evaluation system to ensure everyone is meeting those standards	SAAC	2015 -2016	6/1/2015	Completion of a set of standards and evaluation system that are widely agreed in FY 2015; implementation and evaluation in FY 2016
Advance Infrastructure					
See separate facilities and information technology project lists.					
Room usage study	Conduct a room usage study to understand how efficiently classrooms, laboratories, instructional computers, and other teaching resources are used.	Dan Imhoff	2015-2016	6/1/2016	Completed study; increased efficiency of room and equipment use
Improved Outreach Site space in Prairie du Chien	The current space is too small. Need to replace it with something that better serves the College's needs, yet is affordable. Co-location with Upper Iowa University's PdC operation is highly desirable.	President, Julie Pluemer, Derek Dachelet, and Amy Charles	2015	ASAP	Implementation of a new space.
Public Safety Complex & Agriculture Demonstration Laboratory Improvements	Understand the needs and costs. Raise private funds and/or work into the capital facilities schedule	Kris Wubben, Deb Ihm, and Colleagues	2015-2016	On-going	Finalize our understanding of what needs to be done and how much it is likely to cost. Determine desired sources of funding. Pursue that funding. All by June 2015. Obtain funding and build on an on-going basis
Agriculture labs	After the agriculture programs have defined their new programs and received internal approvals and are in process of gaining WTCS approvals, plan necessary remodeling needed for these programs.	Derek Dachelet & agriculture colleagues	2015-2016	On-going	Approved programs, sound designs for the facility and equipment needs
300 Renovation	Revisit the plan with the College's architect. Begin remodeling as the College's crews have the time	Dan Imhoff	2015-2016	On-going	300 renovation.
Housing Site Plan	Create housing site plan that plans for future expansion and renovation of on-campus student housing: family housing, recreational activities, etc..	Heather Ffrick, Dennis Cooley, Resident & Student Life Manager	Phased in beginning 2014	TBD	Housing occupancy/demand; housing survey results
Promote Fiscal Efficiency and Sustainability					

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
2015 STRATEGIC PROJECTS					
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment
See separate administrative services project lists.					
College Accreditation	HLC Accreditation renewal	Phil Thomas	2015-2016	2016	Continued accreditation
Intellectual Property Management	Develop the mechanisms and means to appropriately manage intellectual property that has been or will be developed.	President	2015-2016	TBD	Licences sold, businesses developed, revenues from the commercialization of intellectual property
Health Care Consortium	Six technical colleges are moving forward on the development of a health care consortium. Southwest Tech will need to make a decision to join or not. If the College joins, there will be an implementation project	Caleb White, HR Director	2015-2016	TBD	Reduce health care costs for employees and college
Real Estate Foundation	Such a foundation will provide a better structure for the Southwest Tech Foundation's Housing and could prove useful for future real-estate developments for use a outreach sites, housing, etc.	Dennis Cooley, President	2015-2016	ASAP	Creation of a real estate foundation and transfer of the Housing property into it.
Implement Greenshades	A paperless timekeeping system	HR Director Connie Haberkorn	2014/2015	12/1/2015	Project completion
FQAS	Transition all Regular and Part Time faculty to the Faculty Quality Assurance System	HR Director	2015	1/1/2016	Project completion
Initiate Cost Centers	Change payroll system to accommodate Business Office with the development of "Cost Centers"	Connie Haberkorn & HR Director	2015/2016	Dec 2016	Project completion

Information Technology Accomplishments - Qtr 2 (Report date Jan 2015)				
Project Name	Assigned to	Requesting Department	Priority	Comments
Knox Learning Center setup	All		Done	
Media Center relocation	MJ, Kyle		Done	
ITV Rooms set up and scheduling for Spring classes	MJ		Done	
Bookstore Process Improvements: Faculty textbook request and portal integration	Matthew	Kelly, Nancy, Jen	Done	Faculty Book Requisition project a new tool for faculty to interface with bookstore; additional tools for bookstore staff to manage; students can now click "Get My Books" on MySWTC
CPR card submission process	Matthew	PSC	Done	CPR Card requests for Public Safety uses dynamic PDF tool to auto-generate cards, eliminating many hours of manual work
HealthStream integration → seamless login between CE Portal and HeartCode BLS learning system	Matthew	PSC	Done	
New Copiers installed	Jake		Done	
CE Portal - Real Estate classes, FBPM bundles, etc.	Matthew		Done	Various CE Portal enhancements 8500+ requests since launch; override and staff professional development billing codes; bundle discounts
Data Requests	Bob		Done	GPR grant requests, NSLC changes, and others
eBrochure contract with Nicolet - ongoing	Matthew		Done	E-Brochure: ongoing tweaks, 1100+ requests since launch; prototyping with Nicolet College to test marketability (Azure)
New servers and Nimble storage replacement onsite.	Dave H	Campus infrastructure	Done	Installation scheduled for February
Office 2013 rolled out to all staff. Trainings provided at Winter Learning Academy		All	Done	
B&IS moved to 500. New copier installed		B&IS & Facilities	Done	

A3 format submission for Student Clearinghouse	Lisa/Bob	Dept of Ed/ NSLC	Done	
Public Safety - Training Request Form	Mike S.	Public Safety	Done	EX: https://www.swtc.edu/continuing-education/course-request?team=fire
Database Driven Home Page content	Matthew & Mike	Marketing	Done	
Presidential Search webpages	Mike	Karen C. & Board	Done	https://www.swtc.edu/about/presidential-search/
Ebrochure - program page synchronization	Matthew & Mike	Phil	Done	
Coded program to integrate UW-P ASC attendance entry into CAMS, saving staff many hours of data entry	Matthew	ASC	Done	

IT Projects - 2014/2015 - Quarter 3 (Jan., Feb., March 2015)

Project Name	Assigned to	Requesting Department	Priority	Comments
Create an IT Wiki for internal documentation	All		Ongoing	IT Wiki built and ready for use. Now the hard part is to populate it with documentation. This will be for internal IT use only.
WTCS Statewide RFP for Learning Management System	Lisa	WTCS IT Group	High	Process of RFP will start no later than March.
Implement SmartSheet	Lisa		High	Work on implementation and training plan.
DEVELOPMENT TEAM (Bob, Mike, & Matthew)				
Degree Audit	Bob & Chyme		90%	I have completed degree audit for the 2014-15 year. Bob has a list of issues from Chyme he is reviewing
Business Analytics				
In-house development of Business Analytics	Matthew	Mandy & Deb	Ongoing	Executive Dashboard prototype ongoing development with Mandy / Deb; presented to SWTC Board at November meeting
Implement data exchange with Student Clearinghouse services	Lisa/Bob	Institutional Adv	Medium	Increase submissions to Student Clearinghouse to gain access to more data for IA analysis purposes

Website				
Southwest Tech News	Mike	Duane	70%	Southwest Tech News webpage in development
Social media area (Facebook, Twitter, YouTube, etc.)	Mike	Marketing	25%	All social media links on the same webpage
Landing Page area	Mike	Marketing	25%	Requested by Marketing to create own landing pages to enhance online advertising.
Southwest Tech Blogs	Mike S, Judy G.	Marketing	75%	Moving President's blog to internal site
Start pages (student & Staff) for targeted content	Mike S		25%	Target completion Sept
Develop Google Analytics Funnels	Mike S	Marketing	75%	Add Google Analytics Funnels to track movement of users through steps of processes.
MySWTC/Email/BlackBoard Login page improvement	Mike S		50%	Keeps changing. Have templates for Email and BlackBoard login pages
Continued evaluation of Website User Roles document	Mike S		95%	Completion by mid-October. Meetings are scheduled
Program donation form for Supplies equipment	Mike S	Derek/Foundation	95%	Final testing in progress. Will be live by Feb. 1
Student tracking for ATL, ASC, Supt Services, BE	Bob/Matthew	Bonnie, ATL, ASC, etc		Brainstorming with IT staff for more streamlined process. We want to link the student network login (Active Directory) to track hours based on computer location
Evaluate current SAS application vs. CAMS module	Bob	Student Services/CTL	Medium	Evaluate Student 360 module in CAMS to see if it provides the functionality needed to replace the current SAS system.
Start analysis and scope of work for new Faculty Workload system	Bob	Caleb	Medium	Work on analysis for new workload system
Start analysis and scope of work for the Program Financial Statements	Bob	Caleb	High	Work on analysis for new workload system
Decomission CMS 400 (Ektron)	Bob, Dave H.		Low	Bob has to determine new framework before the server can be decommissioned
Ruby on Rails Faculty Certification Application	Bob		Low	Bob - Evaluate new framework

Electronic Health Records (EHR) Analysis	Matthew	Duane & Katie G.	Ongoing	Develop training system to replace Neehr Perfect for Health programs
NETWORK TEAM (Judy & Dave)				
Assist with Capital and Operational Budget development	Dave & Judy	IT	50%	Capital requests being reviewed. Researching specs to fulfill needs and verifying pricing. Check on server and network software licensing. Contracts for 2016
New Antivirus/AntiMalware solution - RFI	Dave & Judy	IT	50%	Sophos is currently being trialed, Kaspersky will be next and Trend Micro presentation on 1/28/15
Research a new solution to replace NetIQ	Judy	IT	75%	Found a replacement for NetIQ. VIWO SSO installation will be scheduled for end of February
New Server/SAN implementation	Dave H.		90%	Installation scheduled for February
VMWare 5.5 Upgrade	Dave H.	IT	High	VMWare upgrade will be installed on the new server equipment. Virtual servers will be migrated to the new environment
Exchange upgrade (v 2007 to v 2013)	Dave H & Judy	IT	Medium	Get more quotes, pick a vendor, determine timeline. Completion by end of Qtr 2
uNotify implementation	Lisa/Dave H	Student Services, Financial Aid, Business Office	High	Need to train users on texting system.
VDI Analysis	Dave H. & Judy		On Hold	New server and SAN hardware will provide the necessary resources for the pilot
Update PRI phone circuit	Dave H.		Medium	TDS will switch our PRI from analog to digital. \$4.95/month per fax to email line. Improved security & increased efficiency
TECHS & MEDIA (MJ, Charles, Jake, Dave F.)				

Online time entry (Greenshades)	Jake	HR	High	Lots of setup to do. Training and testing will be extensive.
IT will lead the Payroll Process Improvement which includes online timesheets	Lisa & Jake			
ITV Mobile Carts	MJ			Coordinate with Online Learning staff to make sure equipment is available when needed.
Electronic Doc Management RFP	Lisa, Dave F., & Jake	Caleb	High	Rejected all proposals from October opening. Modifications are being made to RFP and will be re-issued by Feb. 1.
Assist with Capital and Operational Budget development	Jake, Charles, Dave	IT	50%	Capital requests being reviewed. Refresh cycle being reviewed. Researching hardware specs to fulfill needs and verifying pricing. Software license compliance with new requests
Image Program Modification documents	Dave F.	Phil T./Denise	Medium	Wait for RFP completion
CAMS Security Audit and Roles Creation	Jake, Charles, Dave	IT	Medium	Will evaluate each user and adjust their rights to match their current position. We will communicate with their supervisor to verify before changes are made. Will also be creating roles to make it easier to maintain.
Program/Department software licensing audit	Jake, Charles, Dave	IT	High	IT will be starting a Software audit used in departments and programs to ensure we are in compliance
Outreach sites - hardware & classroom scheduling	MJ, Jake, Charles, Dave, Dave H.		Ongoing	Work with Deans on scheduling at Outreach sites

Facilities Project Summary

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
Lockout / Tagout Program	Create a Lockout/ Tagout program and label equipment with the procedures	Program is written and labeling is beginning.	April-1-2015
Learning Center	3-year Plan	Project Completed.	Completed
Public Safety Complex Road	Connect EPD loop to shooting range drive	We are working on an estimate to create a "field road" to connect the two.	Not Determined
505 Door Project	Open door way between 505,507,517	Project is complete.	Complete
100 Carpet Warranty	Manufacturer making site visit	Carpet will be re-laid at no cost to college. Job will be done over the spring break..	Mar-15
2200 Fire Alarm	Add Fire Alarm System to 2000	Working with contractor for in-house install. We are waiting for an estimate from our FA contractor..	Not Determined
Track gas barrel	Install a gas tank at the evoke track	Concrete awarded to Proform concrete and tank and equipment is through Oil Equipment Company.	Apr-15

Facilities Project Summary

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
TEGG Inspection	Electrical inspection coordinated with DMI	We have received the DMI grant. Phase two was completed the first week of Dec. Phase 3 will begin shortly.	1-Feb-15
415 Roof	Replace roof in spring of 2015	Patched roof. Will wait until summer 2015.	Not Determined
Marquee Sign	Install marquee sign along HWY 18	Working with signs to go on sign design and mock-up for partners. Have decided to go with 2 smaller signs instead.	April 1 2015
Shooting Range Improvements	Work with NRA to improve shooting range.	We have the NRA range report and are currently collecting estimate to make the recommended changes.	Not Determined.
Burn Building Pavilion	Pavilion for State Testing	30'x60' with roof and two sides, gravel floor, material only	Not Determined
Lawn Care	Treat campus lawns for weeds	Preparing 2015 lawn care bid package.	Ongoing
ERP	Edit Emergency Response Plan	In the process of updating.	Mar-15
Business Continuity Plan	Developed a Business Continuity Plan	We are in the process of developing the plan. Joe from DMI will review it next week.	Apr-15

Facilities Project Summary

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
Building 1100 AC	Install AC in building 1100 shop to prevent trainers from rusting	Install an AC system in building 1100 shop.	30-Mar-14
Welding Project	Convert 505 into a welding lab	Engineers are working on design.	Aug-15
Building 700 HVAC	Both units have failed	Building has been closed, no heat. Storing extra furniture in 700.	Not Determined
Housing Sanitary Lines	Repair/Replace sanitary lines	1955 had to be replaced. H&N took pictures of the single story units, recommendation is to replace all the lines	Not Determined
Public Safety Complex Vehicle / Farm Equipment Storage Building	Public Safety Complex Vehicle / Farm Equipment Storage Building	Construct a 60' x 104' storage building near Public Safety and the Ag areas.	Not Determined
Housing Site Plan	Master plan for housing expansion	Duplex is progressing nicely. They are currently finishing the drywall.	On going
Concrete pad by skid pad shelter	Install concrete pad along skid pad pavilion.	Proform Concrete was awarded the project	Apr-15

Facilities Project Summary

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
600 Fire Alarm	Fire alarm communications cable cut	Communication with 600, 1100, and 700 was cut during the Activity Center construction. Simplex is coming out to look at individual dial out cards for the panels in these buildings. The fire alarm works locally, but does not report out. Meeting with our FA vender to determine the best way to resolve this issue.	Not Determined
Memorial Tree Program	Trees planted on campus in memory of loved ones.	Developed memorial tree program with the foundation and have had our first dedication.	On Going
Water Treatment	Quarterly hot water boiler tests	Two year Contract signed with Garret Calahan. Coupon station to installed.	On going
Expand 131 Class Room	In house	The wall in-between 131 & 132 will be removed to create one large classroom.	2015 Fall Semester
Create a large Ag classroom in building 100	In house	Remove the interior walls of 108,117 and 101A to create a larger work area.	2016 Fall Semester
Room Utilization Report	In House	Determine Room usage rates of all campus classrooms	completed

Facilities Project Summary

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
Convert 107 into two classrooms	In House	Demolition is underway. We will meet the week of 2/23/2015 to discuss design ideas.	2015 Fall Semester
Replace the Existing Ceiling tile in Building 600 Hallway	In House	Replace ceiling tile with 2x2 tile.	Spring Break

Administrative

2014-15 Goal Setting

	Priority	Status	Due Date	Area	Who	Notes
Fiscal Services						
Better reporting of faculty time when teaching in more than one program.	1	In progress	6/30/2015	Fiscal Services	Kelly, Caleb, Connie, Laura	How to facilitate breaking out employees time to actual programs to allow for more accurate data for each program (cost center). Caleb, Kelly, Connie & Laura met. Final determination will be made after Greenshades is installed (time management software that works with Dux).
Dynamics Report Writer	1	not started	12/31/2014	Fiscal Services	Kelly	Setup training with Wipfl to utilize Management Reporter for Financial Statements. Need to determine if Management Reporter is the tool we need.
New Board Reports	1	not started	12/31/2014	Fiscal Services	Kelly	Utilize Management Reporter for the new reports.
Dynamics Budget/Forecasting Software	1	not started		Fiscal Service	Kelly/Caleb	Posted to Dynamics Forum and received this link: http://www.dynamicbudgets.com/index.php?option=com_content&view=article&id=45&Itemid=28
Create a policy for Contracts	1	In process	11/30/2014	Fiscal Services	Ashley	Create a policy for Contract processing (first step to last) so departments can create their own procedures to meet the policy deadlines. -Ashley will work with Caleb to get our internal process together. Charlie sent out a procedure for the whole group involved in the Contract process. Process changes in Public Safety for the 14-15 year need to be incorporated.
Financial Advisory Services	3	not started	12/31/2014	Fiscal Services	Kelly	Maximizing money available for "safe" investing.
Business Office Handbook	6	in progress	6/30/2015	Fiscal Services	Fiscal Services	
One Card System		not started		Fiscal Services	Kelly/Caleb	Research one card options for purchasing at cafeteria & books

Electronic Grant Management	1	not started	2015-14 Fiscal Year	Fiscal Services	Holly, Sam, Kelly, Caleb	Work with Wipfli on the implementation/use of the Grant Module within Dynamics. Goal is to have the entire grant process from the original budget, staff, timeline, expenditures, revenue, time and effort, and number served within Dynamics. Would also like the ability to extract this information in a quantitative means to evaluate the effectiveness of the grant. Are the grant activities sustainable after the grant ends or is it financially feasible (worthwhile) for the district to fund the activities in the future. Western starting to implement and then didn't. Do we proceed? We will wait until new staff have time to acclimate to new jobs. Project Accounting may be another option. Will
Cash Handling Policy	1	not started	2/28/2015	Fiscal Services	Kelly	
Develop Mission & Vision	1	not started	12/31/2014	Fiscal Services	Caleb, Ashley, Holly & Kelly	Mission/Vision & Value Statement
Streamline copy/print month end process	5	not started			Sam	
Bookstore						
New gift cards	1	in progress	11/30/2014	Bookstore	Jen & Nancy	Mag stripe; reloadable Ordering 500 cards that are reusable, reloadable and loaded at any denomination.
Work Order Process/Procedures	1	in progress	8/1/2014	Bookstore	Jen & Kelly	Collecting information from departments for a bid. Supply vendor would maintain parts inventory & use Service Writer to enter inventory (them or us?). -No one vendor of choice was chosen -Inventory will be entered into Service Writer -Jen & Kelly are currently working on procedures for Service Writer Entry, how a work order is closed out and procedures for handling rebuilds and repairs (DSB only)
One sheet brochure describing book buying options	1	in progress	6/1/2015	Bookstore	Jen	Develop a quick glance brochure to hand out (especially during new student registration) letting students know all their options for purchasing textbooks. We will be working on this for Fall 1516
Increase Bookstore electronic item offering	1	in progress	6/30/2013	Bookstore	Jen, Nancy & Kelly	Investigate the feasibility of offering tablets, laptops (on a limited basis in the Bookstore. Also increasing the availability of electronic accessories, such as phone chargers, transfer cables, headphones, etc. Will stock a couple tablets that Aaron Holverson requires for students. Demo will be available

Nebraska System Maintenance	1	in progress	7/1/2015	Bookstore	Jen & Nancy	Generate PO's to purchase items. Purging, Revamp DCC codes in system for better sales tracking. Min/Max points. Style Matrix, Serial # maintenance for electronic items.
Book Request Process - eBooks Pilot	1	in progress	6/30/2014	Bookstore	Nancy & Jen	Would like to see faculty delve more into electronic books and requiring tablets of some sort. This could/would be implemented gradually and likely program specific. Faculty would have to support this initiative. Side note: Had one student this semester who bought an eBook for a class and the instructor told them they needed the physical hard copy of the book in addition to their electronic book. Supervisory management is using an ebook that is embedded into the cost of the course. Nebraska has
Book Reservations through Nebraska/Website	1	Pilot Summer 1516	8/1/2015	Bookstore	Jen & Nancy	Allows students to reserve and pay for their books ahead of time to avoid lines during high volume book buying periods. Where do we store the items that are reserved? How do we label them? Return policy (Friday of first week of the term). --Pilot the nursing group for Spr 1415 --Can we have an option on the on-line ordering system for the student to pick ship or reserve (pickup in store)? --Can we have them sign an agreement for the return policy
Revamp shelf tags	1	in progress	8/1/2015	Bookstore	Jen & Nancy	
Adding supply kits into classes	2	not started	5/1/2015	Bookstore	Nancy, Jen, Kelly	IV Therapy adds the kit to the cost of the class and they order their own supplies, but it is coded to the Bookstore expense. Left over items are not currently returned to the Bookstore so and normally used within the health department but never charged out. Would like to setup other classes in this manner. Discussed with Caleb as Jean mentioned that this should not be a practice. Per Caleb, if the supplies in the kit are consumed in the process of teaching it cannot be added to the class (material fees are to cover that). For IV Therapy, the Bookstore should run the roster for the classes the kits are added to and what ever is
Record Management of POS	9	on going		Bookstore	Nancy & Jen	Clean up the records within the POS system in the Bookstore. This will make the system more reflective of current items and make the "back end" cleaner and easier to manage.
Dynamic Pricing	9	14-15		Bookstore	Jen & Nancy	Deal of the day
Rental Interface installed on Bookstore website	1A	not started		Bookstore	Jen	Allow rental option through on-line Bookstore website

Enhance Bookstore Website	1A	on-going		Bookstore	Jen, Nancy & Marketing	Continue implementing more of our apparel and gifts on the website to make it comparable to shopping in the physical store. Also making our "imprinted" selection of supplies available as well. We are incorporating visual representations of all the books as well. This will hopefully add value to the students to be able to visually identify the books with the class they are enrolled in. We are also showing cross reference items on the web. If a student order a nursing book, a suggestion will be displayed for a stethoscope, etc. Would like to connect more with alumni, retirees and new graduates via social media. New responsive template (mobile) installed. Grouped same shirt as one item and that item would identify the colors
Customer Loyalty Program	1B	tabled		Bookstore	Jen & Nancy	Rewards or loyalty program We create the tiers/level of discount. Swipte card & provides info of level. Available on web orders. \$2500 module required and \$520 annually maintenance
Promoting Value and Positive Image of Bookstore	9	on going	6/30/2014	Bookstore	Fiscal Services	Perception: All the bookstore does is take my money. What else does the Bookstore do (sometimes behind the scenes) in support of our campus and our students? It is a fine line between advocating for our students (to get them the best price) and making profit in the store. No one can compete against Amazon when they sell books \$2.00 over our "cost. The operational profit of the Bookstore supports other college funds.
What is Charley?	9	not started		Bookstore		A lot of questions surround why we have a horse on our apparel. What is Charley's history. Have something in Charley that explains the history of Charley.
Book Rental sync with CAMS	1A	completed	7/31/2014	Bookstore	Nancy & Jen	When books are rented email, physical address, city, state, zip are required. Currently the SID is scanned and it will populate FN, LN and SID only. Would like this to also auto populate the information above. Process runs nightly

Student Book Lists in CAMS	1A	completed	6/30/2014	Bookstore	Nancy & Jen	For students to obtain the list of required books for each class they must go to the store's website which is separate from the College website and their student portal in CAMS. We would like to be able to import book data into CAMS so once a student is registered for class(es), a book list is generated within their portal. Currently there are links to the Bookstore's website which we believe this is at a minimum of compliance with the HEOA of 2008. Bookstore staff spend a lot of time reiterating to students where to find the book information. I believe our students would appreciate the ease of obtaining a book list. Currently working through an issue with Nebraska regarding dashes in our course number. They will be
Accounts Payable						
Paperless Workflow for Payables		not started		Accounts Payable	Amy, Kelly	Currently to add the workflow to Image Now is \$28K. We have been to two presentations on other Imaging/Workflow software. We also talked with Nicolet who is currently using Dynamics Business Portal for paperless routing of their purchase requisitions. Dynamics GP 2013 R2 Update has improved Workflow for requisitions. However, it would require a limited user license @ \$600 each (this would be needed for each requester & approver.
Paperless Initiative for Payables Process		waiting on IT (decision on software we will be using)		Accounts Payable	Amy	This project is to eliminate or reduce the numerous amount of copies and time it takes for each individual invoice. By scanning the invoices into a system and routing them for approval electronically it makes the process real time. This also makes follow up on outstanding payables much easier. This is the next step in our document retention project.
Campus Wide Adherence to Purchase Requisitions		in progress		Accounts Payable	Amy	By creating a policy and a guide for all staff and faculty to follow, it will eliminate the guesswork. This will also eliminate the amount of time spent corresponding back and forth to get the proper information. This will also help with the audit process because we will have all the information needed up front and upon demand.

Dynamics Fixed Assets	9	not started		Fiscal Services	Amy, Kelly	This project is to increase the efficiency and timeliness of our fixed asset reporting as well as a better maintenance of current assets. In order to do this, fixed assets need to be caught in the payables process to send tags to the ordering individual. This will keep from a bottleneck effect at the end of the fiscal year. Also a greater awareness from the individuals placing orders what qualifies as a fixed asset so they can be proactive will help with this process. So we can have a better maintenance of our fixed assets I believe a
Utilizing Pcards more in paying invoices						Need to determine how credit card vendors are setup in Dynx. Increase rebates. Looking at American Express as an
Rename, merge & delete duplicate vendors in Dynamics	1	not started	1/31/2015	Fiscal Services	Amy	Rename, merge & delete duplicate customers using free Professional Utilities tool for Dynamics. Met with Helen & Tammie to develop customer naming scheme and documented. Planned to process on November 1. When you use this utility no other users can be using Dynamics and IT has to log you directly into the Server as SA. Customers are done. No longer need to use Professional Tools. Utility is built
Business Office						
How To Videos	1	in progress	7/31/2014	Business Office	Cora, Sam, Sara, Kelly	Received introduction to Camtasia. Need to determine what videos. ie How to view your statement, How to pay your bill on-line, etc... Business Office: How they receive their bills, ways to pay for tuition, due dates, charger bucks, etc.. Financial Aid Office: When to apply, how to apply, what to do after they apply, important dates, etc.. It just seems we got these questions a lot and we try to market all the information but they do not always read it. http://www.pointcrosssolutions.com/ Need to setup training with Kristal. Bookstore is also
Nicolet Billing Process Improvement	1	in progress	9/4/2014	Business Office	Kelly/Joy	Students receive Financial Aid from Nicolet but SWTC is not always getting payment. Discussed options of transferring our balance to Nicolet prior to their Financial Aid disbursement. Balances with signed tuition/fees transfer agreement needs to be to Nicolet by due date. Kelly/Joy will develop procedures. Web FAQs will need to be updated (as well as purchase of books). Nicolet has agreed to pilot this starting with the Spr 1415

Develop Mission & Vision	1	not started	3/31/2014	Business Office	Cora, Sam, Sara, Kelly	Mission/Vision & Value Statement
Financial Aid						
How To Videos	1	In Process	July 31, 2015	Business Office	Cora, Sam, Sara, Joy	Received introducton to Camtasia. Need to determine what videos.
Develop Mission & Vision	1	Not Started	March 31, 2015	Financial Aid	Joy, Lori, Sara & Cora	Mission/Vision & Value Statement
Student Communication Tool		In Process	December, 2014	Financial Aid	Caleb, Joy, Laura Lee, Cora, IT	Assist in research and support utilization of text messaging as student communication tool. Represent Financial Aid department's interest in moving forward with this initiative campus wide. Develop consistent and timely Financial Aid messaging. Rationale: Communication with students is becoming more and more difficult. Students do not communicate effectively via the campus designated email tool.
Automating Student Awards		In Process	May 31, 2015	Financial Aid	Joy, IT	1. Work with IT to modify student record system to develop and automate accurate Financial Aid awards of students. 2. Work with IT to modify student record system to accurately reflect freshman or sophomore level student status for Financial Aid calculations.
Documentation and Clarification of F VS F1		In Process	May 31, 2015	Financial Aid	Joy, Lori, IT	1. Work with IT to modify student record system (CAMS gradebook) to require "date of last educationally related activity" data to be collected for all student grades reported as F or F1. 2. Communicate and clarify the need for F VS F1 documentation to all staff who record student grades. Develop F VS F1 reference guide. (In-service, division staff meetings, Sharepoint) Rationale: • F1 grades are not being entered correctly by instructors. • Manual audit/verification of transcripts for all FA recipients who got a F grade. Emails then sent to appropriate Instructors also for verification. FA is meeting mid-February with IT to create a "last date of attendance field" in the CAMS grade book tool. This will help FA determine how to proceed with student's FA award. • This has a huge effect on FA b/c students who get an F1 ...get their FA \$ and then Southwest Tech has to get it back! • Seeing an increase in students with F1

Federal file transaction recognition		Not Started	July 1, 2015	Financial Aid	Joy, IT	Work with IT to develop programming that recognizes Federal FA transactions. Rationale: CAMS does not work well with Federal files. Files transferred to/from federal government are not recognized and switches are not 'flipped' to accurately reflect the transactions. This requires FA staff to manually record transactions.
Veteran's information and recognition		Not Started?	May 31, 2015	Financial Aid	Joy, Cora, IT	1. Work with IT to create Veterans Benefits information on Southwest Tech website. 2. Establish Veteran's Day recognition campus-wide Rationale: Current website lacks Veteran Benefit information. Eligibility requirements and benefits confusing and constantly changing.
Switch over to paperless student files		Not Started	Ongoing until we have all files as paperless (including the 3 prior years we have to keep as well).	Financial Aid	All Fin Aid Staff, IT	Change to paperless student files. (Vendor for the paperless system is on an RFP right now so this won't happen until that is decided on. - 10-2014)
Implement SALT program		Not Started	May 31, 2015		Joy & other staff from various departments that are yet to be determined (IE. Marketing, Student Services, Foundation, etc.)	Roll out the SALT program to our students and alumni for use.
Develop a document to aid staff and students in understanding the many situations that can affect		In Process	Dec. 31, 2014	Financial Aid	Joy	Put together an easy-to-understand document with the variations of "rules" that may affect a student that is currently in college.

Disposition of Suggested Strategic Projects that Did Not Make the 2015 List	
Strategic Project	Disposition
Increase College Access	
Locate donors that will allow students to attend and have some type of stipend so that they can minimize their work hours while in school. It isn't possible to work full time and be a successful nursing student. Access without success is not a positive for the student or the college.	This would be a wonderful thing. The Southwest Tech Foundation has lofty goals for fund-raising and a desire to take advantage of any opportunity to help students. I'll forward this idea to the Foundation.
Provide daycare access for students and staff in the evening	This is a good idea, but not feasible until the numbers of faculty, staff, and students on campus during the evening grow to critical mass. Projects such as these should grow out of the College's work on the Learn Your Way project that is on the list.
Keep the cafeteria open past 2p.m.	This is a good idea, but not feasible until the numbers of faculty, staff, and students on campus during the evening grow to critical mass. Projects such as these should grow out of the College's work on the Learn Your Way project that is on the list.
Offer trades courses marketed at aging Baby Boomers and women (i.e. consumer automotive)	This is a promising idea, but one that individual programs, rather than the College as a whole, should consider as part of their Learn Your Way, recruitment, service, and other initiatives.
Remove the application fee for first-time students	The College waives application fees during Open House and similar events. The College also has a few "application scholarships" available to assist our most economically disadvantaged students. The consensus of the Executive Team is that we offer sufficient opportunity for free application and should not entirely waive the fee.
Have more of a presence in area high schools to recruit and increase dual credit	More presence is always a possible, but the Executive Team does not believe the College generally lacks sufficient presence. Remember our College leads the state in the percentage of District high school graduates who direct enroll at a technical college. Some program faculty may want to spend more time connecting with those teachers and students who are apt to be most interested in their program. Tool kits to teach faculty and staff members how to go to and effectively interact with high schools have been developed.
Improve Student Completion and Success	

Adopt a model similar to that used by college athletics. Students in high-rigor programs begin with mandatory 'study hall' time (6-8 hours per week). They then 'earn' their way out of study hall time incrementally with each passing semester by earning a minimum grade point average. The number one barrier to success for our students is the ability to create uninterrupted study time and environments for themselves.	We cannot mandate study hall time. Individual programs might want to explore ways to incorporate more structured study time into their classes, but it must be done in a cost effective way for the College and for students.
Compile an updated list of job openings in and out of the District. Maximize placement information as a way to promote competition with existing students	The Wisconsin Technical College System's software for compiling up-to-date information on job opening is Tech Connect. Southwest Tech's Career Connections office keeps this updated and helps students, faculty, and staff access and use the information. The College is blessed to have a Job Center on its campus. A division of the Wisconsin Department of Workforce Development, that Center too has a listing of current job openings.
Schedule open lab hours in the evenings	This is a good idea, but not feasible until the numbers of faculty, staff, and students on campus during the evening grow to critical mass. Projects such as these should grow out of the College's work on the Learn Your Way project that is on the list.
Increase academic advisor involvement – Encourage advisors to visit the classrooms and labs frequently during the semester to help keep students on track and to motivate them.	This has been an on-going strategy of Student Services. The suggestion to increase the advisors engagement with instructors and program classrooms has been passed along.
IA will coordinate and submit at least 1 federal grant for funding consideration based on direction from the SAAC committee	This is part of Institutional Advancement's normal work and does not need to be captured as a strategic project.
IA will complete 12 QRP's	This is part of Institutional Advancement's normal work and does not need to be captured as a strategic project.
IA will monitor and ensure the annual progress checks on QRP improvement plans for all programs	This is part of Institutional Advancement's normal work and does not need to be captured as a strategic project.
Strengthen Partnerships	
Continue the tradition of having strong clinical opportunities.	This is part of the Health Occupations Division's normal work and does not need to be captured as a strategic project.
Consider some type of technological approach to advisory meetings which would allow video and audio distance attendance.	This is already being done in some programs and could easily be extended to any program interested in implementing such a strategy. Please contact Media Services.

Have people come to campus for "show and tell"	The more opportunities we have to show our campus and programs off to people, the better. We have numerous activities and events designed to accomplish this.
Attend conferences of professional organizations and have a booth	Many program faculty and staff members as well as the Marketing Office are doing this. Others are encouraged to consider it as well. Such projects are best left to the Divisions and programs, rather than to the College as a whole.
Use advisory board members and industry contacts as subs and guest speakers (x2)	Great idea, but one that should be taken on by the program coordinators, faculty, and/or staff members as they see fit.
We need to figure out how to get all the tech ed and ag ed teachers on campus more often to offer them certification credits (x2)	Part of the CTL's on-going work is to offer professional development and CEU opportunities to K-12 teachers. Please contact Julie Pluemer and/or Mary Johannesen if you know of a particular need or opportunity.
Uniform sponsorship program	This one has been forwarded to the Foundation. They have a sponsorship policy and protocol. Any program faculty members interested in finding sponsors should contact Dennis Cooley and/or Samantha Goss.
Increase the size of our Advisory Boards	This will be left up to the Deans and the individual programs.
Attend partner meetings (workforce boards, K-12 School Boards – and invite them to our meetings	This is being done in a large and routine way. This suggestion points to the need for people to better communicate all the good things they are doing. If anyone would like to know more about what is already happening, please contact Duane Ford.
Work with employers to promote incumbent worker training and understand industry needs	This is being done in a large and routine way. This suggestion points to the need for people to better communicate all the good things they are doing. If anyone would like to know more about what is already happening, please contact Lisa Whitish and/or Amy Charles.
Expand articulation agreements with 4-Year Institutions	The CTL continues to work on this with great diligence. The College enjoys a remarkable number and kind of such articulation agreements and the CTL is always looking for additional opportunities.
College CRM/ERP Across Departments.	The College's ERP is CAMS and its CRM is Raisers Edge. Those with need to use these software packages should seek the appropriate training and then apply that training to making use of these packages. Please contact Lisa Riley for CAMS training and Samantha Goss for Raisers Edge training.
Create a Cohesive Culture	

Create opportunities that involve all students, faculty, and staff groups. The current activities work very well for those who are stationed at desks and computer stations and who are on campus during business hours Monday through Fridays. Work to create a culture of learning, excellence, and fun.	This is a desirable end. The Wellness and Life Balance Committee would welcome specific ideas about how to better accomplish this goal.
Have monthly "group/dept," meetings	This will be left up to the Deans and the individual programs and offices.
ALL instructors need to help with creating the graduate placement report. It is an excellent selling tool but too often incomplete.	Institutional Advancement and specifically Mandy Henkel welcomes the assistance of others in the effort to make the graduate placement report as complete and accurate as possible. This suggestion has been passed on to the Deans.
Increase efforts to let staff know that they are appreciated	This is a laudable goal and one that needs to be embraced by everyone employed at Southwest Tech. Imagine the impact if every faculty member, staff member, and administrator took time every day to celebrate the positives about our College and their co-workers.
Create more opportunities for divisions to work together	Reading over the 2015 Strategic Projects list and knowing what else is being worked on, there is considerable opportunity.
Determine what our culture is and then reinforce it as a key component of all we do	This is likely to grow out of the College's Organization Development project.
Prioritize Customer Service	
Increase academic advisor involvement – Encourage advisors to visit the classrooms and labs frequently during the semester to help keep students on track and to motivate them.	This has been an on-going strategy of Student Services. The suggestion to increase the advisors engagement with instructors and program classrooms has been passed along.
Remove barriers and redundancy	I don't know what this means, but yes, always a good thing to do.
Advance Infrastructure	
See above regarding IT support. Student expect 24/7 IT support from a college.	This is a good idea, but not feasible until the numbers of faculty, staff, and students on campus during the evening grow to critical mass. Projects such as these should grow out of the College's work on the Learn Your Way project that is on the list.
Electronic time sheets	This is under development.
Provide safety glasses for tours in the lab themselves (fyi: I'm going to work on this one)	This has been referred to the Dean of Industry, Trades, and Agriculture
Promote Fiscal Efficiency and Sustainability	

Be more transparent with all staff on the state of the fiscal situation	This is a great idea and will be acted on.
Consider giving load to instructors (or a bounty) to research and obtain training materials and in-kind contributions: Vehicles, metal, equipment, etc.	Such work can be part of an instructors non-instructional contributions. If some one is particularly good at this work, release time with specific goals and follow-up assessments can always be considered.
Find a way to offer furniture and equipment to other departments on campus before selling it at auction	Anyone or any program in need of any furniture should talk to Dan Imhoff. Anyone or any program in need of equipment should consult with his/her supervisor.
Inventory tools that are general use and not used often that could be used by other programs during the limited time that they are needed	This has been passed along to the Deans.
Dr. Ed Instructors	We are unsure what this suggestion means.

B. President's Time

1. Organizational Development Project
2. Salary Advancement Considerations
3. General Discussion Regarding College Strengths, Weaknesses, Opportunities, and Threats and Short- and Long-Term Strategic Directions

Adjournment