



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

September 25, 2014

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, September 25, 2014

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The September 25, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Board Meeting of August 28, 2014

Minutes of the August 28, 2014, Board meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

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

D. Contract Revenue

Four contracts totaling \$7,624.49 in August 2014 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

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

F. 2015 AACC Annual Membership

The 2015 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,490 is available electronically with all other Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available electronically with all other material. This is an annual resolution that comes before the Board.

Recommendation: Approve the Code of Ethics Resolution as presented.

B. Resolution for the First Merit Wire Transfer Agreement

Included with the Board material is a resolution authorizing Southwest Wisconsin Technical College to transfer funds via wire transfer with First Merit Bank. This agreement is necessary due to the conversion of the bank from Citizens Bank to First Merit Bank.

Recommendation – Approve, as presented, the resolution for the First Merit Wire Transfer Agreement.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. General Obligation Refinancing Bonds

Per board direction given via a parameters resolution passed in July 2014, the College has entered into an advanced refinancing of General Obligation School Improvement Bonds originally issued October 15, 2008. The refunded issue amount of \$5,215,000 will be dated October 1, 2014, and will realize the College \$207,274 in present value savings after all transaction costs or 4.32% savings as a percentage of refunded debt. Included in the electronic Board material is the final pricing summary for sale of the bonds.

B. Strategic Projects Quarterly Report

The third quarter update of the 2014 Strategic Projects are available with the electronic Board material. Duane Ford will review the projects at the Board meeting.

C. Marketing Report

Sue Reukauf, Marketing & Public Relations Manager, will provide a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the Board meeting.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

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

B. Chairperson's Report

C. College President's Report

1. WTCS Biennial Budget Request
2. Follow-up To State Board Visit and Knox Learning Center Dedication
3. Vacation

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Resolution for Adoption of 2014 Tax Levy
2. Fund & Account Transfers (2013-14 Budget Modifications)
3. Enterprise Content Management (ECM) and Document Imaging Solution Request for Proposal
4. Review of Purchasing Activity
5. Industry, Trades & Agriculture Report

B. Time and Place

Monday, October 27, 2014, at 5:00 p.m. at the Crawford County Administration Building, 225 N. Beaumont Road, Prairie du Chien, WI

ADJOURNMENT

Open Meeting

The following statement will be read: "The September 25, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/ Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, September 25, 2014

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 28, 2014
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2015 AACC Annual Membership

OTHER ITEMS REQUIRING BOARD ACTION

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

{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 August 28, 2014

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 28, 2014

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on August 28, 2014, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, and Chris Prange (arrived at 7:08 p.m.)

Absent: Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Katie Garrity, Dan Imhoff, Phil Thomas, Caleb White, and Kris Wubben. Public present included Rob Callahan, Editor of The Fennimore Times.

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

BOARD MEETING NOTICE/AGENDA

Thursday, August 28, 2014

5:45 p.m. – Tour of Cosmetology Renovation

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: "The August 28, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Oath of Office
 - 1. Russell Moyer
- C. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 14, 2014

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Revised 2014-15 Signatory Authority Policy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Health, Education & Public Safety Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Considering an employee's request per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 - 2. Considering property issues 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 bargains reasons require a closed session}.
 - 3. Approval of Closed Session Minutes of July 14, 2014

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)

Recently re-appointed Board member Russell Moyer read and signed the Oath of Office. After a review of the Consent Agenda, including the August 28, 2014, agenda; July 14, 2014, Board minutes; financial reports; six contracts totaling \$16,642.15 in July 2014; and the hiring of Nicole Schopf, Associate Degree Nursing Instructor; Stacie Kreinbrink, Cancer Information Management/Health Information Technology Instructor; Pam Johnson-Loy, Administrative Assistant-Public Safety; Christal Foreyt, Associate Degree Nursing Instructor; Jill Henry,

Nursing Assistant Instructor/Health Skills Lab; Linda Kious, Lab Science/Medical Lab Technician Instructor; Karen Bast, Culinary Instructor; Mikayla Bryant, Child Care Assistant; Chase Varvil, Electrical Power Distribution Assistant; and the transfer of Mary Jo Sherman, Assessment Specialist; Tammie Engelke, Administrative Assistant-Public Safety; Holly Crubel, Grant Accountant; and Samantha Redman, Grant/Finance Accountant. Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Duane Ford presented a revised 2014-15 Signatory Authority Policy for Board approval. The policy designates authority to individuals committing the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents and was approved at the July 14, 2014, annual Board meeting. The policy was brought back to the Board for approval with the Business & Industry Services Manager being added to the President's designees for training and technical assistance contracts. Ms. Messer moved to add the Business & Industry Services Manager to the President's designees for training and technical assistance contracts. Ms. Mickelson seconded the motion; motion carried.

Katie Garrity, Dean of Health, Education & Public Safety provided a report focusing on major activities and how they help the College achieve its seven Strategic Directions. Highlights of the report included:

- Three new programs for FY2014 – Health Information Technology, Cancer Information Management: Cancer Tumor Registry, and Laboratory Science Technician;
- Activities for five grants – Rural Health Network Grant (Health Resources and Service Administration), Bridges to Healthcare (Trade Adjustment Assistance Community College & Cancer Training Program), Access to Healthcare (State GPR), Cancer Information Management (State GPR), and Blueprint for Prosperity (State);
- RFP awarded to Crossing Rivers Health, Prairie du Chien, WI, to provide campus healthcare access in medical, dental, and mental health;
- A review of the division programs;
- Highlights of the Public Safety Complex and Child Care programs and center
- A review of the accreditation status for healthcare programs;
- An overview of the Southwest Health Network; and
- Nursing program highlights including pass rates, Franklin University RN to BSN option on Southwest Tech's campus, and the international travel experience in Haiti.

Duane Ford provided an update on College staffing. It was noted that many of the open positions have been filled (as stated in the Consent Agenda item). Current open positions include Accounts Payable, Financial Aid Accounting/Bursar and Online Specialist.

Caleb White presented the enrollment report. He informed the Board that FTEs for FY2014 showed an increase of one percent. The FY2015 report reflects a slight decrease from the year previous. Not as many courses were offered this past summer as compared to the previous summer. Mr. White also informed the Board that compared to the other WTCS colleges, Southwest Tech was the only college that showed a growth in FTEs last year.

Under the Chairperson's Report, Ms. Nickels asked for nominations for the District Boards Association Board Member of the Year Award. It was suggested that Lori Laberee from Wisconsin Indianhead Technical College be nominated.

Dr. Ford informed the Board that the fall semester is off to a good start and the summer police academy graduation will be held this week. Dr. Ford recently visited with the district's area legislators. The College will be requesting from the State Board permission to alter online out-of-state tuition rates. The current practice is that online students are charged in-state tuition rates regardless of their residency. Dr. Ford reported that the Tri-State Advanced Manufacturing Center for Excellence (a partnership with Northeast Iowa Community College and Highland (Illinois) Community College) is changing its name to the Upper Mississippi Manufacturing Innovation Center.

Ms. Fitzsimons moved to adjourn to closed session to discuss an employee's request and property issues. Ms. Mickelson seconded the motion. Upon roll call vote where all members voted affirmatively, the meeting was adjourned to closed session at 7:42 p.m.

The meeting reconvened in open session at 8:17 p.m. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting, with Mr. Kohlenberg seconding the motion. The motion carried and the meeting adjourned at 8:17 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 08/01/2014 TO 08/31/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
8/12/2014	6215	3M	4,610.00	Medical Records - 3M Encoder Web Base Software
8/12/2014	6216	TruGreen Commercial	6,600.00	Facilities - Lawn Service
8/13/2014	6217	ASG Electric	3,741.00	Facilities - 2-Day TEGG Service Assessment (grant)
8/13/2014	6218	ASG Electric	4,287.00	Facilities - Repair Electrical Violations from TEGG Assessment (grant)
8/15/2014	6220	ASG Electric	13,025.00	Facilities - TEGG Assessment Bldg. 600 (grant)
8/15/2014	6221	ASG Electric	11,562.00	Facilities - TEGG Assessment Bldg. 500 (grant)
SUBTOTAL			\$ 43,825.00	
<u>CAPITAL FUND</u>				
8/6/2014	6212	Oil Equipment	5,990.00	Public Safety - Above Ground Tank/Fittings
8/27/2014	6224	Compugroup Medical	6,500.00	Medical Lab Tech - CGM LabDAQ Student Simulator
8/27/2014	6225	Fisher Scientific	33,069.03	Medical Lab Tech - Vitek 2 Compact System
8/27/2014	6226	Proform Concrete	18,220.00	Public Safety - Concrete: Pavilion floor/approach, roadway & gas tank pad
8/28/2014	6227	Fillback Ford	29,565.68	Facilities: 2015 Transit Van
SUBTOTAL			\$ 93,344.71	
<u>ENTERPRISE FUND</u>				
none this month				
SUBTOTAL			\$ -	
TOTAL			\$ 137,169.71	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 08/31/2014

Liability End of Month Balances		
FICA	47,788.56	
Federal Withholding	46,804.10	
State Withholding	-	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity		
Deferred Compensation		
American Family Insurance	-	
Foundation	-	
PSA Dues	-	
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	380,037.94	
Sick Leave Payable	640,035.96	
Other (Due To)	7,920,217.80	
Total Liability Adjustment	9,034,884.36	
Beginning Treasurers Balance		865,528.04
Receipt		
Fund		
1 General	3,134,037.55	
2 Special Revenue	-	
3 Capital Projects	3,837.57	
4 Debt Service	2,549,485.00	
5 Enterprise	530,154.12	
6 Internal Service	451,195.68	
7 Financial Aid/Activities	257,466.47	
Total Receipts	6,926,176.39	
Cash Available		7,791,704.43
Expenses		
Fund		
1 General	2,371,567.99	
2 Special Revenue	-	
3 Capital Projects	378,788.61	
4 Debt Service	-	
5 Enterprise	173,447.19	
6 Internal Service	520,935.91	
7 Financial Aid/Activities	66,423.65	
Total Expenses	3,511,163.35	
Treasurers Cash Balance		4,280,541.08
Liability Adjustment		9,034,884.36
Cash in Bank		\$13,315,425.44

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 2 Months ended August 2014**

	<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	3,716,449.12	15.20	14.70	18.30	16.01	17.86
General Fund Expenditures	24,756,000.00	3,855,954.39	15.58	16.48	13.88	10.67	10.97
Capital Projects Fund Revenue	2,550,000.00	2,556,512.36	100.26	100.03	99.14	101.26	94.07
Capital Projects Fund Expenditures	3,324,000.00	571,499.16	17.19	16.14	22.41	32.38	19.71
Debt Service Fund Revenue	5,132,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,180,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	560,872.84	30.32	32.17	35.28	35.96	40.90
Enterprise Fund Expenditure	1,600,000.00	276,213.88	17.26	16.55	14.94	10.67	14.68
Internal Service Fund Revenue	4,100,000.00	691,805.55	16.87	15.08	13.23	3.65	5.60
Internal Service Fund Expenditures	4,050,000.00	900,071.76	22.22	13.09	18.13	19.25	12.16
Trust & Agency Fund Revenue	8,500,000.00	269,593.61	3.17	2.84	2.93	2.96	3.06
Trust & Agency Fund Expenditures	8,450,000.00	163,188.28	1.93	1.89	1.76	1.97	2.70
Grand Total Revenue	46,588,000.00	7,795,233.48	16.73	16.46	18.42	16.74	17.23
Grand Total Expenditures	47,360,000.00	5,766,927.47	12.18	11.51	11.07	10.15	9.06

D. Contract Revenue

Four contracts totaling \$7,624.49 in August 2014 will be presented for Board approval. The Contract Revenue Report follows.

2014-2015 CONTRACTS

8/01/14 through 8/31/14

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2014-0047-I-41 3M WAT Grant #03-169-116-114	Machine Shop	Derek Dachelet	8	\$ 2,006.94	No	X		
03-2015-0055-I-42	10-HR Osha Construction	Amy Charles	8	\$ 3,315.00	No		X	
WI Whey Protein	Confined Space Entry	Amy Charles	8	\$ 1,465.00	No		X	
03-2015-0062-I-21	Pursuit Refresher	Kris Wubben	19	\$ 312.55	No	X		
Platteville Police Department	Pursuit Intervention Techniques	Kris Wubben	19		No			
03-2015-0072-I-42	Heartsaver/CPR/AED	Kris Wubben	15	\$ 525.00	No		X	
NuPak, Inc								

TOTAL of all Contracts	77	\$ 7,624.49
Exchange of Services	-	\$ -
For Pay Service	77	\$ 7,624.49

E. Personnel Items

Five employment recommendations and one retirement are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT

September 25, 2014

Employment: NEW HIRE

Name	Janet Giese
Title	Auto Tutorial Lab Assistant
Number of Applicants and Number Interviewed	8 Applicants / 3 Interviewed
Start Date	8/25/2014
Salary/Wage	\$20.86/hour
Classification	Full-Time Support Staff / Annual / District Funded
Education and/or Experience	Associate Degree-Medical Lab Technician. 6 years of Medical Lab Tech experience.

Employment: NEW HIRE

Name	Clark Benson
Title	Healthcare Tutor/Mentor
Number of Applicants and Number Interviewed	11 Applicants / 4 Interviewed
Start Date	8/25/2014
Salary/Wage	\$22.50/Hour
Classification	Part-Time Limited-Term Employment/ Academic Year / Grant Funded
Education and/or Experience	Bachelors in Science and Doctor of Chiropractic. 8 years of operating Chiropractic Clinic.

Employment: NEW HIRE

Name	Marcia Taddy
Title	Healthcare Tutor/Mentor
Number of Applicants and Number Interviewed	11 Applicants / 4 Interviewed
Start Date	8/25/2014
Salary/Wage	\$22.50/Hour
Classification	Part-Time Limited-Term Employment/ Academic Year / Grant Funded
Education and/or Experience	Bachelors in Health Promotion. 3 years experience in Exercise Science lab management and advising.

Employment: NEW HIRE

Name	Jeff Stauffacher
Title	Healthcare Tutor/Mentor
Number of Applicants and Number Interviewed	11 Applicants / 4 Interviewed
Start Date	8/25/2014
Salary/Wage	\$22.50/Hour
Classification	Part-Time Limited-Term Employment/ Academic Year / Grant Funded
Education and/or Experience	Bachelor's in Pharmacy and licensed Pharmacist. Currently pursuing Master's in Education. 13 years of Pharmacy experience.

Employment: NEW HIRE

Name	Jennifer Taylor
Title	Student Services Specialist
Number of Applicants and Number Interviewed	58 Applicants / 5 Interviewed
Start Date	9/02/2014
Salary/Wage	\$14.19/Hour
Classification	Full-Time / Support Staff / District Funded
Education and/or Experience	Associate Degree – Administrative Assistant. 4 years of office assistant experience.

PROMOTIONS/TRANSFERS

None to Report	
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RETIREMENTS / RESIGNATIONS

Kathy Witzig 1/2/2015	Guidance Counselor (29 years with SWTC)
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F. 2015 AACC Annual Membership

The 2015 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,490 is available below.

Recommendation: Approve the consent agenda.



August 13, 2014

Dear Community College Leader:

On behalf of the Board of Directors and staff, we thank you for your interest in and support of the American Association of Community Colleges (AACC). We recognize your time, choices, and selection of organizations and associations on behalf of your institution, and we appreciate your investment and commitment to AACC. Since 1920, AACC has been your national voice for community colleges and remained on the forefront of issues that matter most to our students, faculty, institutions, and communities. In addition to being your full-time policy advocate in the nation's capital, AACC brings value to your membership, recognizing the diverse and complex community college mission by

- Serving as a national information resource for your college's project, advancement, and program development needs through print, digital, and social media;
- Creating opportunities for networking, connections, dialogue, and community-building within higher education, foundations, and non-profit organizations;
- Collaborating among AACC committees, commissions, councils, and leadership with your trustees and community stakeholders;
- Promoting a shared commitment to the community college movement through higher education and K-12; and
- Offering continuous professional development through community college leadership programs and partnerships.

We hope you will accept this copy of *Empowering Community Colleges To Build the Nation's Future: An Implementation Guide* as one of the many 'kick-off' benefits to your AACC **2014 Membership Renewal**. The *Implementation Guide* is a companion to the 2012 report, *Reclaiming the American Dream: Community Colleges and the Nation's Future*, and concentrates on the seven recommendations from the 21st-Century report, focused on redesigning students' educational experiences, reinventing institutional roles, and resetting the system. The guide is a collaborative blueprint developed by faculty members, CEOs, and thought leaders as research-based roadmaps to help you implement and sustain elements of the seven recommendations.

We look forward to representing you and serving your needs for many years to come through our diverse resources and your engaged membership. AACC appreciates your loyalty and support, but more than this, we thank you for your service to students and communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter G. Bumphus', is written over a horizontal line.

Walter G. Bumphus, Ph.D.
President and CEO

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

ANNUAL DUES NOTICE

Date: 11-Aug-2014
Ship-To: 000000001102-0

Order Number: 1000151547
Order Date: 08-Aug-2014
Invoice Number :

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

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2015 to 31-Dec-2015	Active	Proforma	1	3,440.00	0.00	0.00	0.00	3,440.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2015 to 31-Dec-2015	Active	Proforma	1	50.00	0.00	0.00	0.00	50.00
Shipping:								0.00
Total :								3,490.00
Paid To Date								0.00
Current Amount Due :								3,490.00

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

Customer: 000000001102-0 Southwest Wisconsin Technical College
Order No.: 1000151547 Invoice No: Balance Due(USD): 3,490.00

Credit Card # _____ Exp. Date: ____ / ____ Amount: _____

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

Other Items Requiring Board Action

A. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available electronically with all other material. This is an annual resolution that comes before the Board.

Recommendation: Approve the Code of Ethics Resolution as presented.

RESOLUTION

CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

Resolved that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Southwest Wisconsin Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

Duane M. Ford	College President
J. Phillip Thomas	Vice President for Student & Academic Affairs
Caleb J. White	Vice President for Administrative Services

District Chairperson

Date

A. Resolution for the First Merit Wire Transfer Agreement

Included below is a resolution authorizing Southwest Wisconsin Technical College to transfer funds via wire transfer with First Merit Bank. This agreement is necessary due to the conversion of the bank from Citizens Bank to First Merit Bank.

Recommendation: Approve, as presented, the resolution for the First Merit Wire Transfer Agreement.

FirstMerit Bank, N.A.

RESOLUTIONS OF
SW WI TECH COLLEGE

(Name of Company)

BE IT RESOLVED that SW WI TECH COLLEGE

(Name of corporation)(referred to hereinafter as "the Corporation") be and it is hereby authorized and empowered to enter into a Wire Transfer Agreement ("the Agreement") with FirstMerit Bank, N.A., 106 S. Main Street, Ohio 44308 Attention TOW-13 ("FirstMerit"), authorizing funds transfers by wire, such Agreement to contain any and all terms and conditions required by the FirstMerit and agreed to by the officer of this Corporation hereinafter specifically designated and authorized to sign the Agreement; and

BE IT FURTHER RESOLVED that Caleb J. White
(Name of authorized officer)

Vice President for Administrative Services

of this Corporation (hereinafter "Authorized Officer"), be and he/she (office)

is hereby authorized from time to time and at his/her sole discretion to execute for and on behalf of this Corporation the Agreement authorizing transfers as aforesaid and containing any and all other terms and conditions as he/she in his/her sole and uncontrolled discretion deems necessary and proper or desirable in order to transfer funds as aforesaid and to execute or approve such amendments to modifications of any Agreement pertaining to funds transferred by wire from time to time in his/her sole and uncontrolled discretion.

BE IT FURTHER RESOLVED that the aforesaid Authorized Officer shall be authorized to designate an individual or individuals (hereinafter "Authorized Representative(s)") who shall be authorized to initiate funds transfer by wire, said Authorized Representative(s) to be designated by the aforesaid Authorized Officer on the list of authorized representatives furnished by the Corporation to FirstMerit pursuant to the aforesaid Agreement, it being expressly within the power and authority of the aforesaid Authorized Officer to change the aforesaid list of Authorized Representatives from time to time in any way or manner in which he/she deems necessary in his/her sole and uncontrolled discretion, FirstMerit being fully authorized to rely upon the authorities of any such Authorized Representatives as named on the most current list.

BE IT FURTHER RESOLVED that FirstMerit is authorized and requested to accept requests for funds transfers pursuant to the aforesaid Agreement from any one of the Authorized Representative(s), acting alone and individually, without further inquiry and that FirstMerit shall be fully protected in relying on representations made by any one of the Authorized Representatives without further inquiry.

BE IT FURTHER RESOLVED that all previous transfers of funds or actions relating to transfers of funds by wire by any officer, employee, or agent of the Corporation are hereby ratified and affirmed.

BE IT FURTHER RESOLVED that FirstMerit shall rely on these resolutions and the provisions contained herein, including specifically the designation initially and from time to time of Authorized Representatives, which resolutions shall remain in full force and effect and may be relied upon by FirstMerit until receipt of written notice by the Secretary of the Corporation of their amendment or rescission.

CERTIFICATE

I, Darlene Mickelson, am the duly-elected and qualified Secretary
(name of Secretary)
of SW WI TECH COLLEGE and do certify that Caleb J. White
(Name of Corporation) (Name of authorized officer)
Vice President for Administrative Services
is the duly-elected, qualified, and acting _____ of the Corporation; That the
(office)
foregoing is a true and correct copy of resolution adopted at as meeting of the Board of
Directors of SW WI TECH COLLEGE held in accordance with the charter, bylaws,
(Name of Corporation)
or other governing rules of the corporation at 1800 Bronson Blvd., Fennimore, WI 53809
(Domicile of Corporation)
on the 25th day of September, 2014, that the above resolutions are in full
force and effect and have not been amended, modified, or rescinded.

IN WITNESS WHEREOF, I have affixed my signature as Secretary on this, the
25th day of September, 2014.

Secretary

Board Monitoring of College Effectiveness

A. General Obligation Refinancing Bonds

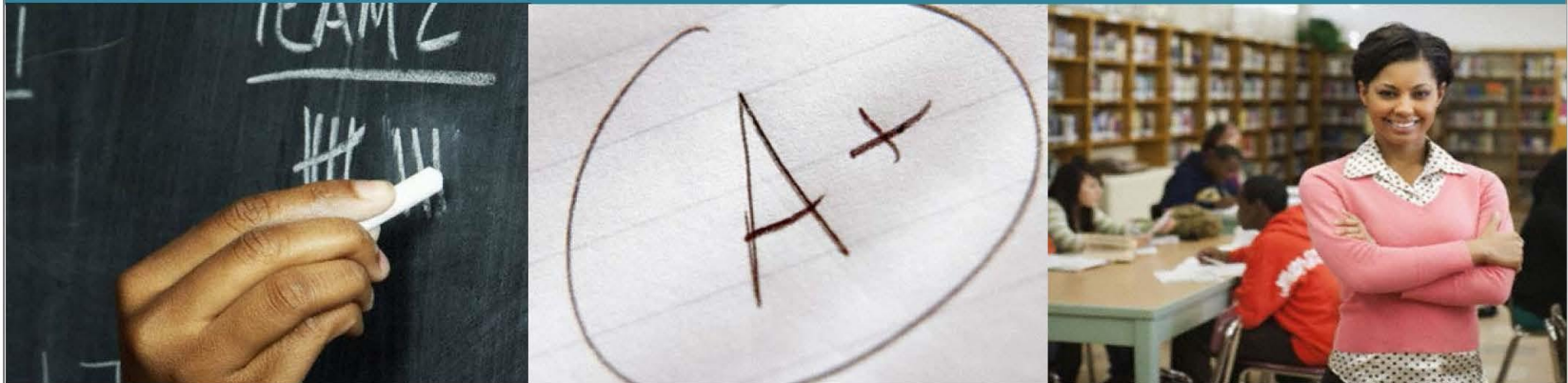
Per board direction given via a parameters resolution passed in July 2014, the College has entered into an advanced refinancing of General Obligation School Improvement Bonds originally issued October 15, 2008. The refunded issue amount of \$5,215,000 will be dated October 1, 2014, and will realize the College \$207,274 in present value savings after all transaction costs or 4.32% savings as a percentage of refunded debt. Included below is the final pricing summary for sale of the bonds.

Southwest Wisconsin Technical College District

Final Pricing Summary
September 11, 2014

John A. Mehan, Managing Director

jmehan@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
rwbaird.com/publicfinance





Southwest Wisconsin Technical College District

Issue Summary	
Description:	General Obligation Refunding Bonds
Amount:	\$5,215,000
Dated & Settlement Date:	October 1, 2014
Maturities:	June 1, 2015 - 2028
First Interest Payment:	June 1, 2015
First Call Date:	June 1, 2022
Moody's Rating:	Aa2
True Interest Cost:	2.55%
Refunded Issue(s)	
Dated Date:	October 15, 2008
Refunded Maturities:	June 1, 2019 - 2028
Total Savings (After Costs):	\$252,681
Present Value Savings ⁽¹⁾ :	\$207,274
Savings As a Percentage of Refunded Debt:	4.32%

(1) Present value calculated using the All Inclusive Cost (AIC) of 2.62% as the discount rate.

Southwest Wisconsin Technical College District

Illustration of Refinancing

Calendar Year	BEFORE REFINANCING				AFTER REFINANCING						TOTAL NEW DEBT SERVICE	DEBT SERVICE SAVINGS
	PRINCIPAL (6/1)	RATE	INTEREST (6/1 & 12/1)	TOTAL	PRINCIPAL (6/1)	RATE	INTEREST (6/1 & 12/1)	PRINCIPAL (6/1)	INTEREST (6/1 & 12/1) TIC= 2.55%	TOTAL		
	\$8,000,000 G.O. School Improvement Bonds Dated October 15, 2008				\$8,000,000 G.O. School Improvement Bonds Dated October 15, 2008							
2014	\$310,000	4.750%	\$285,319	\$595,319	\$310,000	4.750%	\$285,319				\$595,319	\$0
2015	\$325,000	4.750%	\$270,238	\$595,238	\$325,000	4.750%	\$58,306	\$30,000	\$164,083	\$194,083	\$577,390	\$17,848
2016	\$340,000	4.750%	\$254,444	\$594,444	\$340,000	4.750%	\$42,513	\$55,000	\$139,750	\$194,750	\$577,263	\$17,181
2017	\$355,000	4.750%	\$237,938	\$592,938	\$355,000	4.750%	\$26,006	\$55,000	\$138,650	\$193,650	\$574,656	\$18,281
2018	\$370,000	4.750%	\$220,719	\$590,719	\$370,000	4.750%	\$8,788	\$55,000	\$137,550	\$192,550	\$571,338	\$19,381
2019	\$390,000	4.000%	\$204,131	\$594,131	***			\$445,000	\$132,550	\$577,550	\$577,550	\$16,581
2020	\$405,000	4.125%	\$187,978	\$592,978	***			\$450,000	\$123,600	\$573,600	\$573,600	\$19,378
2021	\$425,000	4.250%	\$170,594	\$595,594	***			\$465,000	\$114,450	\$579,450	\$579,450	\$16,144
2022	\$445,000	4.250%	\$152,106	\$597,106	***			\$475,000	\$102,675	\$577,675	\$577,675	\$19,431
2023	\$465,000	4.375%	\$132,478	\$597,478	***			\$490,000	\$88,200	\$578,200	\$578,200	\$19,278
2024	\$485,000	4.500%	\$111,394	\$596,394	***			\$505,000	\$73,275	\$578,275	\$578,275	\$18,119
2025	\$510,000	4.500%	\$89,006	\$599,006	***			\$525,000	\$57,825	\$582,825	\$582,825	\$16,181
2026	\$535,000	4.500%	\$65,494	\$600,494	***			\$540,000	\$41,850	\$581,850	\$581,850	\$18,644
2027	\$555,000	4.625%	\$40,622	\$595,622	***			\$550,000	\$25,500	\$575,500	\$575,500	\$20,122
2028	\$585,000	4.750%	\$13,894	\$598,894	***			\$575,000	\$8,625	\$583,625	\$583,625	\$15,269
	\$6,500,000		\$2,436,353	\$8,936,353	\$1,700,000		\$420,931	\$5,215,000	\$1,348,583	\$6,563,583	\$8,684,515	\$251,839

Maturities callable 6/1/2018 or any date thereafter.

CALLABLE MATURITIES

*** REFINANCED WITH 2014 ISSUE.

ROUNDING AMOUNT.....	\$843
GROSS SAVINGS \$.....	\$252,681
(1) PRESENT VALUE SAVINGS \$.....	\$207,274
PRESENT VALUE SAVINGS %.....	4.318%

(1) Present value calculated using the All Inclusive Cost (AIC) of 2.62% as the discount rate.

New Issue: Moody's assigns Aa2 to Southwest Wisconsin Technical College District's \$5.3M GO Bonds

Global Credit Research - 26 Aug 2014

Aa2 applies to \$37.1M of post-sale GO debt

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT, WI
Community College Districts (Tax-backed)
WI

Moody's Rating	
ISSUE	RATING
General Obligation Refunding Bonds	Aa2
Sale Amount	\$5,245,000
Expected Sale Date	09/03/14
Rating Description	General Obligation

Moody's Outlook NOO

Opinion

NEW YORK, August 26, 2014 --Moody's Investors Service has assigned a Aa2 rating Southwest Wisconsin Technical College District's (WI) \$5.3 million General Obligation (GO) Refunding Bonds. Moody's maintains the Aa2 rating on the district's previously issued GO debt. Post-sale the district will have \$37.1 million in GO debt outstanding. The 2014 bonds are secured by the district's GO tax pledge, which benefits from a dedicated levy without limitation as to rate or amount. Proceeds from the bonds will advance refund a portion of the district's outstanding 2008 GO School Improvement Bonds.

SUMMARY RATINGS RATIONALE

The Aa2 rating reflects the district's large tax base; sound financial operations resulting in solid reserves; manageable debt burden; and modest pension liabilities.

STRENGTHS

- Relatively stable tax base valuation trends
- Sound financial operations
- Low unfunded pension liabilities

CHALLENGES

- Limited revenue raising flexibility
- Below average income indices

DETAILED CREDIT DISCUSSION

LARGE TAX BASE IN SOUTHWESTERN WISCONSIN

The district's large \$7.6 billion tax base will likely remain stable as it has experienced only moderate declines in valuation in recent years. The district encompasses approximately 3,800 square miles, which includes Lafayette and Grant counties and the majority of Iowa (GO rated A1), Richland (A1), and Crawford (A1) counties. Growth in

the district's sizable agricultural sector has largely offset declining valuations in other classifications, contributing to a relatively flat overall valuation trend throughout the economic downturn. Over the last five years, the district's tax base has declined by a modest 0.3% on average annually. A Land's End retail and distribution center and the University of Wisconsin in Platteville are the district's largest employers, with approximately 3,000 and 1,000 employees, respectively. District officials report that operations at both are stable. As of June 2014, Grant County's unemployment rate tracked below the state and national rates of 6% and 6.3%, respectively. Grant County median family income was 88.2% of the nation, according to the 2008-2012 American Community Survey estimates.

The district's current enrollment of 1,660 full time equivalents (FTEs) is the second smallest among the state's 16 technical colleges. Following enrollment growth in fiscals 2007 through 2011 that was largely driven by increases in regional unemployment, enrollment declined by 7.0% in fiscal 2012 and another 0.4% in fiscal 2013 as employment rebounded. While employment trends remain positive, enrollment has also picked up again, with a 1.3% increase in fiscal 2014. Management reports that more students enrolled given its new programmatic offerings and its recently modernized facilities. Officials expect enrollment growth to continue driven by ongoing program enhancements and a greater focus on recruiting older adults.

SOUND FINANCIAL OPERATIONS WITH SOLID RESERVES

We expect the district to maintain healthy financial operations due to conservative financial management practices and expenditure flexibility. Following moderate draws on General Fund reserves from fiscals 2005 to 2008 due to negative budget variances, the district enacted more conservative budgeting practices. As a result, it posted four consecutive operating surpluses that brought the General Fund balance to \$5.7 million, or a healthy 26.8% of revenues at the end of fiscal 2012. In fiscal 2013 the district posted a modest \$84,000 operating deficit that brought General Fund balance to \$5.6 million, or a still solid 24.5% of revenues. The operating deficit was due to a one-time charge associated with a mandatory other post-employment benefits (OPEB) buyout program. Although audited financial statements are not yet available, preliminary estimates indicate the district posted a \$200,000 operating surplus in fiscal 2014. The fiscal 2015 budget is balanced. The district's formal policy is to hold a minimum of two months of General Fund operating expenditures in reserve, a level it is expected to continue to meet.

The district's Enterprise Fund provides an additional source of liquidity. The Enterprise Fund accounts for financial operations related to vending machines, a child care center, and a bookstore. The fund typically generates a \$300,000 annual operating surplus, which is usually transferred to the General Fund. The Enterprise Fund had a fund balance of \$2.8 million at the end of fiscal 2013, of which 75%, or approximately \$2 million is fully liquid and could be used for general operations if needed. The remaining 25% of fund balance is reserved for inventory.

Like all Wisconsin technical college districts, the district currently operates under a strict state imposed tax levy limit which restricts growth in the operating levy to net new construction. This statutory limit replaced the prior limitation capping the levy rate to 1.5 mills. Per Wisconsin Act 145, beginning in fiscal 2015, a portion of funding for technical colleges previously paid by local property taxes will be shifted to state aid support. Effectively, 0.89 mills of each district's property tax extension will be replaced by state aid in proportion to the loss of property tax revenues. The legislation is designed to be revenue neutral for each district. The district's funding mix is expected to shift from a 48%/15% property tax and state aid mix, respectively, to a 19%/44% funding mix.

MANAGEABLE DEBT BURDEN AND LOW PENSION LIABILITIES

The district's debt burden is expected to remain manageable given modest future borrowing plans. At 0.5% of full valuation, the district's debt burden is modest though above the median for the sector. In 2008, district voters passed a referendum authorizing the district to borrow up to \$31.9 million for the new facilities and the renovation of existing facilities as outlined in its campus master plan. The district has issued all of the authorized debt and has no major outstanding capital needs. The district plans to borrow approximately \$2.5 million annually to finance its capital improvement plan. Principal amortization is average, with 71.1% retired in ten years. All of the district's outstanding debt is fixed rate, and the district is not a party to any interest rate swap agreements.

The district's exposure to the state multi-employer pension plan, the Wisconsin Retirement System (WRS), is expected to remain manageable. The district's contribution to WRS in fiscal 2013 totaled \$716,000, or approximately 2.6% operating revenues, which consisted of the employer share of contributions to the system. The district has historically made its required contributions to WRS, and does not have an outstanding prior service unfunded liability with the retirement system on a reported basis. Moody's adjusted net pension liability (ANPL) for the district, under our methodology for adjusting reported pension data, was \$14 million for fiscal 2013, or a low 0.5 times operating revenues, inclusive of the General Fund and Debt Service Fund. The three year average ANPL for the district, under our methodology is a low 0.3 times operating fund revenues. The adjustments

are not intended to replace the district's reported contribution information, but to improve comparability with other rated entities. We determined the district's share of liability for WRS in proportion to its contributions to the plan and covered payroll.

WHAT COULD MOVE THE RATING UP

- Strengthening of the demographic profile and full value per capita
- Significant increase in available reserves

WHAT COULD MOVE THE RATING DOWN

- Substantial declines in reserves
- Significant tax base deterioration
- Large increase in the district's debt burden

KEY STATISTICS

2013 Full valuation: \$7.6 billion

2013 Estimated full value per capita: \$111,600

2008-2012 Grant County median family income (as % of US): 88.2%

Fiscal 2013 Available Operating Fund balance: 20.1% of revenues

5-Year Dollar Change in Operating Fund Balance as % of Revenues: 7.4%

Net operating net cash balance: 28%

5-Year Dollar Change in Cash Balance as % of Revenues: 19.2%

Institutional Framework: Aa

Operating History (5-Year Average of Operating Revenues / Operating Expenditures): 1.03

Net Direct Debt / Full Value: 0.5%

Net Direct Debt / Operating Revenues: 1.34x

3-Year Average of Moody's ANPL / Full Value: 0.1%

3-Year Average of Moody's ANPL / Operating Revenues: 0.31x

PRINCIPAL METHODOLOGY

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2014. Please see the Credit Policy page on www.moody.com for a copy of this methodology.

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B. Strategic Projects Quarterly Report

The third quarter update of the 2014 Strategic Projects are available below. Duane Ford will review the projects at the Board meeting.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Increase College Access							
Marketing Our Future	Utilizing the services of Plaid Swan Marketing in Dubuque, the Marketing team is revising its approach to promote Southwest Tech and its 40 programs. Research will be conducted to determine potential target markets for the "focus" programs for Spring 2014. It will allow us to know who our target market is and to develop marketing strategies to reach them efficiently.	Sue Reukauf, Jessica Helms	January 2014	Ongoing		Market research has been completed for 11 programs. Research for 14 additional programs will be completed in Spring 2014 and 12 programs for Fall 2014.	<p>A total of 22 programs had the market research completed by Plaid Swan.</p> <p><u>Round 1 (12)</u> Culinary, Medical Lab Technician, Midwife, Engineering Tech, Marketing, Esthetician, Liberal Arts, Auto Collision, Auto Technician, CNC, Information Technology, Building Trades-Carpentry</p> <p><u>Round 2 (10)</u> Golf Course Management, Graphic and Web Design, Criminal Justice, Early Childhood Education, Accounting, Supervisory Management, Business Management, Dairy Herd Management, Administrative Professional, and ElectroMech.</p>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
College Prep Courses in Southwest Tech Outreach Sites	Offer college prep 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!					Intro to Diversity Studies was offered at the Richland Center Outreach Site in Spring 2014. Four courses are currently scheduled to be offered at various outreach sites and through ITV for Fall 2014.	Accounting 1 is currently being offered at the Platteville Outreach Site. Statistics course is being offered over ITV at the Platteville and the Southwest Tech sites. Other courses were scheduled to be offered, but we did not get enough students to run these courses. We are in the planning stages for additional coursework for the spring semester.
Program Array ongoing program development	Programs currently under development: Welding Curriculum Redesign (Grant funded); CNC Curriculum Redesign (grant funded); Logistics and Supply Chain Management(grant funded). Program Under Consideration: Seed Technology (seeking grant funding) and Instrumentation	Phil Thomas & Academic Deans	Ongoing	Ongoing		Supply Chain Management and Logistics are in the Concept Review stage of the program development process. Supply Chain Management, if approved, will become operational January 2015.	Supply Chain Management received final State Board approval in September. The program will be operational January 2015. The College has received WTCS approval for two embedded pathway certificates in the Supply Chain Management program. These are logistics and materials management.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Adult Evening/Weekend Offerings - "Learn Your Way"	Southwest Tech will initiate evening and weekend program offerings that allow adults access to program level offerings in a format that will allow them to complete degrees. These offerings will be provided in multiple delivery methods, with appropriate support services for adults to be successful in completing degrees. Addresses Increase College Access, Improve Student Completion & Success, & Promote Fiscal Efficiency & Sustainability	SAAC, Faculty, Adjuncts	Fall 2014	Ongoing		Online Supervisory Management program went "live" in March 2014. Courses are scheduled for Fall 2014 and will continue to add courses to the mix. Supply Chain Management is scheduled to be online in January 2015.	Current offerings through "Learn Your Way" include online programs - Business Management, Supervisory Management, Health Information Technology, Medical Coding Specialist, Cancer Information Management, and Supply Chain Management (January 2015); Individual Technical Studies program; interactive television (ITV) programs - Nursing Assistant and Pharmacy Technician (Shared Program); and evening/weekend programs - Business Management and Nursing-Associate Degree; and Distance Program - Direct Entry Midwife.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Expand opportunities for High School Students to earn credit in high school	Develop and expand articulation agreements including in general education. Respond to the challenges and opportunities presented by Course Options.	Julie Pluemer, Mary Johannesen	Continued from 2013	Ongoing		The number of students enrolled in dual enrollment opportunities for FY2014 has doubled in the past year; will continue to increase the offerings and students.	Since June 2014, a total of three new advanced standing agreements and seven new transcribed credit agreements have been put into place. A total of seven of these agreements were in the General Education area.
Expand Continuing Education	Offer more open enrollment continuing education and workforce training classes/opportunities	TBD	TBD	TBD	TBD		This project is being deferred.
Improve Student Completion and Success							

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Curriculum Integrity and Assessment	With performance-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	Julie Pluemer, Deans, Phil Thomas, Assessment Team, Curriculum Team	2014	Ongoing		This is a focus for Fall 2014.	A total of four sessions were offered during the Fall Learning Academy to address this issue. Faculty had the option to attend. This topic will continue to be the focus of the Curriculum and Assessment Specialist throughout the year.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
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				The system continues to be used, but not in a consistent manner.	The existing SAS system is still being used until we can find a better system. Besides educating staff on how to utilize the systems in place during an in-services session, a risk assessment to give to all student prior to entering their program has been explored. A tool is needed that can be used proactively before problems start. ACT's Engage tool was piloted but initial results indicate that students do not like it so we are looking at a "home-grown" assessment CVTC is using. We have begun addressing patterns that we see, largely related to financial assistance (integrated process provide by the advisors, Dreamkeepers Grant, and financial literacy workshops presented by professionals) and career development.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Learner Success Initiative	K-12 Committee - Specific action plans are in development.	Phil Thomas, Student and Academic Affairs Council	2013	Ongoing	Impact on access, completion, and success		The Learner Success Initiative Committee Chairs are meeting to develop an overall Strategic Plan for this initiative. Goals will then be developed for each of the three action committees.
Learner Success Initiative	Learn Your Way (formerly Adult Population) Committee - Specific action plans are in development.	Student & Academic Affairs Council and Committee Members	2013	Ongoing	Impact on access, completion, and success		The Learner Success Initiative Committee Chairs are meeting to develop an overall Strategic Plan for this initiative. Goals will then be developed for each of the three action committees.
Learner Success Initiative	Retention Committee				Impact on access, completion, and success	This committee will become operational Fall 2014 and will develop action plans at that time.	The Learner Success Initiative Committee Chairs are meeting to develop an overall Strategic Plan for this initiative. Goals will then be developed for each of the three action committees. The focus of the Retention Committee is now an AQIP Action Project.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Credit for Prior Learning	Develop systems that allow students to obtain advanced standing or transcribed credit for prior life experience and other non-credit courses or experiences; Needed for TAACCCT grant and for accelerated CNC Setup/Operator	Phil Thomas, Deans, Barb Tucker	2013	2013-2015	Impact on completion and success	Have mapped the Credit for Prior Learning process; the College has become a CLEP testing site; vetting the process with the Student & Academic Affairs Council; working with faculty doing portfolio assessments; and a brochure is being developed to explain the process.	The processes have been finalized for CLEP Testing and Challenge Testing Arena; in process of finalizing processes for portfolio assessment. Working on process for military experience/education.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Identifying and supporting entrepreneurs	Continue planning and implementation of appropriate planning.	Richard Ammon, Duane Ford, Mindy Johnson	2013	TBD	Impact on placement, business and job creation	Planning is largely complete. Mindy Johnson is implementing. We need metrics.	Four subcommittees (resources, education, funding, presentations) and their objectives have been identified. The entrepreneurship presentation has been updated and will continue to be provided to on-campus programs. The website materials are being reviewed and recommendations for entrepreneurship and small business development courses, education, and resources will be vetted at the September advisory committee meeting.
Strengthen Partnerships							

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
International study	Review this summer's trip to Haiti. Continue to develop policy and programs as appropriate.	Student & Academic Affairs Council, faculty and staff, administration	2014	Ongoing		Exploring the Framework for Comprehensive Internationalization from CCID (Community Colleges for International Development, Inc.)	With the trip by the Nursing faculty and students during Summer 2014, the documentation and processes for emergency contacts have been developed. Currently in the development process to make this a policy.
Improve Articulation	Improve articulation agreements with four-year universities	Julie Pluemer, Mary Johannesen	Continued from 2013	Ongoing		For FY2014, 122 agreements were in place with 29 universities.	Since June 2014, an additional agreement was signed with Chamberlain College of Nursing. This brings the total to 123 agreements with 30 colleges/universities.
50th Anniversary Celebration	Put together planning committee, plan, implement	MJ Dachelet, Betsy Tollefson	Planning 2013-2014, Implement 2015-2018	TBD		The committee is in place. Events are being planned around College events such as open house, parades, etc.	The committee is brainstorming ideas, which will be vetted by Betsy and Duane in October/November. A budget will be developed at that time.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Student life plan	Develop a comprehensive student life strategy	Laura Nyberg-Comins, Heather Fifrick	2013-2014	TBD	Project completion	2013-14 focused on implementing activities in Charley's; Development of the comprehensive student life strategy will be the focus for 2014-15	<p>Work continues on development and implementation of related projects such as:</p> <ul style="list-style-type: none"> -Combining resident and student life - Working on a housing development plan and included a few items related to Student Life - Adding banners to Charley's - Sponsoring a street dance and running Welcome Days - Exploring service learning - Writing a handbook for student organization advisors <p>An overall comprehensive resident and student life plan will be developed. A QRP focused on resident and student life will be conducted this year.</p>
Create a Cohesive Culture							

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Complete and implement internal and external communication plans	To improve communications	Sue Reukauf and committee	2012-14	2013-2014		Communication Plan will be completed by end of summer.	The Communication Plan is complete and going through final revisions. The specific guidelines to refer to are also being finalized. It will be an evolving document to be updated as communication strategies evolve.
Program accreditation	Health Information Technology and Direct Entry-Midwife Programs	Katie Garrity	2012-2014	TBD	Accreditation received	Physical Therapist Assistant program received notice of Continuing Accreditation in May. Direct Entry-Midwife program is seeking accreditation through the Midwifery Education Accreditation Council and had a site visit in April.	Direct Entry-Midwife received notice of five-year accreditation in September 2014. We are the first public institution in the U.S. to be granted accreditation.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Employee Satisfaction Survey	Assess employee satisfaction annually. Establish benchmarks for evaluation	Executive Team, Employee Advisory Council	2014	TBD	Project completion, data used to create a more cohesive campus culture	The survey will be completed every two years. Projects to address challenges will be taken on by the Employee Advisory Council and Executive Team. Executive Team will review the survey results and address challenges.	A Communications Committee has been established to address common communication challenges noted within the survey. Executive Team is pursuing an external resource for improved organizational development.
Prioritize Customer Service							
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.	Student & Academic Affairs Council, VP Administrative Services, Financial Aid Manager	2014	Dec-14		This will be addressed at an upcoming Student & Academic Affairs Council meeting.	This process has not been addressed.
One Source for Grading	To increase positive feedback on student academic performance, implement one source for students to check their grades	Student & Academic Affairs Council, Faculty, IT				This will be addressed in the online learning effort.	Interviews are being held for the Online Specialist position. This position will address this project.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Establish customer Service standards	To set out expectations and to form a basis for evaluation of performance.	All Faculty and Staff Members					Customer service standards were added to the support staff performance evaluation matrix.
Advance Infrastructure							
See separate facilities and information technology project lists.							
Promote Fiscal Efficiency and Sustainability							

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Electronic Grant Management	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.	Holly Crubel, Samantha Redman, Kelly Kelly, Ashley Crubel, Caleb White	As soon as the resources are available.	Would need input from Wipfli to determine the length of the project.			On hold due to staffing transition. This project will be deferred until 2015 Q2.
Dynamics Payroll Project	Work with consultants Wipfli for payroll enhancements: -Account splitting -Paperless time sheets -Training on the HR Module	Laura Bodenbender, Connie Habkerkorn, WIPFLI	February 2014	February 2014		Account splitting will be implemented with the first payroll in July to alleviate journal entries. The software for paperless timesheets has been installed; currently in the testing stage.	Account splitting and reporting has been completed. Phase I has been completed for the new timekeeping (paperless) system. Goal is Phase II by January 2015.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Paperless Initiative for Payables Process	Implement a process 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.	Dave Friesen, Caleb White, Ashley Crubel	February 2014			In process of looking at new document management system.	The RFP For the document management system is out to the public. RFPs are due back October 3 and will be presented to the Board for approval at the October Board meeting.
Metrics and dashboards	Develop a set of metrics we will observe and dashboards to observe them with.	Barb Tucker	2013	June 2013		An initial set of metrics have been developed and is being vetted by the President's Cabinet, Institutional Advancement, and Information Technology department.	Mandy Henkel, Deb Thomas, and Matthew Baute worked diligently this past quarter on a CAMS Business Analytics tool to create dashboards of significant college data. Complications with the data field compatibility with CAMS has slowed progress. We are working with Three Rivers to work through the compatibility issues.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Benchmarking	AQIP ACTION PROJECT: Expand benchmarking to aid in continuous improvement	Barb Tucker	2012-2013	June 2013	Project completion	Phil may be closing this project and opening a new one. If so, we need to capture the new one.	This project has been closed out with The Higher Learning Commission. However, benchmarking will be included in the program viability.
Intellectual Property Management Policy	Develop a new intellectual property management policy.	Duane Ford	2014	November 2014	Policy Approved		The policy is developed and will follow the approval process.
Alternative revenues	Seek and capitalize on grant, contract, and entrepreneurial opportunities	President's Cabinet	On-going	On-going	Opportunity identification, feasibility and business plan development, implementation, return on investment		We will be submitting an NRA grant for the shooting team which will be submitted at the end of the month. New WTCS guidelines are out and we will begin writing state grants for the 2015-16 year during the next quarter.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1	Q2
2014 STRATEGIC PROJECTS							
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Impl. Deadline	Assessment	Q1/Q2 Status 6/1/14	Q3 Status 9/19/14
Employee clinic	Implement employee clinic	Duane Ford, Laura Bodenbender, Katie Garrity, Caleb White	Mar-14	TBD	Reduce health care costs for employees and college	Will be discussing a wellness program with Crossing Rivers in the near future.	Crossing Rivers Medical Clinic is now located on the first floor of the Health Science Building. Met with their administration to identify common wellness routines that could be administered at clinic to minimize out of pocket cost for employees.
Write AQIP System Portfolio	HLC Accreditation renewal	Phil Thomas	2013-2014	May 30, 2014	Project completion; continued HLC accreditation	Completed. Can morph into next steps in the AQIP review and cycle. Check with Phil.	Waiting for AQIP Systems Portfolio feedback report. We have received the new System Portfolio structure/process and will begin implementation.

Facilities Project List

9/17/2014

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
Renovate Cosmetology	3-year Plan	Project is complete.	1-Sep-14
Learning Center	3-year Plan	Construction is progressing nicely. Walls are framed electrical and HVAC is being roughed in.	Dec-14
Public Safety Complex Road	Connect EPD loop to shooting range drive	Application was submitted to the National Guard on August 13, 2012. Sent e-mails January 22, 2014. Have not gotten a response.	Not Determined
505 Lab Conversion	Convert old masonry shop into new welding lab.	Design is complete preparing to put out to bid.	TBD
100 Carpet Warranty	Manufacturer making site visit	Carpet will be re-laid at no cost to college.	Dec-14
2200 Fire Alarm	Add Fire Alarm System to 2000	Working with contractor for in-house install. Have to wait for existing maintenance contract to expire so software will be turned over to SWTC.	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.	October 1 2014
TEGG Inspection	Electrical inspection coordinated with DMI	We have received the DMI grant and the work is scheduled for October.	1-Dec-14
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.	November 1 2014
Shooting Range Improvements	Work with NRA to improve shooting range.	We have met with NRA representative and are awaiting his report.	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	TruGreen was issued a PO.	Ongoing
ERP	Edit Emergency Response Plan	In the process of updating.	Aug-14
Business Continuity Plan	Developed a Business Continuity Plan	Department heads will meet with Joe DesPlaines from DMI OCT 2&3 to begin plan development.	January 1 2015
Building 1100 AC	Install AC in building 1100 shop to prevent trainers from rusting	Install an AC system in building 1100 shop.	30-Sep-14
Clery Act Info	Collect and report information for Clery compliance	Collecting data for report.	Oct-14
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
Outdoor walking path	Install outdoor walking path	Project has been approved with student senate covering half of the cost. 3 Sons Concrete was awarded the project.	Completed July 24

Marque sign	Install sign along 18 that informs of the entities that are represented on campus.	Designing a sign with Signs to Go that will meet the desires of the college and it's tenants.	Sep-14
Concrete pad by skid pad shelter	Install concrete pad along skid pad pavilion.	Proform Concrete was awarded the project	October 1 2014
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. Waiting until current FA contract expires.	Not Determined
Six Plex Carpet	Carpeting downstairs of sixplex	Remove old carpet after the migrant workers are done and replace carpet on the first floor	Completed August 2014
Water Treatment	Quarterly hot water boiler tests	Two year Contract signed with Garret Calahan. Coupon station to installed.	On going
Housing Site Plan	Master plan for housing expansion	Rezoning of the land is complete. The site work is under way and on schedule to be ready for school to start.	On going
CDL Drug testing	Drug and Alcohol testing program.	Create and implement a drug and alcohol testing program for people driving college vehicles that require a CDL.	On Going
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
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

CDL Drug testing

Drug and Alcohol testing
program.

Creating testing program and determining drivers
that a affected.

August -1-2014

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
ALL IT STAFF				
Learning Center remodel	All IT Staff		HIGH	Attend meetings regarding remodel of space and accommodations for ASC, Support Services, Library, Student Help Desk, etc.
New ITV Classroom	MJ & Dave F. setup. Dave H. network		Done	Equipment is installed and in use
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.
Policies	Lisa		Ongoing	Mobile Device Policies, Password Policy, Identity Theft & Others
Electronic Doc Management RFP	Lisa & Dave F.		Posted	RFP #1415-01 is posted. Opening will be October 3
LMS RFP	Lisa			RFP for Learning Management System
DEVELOPMENT TEAM (Bob, Mike, & Matthew)				
Degree Audit				
Training needed for Student Services	Chyme & Marnie		75%	Bob & Matthew met with Student Services staff to review the Degree Audit setup in April. Identified some issues that are being worked on.
Setting up the first year (2011-2012) and correcting problems was the most time consuming. It should get easier with the				
rollover of each year.				
The program curriculum modifications need to be entered each year. Training for staff entering modifications needs to take place				
before Student Services staff can test.				
Tentative timeline:				
• 1213 complete by end of September				
• 1314 complete by end of October (before returning student registration starts)				
• 1415 will be available with the curriculum changes by the end of November. Students will be able to apply degree audits				

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
at the end of Fall 1415 to see what classes remain for their degree.				
Business Analytics				
Institutional Advancement staff are meeting with Student Services	Matthew & Bob	IA	25%	Weekly meetings with IA Staff. Ongoing project with Three Rivers to fix some issues that have been discovered with the data manipulation
Bookstore Process Improvements - Textbooks, website, student experience	All Dev Staff	Bookstore	High	Meet with Kelly, Nancy, & Jen. Textbook requests integrate CAMS Faculty Portal. Students need better access to textbook info.
Working with Nebraska Book on connecting to database	Matthew	Nancy	25%	In contact with Nebraska Books to determine how to connect to their database
Modifications to data integration format	Bob	Nancy	25%	The data integration between CAMS and Nebraska Books needs to be modified to include more information.
Website				
Ebrochure - program page synchronization	Matthew	Phil	Done	The program intro paragraphs will be database driven so the same text appears in the eBrochure and the website. The new Website Updating policy addresses the accreditation issues
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		75%	Target completion Sept/Oct

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
Develop Google Analytics Funnels	Mike S/Matthew	Marketing	75%	Add Google Analytics Funnels to track movement of users through steps of processes. Implemented Google Funnels for better analytics
MySWTC/Email/BlackBoard Login page improvement	Mike S		50%	Have templates for Email and BlackBoard login pages
Added New Staff Photos	Mike S/Matthew/MJ	HR	On-going	
Add Cafeteria menu to site/start pages	Mike S	Rex	Move to Qtr2 per Rex	Moved to Qtr 2. Add the weekly/daily menus to a place where users can see them.
Public Safety Process Improvement				
CPR card submission process	Mike S & Matthew	Public Safety	TBD	Met with Public Safety staff on Monday, Sept 15, re: requests
Inquiry form to request training/contracts	Mike S & Matthew	Public Safety	TBD	Met with Public Safety staff on Monday, Sept 15, re: requests
Heartcode course with maniquins	Mike S & Matthew	Public Safety	TBD	Met with Public Safety staff on Monday, Sept 15, re: requests
Increase utilization of CE Portal to reduce number of paper registration forms	Lisa, Matthew, Mike, Bob	Student Services, Caleb	High	FBPM students, Transcribed credit students
- Cash override and FBPM code	Matthew	Student Services	Done	FBPM instructors will each have a separate code.CASH - pay at the BO, take the receipt to Student Services, staff enters the override code.
Student tracking for ATL, ASC, Supt Services, BE	Bob	Bonnie, ATL, ASC, etc	Move to Qtr2	need a new streamlined database before new Learning Center opens
Start analysis and scope of work for new Faculty Workload system	Bob	Caleb	Move to Qtr2	Work on analysis for new workload system

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
Start analysis and scope of work for the Program Financial Statements	Bob	Caleb	Move to Qtr2	Work on analysis for new workload system
Decomission CMS 400 (Ektron)	Bob, Dave H.		Move to Qtr2	Bob has to determine new framework before the server can be decommissioned
Ruby on Rails Faculty Certification Application	Bob		Move to Qtr2	Bob - Evaluate new framework
Electronic Health Records (EHR) Analysis	Matthew	Duane & Katie G.	Ongoing	Develop training system to replace Neehr Perfect for Health programs
eBrochure continued development and enhancements	Matthew	Duane	Ongoing	Develop cloud based system for potential pilot with Nicolet. Business plan development for potential markets underway. Analytics enhancements to e-Brochure product (550+ created to date); pitching to Nicolet as pilot
NETWORK TEAM (Judy & Dave)				
Financial Edge implemented	Dave H.	Foundation	Done	Installation completed first week in July
Raisers Edge upgrade completed	Dave H. & Technicians	Foundation	Done	New 2012 Server built and Raisers Edge v 7.93 installed. Client installation are being done at users request.
Upgrade CAMS SQL Server from 2005 to 2012	Judy/Bob/Matthew	IT	Done	Completed by August 1. Judy, Matthew, & Bob are working together on testing this installation in a test environment.

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
New Blade Servers and SAN installatio	Dave H.	IT	50%	New Virtual Server environment. Quotes have been received from multiple state contract vendors. CDW-G is the lowest. Equipment was ordered is in being delivered. Date for installation is being scheduled. Done by end of October
Texting Students - e2Campus and uNot	Lisa & Dave H.		25%	uNotify agreement is signed. Working on the setup with e2Campus and how to best roll out
VMWare 5.5 Upgrade	Dave H.	IT	Move to Qtr 2	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	Move to Qtr 2	Get more quotes, pick a vendor, determine timeline. Completion by end of
uNotify implementation	Lisa/Dave H	Student Services, Financial Aid, Business Office	Move to Qtr 2	Will be purchased in July and IT will determine the best way to implement. This is our opportunity to clean up e2Campus accounts too
New Print Server	Judy		Done	Issues wil installation in June. Another attempt in July. (Install 64 bit drivers on all printers. Next build print server and new SQL Server to house PM database
DMI Security Audit	Lisa/Dave H/Judy		Move to Qtr 2	Phone interview with DMI to discuss security audit
Research a new solution to replace Ne	Judy	IT	Move to Qtr 2	NetIQ will not negotiate price. Considering a federated (ADFS) solution

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
VDI Analysis	Dave H. & Judy		Move to Qtr 2	New server and SAN hardware will provide the necessary resources for the pilot
Expand campus wireless coverage	Dave H.		Done	New WAPs have been ordered. Installation around campus and at RC Outreach
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, Kyle, Charles, Jake, Dave F.)				
Office 2013 Training	All	IT	50%	Need to provide staff with resources, video clips, and training to help with transition. Roll out will continue into Qtr 2
Set up computer labs for Fall 1415 classes	All		Done	Faculty requests will be fulfilled on a first-come first-serve basis. Please share with the Deans and faculty.
GWD Mac Lab updates	Jake	Katie Anderson	Done	Update Adobe Suite, OS, student logins, server changes, anti-virus implementation, TeamViewer implementation, New TVs (remove projector), etc. LOTS OF HOURS
Outreach computers need to be imaged	All		Done	Platteville is done. Dodgeville is done. Richland Center on 9/22/14
Richland Center Outreach computer updates	All	Barb Kennedy	Done by end of September	9/22/14 Laptops scheduled for install/delivery
Ag Bus 112 & 114	All	Paul Cutting, Christina Winch, Jeff Dornik	Move to Qtr 2	Two sections of Ag Bus - computer lab and software licenses need to be addressed

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
Online time entry (Greenshades)	Jake	HR	50%	Phase 1 rollout complete (Profile/Pay history)
Online pay advice and profile			Done	Phase 1 rollout complete (Profile/Pay history)
Office 365 for students	All & Dave H.	Bookstore & Students	Move to Qtr 2	We need to research the Office 365 for students. WISC.EDU is selling it
WISC.EDU bookmarks	Charles		Done	Distribute around campus.
ITV Classroom (340)	MJ		Done	Room 340 (old HR) is installed and ready for use
ITV Classroom (341)	MJ		Done	Space currently being remodeled. Completion date TBD (Sept?)
MJ - ITV carts for Outreach	MJ/Kyle/Dave	Duane	Done	ITV carts ordered or delivered to Outreach sites
CAMS Security Audit and Roles Creation	Jake, Charles, Dave	IT	Move to Qtr 2	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	Move to Qtr 2	IT will be starting a Software audit used in departments and programs to ensure we are in compliance
Financial Aid				
New COD submission file layout	Lisa/Matthew	Joy Kite	Done	Installed CAMS update, problems with submission, contact with Three Rivers, made changes necessary to get the submission file to COD before deadline

IT Projects - 2014/2015 - Quarter 1 (July, August, September)				9/19/14
Project Name	Assigned to	Requesting Department	Priority	Status
Check printing sort order	Jake/Matthew		Done	Using the portal handle field (student username) to sort checks. Testing in progress. This will save hours of time alphabetizing the refund checks on fin aid disbursement
Shooting Scenario Projection Permanent Install	MJ/Dave/Kyle	Kris Wubben	75%	Equipment is installed and final connections will be made next week.
Culinary Dining Room Sound System Install	MJ/Dave/Kyle	Karen Bast	50%	Equipment ready for installation this next week.
Graphic & Web Design Classroom Tri-Monitor Install	MJ/Dave/Kyle	Katie Anderson	Done	Equipment Installed and in working order.
Creative Elements Salon Sound System Install	MJ/Kyle	Barb McCormick	Done	Equipment Installed and in working order.
Cosmetology Classroom Re-Install	MJ/Kyle	Barb McCormick	Done	Equipment Installed and in working order.

C. Marketing Report

Sue Reukauf, Marketing & Public Relations Manager, will provide a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the Board meeting.

D. Staffing Update

An update on College staffing will be provided. 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

Position Tracking 2014/2015 Fiscal Year

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


Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
22	Replacement - Samantha Redman	Financial Aid Accounting/Bursar	Decision to defer replacement at this time.		Grade 4 Hourly \$16.09 - \$20.78
23	New Position	Online Specialist	Interviewing		Grade 7 Salaried Professional \$52,190 - \$70,611

Information and Correspondence

A. Enrollment Report

The 2014-15 Comparison FTE Report is available electronically below

		2013-2014 and 2014-2015 FTE Comparison						
Program Type	Program Title	09-16-13 Students	09-15-14 Students	Student Change		09-16-13 FTE	09-15-14 FTE	FTE Change
10	Accounting	34	24	(10)		15.70	12.27	(3.43)
10	Administrative Professional	14	10	(4)		7.27	4.07	(3.20)
10	Agri-Business/Science Technology	42	61	19		21.03	32.40	11.37
10	Business Management	93	68	(25)		39.10	28.46	10.64
10	Cancer Information Management	-	4	4		-	0.90	0.90
10	Criminal Justice - Law Enforcement	58	55	(3)		30.30	25.96	(4.34)
10	Culinary Arts	6	21	15		3.00	9.90	6.90
10	Culinary Management	11	8	(3)		5.13	3.93	(1.20)
10	Direct Entry Midwife	21	21	-		7.23	7.07	(0.17)
10	Early Childhood Education	45	35	(10)		20.90	16.20	(4.70)
10	Electro-Mechanical Technology	57	58	1		29.23	28.70	(0.53)
10	Engineering Technologist	22	10	(12)		10.87	4.27	(6.60)
10	Golf Course Management	33	26	(7)		16.43	13.00	(3.43)
10	Graphic and Web Design	35	29	(6)		16.17	12.53	(3.63)
10	Health Information Technology	-	25	25		-	8.43	8.43
10	Human Services Associate	51	43	(8)		19.67	18.47	(1.20)
10	Individualized Technical Studies	5	4	(1)		2.80	1.20	(1.60)
10	IT-Computer Support Specialist	1	1	-		0.20	0.33	0.13
10	IT-Network Comm Spec	34	31	(3)		15.50	11.43	(4.07)
10	IT-Web & Software Developer	20	11	(9)		7.77	3.90	(3.87)
10	Marketing	7	1	(6)		3.20	0.10	(3.10)
10	Medical Laboratory Technician	16	16	-		5.77	8.27	2.50
10	Nursing - Associate Deg	222	281	59		65.24	80.07	14.83
10	Physical Therapist Assistant	35	43	8		11.77	15.50	3.73
10	Supervisory Management	-	16	16		-	4.56	4.56
	Total Associate Degree	862	902	40		354.27	351.93	(2.34)
31	Accounting Assistant	8	11	3		2.67	4.50	1.83

Program Type	Program Title	09-16-13 Students	09-15-14 Students	Student Change	09-16-13 FTE	09-15-14 FTE	FTE Change
32	Agricultural Power & Equipment Tech	42	41	(1)	22.70	22.24	(0.47)
31	Auto Collision Repair & Refinish Tech	21	20	(1)	8.77	7.77	(1.00)
32	Automotive Technician	30	31	1	12.17	14.80	2.63
31	Bricklaying and Masonry	10	-	(10)	4.63	-	(4.63)
30	Building Maintenance & Construction	1	-	(1)	0.10		(0.10)
31	Building Trades - Carpentry	13	21	8	7.10	10.83	3.73
30	CNC Setup/Operation	11	8	(3)	6.03	3.83	(2.20)
31	Child Care Services	10	10	-	4.60	4.50	(0.10)
50	Construction Electrician Apprentice	17	19	2	1.23	1.37	0.13
31	Cosmetology	37	38	1	21.00	20.50	(0.50)
30	Criminal Justice-Law Enf Acad	21	15	(6)	11.10	7.80	(3.30)
31	Culinary Specialist	5	4	(1)	1.43	1.47	0.03
31	Dairy Herd Management	18	17	(1)	9.30	9.23	(0.07)
30	Dental Assistant	23	18	(5)	10.80	9.20	(1.60)
31	Electrical Power Distribution	30	25	(5)	14.70	12.67	(2.03)
31	Esthetician	11	1	(10)	4.10	0.53	(3.57)
30	Farm Business & Production Manage	1	-	(1)	0.17	-	(0.17)
50	Industrial Electrician Apprentice	15	10	(5)	1.33	0.73	(0.60)
31	IT-Computer Support Technician	1	18	17	0.23	7.80	7.57
31	Medical Assistant	44	35	(9)	19.34	18.00	(1.33)
30	Medical Coding Specialist	51	33	(18)	13.20	7.37	(5.83)
31	Medical Transcription	3	-	(3)	0.77	-	(0.77)
30	Nursing Assistant	116	96	(20)	12.20	10.30	(1.90)
31	Office Support Specialist	8	11	3	3.47	5.07	1.60
50	Plumbing Apprentice	10	12	2	1.00	1.08	0.08
31	Welding	46	42	(4)	21.40	22.05	0.65
	Total Technical Diploma	603	536	(67)	215.55	203.63	(11.92)
	Liberal Studies	10	25	2	4.33	6.03	1.70
	Undeclared Majors	703	641	6	82.15	69.87	(12.28)
	Total	2,178	2,104	(19)	656.30	631.46	(24.84)
	Percent of Change						-3.79%
	Vocational Adult (Aid Codes 42-47)	2,106	2,006	(100)	35.73	38.62	2.90
	Community Services	93	39	(54)	0.23	0.08	(0.15)
	Basic Skills (Aid Codes 7x)	72	79	7	3.63	3.16	(0.47)
	Basic Skills Remedial(Aid Codes 78)	362	268	(94)	15.59	10.52	(5.06)
	Grand Total	4,811	4,496	(315)	711.47	683.85	(27.63)
	Total Percent of Change						-3.88%

Wisconsin Technical College System

FTE Comparison
as of 9/15/14

CJW
9/15/14

	FTEs							12-13 to 13-14		13-14 to 14-15		08-09 to 14-15	
	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Projected	#	%	#	%	#	%
Blackhawk	2,356	2,913	2,828	2,552	2,275	1,952	2,017	(323)	(14.2)	65	3.3	(339)	(14.4)
Chippewa Valley	4,386	4,572	4,727	4,409	4,232	4,148	4,200	(84)	(2.0)	52	1.3	(186)	(4.2)
Fox Valley	6,400	7,404	7,811	7,350	7,141	6,979	7,012	(162)	(2.3)	33	0.5	612	9.6
Gateway	5,182	5,985	6,382	6,200	5,796	5,419	5,216	(377)	(6.5)	(203)	(3.7)	34	0.7
Lakeshore	2,235	2,660	2,516	2,246	2,134	2,006	1,933	(128)	(6.0)	(73)	(3.6)	(302)	(13.5)
Madison Area	9,515	10,263	10,981	10,514	10,268	9,974	9,919	(294)	(2.9)	(55)	(0.6)	404	4.2
Mid-State	2,282	2,562	2,572	2,336	2,129	2,069	2,013	(60)	(2.8)	(56)	(2.7)	(269)	(11.8)
Milwaukee Area	13,416	14,614	14,541	13,959	13,139	12,417	12,649	(722)	(5.5)	232	1.9	(767)	(5.7)
Moraine Park	3,227	3,639	3,519	3,123	3,023	2,973	3,008	(50)	(1.7)	35	1.2	(219)	(6.8)
Nicolet Area	759	880	884	807	773	773	781	0	0.0	8	1.0	22	2.9
Northcentral	3,145	3,600	3,841	3,709	3,738	3,698	3,699	(40)	(1.1)	1	0.0	554	17.6
Northeast WI	6,600	7,446	7,554	7,238	7,034	6,950	6,776	(84)	(1.2)	(174)	(2.5)	176	2.7
Southwest WI	1,615	1,738	1,768	1,643	1,638	1,653	1,653	15	0.9	0	0.0	38	2.4
Waukesha County	4,208	4,800	4,856	4,591	4,537	4,296	3,953	(241)	(5.3)	(343)	(8.0)	(255)	(6.1)
WI Indianhead	2,898	3,142	2,938	2,698	2,649	2,549	2,452	(100)	(3.8)	(97)	(3.8)	(446)	(15.4)
Western WI	3,698	4,130	4,104	3,759	3,616	3,268	3,180	(348)	(9.6)	(88)	(2.7)	(518)	(14.0)
Total	<u>71,922</u>	<u>80,348</u>	<u>81,822</u>	<u>77,134</u>	<u>74,122</u>	<u>71,124</u>	<u>70,461</u>	<u>(2,998)</u>	<u>(4.0)</u>	<u>(663)</u>	<u>(0.9)</u>	<u>(1,461)</u>	<u>(2.0)</u>

B. Chairperson's Report

C. College President's Report

1. WTCS Biennial Budget Request
2. Follow-up to State Board Visit and Knox Learning Center Dedication
3. Vacation

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Resolution for Adoption of 2014 Tax Levy
2. Fund & Account Transfers (2013-14 Budget Modifications)
3. Enterprise Content Management (ECM) and Document Imaging Solution Request for Proposal
4. Review of Purchasing Activity
5. Industry, Trades & Agriculture Report

B. Time and Place

Monday, October 27, 2014, at 5:00 p.m. at the Crawford County Administration Building, 225 N. Beaumont Road, Prairie du Chien, WI

Adjournment