

Southwest Wisconsin Technical College District Board Meeting

Regular Meeting

September 26, 2013

Held at

Southwest Tech 1800 Bronson Boulevard Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, September 26, 2013

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

ANNOTATED AGENDA

OPEN MEETING

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

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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
 - (2) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of August 22, 2013

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

A. Approval of Agenda

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

- B. **Minutes of the Regular Meeting of August 22, 2013**Minutes of the August 22, 2013, Board meeting are included with the electronic Board material.
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

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

D. Contract Revenue

There were 15 contracts in August 2013 totaling \$42,090.35 for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

There are two new hires, one promotion, and one resignation being presented for approval in the Personnel Report. The report is available with the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Second Reading of Board Policy 3.4: Budgeting/Forecasting

Policy 3.4: Budgeting/Forecasting was presented at the August 22, 2013, meeting for modification to adhere to recently passed legislation. This is the second reading of the revision to the policy. The policy is available with all other Board meeting material.

<u>Recommendation:</u> Approve the revision, as presented, to Policy 3.4: Budgeting/Forecasting.

B. Lease for Additional Classroom Space from Platteville Schools

A revised lease for additional classroom space from Platteville School District will be presented for approval. The revised lease is available electronically with the Board material.

<u>Recommendation:</u> Approve the lease for additional classroom space from Platteville Schools.

C. Request for Approval of Construction of a Shooting Range Storage Shed

The Public Safety Complex is in need of additional storage at the shooting range to improve facilities to allow outside agencies to rent storage space for firearms training and certification. This storage facility will be funded with capital funds obtained through tax levy. We seek the Boards approval to move forward with the construction of this storage facility. Caleb White will provide a review of the plans and present the Request for Approval.

1. Resolution Approving Construction of a Shooting Range Storage Shed

The resolution approving the construction of a Shooting Range Storage Shed is available with the electronic Board material.

Recommendation: Approve the construction of a Shooting Range Storage Shed

2. Resolution Requesting State Board Approval of Construction of a Shooting Range Storage Shed

The resolution approving the submission of the construction of a Shooting Range Storage Shed is available electronically with all other Board material.

<u>Recommendation</u>: Approve the submission to the State Board for their approval of the construction of a Shooting Range Storage Shed.

D. 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.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Health Information Technology Program

Phil Thomas will provide an update on the status of implementation of the Health Information Technology program. The WTCS approval letter for this program is available electronically with all other material.

B. Foundation Report

Foundation activities will be the focus of this presentation. Betsy Tollefson, Director of Development, will present the report, which will be available at the Board meeting.

C. Group Health Insurance

Laura Bodenbender and Caleb White will update the Board about their and the Insurance Committee's ongoing review of group health insurance options.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2013-14 Comparison FTE Report is available electronically will all other Board material.

B. Chairperson's Report

1. Voting Delegate for ACCT Leadership Congress

C. College President's Report

- 1. TAACCCT and HRSA Grants
- 2. Performance-Based Funding
- 3. Learning Center Planning
- 4. Franklin University

- 5. RFP for Clinic Space
- 6. AB177
- 7. October 21 Chamber Alliance Event
- 8. Future Studies
- 9. Vacation

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

- 1. Review Board ENDS Statements and Strategic Directions
- 2. Community Panel
- 3. Resolution for Adoption of 2013 Tax Levy
- 4. Fund & Account Transfers (2012-13 Budget Modifications)
- 5. Review of Purchasing Activity
- 6. Student Services Report

B. Time and Place

Thursday, October 24, 2013, at 1:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURNMENT

Open Meeting

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

Adjourn to Closed Session

- A. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c}
 - (2) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of August 22, 2013

Reconvene to Open Session

B. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

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

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 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(e)}
 - (2) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of August 22, 2013

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 22, 2013
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Second Reading of Board Policy 3.4: Budgeting/Forecasting
- B. Lease for Additional Classroom Space from Platteville Schools

- C. Request for Approval of Construction of a Shooting Range Storage Shed
 - 1. Resolution Approving Construction of a Shooting Range Storage Shed
 - 2. Resolution Requesting State Board Approval of Construction of a Shooting Range Storage Shed
- D. Wisconsin Code of Ethics Resolution

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Health Information Technology Program
- B. Foundation Report
- C. Group Health Insurance
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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

B. Minutes of the Regular Meeting of August 22, 2013

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 22, 2013

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:02 p.m. on August 22, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Ken Bartz, Laura Bodenbender, Karen Campbell, Kristal Davenport, Sue Reukauf, Karl Sandry, Phil Thomas, Caleb White, and Kris Wubben. Public present included Morna Foy, WTCS President; Paul Gabriel, WTC District Boards Association Executive Director; Connor Smyth, WTCS Director of Strategic Partnerships and External Relations; and Rob Callahan, Fennimore Times.

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

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- A. Roll Call
- B. Reports/Forums/Public Input
 - 1. Morna Foy, Wisconsin Technical College System President
 - 2. Paul Gabriel, WTC District Boards Association Director

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 8, 2013
- C. Financial Reports

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements
 - 1. Full-time Academic Staff
 - 2. Regular Full-time and Regular Part-time Support Staff
- B. First Reading of Board Policy 3.4: Budgeting/Forecasting
- C. Health Information Technology Approval

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 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
 - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of June 20, 2013

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}

Morna Foy, Wisconsin Technical College System (WTCS) President, provided an update on Wisconsin Fast Forward (WFF) grant program, Performance-Based Funding (PBF), categorical grants, and the Career Pathways Model. The Department of Workforce Development's (DWD) WFF program will provide \$7 million per year in training grants. This fall, DWD will announce the grant guidelines and application process.

The PBF model is in the development stage with a national consulting firm engaged to assist. Beginning fiscal year 2015, the WTCS will receive an increase of \$5 million in general state aid, which is tied to PBF. The consulting firm met with the WTCS colleges' leadership and is planning sessions for stakeholder groups and state legislators. District Board members will have an opportunity to contribute to the PBF discussion at the November District Boards Association meeting.

The WTCS Office is improving the process for distribution of GPR categorical grants for next fiscal year. The application notification process for the GPR grants is delayed until November this year. The WTCS Office continues to work on the Career Pathways Model, which focuses on both lower-skilled adults and high school students to help them earn the postsecondary credentials they need to successfully compete for higher-skilled jobs.

An update on the District Boards Association was provided by Paul Gabriel, Executive Director. Mr. Gabriel complimented the Board on their engagement with the Boards Association and congratulated Russ Moyer on his role as the statewide President of the Association. Don Tuescher is serving as the co-chair of the Human Resources Committee and Rhonda Sutton presented an award at the July Association meeting. Upcoming events for the Boards Association include strategic planning with the Boards Association Executive Committee and the legal issues seminar in November.

Mr. Gabriel provided an overview on the proposed legislation (AB 177) to move the Wisconsin Technical College System from the tax rolls and raise sales tax. This legislation would create a UW-like system with local control and local responsiveness being eliminated. This bill would limit the responsiveness the WTCS colleges afford local business and industry with their workforce needs.

After reviewing the Consent Agenda, Ms. Messer moved its approval including the August 22, 2013, agenda; July 8, 2013, Board minutes; financial reports; 24 contracts totaling \$321.430.84 in July 2013; hiring of Garry Kirk-Accounting Instructor, Gary Christiansen-Accounting Instructor, Cora Halverson-Financial Aid/Bursar, Denise Bausch-Administrative Assistant, Lori Needham-Administrative Assistant, Sara Bahl-Foundation Assistant; Danette Tessman-Health Care Success Coach/Advisor, Deb Thomas-Enrollment Specialist, Donna Marchese-Assessment Specialist, and Breanna Callahan-Student Services Support Specialist; the promotion of Stephanie Foster to Counselor; the resignation of Kari Kabat, Advisor; and the retirement of Mary U'Ren, Payroll Supervisor. Mr. Prange seconded the motion; motion carried.

Dr. Ford recommended tabling the approval of the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements until a future meeting. Board Policy 3.4: Budgeting/Forecasting was brought to the Board for revision. Dr. Ford explained that with the removal of the 1.5 mil rate from the State Statutes, a revision to the policy was necessary. Mr. Moyer moved to approve the revision to Policy 3.4 Budgeting/Forecasting as presented. Ms. Fitzsimons seconded the motion; motion carried.

The Board heard a report on Public Safety, including Fire, EMS, Criminal Justice, and Driver Education. Kris Wubben, Criminal Justice & Driver's Education Supervisor; Ken Bartz, Lead EMS Instructor and Public Safety Coordinator; and Karl Sandry, Lead Fire Instructor provided information on Public Safety training prior to the construction of the Public Safety Complex, current trainings, and future trainings.

Prior to construction of the complex, public safety trainings were limited to basic courses with travel necessary to other locations, both in-district and out-of-district, for advanced trainings. With the building of the complex, Southwest Tech is now able to offer training for other agencies, additional law enforcement courses, enhanced props and tactical training, and firearms qualification courses. The complex has become state certified for fire testing and is offering additional motorcycle safety courses in scooter safety and three-wheel basic courses. In addition, a 1.5 hour adverse weather driving course has been developed and offered.

Future activities at the Public Safety Complex include contracting with small groups, enhancing marketing of the complex, expanding the shooting team, hunter safety courses, texting while driving training, implementing the new 680-hour law enforcement academy, safety awareness classes, and a public safety vehicle preview day. Suggestions to offer school bus training and agricultural safety training were made.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. Current open positions include a limited-term Electromechanical Technology Instructor, an Advisor, a limited-term Health Care Skills Specialist, and a Payroll & Benefits Administrator. The positions are in various stages of the hiring process.

Under the Enrollment Report, preliminary enrollment figures for 2013-14 reflected a slight decrease from the previous year. The Board was asked to let Karen Campbell know if they would like to nominate any Board member for the 2014 Board Member of the Year Award.

Duane Ford provided an update on campus activities including:

- Approval from the Higher Learning Commission to offer 100 percent of courses online;
- Two migrant crews for Trelay were housed at Student Housing this summer;
- New federal initiatives and proposals for higher education have been released by the Obama Administration; and
- Exploration of the possibility of providing out-of-country learning experiences for students.

Dr. Ford informed the Board that the HVAC system and roof need to be replaced for Building 700. Business and Industry Services and the apprenticeship programs are currently housed there and will be moved out of the building. The short-term plan for Building 700 is for storage with long-term plans being explored.

Mr. Tuescher moved to adjourn to Closed Session, with Mr. Kohlenberg seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 8:44 p.m.

With no further business to come before the Board, Ms. Messer moved to adjourn. Mr. Prange seconded the motion. The motion carried and the meeting adjourned at 9:02 p.m.

Darlene Mickelson,	Secretary	1	

C. Financial Reports

1. Expenditures Greater Than \$2500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500 FOR THE PERIOD 08/01/2013 TO 08/31/2013

PO DATE	<u>PO #</u>	VENDOR NAME	<u>P0</u>	<u>AMOUNT</u>	DESCRIPTION
GENERAL FUND					
8/6/2013	6048	Centerline, Inc.		5,450.00	3 Days for Laser Shaft Alignment Course
8/27/2013	6055	Perfect Rubber Mulch		3,787.00	20,000 lbs Ballistic Rubber (Criminal Justice)
CAPITAL FUND		SUBTOTAL	\$	9,237.00	
CALITALIOND					
8/6/2013	6049	Viking Electric Supply Inc.		9,065.00	Materials for Building 200/300 Project
8/6/2013	6050	Simplex Ginnell		2,940.00	Fire Alarm for Building 200/300 Project
8/22/2013	6054	IES Interactive Training USA		35,675.00	MILO Range Advanced Package (Criminal Justice)
8/28/2013	6057	IN 750 Postage Machine		8,512.00	New Postage Machine for Bookstore
		SUBTOTAL	\$	56,192.00	
ENTERPRISE FUND					
		None this month			
		SUBTOTAL	\$	-	
		TOTAL	\$	65,429.00	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 08/31/2013

Liability End of Month Balances			
FICA Federal Withholding State Withholding Teachers Retirement Wisconsin Retirement Hospitalization Dental Insurance	- - 46,937.81 - - -		
Credit Union Tax Sheltered Annuity Deferred Compensation American Family Insurance Foundation PSA Dues	- - -		
SWACTE Dues Garnishment Child Care	- - -		
Accrued Vacation Payable Sick Leave Payable Other (Due To) Total Liability Adjustment	380,037.94 640,035.96 <u>5,570,748.48</u> 6,637,760.19		
Beginning Treasurers Balance	, ,		4,141,795.91
Receipt Fund 1 General 2 Special Revenue 3 Capital Projects 4 Debt Service 5 Enterprise 6 Internal Service 7 Financial Aid/Activities Total Receipts	2,785,478.60 - 2,501,089.98 - 473,675.42 427,823.14 126,220.78	6,314,287.92	
Cash Available			10,456,083.83
Expenses Fund 1 General 2 Special Revenue 3 Capital Projects 4 Debt Service 5 Enterprise 6 Internal Service 7 Financial Aid/Activities Total Expenses	3,503,193.95 - 141,846.34 - 95,238.94 101,300.38 37,868.10	3,879,447.71	
Treasurers Cash Balance Liability Adjustment Cash in Bank		-	6,576,636.12 6,637,760.19 13,214,396.31

3. Budget Control

Southwest Wisconsin Technical College YTD Summary for Funds 1-7 For 2 Months ended August 2013

	2013-14 <u>Budget</u>	2013-14 YTD Actual	2013-14 <u>Percent</u>	2012-13 <u>Percent</u>	2011-12 <u>Percent</u>	2010-11 <u>Percent</u>	2009-10 <u>Percent</u>
General Fund Revenue	22,548,000.00	3,314,987.58	14.70	18.30	16.01	17.86	13.70
General Fund Expenditures	22,848,000.00	3,766,297.21	16.48	13.88	10.67	10.97	10.62
Capital Projects Fund Revenue	2,550,000.00	2,550,639.77	100.03	99.14	101.26	94.07	99.61
Capital Projects Fund Expenditures	2,171,000.00	350,413.09	16.14	22.41	32.38	19.71	23.95
Debt Service Fund Revenue	5,046,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	595,083.94	32.17	35.28	35.96	40.90	39.93
Enterprise Fund Expenditure	1,650,000.00	273,105.62	16.55	14.94	10.67	14.68	25.72
Internal Service Fund Revenue	4,100,000.00	618,095.25	15.08	13.23	3.65	5.60	11.96
Internal Service Fund Expenditures	4,050,000.00	530,182.04	13.09	18.13	19.25	12.16	16.96
Trust & Agency Fund Revenue	8,350,000.00	236,789.98	2.84	2.93	2.96	3.06	3.29
Trust & Agency Fund Expenditures	8,350,000.00	158,029.26	1.89	1.76	1.97	2.70	2.34
Grand Total Revenue	44,444,000.00	7,315,596.52	16.46	18.42	16.74	17.23	48.09
Grand Total Expenditures	44,129,000.00	5,078,027.22	11.51	11.07	10.15	9.06	11.79

D. Contract Revenue

There were 15 contracts in August 2013 totaling \$42,090.35 for Board approval. The Contract Revenue Report follows.

2013-2014 CONTRACTS

8/01/13 through 8/31/13

						HADIKEC		ACTOR
Contract # 03-2014-0039-I-18 University of WI - Platteville	<u>Service Provided</u> Summer Term: Intermediate Algebra	<u>Contact</u> Joyce Czajkowski	Number Served 9	\$ <u>Price</u> 3,800.34	Exchange of Services (Instructional Fees Waived) No	On-Campus	× Off-Campus	Waiver
03-2014-0042-I-47	MS PowerPoint	Derek Dachelet	5	\$ 995.00	No		x	
03-176-116-113 WAT Grant	Solid Works		9	\$ 1,409.90	No		×	
Cummins Emission Solutions	AutoCAD		6	\$ 360.84	No		×	
	CNC Machine Shop		6	\$ 1,311.84	No		×	
	MS Excel		16	\$ 1,902.00	No		×	
	Fire Extinguisher		371	\$ 3,555.00	No		×	
	OSHA		6	\$ 1,908.35	No		×	
	OSHA		4	\$ 1,908.35	No		×	
	OSHA		3	\$ 1,908.35	No		×	
3M Training under Cummins Grant	MS Excel		34	\$ 2,895.00	No		×	
	MS PowerPoint		31	\$ 2,895.00	No		×	
	OSHA - NFPA		46	\$ 1,629.63	No		X	
03-2014-0046-I-21 City of Darlington	Heartsaver 1st Aid w/ AED/CPR	Rita Luna	7	\$ 350.00	Yes		x	
03-2014-0061-I-47	Principles of Lean Overview	Derek Dachelet	248	\$ 3,420.00	No		×	
03-199-116-113 WAT Grant Rayovac	5S/Visual Workplace		38	\$ 3,254.00	No		Х	
03-2014-0066-I-47	5S/Visual Workplace	Derek Dachelet	32	\$ 2,093.00	No		х	
03-191-116-113 WAT Grant Upland Hills Health	Kaizen Principles and Practices		32	\$ 2,093.00	No		x	

INDIRECT COST FACTOR

03-2014-0072-I-42 Cassville Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	10	\$ 350.00	No	X
03-2014-0073-I-42 Southwest CAP - Headstart	Heartsaver 1st Aid & CPR	Rita Luna	39	\$ 1,365.00	No	x
03-2014-0074-I-21 Lafayette County Sheriff's Department	TASER Recertification	Kris Wubben	12	\$ 253.03	Yes	х
03-2014-0080-I-21 Grant County Sheriff's Department	CPR for Healthcare Provider Recert	Rita Luna	16	\$ 560.00	Yes	х
03-2014-0081-I-41 Sielaff Corporation	Heartsaver AED Recertification	Rita Luna	6	\$ 210.00	No	x
03-2014-0088-I-42 Ocooch Mountain Rescue	CPR for Healthcare Provider Recert	Rita Luna	5	\$ 175.00	Yes	х
03-2014-0114-I-41 NuPak	Heartsaver	Rita Luna	19	\$ 665.00	No	x
03-2014-0116-I-42 Avoca EMS	Healthcare Provider Recert	Rita Luna	6	\$ 210.00	Yes	x
03-2014-0117-I-41 Quantum Devices, Inc.	Fire Extinguisher	Karl Sandy	12	\$ 157.72	No	x
03-2014-0121-I-42 Barneveld Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	13	\$ 455.00	Yes	x
		TOTAL of all Contracts	1,041	\$ 42,090.35		
		Exchange of Services	59	\$ 2,003.03		
		For Pay Service	982	\$ 40,087.32		

E. Personnel Items

There are two new hires, one promotion, and one resignation being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT September 26, 2013

Employment: NEW HIRE

Name	Bart Wood
Title	Electromech Instructor
Start Date	9/30/2013
Salary/Wages	\$54,304 Annual
Classification	Limited Term Employment (LTE) Grant
	Funded
Education	Technical Degree in Air
	Conditioning/Refrigeration &
	Journeyman's Card received through
	Southwest Tech's Industrial Electrician
	apprenticeship program
Experience	17 Years Experience
	Trouble shooting electrical system
	Install of VFD's and PLC's
	Electrical installation of computer
	system
	Extensive experience with installing
	and maintaining rectifiers.

Employment: NEW HIRE

Name	Janet Giese
Title	Healthcare Skills Specialist
Start Date	9/23/2013
Salary/Wages	\$28.72/hr
Classification	Limited Term Employment (LTE) Grant
	Funded
Education	Associates Degree from Western
	Wisconsin Technical College in the
	Medical Laboratory Technician
	program

Experience	Adjunct instructor for Southwest Tech
	since 8/2011.
Janet Giese - continued	Medical Lab Technician for the Great
	River Community Medical Clinic for
	the past 5 years.
	Training and experience in e-MD's
	(electronic medical records software).
	Experienced in healthcare and
	medical software
	Experience in labs and associated
	technology.

PROMOTIONS/TRANSFERS

Connie Haberkorn	Benefits & Payroll Administrator
	11/1/13

RETIREMENTS / RESIGNATIONS

Sara Davis (Resignation)	College Recruiter
Jana Jana (1100)	Concoc meet area.

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Second Reading of Board Policy 3.4: Budgeting/Forecasting

Policy 3.4: Budgeting/Forecasting was presented at the August 22, 2013, meeting for modification to adhere to recently passed legislation. This is the second reading of the revision to the policy. The policy is available below.

Recommendation: Approve the revision, as presented, to Policy 3.4: Budgeting/Forecasting.

BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board

Accordingly, the President shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, use of fund balance, separation of capital and operational items, and disclosure of planning assumptions.
- 2. Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- 3. Propose a budget which takes into account Board Ends priorities.
- 4. Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
- 5. Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
- 6. Propose an operating budget which meets guidelines established by the Board and **is within limits mandated by State Statute** does not exceed 1.5 mills.
- 7. Submit any budget changes resulting in increases, decreases, or transfers by fund and /or function to the Board for a roll-call vote per Section 65.90(5), Wisconsin Statutes. (A two-thirds affirmative vote of the entire membership is required.)

Adopted: 1/24/02

Reviewed: 4/24/03, 5/1/07, 1/17/08, 10/15/10

Revised:

B. Lease for Additional Classroom Space from Platteville Schools

A revised lease for additional classroom space from Platteville School District will be presented for approval. The revised lease is available electronically with the Board material. <u>Recommendation:</u> Approve the lease for additional classroom space from Platteville Schools.

REVISED SEPT 16, 2013

Rental Agreement Between the Platteville School District and Southwest Technical College July 1, 2013 - June 30, 2014

This Memorandum of Understanding is between the Platteville School District and Southwest Wisconsin Technical College known in this agreement as "SWTC." It serves as a rental agreement to establish the terms and conditions by which the Platteville School District will rent space to SWTC at the OE Gray School Building. This agreement will be for the 2013-14 school year beginning July 1, 2013, and ending June 30, 2014.

We will establish a rental agreement with SWTC for classroom space in *room 8, from July 1, 2013*, *through June 30, 2014*. The rent will be \$290 per month through June 2014.

We will establish a rental agreement with SWTC for classroom space in *room 7*, *from January 1*, 2014, through June 30, 2014. The rent will be \$290 per month through June 2014.

Under this rental agreement the following space and conditions will be provided for SWTC:

Classroom #8 in the northwest comer of the OE Gray School Building. The classroom includes an additional storage room, its own outside exit, water, sink, storage cabinets, bookshelves, curtains, white boards and bulletin boards.

Classroom #7 in the northeast comer of the OE Gray School Building SWTC will have the right of first refusal to rent Room #7 in northeast corner at the same rent as #8.

The School District will provide general maintenance, heating, air conditioning and electricity and will provide for routine cleaning.

The School District will provide connections to the computer network and provide access to Internet.

SWTC will provide classroom furnishings for room 7 and 8.

SWTC must obtain permission from Art Beaulieu, Business Manager, or Connie Valenza, Superintendent, to use any other portion of the OE Gray facility.

SWTC employees will be provided with building key cards and keys as necessary to access their classroom.

This memorandum may be modified to address unanticipated circumstances by mutual agreement of the Platteville School District and SWTC.

At the termination of this rental agreement, SWTC shall leave the rented premises in as good condition as at the beginning of the rental term - ordinary wear and tear and damage by the elements excluded: however, SWTC shall not be required to replace or repair any damage covered by the School District's insurance.

Tenant will not sublet rented premises, or any part thereof, without prior consent of the Platteville School District.

SWTC may not make structural alterations or additions to the premises without prior consent of Art Beaulieu, Business Manager, or Connie Valenza, Superintendent, of the Platteville School District. Tenant may paint, erect, hang or place upon the interior or exterior of the building only such identification signs or other advertising displays as may be consented to by Platteville School District.

SWTC shall carry comprehensive public liability insurance on the leased portion of the premises with limits no less than \$1,000,000/\$5,000,000 bodily injury and \$250,000 property damage.

This agreement may be terminated without prejudice by either party with a 90-day written notice.

Signe	ed:	Signed:
	Connie Valenza, Superintendent School District of Platteville	Southwest Wisconsin Technical College
Revi	sed 9/16/13	
Date		Date:

C. Request for Approval of Construction of a Shooting Range Storage Shed

The Public Safety Complex is in need of additional storage at the shooting range to improve facilities to allow outside agencies to rent storage space for firearms training and certification. This storage facility will be funded with capital funds obtained through tax levy. We seek the Boards approval to move forward with the construction of this storage facility. Caleb White will provide a review of the plans and present the Request for Approval.

1. Resolution Approving Construction of a Shooting Range Storage Shed
The resolution approving the construction of a Shooting Range Storage Shed is
available below.

Recommendation: Approve the construction of a Shooting Range Storage Shed

RESOLUTION OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, Southwest Wisconsin Technical College has statutory authority to add additional storage space, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to increase storage space at the Public Safety Complex Shooting Range, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the construction of a storage facility via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves contracting for the construction of a storage facility at the Public Safety Complex Shooting Range, Fennimore, Wisconsin, to improve facilities to allow outside agencies to rent storage space for firearms training and certification.

Adopted and recorded this 26th day of September, 2013.

	Eileen Nickels Chairperson	
ATTEST:		
Darlene Mickelson Secretary		

2. Resolution Requesting State Board Approval of Construction of a Shooting Range Storage Shed

The resolution approving the submission of the construction of a Shooting Range Storage Shed is available electronically with all other Board material.

<u>Recommendation</u>: Approve the submission to the State Board for their approval of the construction of a Shooting Range Storage Shed.

RESOLUTION OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, the Southwest Wisconsin Technical College Board has approved the construction of a storage facility at the Public Safety Complex Shooting Range, Fennimore, Wisconsin, to improve facilities to allow outside agencies to rent storage space for firearms training and certification,

Adopted and recorded this 26th day of September, 2013.

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for State Board approval the construction of a storage facility at the Public Safety Complex Shooting Range located on the college campus in Fennimore, Wisconsin.

•		
	Eileen Nickels	
	Chairperson	
ATTEST:		
Darlene Mickelson		
Secretary		

D. 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 below. 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



September 2013

Board Monitoring of College Effectiveness

A. Health Information Technology Program

Phil Thomas will provide an update on the status of implementation of the Health Information Technology program. The WTCS approval letter for this program is available below.



July 16, 2013

Dr. Duane Ford Southwest Wisconsin Technical College 1800 Bronson Boulevard Fennimore WI 53809-9989

Dear Dr. Ford:

Program Approval Submission Approved by Board

Program Name:

Health Information Technology

Program Number:

10-530-1

Education Director:

Kathy Loppnow, (608) 266-7808

The Program Approval for the above program was approved at the July 9, 2013 meeting of the Wisconsin Technical College System Board. No questions or concerns were raised by members of the Board.

Please contact Kathy Loppnow, education director, if you have any questions concerning the development and approval process for this program.

Sincerely,

Kathleen Cullen

Provost and Vice President of Student Success

lullen

cc:

Kathy Loppnow, WTCS

Dr. Phil Thomas, SWTC Jody Millin, SWTC



B. Foundation Report

Foundation activities will be the focus of this presentation. Betsy Tollefson, Director of Development, will present the report, which will be available at the Board meeting.

C. Group Health Insurance

Laura Bodenbender and Caleb White will update the Board about their and the Insurance Committee's ongoing review of group health insurance options.

D. Staffing Update

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

Position Tracking 2013/2014 Fiscal Year Presented September 26, 2013

				Effective	Funding Source &/or
	Name	Title	Status and/or Additional Info	Date	Estimated Wage Range
					BS \$40,368-\$68,225 MS
1	New Position	CNC Setup Instructor	New hire - Jason Robbins	Fall 2013	\$44,159-\$74,437
					Grade 6 Salaried
	Derek Dachelet				Professional \$57,532-
	(Promotion)	Marketing Manager	New hire - Susan Reukauf	7/22/2013	
3	New Position	Career Prep Specialist	New hire - Mary Johannesen	7/1/2013	Partially Grant Funded
					Grade 7 Salaried
	Stephanie Foster		From Advisor to Guidance		Professional \$50,376
4	(Promotion)	Guidance Counselor	Counselor	7/1/2013	Annual
		Student Housing & Activities			Funded through the
5	Heather Fifrick (Transfer)	Manager		7/1/2013	Foundation
6	Noreen Edge (Retired)	Info. Tech. Lab Asst.		7/9/2013	
		Health Care Success Coach,			Grant Funded Hourly
7	New Position	LTE	New hire - Danette Tessman	8/1/2013	Grade 6 \$20.74 - \$26.74
			Student Enrollment Low - Defer		BS \$40,368-\$68,225 MS
8	New Position	Culinary Arts Instructor	to Spring 2014		\$44,159-\$74,437
					BS \$40,368-\$68,225 MS
9	Lily Long (Retired)	Accounting Instructor	New hire - Garry Kirk	8/16/2013	\$44,159-\$74,437
10	Kerry Long (Resigned)	Accounting Instructor	New hire - Gary Christiansen	8/16/2013	Same as Above
	Replacement (Ashley				
	Crubel transfer to	Financial Aid Asst/Accounting			Grade 3 Hourly \$15.02 -
11	Accounts Payable	Bursar	New hire - Cora Halverson	Aug-13	\$19.39
	Replacements (Sharon				
	Beer and Jennifer Strand		New hire - Denise Bausch & New		Grade 4 Hourly \$16.09 -
12	Retirement)	Administrative Assts. (2)	hire - Lori Needham	Aug-13	\$20.78

Position Tracking 2013/2014 Fiscal Year Presented September 26, 2013

		Assessment Specialist			Grade 5 Hourly \$17.14 -
13	New Position	(Examiner)	New hire - Donna Marchese	Aug-13	
					Grade 2 Hourly \$13.98 -
14	New Position	Student Services Specialist	New hire - Breanna Callahan	Aug-13	\$18.07
					Grade 5 Hourly \$17.14 -
15	New Position	Enrollment Services Specialist	New hire - Deb Thomas	Aug-13	No.
					Funded through the
					Foundation Grade 3
16	New Position	Foundation Assistant	New hire - Sara Bahl	Aug-13	Hourly \$15.02 - 19.39
		Welding Instructor (Spring			BS \$40,368-\$68,225 MS
17	New Position	2014)	No Activity		\$44,159-\$74,437
					BS \$40,368-\$68,225 MS
	New Position - Limited				\$44,159-\$74,437 Grant
18	Term	Electro Mech Instructor	New hire - Bart Wood	9/30/2013	ysa omnocempasycatory
	Replacement - Kari Kabat				Grade 6 Hourly \$20.74 -
19	Resignation	Advisor	Interviewing		\$26.74
					Grade 6 Hourly \$20.74 -
	New Positions (2) Limited				\$26.74 1 Year Limited
20	Term	Healthcare Skills Specialist	New hire - Janet Giese	9/23/2013	Term / Grant Funded
					Grade 6 Hourly \$20.74 -
					\$26.74 1 Year Limited
21	New Position	Electro Mech Assistant	New hire - Glenn Crary	Aug-13	Term / Grant Funded
	77				Grade 7 Salaried
	1	Benefits & Payroll			Professional \$51,419
22	Retirement	Administrator	Transfer in- Connie Haberkorn	11/1/2013	Annual

Position Tracking 2013/2014 Fiscal Year Presented September 26, 2013

	Replacement - Sara Davis	College Admissions			
23	(Resignation)	Representative	Posted and Advertising		Grade 2 \$13.98 - \$18.07
	Replacement - Connie				
24	Haberkorn (Transfer)	Human Resources Assistant	Posted and Advertising	11/1/2013	Grade 5 \$17.14 - \$22.09

Information and Correspondence

A. Enrollment Report

The 2013-14 Comparison FTE Report is available below.

So	outhwest Tech	004	0.0040	. 1 0040 4	20	44 575 6			
Program		<u>201</u> 09-17-12	2-2013 ar	10 2013-2 Student	<u> 20</u>	14 FIE C	omparis 09-16-13	<u>ON</u> FTE	
Type	Program Title	Students	Students	Change		FTE	FTE	Change	
10	Accounting	37	34	(3)		18.63	15.70	(2.93)	
10	Administrative Professional	21	14	(7)		10.33	7.27	(3.07)	
10	Agri-Business/Science Technology	37	42	5		19.97	21.03	1.07	
10	Business Management	82	93	11		33.43	39.10	5.67	
10	Medical Laboratory Technician	22	16	(6)		10.40	5.77	(4.63)	
10	Criminal Justice - Law Enforcement	60	58	(2)		28.87	30.30	1.43	
10	Culinary Arts	-	6	6		-	3.00	3.00	
10	Culinary Management	26	11	(15)		11.57	5.13	(6.43)	
10	Direct Entry Midwife	26	21	(5)		10.10	7.23	(2.87)	
10	Early Childhood Education	47	45	(2)		22.90	20.90	(2.00)	
10	Electro-Mechanical Technology	43	57	14		21.53	29.23	7.70	
10	Engineering Technologist	20	22	2		9.57	10.87	1.30	
10	Golf Course Management	28	33	5		13.03	16.43	3.40	
10	Graphic and Web Design	38	35	(3)		18.23	16.17	(2.07)	
10	Human Services Associate	49	51	2		20.67	19.67	(1.00)	
10	IT-Computer Support Specialist	5	-	(5)		1.53	-	(1.53)	
10	IT-Network Comm Spec	33	34	1		14.50	15.50	1.00	
10	IT-Web & Software Developer	25	20	(5)		9.70	7.77	(1.93)	
10	Individualized Technical Studies	2	5	3		0.70	2.80	2.10	
10	Marketing	-	7	7		-	3.20	3.20	
10	Nursing - Associate Deg	203	222	19		56.90	65.24	8.34	
10	Physical Therapist Assistant	37	35	(2)		12.93	11.77	(1.17)	
10	Supervisory Management	1		<u>(1)</u>	_	0.03		(0.03)	
	Total Associate Degree	842	861	19		345.53	354.07	8.54	
31	Accounting Assistant	12	8	(4)		4.77	2.67	(2.10)	
32	Agricultural Power & Equipment Tech	42	42	-		22.54	22.70	0.17	
31	Auto Collision Repair & Refinish Tech	27	21	(6)		10.57	8.77	(1.80)	

Program		09-17-12	09-16-13	Student	09-17-12	09-16-13	FTE
Туре	Program Title	Students	Students	Change	FTE	FTE	Change
32	Automotive Technician	36	30	(6)	17.67	12.17	(5.50)
31	Cosmetology	39	37	(2)	22.04	21.00	(1.03)
31	Bricklaying and Masonry	-	10	10	-	4.63	4.63
30	Building Maintenance & Construction	-	1	1	-	0.10	0.10
31	Building Trades - Carpentry	14	13	(1)	7.74	7.10	(0.63)
30	CNC Setup/Operation	8	11	3	4.20	6.03	1.83
31	Child Care Services	9	10	1	3.70	4.60	0.90
30	Criminal Justice-Law Enf Acad	15	21	6	7.97	11.10	3.13
31	Culinary Specialist	13	5	(8)	6.77	1.43	(5.33)
31	Dairy Herd Management	14	18	4	7.83	9.30	1.47
30	Dental Assistant	22	23	1	11.57	10.80	(0.77)
31	Electrical Power Distribution	24	30	6	13.10	14.70	1.60
50	Electricity (Construction)	12	17	5	0.80	1.23	0.43
31	Esthetician	16	11	(5)	6.50	4.10	(2.40)
30	Farm Business & Production Manage	-	1	1	-	0.17	0.17
50	Industrial Electrician Apprentice	13	15	2	1.13	1.33	0.20
31	Computer Support Technician	-	2	2	-	0.43	0.43
31	Medical Assistant	41	44	3	17.14	19.34	2.20
30	Medical Coding Specialist	51	51	-	13.83	13.20	(0.63)
31	Medical Transcription	11	3	(8)	4.43	0.77	(3.67)
30	Nursing Assistant	143	116	(27)	15.11	12.20	(2.91)
31	Office Support Specialist	2	8	6	0.97	3.47	2.50
50	Plumbing Apprentice	11	10	(1)	1.07	1.00	(0.07)
31	Welding	<u>41</u>	<u>46</u>	5	20.73	21.40	0.67
	Total Technical Diploma	616	604	(12)	222.16	215.75	(6.41)
	Liberal Studies	-	10	10	-	4.33	4.33
	Undeclared Majors	301	<u>703</u>	<u>402</u>	<u>36.46</u>	82.15	<u>45.69</u>
	Total	1,759	2,178	419	604.15	656.30	52.15
	Percent of Change						8.63%
	Vocational Adult (Aid Codes 42-47)				30.86	35.73	4.86
	Community Services				0.25	0.23	(0.03)
	Basic Skills (Aid Codes 7x)				0.54	3.63	3.09
	Basic Skills Remedial(Aid Codes 78)				9.52	15.60	6.08
	Grand Total				645.33	711.48	66.16
	Total Percent of Change						10.25%

B. Chairperson's Report

1. Voting Delegate for ACCT Leadership Congress

C. College President's Report

- 1. TAACCCT and HRSA Grants
- 2. Performance-Based Funding
- 3. Learning Center Planning
- 4. Franklin University
- 5. RFP for Clinic Space
- 6. AB177
- 7. October 21 Chamber Alliance Event
- 8. Future Studies
- 9. Vacation

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

- 1. Review Board ENDS Statements and Strategic Directions
- 2. Community Panel
- 3. Resolution for Adoption of 2013 Tax Levy
- 4. Fund & Account Transfers (2012-13 Budget Modifications)
- 5. Review of Purchasing Activity
- 6. Student Services Report

B. Time and Place

Thursday, October 24, 2013, at 1:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjournment