



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

September 27, 2012

Held at

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

Table of Contents

Annotated Agenda 3

Open Meeting 7

 A. Roll Call 7

 B. Reports/ Forums/Public Input 7

Consent Agenda..... 7

 A. Approval of Agenda 7

 B. Minutes of the Regular Meeting of August 23, 2012..... 9

 C. Financial Reports 14

 1. Purchase Orders Greater Than \$2500..... 14

 2. Treasurer’s Cash Balance 15

 3. Budget Control..... 16

 D. Contract Revenue 17

 E. Manpower Lease..... 19

Other Items Requiring Board Action 20

 A. Friend of the College Award Proclamation..... 20

 B. Request for Approval of Student Activities Center Project 22

 C. Student Services Renovation Bid 25

 D. Outdoor Dining Terrace Bid 25

 E. Robotic Trainer System Bid 26

 F. Wisconsin Code of Ethics Resolution 27

 G. Personnel..... 28

 1. Employment..... 28

 H. Friend of the College Award Criteria 30

Board Monitoring of College Effectiveness 32

 A. Marketing and Business & Industry Services Report 32

 B. Staffing Update 33

Information and Correspondence..... 34

 A. Enrollment Report..... 34

 B. Chairperson’s Report..... 36

 C. College President’s Report 36

 D. Other Information Items 36

Establish Board Agenda Items for Next Meeting 36

 A. Agenda 36

 B. Time and Place..... 36

Adjourn to Closed Session 37

 A. Consideration of adjourning to closed session for the purpose of 37

 B. Approval of Closed Session Minutes of August 23, 2012..... 37

Reconvene to Open Session..... 37

 A. Action, if necessary, on Closed Session Items 37

Adjournment..... 37

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, September 27, 2012

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

ANNOTATED AGENDA

OPEN MEETING

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

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

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

Minutes of the August 23, 2012, regular meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

There were 12 contracts in August 2012 totaling \$17,475.24 for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Manpower Lease

The office space lease with Manpower is available with the electronic Board material. This new lease is in place for Manpower to provide Workforce Investment Act (WIA) funding to Southwest Tech students.

Recommendation – Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Friend of the College Award Proclamation

A proclamation resolving Sheriff Keith Govier be named an honorary "Friend of the College" is available with the electronic Board material.

Recommendation: Approve the proclamation honoring Sheriff Govier as a "Friend of the College."

B. Request for Approval of Student Activities Center Project

The Southwest Tech Student Senate approved 100 percent funding from the student activities fund for a Student Activities Center in FY 2012. This fiscal year, the Student Senate approved the renovation plan for a Student Activities Center. This Center will be located in Room 415 (the former Automotive Technician Lab). Information regarding this renovation is included with all other electronic Board material. Caleb White will present the plan to the Board.

1. Resolution Approving Student Activities Center Project

The resolution approving the renovation of the Student Activities Center is available with the Board material.

Recommendation: Approve the renovation of the Student Activities Center.

2. Resolution Requesting State Board Approval of Student Activities Center Project

The resolution approving the submission of the renovation of the Student Activities Center to the WTCS Board is available electronically with all other Board material.

Recommendation: Approve the submission to the State Board for their approval of renovation of the Student Activities Center.

C. Student Services Renovation Bid

Bids for the Student Services Renovation will be opened on September 25, 2012. Caleb White will present a summary of the bids received and will make a recommendation to the Board at the Board meeting.

Recommendation: (Will be available at the Board meeting)

D. Outdoor Dining Terrace Bid

Bids for the Outdoor Dining Terrace project will be opened on September 25, 2012. Caleb White will present a summary of the bids received and will make a recommendation to the Board at the Board meeting.

Recommendation: (Will be available at the Board meeting)

E. Robotic Trainer System Bid

Robotic Trainer System bids were opened on September 20. Two systems will be purchased for use in the Electromechanical Technology program due to expansion of the program in January 2013. Caleb White will present the bid summary for Board approval. The summary of the bids is available with all other electronic Board material.

Recommendation: Accept the bid from Rixan Associates of Dayton, Ohio, for two (2) trainer systems with robots in the amount of \$72,614.

F. 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.

G. Personnel

1. Employment

An employment recommendation for a Manufacturing Skill Standards Certification (MSSC) Consortium Coordinator (LTE) will be presented at the Board meeting by Laura Bodenbender, Director of Human Resources. The employment recommendation is available with all other electronic Board material.

Recommendation – Approve the employment recommendation for Craig Woodhouse for the MSSC Consortium Coordinator (LTE) position at a salary of \$33,500 for the 2012-13 year.

H. Friend of the College Award Criteria

On special occasions, it is appropriate for the Southwest Tech District Board and campus community to recognize the contributions of individuals or organizations that have advanced the mission and values of the College. The Southwest Tech “Friend of the College” Award proposed criteria is available electronically with the Board material.

Recommendation – Approve the criteria for the Friend of the College Award as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Marketing and Business & Industry Services Report

Derek Dachelet, Director of External Relations, will provide a Marketing/Public Relations and Business & Industry Services Report updating the Board on current and new activities, future directions, and continuous improvement. The report will be available at the Board meeting.

B. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The current FTE Report compared to last year is available electronically with all other Board material. Caleb White will present a statewide comparison FTE report at the Board meeting.

B. Chairperson’s Report

1. ACCT Leadership Congress Voting Delegate and Alternate

C. College President's Report

1. Signatory Policy
2. Summer Hours
3. WTCS Budget Request & Advocacy Plan

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Resolution for Adoption of 2012 Tax Levy
2. Fund & Account Transfers (2011-12 Budget Modifications)
3. Review of Purchasing Activity
4. Culinary Arts Scope Proposal
5. Student Services Report
6. Student Senate Report

B. Time and Place

Thursday, October 25, 2012, in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
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 23, 2012

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

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

A. Roll Call

B. Reports/ Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, September 27, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

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

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

D. Contract Revenue

E. Manpower Lease

OTHER ITEMS REQUIRING BOARD ACTION

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
 - 2. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of August 23, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 23, 2012

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:03 p.m. on August 23, 2012, in Room 492-93, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, with the following members present:

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

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

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

REVISED BOARD MEETING NOTICE/AGENDA

Thursday, August 23, 2012

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

OPEN MEETING

The following statement will be read: “The August 23, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input
- C. Oath of Office (Recently Appointed Board Members)

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 9, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- A. Request for Approval of Outdoor Dining Terrace Project
 - 1. Resolution Approving Outdoor Dining Terrace Project
 - 2. Resolution Requesting State Board Approval of Outdoor Dining Terrace Project
- B. Request for Approval of Student Services Renovation Project
 - 1. Resolution Approving Student Services Renovation Project
 - 2. Resolution Requesting State Board Approval of Student Services Renovation Project
- C. Personnel
 - 1. Employment
 - 2. Layoff
- D. Friend of the College Award

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Administrative Services Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. Final 2011-12
 - 2. Projected 2012-13
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
 - 2. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of July 9, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

Recently appointed Board members Diane Messer and Darlene Mickelson signed the Oath of Office. After reviewing the Consent Agenda, Ms. Nickels moved to approve the Consent agenda, including the Board agenda; the July 9, 2012, Board minutes; financial reports; and 14 contracts totaling \$144,609.15. Mr. Prange seconded the motion, which was unanimously approved.

Board approval was sought to move forward with the renovation of the outdoor dining area. Caleb White, Vice President for Administrative Services, reviewed the plans for this area and noted that if the project is approved it will be on the September 12 WTCS Board agenda for approval. Construction will start October 8 and be complete November 30. Bids will be brought to the Board for approval at the September 27 Board meeting. Mr. White explained that alternate bids are included in the bid proposals for work that could possibly be completed in house. The estimated cost of the project is \$237,000. Mr. Tuescher moved to approve the renovation of the outdoor dining area with Ms. Nickels seconding the motion. The motion carried. Mr. Tuescher then moved to approve the submission to the State Board for their approval of the renovation of the Outdoor Dining Area. Ms. Nickels seconded the motion; motion carried.

Mr. White presented the renovation plans for the Student Services area and noted that renovating Student Services will improve student registration, student recruitment, financial aid, and cashier functions. The cost of the project is estimated at \$500,000 and this project will also be submitted for approval on the September 12 State Board agenda. Student Services will be relocated to a vacant area in Building 300 the middle of October and renovation will take place from October 22 through January 4. Mr. White also noted that bids are due September 25 and a recommendation will be presented to the Board on September 27. Mr. Tuescher moved to approve the renovation of Student Services. Ms. Fitzsimons seconded the motion; motion carried. Mr. Tuescher moved to approve the submission of the Student Services renovation to the State Board for their approval with Ms. Fitzsimons seconding the motion. The motion carried.

Under Personnel, there was one employment recommendation presented by Laura Bodenbender, Director of Human Resources. Ms. Bodenbender shared that ten applications were received and three candidates were interviewed for the Human Services Associate Instructor position. Ms. Nickels moved to approve the employment recommendation for Julie Antonson for the Human Services Associate Instructor position at a salary of \$58,198 for academic year 2012-13. Ms. Mickelson seconded the motion; motion carried.

Duane Ford presented a potential list of programs that may have less than 15 new students after the final add/drop period the beginning of September. In June 2012, the Board approved a strategy whereby program staff members are issued preliminary notice of non-renewal letters as soon as possible after September 1 and effective at the end of their contract next year in any program with fewer than 15 new students enrolled on September 1. Dr. Ford explained that the point of issuing the preliminary notices now is to give staff nine months to address low-enrollment issues and for the College to assist the staff in addressing these issues. According to Statute, a preliminary notice of nonrenewal must be given to instructional staff by April 30 with a final notice issued by May 15. Dr. Ford does not feel that waiting until the end of April to issue a preliminary

notice allows the instructor time to make corrective action. Staff members in programs in their first three years will not be given preliminary notices.

Mr. Tuescher moved to issue preliminary notice of non-renewal letters dependent on new student numbers following the final add/drop day to instructors of programs with less than 15 new students. Ms. Mickelson seconded the motion; motion carried.

Derek Dachelet, Director of External Relations, introduced the idea of a "Friend of the College" award. This award would recognize an individual or organization that has gone above and beyond the normal to advance the mission and values of the College. The District Board or President will nominate, the District Board will approve, and a plaque and proclamation will be presented to the recipient at a District Board meeting. Discussion followed on the need to establish criteria, that the award not be given out on a regular basis, and the award not be given to employees. The guidelines will be defined and be brought back to the Board for approval. Nominations will be funneled through the President's Office. Ms. Nickels moved to recognize Sheriff Keith Govier with a Friend of the College Award. Mr. Prange seconded the motion; motion carried.

Caleb White provided an Administrative Services Report updating the Board on current and new activities, future directions, and continuous improvement for Fiscal Services, Financial Aid, Facilities, and Information Technology. Mr. White noted that each department has developed a mission statement. Some of the initiatives being addressed currently and in the near future include developing, documenting, and becoming more efficient in processes and procedures; employing enhanced features and systems in CAMS and Dynamics; developing a new website and redesigning the internal website; implementing the application portal; developing the non-degree portal; and construction projects including the outdoor dining terrace, Student Services renovation, and the Student Activities Center.

Discussion followed on several areas in the departments. The in-house back-up system for Information Technology (IT) should be in place in September and the off-site IT storage is moving forward. The new website's content management system will be Drupal allowing for enhanced usability and functionality. The website will be operational by the end of the semester.

Mr. White outlined the timeline for the Student Activities Center noting that if approved by Student Senate, the plans will be brought to the September Board meeting for approval. Last year the Student Senate voted to pay for the activity center with Student Activities Fees. The new center will be located in Room 415 (the former Automotive Technician Lab) and will feature an open area with glass windows to make it visible from the hallway.

Ms. Bodenbender provided an update on College staffing. In August, there were five positions filled including three full-time instructors and two limited-term positions. Current positions open included a temporary college receptionist, lead evening custodian, and a Manufacturing Skills Standards Certification (MSSC) Coordinator/Instructor.

Mr. White presented the final FTE Report for FY 2012, which reflected a seven (7.0) percent decline from FY 2011. Also presented was a comparison of FY 2012 FTEs throughout the Wisconsin Technical College System. The statewide average was a decrease of four point seven (4.7) percent. The application comparison report for this

fall was reviewed. New applications are down slightly compared to last year. The waiting list numbers are also down as staff members have been working diligently to get the wait list students into classes.

Under the Chairperson's Report, Mr. Kohlenberg asked for nomination suggestions for the District Boards Association 2013 Board Member of the Year Award. The Board decided to not nominate anyone this year since Russ Moyer was the 2012 award recipient.

Dr. Ford reported on the newly released Sullivan Report to the Council on Workforce Investment and College Workforce Readiness Council. Tim Sullivan, a special consultant to Governor Walker, examined the current workforce, workforce development, economic development, and education to develop the report. Some of the highlights of the report included:

- Implementing real-time labor market information;
- Reducing state subsidies for students who already have four-year degrees;
- Establishing academic/career plans for all students;
- Establishing stackable credentials for two-year programs;
- Establishing core credits that could be established statewide;
- Expanding funding options for less-than-half-time two-year degree and certificate students; and
- Incorporating performance-based funding at all levels of education.

The Governor has not endorsed any of the recommendations but feels the report is a good conversation starter and will be further exploring the recommendations.

The President's Report also included an update on summer hours and the Development Director's salary. A satisfaction survey related to the four-day weeks during the summer will be completed by staff members in order to determine the sustainability of the four-day weeks during the summer. In the Fall of 2011, the District Board had agreed to fund part of Betsy Ralph's, Foundation Director of Development, salary and benefits for each year up to three years. The Foundation will be providing the funds for all of Ms. Ralph's salary and benefits starting immediately.

Mr. Prange moved to adjourn to closed session, with Ms. Fitzsimons seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to closed session at 8:32 p.m. The Board reconvened in open session at 9:54 p.m. With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 9:55 p.m.

Melissa Fitzsimons, Secretary

C. Financial Reports

1. Purchase Orders Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 8/12012 TO 8/31/2012**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
8/17/2012	5862	Fennimore Municipal Utilities	360,000.00	Utilities 2012-13: Blanket PO
8/17/2012	5864	Integrys Energy Service	66,000.00	Gas Service 2012-13: Blanket PO
8/17/2012	5865	AT&T	16,000.00	DS1 Circuit for 2012-13: Blanket PO
8/17/2012	5866	AT&T	22,000.00	OneNet Services Megacom 800 acct#: 1000-460-8317: Blanket PO
8/17/2012	5870	Genuine Telecom	4,428.00	Internet service for Richland Center Outreach: Blanket PO
8/20/2012	5871	We Energies	70,000.00	Gas Service 2012-13: Blanket PO
8/20/2012	5873	Facility Gateway Corporation	2,900.00	UPS & Battery Maintenance (Network Server Power Protection)
8/24/2012	5878	AT&T	4,800.00	PRI Circuit for acct #: 802-897-9534
8/24/2012	5879	Alliant Energy	3,600.00	Electricity for Richland Center: Blanket PO
		SUBTOTAL	\$ 549,728.00	
<u>CAPITAL FUND</u>				
8/1/2012	5858	Fink Fencing	5,729.00	Fencing around Trailer - Safety Complex
8/17/2012	5867	Target	9,964.00	Chairs for Bldg 2200, Rooms: 520 & 522
8/17/2012	5868	Emmons Business Interiors	5,724.04	Furniture for Bldg 1600 (3rd floor)
8/23/2012	5876	Sloan Implement Company	4,900.00	2012 Cozy Cab
8/23/2012	5877	Design Mart	22,755.00	Carpet for Building 100
8/29/2012	5881	John Deere Company	9,175.28	John Deere Select Series X720 with snow blower & front blade
8/21/2012	5875	Lab Midwest	67,871.85	Mechanical Drives Learning System-Electro Mech-Grant # 178
		SUBTOTAL	\$ 126,119.17	
<u>ENTERPRISE FUND</u>				
8/14/2012	5861	Fed Ex	10,000.00	Fedex shipping for 2012-13: Blanket PO
		SUBTOTAL	\$ 10,000.00	
		TOTAL	\$ 685,847.17	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 8/31/2012

Liability End of Month Balances		
FICA	55,352.74	
Federal Withholding	49,287.08	
State Withholding	46,097.73	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity		
Deferred Compensation		
American Family Insurance	-	
Foundation		
PSA Dues		
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	407,614.14	
Sick Leave Payable	579,984.19	
Other (Due To)	<u>8,117,128.49</u>	
Total Liability Adjustment	9,255,464.37	
Beginning Treasurers Balance		201,869.91
Receipt		
Fund		
1 General	2,911,685.11	
2 Special Revenue	-	
3 Capital Projects	2,525,970.71	
4 Debt Service	-	
5 Enterprise	624,540.14	
6 Internal Service	324,406.97	
7 Financial Aid/Activities	<u>209,102.02</u>	
Total Receipts		<u>6,595,704.95</u>
Cash Available		6,797,574.86
Expenses		
Fund		
1 General	2,549,007.64	
2 Special Revenue	-	
3 Capital Projects	492,521.61	
4 Debt Service	-	
5 Enterprise	141,901.40	
6 Internal Service	445,101.35	
7 Financial Aid/Activities	<u>49,341.93</u>	
Total Expenses		<u>3,677,873.93</u>
Treasurers Cash Balance		3,119,700.93
Liability Adjustment		9,255,464.37
Cash in Bank		12,375,165.30

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 2 Months ended August 2012**

	<u>2012-13 Budget</u>	<u>2012-13 YTD Actual</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>
General Fund Revenue	21,318,000.00	3,900,165.91	18.30	16.01	17.86	13.70	9.77
General Fund Expenditures	21,618,000.00	3,001,422.79	13.88	10.67	10.97	10.62	12.19
Capital Projects Fund Revenue	2,550,000.00	2,527,945.30	99.14	101.26	94.07	99.61	-
Capital Projects Fund Expenditures	2,991,000.00	670,183.19	22.41	32.38	19.71	23.95	2.06
Debt Service Fund Revenue	5,060,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,060,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	652,714.47	35.28	35.96	40.90	39.93	28.34
Enterprise Fund Expenditure	1,650,000.00	246,489.19	14.94	10.67	14.68	25.72	19.67
Internal Service Fund Revenue	3,950,000.00	522,391.66	13.23	3.65	5.60	11.96	11.40
Internal Service Fund Expenditures	3,900,000.00	706,891.60	18.13	19.25	12.16	16.96	21.78
Trust & Agency Fund Revenue	7,780,000.00	228,091.21	2.93	2.96	3.06	3.29	2.15
Trust & Agency Fund Expenditures	7,780,000.00	136,620.85	1.76	1.97	2.70	2.34	1.60
Grand Total Revenue	42,508,000.00	7,831,308.55	18.42	16.74	17.23	48.09	6.65
Grand Total Expenditures	42,999,000.00	4,761,607.62	11.07	10.15	9.06	11.79	8.57

D. Contract Revenue

There were 12 contracts in August 2012 totaling \$17,475.24 for Board approval. The Contract Revenue Report follows.

2012-2013 CONTRACTS

08/01/12 through 08/31/12

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2013-0061-I-41 Metz Welding	CPR	Rita Luna	7	278.76	No		x	
03-2013-0064-I-42 Yuba Fire Department	CPR for Healthcare Provider CPR for Healthcare Provider Recertification	Rita Luna	4	140.00	Yes		x	
03-2013-0065-I-42 City of Platteville Police Department	Firearms Update Pursuit Refresher	Kris Wubben	40	815.88	Yes		x	
03-2013-0066-I-42 Lancaster EMS	EVOC for EMS	Kris Wubben	9	497.18	No		x	
03-2013-0070-I-41 Bemis - Milprint, Inc	OSHA Safety Compliance	Derek Dachelet	11	1,950.00	No		x	
03-2013-0071-I-42 WI Department of Natural Resources	DNR Basil Irwin Training	Kris Wubben	29	1,602.02	Yes		x	
03-2013-0075-I-11 North Crawford School District	CPR	Rita Luna	27	945.00	Yes		x	
03-2013-0076-I-41 Bemis - Milprint, Inc.	Heartsaver 1st Aid w/CPR and AED	Rita Luna	33	1,155.00	No		x	
03-2013-0079-I-41 New Glarus Home, Inc.	CPR for Healthcare Provider Recertification	Rita Luna	2	70.00	Yes		x	

03-2013-0081-I-41	OSHA Train the Trainer	Derek Dachelet				
03-142-116-112 WATG						
Dillman Equipment			2	1,503.25	No	x
MPC - Prairie du Chien			1	751.63	No	x
MPC - Richland Center			1	751.63	No	x
Richland Center Foundry LLC			3	2,254.89	No	x
03-2013-0083-I-11	CPR Recertification	Rita Luna	22	770.00	Yes	x
Prairie du Chien School District						
03-2013-0087-I-41	CPR	Rita Luna	114	3,990.00	No	x
Tricor Insurance						
		Totals:	<u>305</u>	<u>\$ 17,475.24</u>		

E. Manpower Lease

The office space lease for Manpower is available below. This new lease is in place for Manpower to provide Workforce Investment Act (WIA) funding to Southwest Tech students.

RENTAL/LEASE AGREEMENT

between

Manpower

and Southwest Wisconsin Technical College

This agreement between Southwest Wisconsin Technical College (college) and Manpower covers the following:

1. Room 484 office including existing furniture: \$181.53 monthly.
2. Manpower will be responsible for establishing and paying for separate lines for telephone and internet service.
4. Copy machine costs to be billed at the current rate of .10 per copy black and white and .25 per copy color.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

All of the above will be billed on or before the 23rd of the following month, commencing July 1, 2012. This rental/lease agreement covers the fiscal year 2012 through June 30, 2012 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.

s/ _____

Manpower

s/ _____

Vice President of Administrative Services
Southwest Wisconsin Technical College

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Friend of the College Award Proclamation

A proclamation resolving Sherriff Keith Govier be named an honorary “Friend of the College” is available below.

Recommendation: Approve the proclamation honoring Sheriff Govier as a “Friend of the College.”

Friend of the College

Southwest Wisconsin Technical College, in order to celebrate the career of Sheriff Keith Govier and his outstanding efforts to advance the mission and values of the College, hereby issues the following resolution:

WHEREAS: *Keith Govier has been a tireless advisor and advocate for Southwest Tech in such ways as serving on program advisory boards, promoting new initiatives like the Jail Academy, and by providing influential hands-on support during the successful 2008 voter referendum;*

WHEREAS: *Keith Govier has tangibly shown his belief in the training being provided at Southwest Tech by hiring numerous Criminal Justice-Law Enforcement program graduates during his tenure as Sheriff of Grant County;*

WHEREAS: *Keith Govier has further demonstrated faith in Southwest Tech training by enrolling the officers that served with him on a daily basis in continuing education and in seeing his own son attend the College's law enforcement academy;*

THEREFORE, BE IT RESOLVED THAT *Southwest Wisconsin Technical College expresses its deepest appreciation to Sheriff Keith Govier during his time of retirement for his exceptional support to the College, its students, its instructors and staff, and the citizens of Southwest Wisconsin that it serves and does hereby decree that Sheriff Govier be named an honorary "Friend of the College" with all the heartfelt appreciation that this title confers.*

James D. Kohlenberg
District Board Chairperson

Duane M. Ford
President

September 27, 2012

B. Request for Approval of Student Activities Center Project

The Southwest Tech Student Senate approved 100 percent funding from the student activities fund for a Student Activities Center in FY 2012. This fiscal year, the Student Senate approved the renovation plan for a Student Activities Center. This Center will be located in Room 415 (the former Automotive Technician Lab). Caleb White, Vice President for Administrative Services, will present the plan to the Board.

1. Resolution Approving Student Activities Center Project

The resolution approving the renovation of the Student Activities Center is available below.

Recommendation: Approve the renovation of the Student Activities Center.

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

WHEREAS, Southwest Wisconsin Technical College has statutory authority to renovate an existing facility, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate room 415 into a Student Activities Center to provide space for on-campus student activities and help with student recruitment and retention, and

WHEREAS, Southwest Wisconsin Technical College has considered contracting the design and renovation of the Student Services area in Building 400 of the college campus, Fennimore, Wisconsin, to Zimmerman Architectural Studios, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the renovation project via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves contracting for the design and renovation of room 415 into a Student Activities Center to provide space for on-campus student activities and help with student recruitment and retention on the college campus, Fennimore, Wisconsin.

Adopted and recorded this 27th day of September 2012.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimmons
Secretary

2. Resolution Approving Student Activities Center Project

The resolution approving the submission of the renovation of the Student Activities Center to the WTCS Board is available below.

Recommendation: Approve the submission to the State Board for their approval of renovation of the Student Activities Center.

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

WHEREAS, the Southwest Wisconsin Technical College Board has approved the renovation room 415 into a Student Activities Center to provide space for on-campus student activities and help with student recruitment and retention

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for State Board approval for the renovation of room 415 into a Student Activities Center located on the college campus in Fennimore, Wisconsin.

Adopted and recorded this 27th day of September 2012.

James D. Kohlenberg
Chairperson

ATTEST:

Melissa J. Fitzsimmons
Secretary

C. Student Services Renovation Bid

Bids for the Student Services Renovation will be opened on September 25, 2012. Caleb White will present a summary of the bids received and will make a recommendation to the Board at the Board meeting.

Recommendation: (Will be available at the Board meeting)

D. Outdoor Dining Terrace Bid

Bids for the Outdoor Dining Terrace will be opened on September 25, 2012. Caleb White will present a summary of the bids received and will make a recommendation to the Board at the Board meeting.

Recommendation: (Will be available at the Board meeting)

E. Robotic Trainer System Bid

Robotic Trainer System bids were opened on September 20, 2012. Two systems will be purchased for use in the Electromechanical Technology program due to expansion of the program in January 2013. Caleb White will present the bid summary. The summary of the bid is available below.

Recommendation: Accept the bid from Rixan Associates of Dayton, Ohio, for two (2) trainer systems with robots in the amount of \$72,614.

Bid #1213-04 Robotic Trainer Systems September 20, 2012 @ 10:30 a.m. Room 490

A public bid opening was held at 10:30 a.m. on Thursday, September 20, 2012 for robotic trainer systems for use in the Electromechanical Technology program. Specifications in the bid were for the purchase of two (2) complete training systems with robots. Bid specifications and information were sent to nine (9) vendors.

One vendor, Rixan Associates, Inc. of Dayton, Ohio responded to the request with a total bid in the amount of \$72,614 for the two robotic trainers.

F. 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

G. Personnel

1. Employment

Laura Bodenbender, Director of Human Resources, will present an Employment Recommendation for a Manufacturing Skill Standards Certification (MSSC) Consortium Coordinator (LTE) will be presented by Laura Bodenbender, Director of Human Resources. The employment recommendation is available below.

Recommendation: Approve the employment recommendation for Craig Woodhouse for the MSSC Consortium Coordinator (LTE) position at a salary of \$33,500 for the 2012-13 year.

Recommendation for Employment

Craig Woodhouse

**Manufacturing Skill Standards Council (MSSC) Consortium
Coordinator (LTE)**

September 2012

The search and screen committee has completed the interview process for the MSSC Consortium Coordinator (Limited-term Employment). Six applications were received and four candidates were interviewed.

Craig's Educational Background:

- Associates Degree - University of Wisconsin-Richland Center
 - Concentration in Science and Business
- Attended Northwest Arkansas Community College
 - Concentration in Sciences
- Diploma – Trans American School of Broadcasting
 - Radio and Television Production

Craig's Occupational Experience:

- Rockwell Automation – Manufacturing Supervisor (6 years)
- Cross Country Cable Corp – Subcontractor for telephone and cable companies
- Residential and Commercial Broadband – Contractor

Other notes of importance: Specialized Training and Certifications

- Lean Six Sigma, Yellow Belt certification
- 8-D, Quality Problem Solving training
- Copy Exact manufacturing process certified
- Leadership and development coursework through Southwest Tech

Professional Affiliations:

- Wisconsin Farmers Union
- Richland County Inventors and Entrepreneurs Club

Craig has accepted a salary \$33,500 for the 2012-2013 year.

The committee recommends the hiring of Craig Woodhouse

Submitted by: Laura Bodenbender, Director of Human Resources

H. Friend of the College Award Criteria

On special occasions, it is appropriate for the Southwest Tech District Board and campus community to recognize the contributions of individuals or organizations that have advanced the mission and values of the College. The Southwest Tech “Friend of the College” Award proposed criteria is available below.

Recommendation – Approve the criteria for the Friend of the College Award as presented.

Southwest Wisconsin Technical College
Board of Directors

Friend of the College Award Guidelines and Process

Draft Pending Board Review, Revision, and Approval
September 6, 2012

Background

On occasion, it is appropriate for the Southwest Wisconsin Technical College District Board to recognize the contributions of citizens who make extraordinary, voluntary, and non-financial contributions to the advancement of the College’s mission. On September 27, 2012, the Board created the “Southwest Tech Friend of the College Award” to accomplish this purpose.

Guidelines

- This award will only be awarded when merited. It is not intended to be given annually or on any other routine basis or with any sort of deadline.
- Contributions that justify receipt of this award must be extraordinary in nature and must positively and significantly help the College achieve its mission. Such contributions might include, but are not limited to, contributions of voluntary work, advocacy, promotion, advice, or mentoring.
- Employees, District Board members, and Southwest Wisconsin Technical College Foundation Board members are ineligible based on any and all contributions made while employed or volunteering for the College.
- Consultants, attorneys, auditors, and other professionals who are paid for their services are ineligible, unless they make extraordinary and voluntary contributions in addition to their paid services.
- Advisory Committee members are eligible but must make extraordinary contributions above and beyond the basic expectations we have for all advisory committee members.
- Although awardees might be donors to the Southwest Tech Foundation, such donation(s) alone are insufficient justification for this award.

Process

- Any District Board member or employee with a greater than 50% appointment may nominate someone for this award.
- All nominations must be written and include the nominee's name, title, place of work, contact information, and an outline of the contribution(s) suggested to justify the award.
- Nominations may be submitted to the President's Office at any time.
- The President and the District Board Chair will confer and decide whether to recommend the nominee to the full Board, request additional information, or deny the nomination outright.
- Recommendations will be taken to the full District Board, if approved, a resolution describing the nominee's contributions will be prepared and offered for Board approval at a subsequent Board meeting and in the presence of the nominee.
- A plaque or another appropriate physical representation of the award will be presented to the recipient. A webpage will be created where recipients will be listed along with a photograph, biographical information, and a summary of their contributions to Southwest Tech.

Board Monitoring of College Effectiveness

A. Marketing and Business & Industry Services Report

Derek Dachelet, Director of External Relations, will provide a Marketing/Public Relations and Business & Industry Services Report updating the Board on current and new activities, future directions, and continuous improvement. The report will be available at the Board meeting.

B. Staffing Update

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

POSITION TRACKING July 2012 – June 2013


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

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

Information and Correspondence

A. Enrollment Report

A College 2012-13 FTE Report is available below. The WTCS Comparison of 2012-13 FTEs will be available at the Board meeting. Caleb White will be present for any questions.

		2011-2012 and 2012-2013 FTE Comparison					
Program Type	Program Title	10-13-11 Students	09-17-12 Students	Student Change	10-13-11 FTE	09-17-12 FTE	FTE Change
10	Accounting	43	37	(6)	19.04	18.63	(0.41)
10	Administrative Professional	20	21	1	10.55	10.33	(0.22)
10	Agri-Business/Science Technology	37	37	-	19.23	19.97	0.74
10	Business Management	81	82	1	36.17	33.43	(2.74)
10	Medical Laboratory Technician	21	22	1	8.99	10.40	1.41
10	Criminal Justice - Law Enforcement	75	60	(15)	38.31	28.87	(9.44)
10	Culinary Management	24	26	2	11.57	11.57	(0.00)
10	Direct Entry Midwife	16	26	10	5.53	10.10	4.57
10	Early Childhood Education	51	47	(4)	25.38	22.90	(2.48)
10	Electro-Mechanical Technology	41	43	2	21.38	21.53	0.15
10	Engineering Technologist	17	20	3	7.80	9.57	1.77
10	Golf Course Management	27	28	1	13.93	13.03	(0.90)
10	Graphic and Web Design	43	38	(5)	19.71	18.23	(1.48)
10	Human Services Associate	57	49	(8)	24.75	20.67	(4.08)
10	IT-Computer Support Specialist	8	5	(3)	3.40	1.53	(1.87)
10	IT-Network Comm Spec	30	33	3	13.00	14.50	1.50
10	IT-Web Analyst/Programmer	22	25	3	12.71	9.70	(3.01)
10	Individualized Technical Studies	6	2	(4)	1.90	0.70	(1.20)
10	Mechanical Design Technician	1	-	(1)	0.57	-	(0.57)
10	Nursing - Associate Deg	212	203	(9)	57.26	56.90	(0.36)
10	Physical Therapist Assistant	20	37	17	6.15	12.93	6.78
10	Supervisory Management	6	-	(6)	2.00	-	(2.00)
	Total Associate Degree	858	841	(17)	359.33	345.49	(13.84)

Program Type	Program Title	10-13-11 Students	09-17-12 Students	Student Change	10-13-11 FTE	09-17-12 FTE	FTE Change
31	Accounting Assistant	11	12	1	5.60	4.77	(0.83)
32	Agricultural Power & Equipment Tech	44	42	(2)	20.57	22.54	1.97
31	Auto Collision Repair & Refinish Tech	33	27	(6)	9.21	10.57	1.36
32	Automotive Technician	53	36	(17)	21.03	17.67	(3.36)
31	Barber/Cosmetologist	41	39	(2)	19.23	22.04	2.81
31	Bricklaying and Masonry	8	-	(8)	2.83		(2.83)
31	Building Trades - Carpentry	14	14	-	4.93	7.74	2.81
30	CNC Setup/Operation	10	8	(2)	3.70	4.20	0.50
31	Child Care Services	13	9	(4)	6.47	3.70	(2.77)
30	Criminal Justice-Law Enf Acad	17	15	(2)	8.71	7.97	(0.74)
31	Culinary Specialist	13	13	-	6.27	6.77	0.50
31	Dairy Herd Management	18	14	(4)	9.83	7.83	(2.00)
30	Dental Assistant	20	22	2	7.67	11.57	3.90
31	Electrical Power Distribution	23	24	1	8.70	13.10	4.40
50	Electricity (Construction)	8	12	4	0.58	0.80	0.22
31	Esthetician	10	16	6	3.70	6.50	2.80
30	Farm Business & Production Manage	2	-	(2)	0.60		(0.60)
50	Industrial Electrician Apprentice	9	13	4	1.07	1.13	0.06
31	Medical Assistant	44	41	(3)	20.04	17.14	(2.90)
30	Medical Coding Specialist	52	51	(1)	13.65	13.83	0.18
31	Medical Transcription	25	11	(14)	8.27	4.43	(3.84)
30	Nursing Assistant	128	143	15	16.87	15.11	(1.76)
30	Office Aide	3	-	(3)	0.53	-	(0.53)
31	Office Support Specialist	11	2	(9)	5.90	0.97	(4.93)
50	Plumbing Apprentice	15	11	(4)	1.32	1.07	(0.25)
31	Welding	37	41	4	12.96	20.73	7.77
	Total Technical Diploma	662	616	(46)	220.24	222.15	1.91
	Total	1,520	1,457	(63)	579.57	567.65	(11.92)
	Percent of Change						-2.06%

B. Chairperson's Report

1. ACCT Leadership Congress Voting Delegate and Alternate

C. College President's Report

1. Signatory Policy
2. Summer Hours
3. WTCS Budget Request and Advocacy Plan

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Resolution for Adoption of 2012 Tax Levy
2. Fund & Account Transfers (2011-12 Budget Modifications)
3. Review of Purchasing Activity
4. Culinary Arts Scope Proposal
5. Student Services Report
6. Student Senate Report

B. Time and Place

October Board Meeting – Thursday, October 25, 2012, at 7:00 p.m. in Rooms 492-493,
College Connection

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 23, 2012

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment