



Southwest Wisconsin Technical College
District Board Meeting

Regular Meeting

September 22, 2016

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, September 22, 2016

6:15 p.m. – Light Supper, Room 493

7:00 p.m. – Regular Board Meeting
Room 132, Building 100

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The September 22, 2016, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

1. Presentation by Faculty on Interactive Learning Lab

Several faculty will provide a demonstration of the interactive learning lab.

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 25, 2016

Minutes of the August 25, 2016, Board meeting are included with the electronic Board packet.

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 eight contracts totaling \$7,054.55 in August 2016 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

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

F. 2016 American Association of Community Colleges

The 2016 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,477 is available electronically with all other Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Lease for ManpowerGroup US Inc.

Included with the electronic Board material is a lease for ManpowerGroup US to lease Room 468 in the College Connection from the College for the 2016-17 fiscal year.

Recommendation: Approve the lease with ManpowerGroup US Inc. for fiscal year 2016-17.

B. Lease for Southwest WI Workforce Development Board

Southwest Wisconsin Workforce Development Board rents office floor space at Southwest Tech's Outreach Site located at 26220 Executive Lane, Suite A, Richland Center, Wisconsin. This lease is for the period of October 1, 2016 – September 30, 2017.

Recommendation: Approve the lease with Southwest Wisconsin Workforce Development Board for October 1, 2016 – September 30, 2017.

C. Board Resolution Recognizing State and National Rankings

Included in the electronic Board material is a Board resolution recognizing recent state and national rankings.

Recommendation: Approve the Board Resolution recognizing state and national recognitions.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Marketing Monitoring Report

Katie Glass, Marketing Specialist, will present a report on Marketing strengths and areas for improvement and major activities which help the College achieve its eight Strategic Directions. Information is included in the electronic Board packet.

B. Proposed 2017 Board Meeting Outreach

The District Board would like to engage with more students and staff and community members in 2017. Included in the Board packet is a proposed 2017 Board Meeting Outreach calendar, which will be reviewed at the Board meeting.

C. Staffing Update

Krista Weber, 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 2016-17 Comparison FTE Report is available electronically with all other Board material.

B. Chairperson's Report

1. ACCT Leadership Congress Voting Delegate and Alternate

C. College President's Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Review of Mission, Vision, Values
2. President's Goals and College Goals
3. 50th Anniversary
4. Joint Meeting with SWTC Foundation & Real Estate Foundation Boards
5. Resolution for Adoption of 2016 Tax Levy
6. Fund & Account Transfers (2015-16 Budget Modifications)
7. Review of Purchasing Activity
8. WI Code of Ethics Resolution
9. Student Services Report

B. Time and Place

1. Board Retreat and Meeting - Thursday, October 20, 2016 at Noon in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURNMENT

Open Meeting

The following statement will be read: “The September 22, 2016, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/ Forums/Public Input

1. Presentation by Faculty on Interactive Learning Lab

Several faculty will provide a demonstration of the interactive learning lab.

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, September 22, 2016

6:15 p.m. – Light Supper, Room 493

7:00 p.m. – Regular Board Meeting

Room 132, Building 100

OPEN MEETING

The following statement will be read: “The September 22, 2016, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input
 - 1. Presentation by Faculty on Interactive Learning Lab

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 25, 2016
- 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. Lease for ManpowerGroup US Inc.
- B. Lease for Southwest WI Workforce Development Board
- C. Board Resolution Recognizing State and National Rankings

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Marketing Monitoring Report
- B. Proposed 2017 Board Meeting Outreach
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

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 25, 2016

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 25, 2016

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on August 25, 2016, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Dan Imhoff, Katie Garrity, Lisa Riley, Barb Tucker, Krista Weber, Caleb White, and Kris Wubben.

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

BOARD MEETING NOTICE/AGENDA

Thursday, August 25, 2016

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 25, 2016, 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 Annual Meeting of July 11, 2016
- 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Rescinded Taxes for Lands' End
- B. Higher Learning Commission Accreditation
- C. Health, Education & Public Safety Monitoring Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Data Center Power Outage
- B. Enrollment Report
- C. Chairperson's Report
- D. College President's Report
- E. 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. Discussing President's Contract per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 2. Approval of Closed Session Minutes of July 11, 2016

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

After a review of the Consent Agenda, including the August 25, 2016, agenda; July 11, 2016, Board minutes; financial reports; eight contracts totaling \$10,411.51 in July 2016; the employment recommendations of Betsy Ralph-Tollefson – Communication Instructor, Snehal Shirke - Communication Instructor, Melinda Nicely – Accounting Instructor, Vicky Rundle – Associate Degree Nursing Instructor, Jenna Taylor – Associate Degree Nursing Instructor, Justine Sparrgrove – Associate Degree Nursing Instructor, Angela Starkey – Nursing Assistant Instructor, Ed Edwards – Part-time, LTE Academic Success Coach; and the resignations of Christal Foreyt – Nursing Instructor, Stephanie Foster – Student Success Coach, and Tonya Archie – Supply Chain Instructor/Coordinator. Mr. Tuescher moved to approve the Consent Agenda with Ms. Fitzsimons seconding the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented for discussion the College's option to adjust the 2017 tax levy for Lands' End's rescinded taxes. Mr. White explained the history noting that since 2005, Lands' End has legally challenged the City of Dodgeville on their tax assessments. The College is notified of the court's decision when the individual year's rulings are complete. The years of 2010 and 2011 were recently settled and

the College will be receiving an assessment for those two years of \$15,000 - \$20,000. After discussion, the Board asked Mr. White to prepare two options for action when the 2016 tax levy is presented in October for approval.

The Higher Learning Commission will conduct their Comprehensive Quality Review of the College November 14-16, 2016, on campus. The Comprehensive Quality Review team will meet with the District Board on campus.

Katie Garrity, Chief Academic Officer and Executive Dean, provided a report focusing on strengths and areas for improvement in the Health, Education & Public Safety division. Retention, graduation, and placement rates were reviewed for programs. Two areas that will be focused on are program-specific retention plans and stronger collaboration with career services and advisory committee.

A staffing update was provided by Krista Weber, Director of Human Resources. Positions in various stages of the hiring process include one Associate Degree Nursing instructor, an Instructional Design Specialist, a Student Success Coach, and an Agriculture instructor.

Heath Ahnen, Network Administrator, along with Lisa Riley, Information Technology Supervisor, and Dan Imhoff, Director of Facilities presented information on the August 2 Data Center power outage including an outline of what happened, measures currently in place to safeguard data, and action needed moving forward. Mr. Ahnen will update the business continuity/disaster recovery plan based on lessons learned; implement suggestions from health checks that require remediation and/or do not meet best practices; and research, develop, and implement a strategic plan for co-location of systems (physical location or cloud based) for business continuity.

The 2015-16 and 2016-17 Comparison Full-Time-Equivalent (FTE) Report was presented to the Board. Caleb White explained there was a significant decrease in FTE due to a change in reporting transcribed credits.

The Board moved the October Board Retreat/Meeting to October 20 beginning at Noon and the November Board meeting to November 14 to allow the Board to meet with the Higher Learning Commission Comprehensive Quality Review team.

Under the President's Report, Dr. Wood summarized the transcribed credit discussion with the Wisconsin Technical College System Office. Dr. Wood also thanked Mr. Tuescher and Ms. Mickelson for attending the College Fall In-Service and handing out the service year awards. Other items included the Building 400 roofing project, an update on the student success and economic development project, October Board Retreat topics, and the Civil Rights Compliance Review on October 11-12. Dr. Wood also shared that the College just received notice as to being ranked number one out of nineteen community colleges in Wisconsin and number 11 out of 821 in the United States based on student outcomes, job placement, and value.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing the President's contract per Wis. Statutes 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:56 p.m.

The Board reconvened to open session at 9:01 p.m. Mr. Tuescher moved to approve a \$10,000 increase in salary for the President retroactive to July 1, 2016, a one-time deferred compensation bonus of \$15,000, and a one-year extension to the President's Contract. Ms. Fitzsimons seconded the motion. Upon a roll call vote, the motion was approved.

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

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchase Orders Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 08/01/2016 TO 08/31/2016**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
8/31/2016	6434	Insight Public Sector	\$ 27,232.18	IT - Microsoft Yearly Software Maintenance Contract (Servers/Licenses)
SUBTOTAL			\$ 27,232.18	
<u>CAPITAL FUND</u>				
8/1/2016	6432	Sloan Implement Company, Inc.	\$ 11,100.00	Facilities: John Deere Z970R Ztrak w/ 72" Iron Deck
8/24/2016	6436	Fluid Power Training Institute	\$ 46,200.00	Ag Power: Dual Station Hydraulic Trainer (Simulator)
SUBTOTAL			\$ 57,300.00	
<u>ENTERPRISE FUND</u>				
none this month				
SUBTOTAL			\$ -	
TOTAL			\$ 84,532.18	

2. Treasurer's Cash Balance

**Southwest Wisconsin Technical College
Report of Treasurers Cash Balance 08/31/2016**

Liability End of Month Balances

FICA			
Federal Withholding			
State Withholding	23,097.85		
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	301,761.81		
Sick Leave Payable	514,552.36		
Other (Due To)	10,677,186.96		
Total Liability Adjustment	<u>11,516,598.98</u>		
Beginning Treasurers Balance			(1,242,529.76)
Receipt			
Fund			
1 General	3,033,687.61		
2 Special Revenue	-		
3 Capital Projects	2,450,000.00		
4 Debt Service	68,000.00		
5 Enterprise	547,283.52		
6 Internal Service	290,781.44		
7 Financial Aid/Activities	191,042.38		
Total Receipts		<u>6,580,794.95</u>	
Cash Available			5,338,265.19
Expenses			
Fund			
1 General	1,709,804.52		
2 Special Revenue			
3 Capital Projects	52,077.03		
4 Debt Service	31,750.00		
5 Enterprise	186,331.04		
6 Internal Service	346,684.28		
7 Financial Aid/Activities	45,759.39		
Total Expenses		<u>2,372,406.26</u>	
Treasurers Cash Balance			2,965,858.93
Liability Adjustment			<u>11,516,598.98</u>
Cash in Bank			<u>\$14,482,457.91</u>

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 1 Months ended August 2016**

	2016-17 <u>Budget</u>	2016-17 <u>YTD Actual</u>	2016-17 <u>Percent</u>	2015-16 <u>Percent</u>	2014-15 <u>Percent</u>	2013-14 <u>Percent</u>	2012-13 <u>Percent</u>
General Fund Revenue	23,388,000.00	3,955,989.05	16.91	16.32	15.20	14.70	18.30
General Fund Expenditures	23,916,000.00	3,834,968.25	16.04	16.51	15.58	16.48	13.88
Capital Projects Fund Revenue	2,520,000.00	2,524,369.00	100.17	98.81	100.26	100.03	99.14
Capital Projects Fund Expenditures	2,755,000.00	187,135.93	6.79	0.13	17.19	16.14	22.41
Debt Service Fund Revenue	5,288,000.00	68,000.00	1.29	0.86	-	-	-
Debt Service Fund Expenditures	5,356,000.00	31,750.00	0.59	-	-	-	-
Enterprise Fund Revenue	2,100,000.00	581,889.17	27.71	27.30	30.32	32.17	35.28
Enterprise Fund Expenditure	2,000,000.00	289,295.64	14.46	13.39	17.26	16.55	14.94
Internal Service Fund Revenue	4,200,000.00	713,789.25	16.99	18.41	16.87	15.08	13.23
Internal Service Fund Expenditures	4,200,000.00	656,715.34	15.64	31.08	22.22	13.09	18.13
Trust & Agency Fund Revenue	8,000,000.00	273,785.19	3.42	3.72	3.17	2.84	2.93
Trust & Agency Fund Expenditures	7,950,000.00	172,388.46	2.17	2.29	1.93	1.89	1.76
Grand Total Revenue	45,496,000.00	8,117,821.66	17.84	17.48	16.73	16.46	18.42
Grand Total Expenditures	46,177,000.00	5,172,253.62	11.20	12.34	12.18	11.51	11.07

D. Contract Revenue

There are eight contracts totaling \$7,054.55 in August 2016 being presented for Board approval. . The Contract Revenue Report follows.

2016-2017 CONTRACTS

8/01/16 through 8/31/16

INDIRECT COST FACTOR

<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>
03-2017-0004-F-23 Prosperity Southwest	Administrative and Financial Services	Amy Charles		\$ 1,162.50	No		X	
03-2017-0060-I-11 River Ridge School District	Heartsaver CPR/AED First Aid Training	Kris Wubben	7	\$ 385.00	No		X	
03-2017-0062-I-21 Grant County	Lean Facilitator Training	Amy Charles	6	\$ 1,995.00	No		X	
03-2017-0068-T-21 ARDC of Eagle Country	Emotional Intelligence and Team Building	Amy Charles		\$ 905.00	No		X	
03-2017-0071-I-41 ITW Shakeproof	Heartsaver CPR/AED First Aid Training	Kris Wubben	10	\$ 569.68	No		X	
03-2017-0072-I-41 Universal AET	Heartsaver CPR/AED First Aid Training	Kris Wubben	25	\$ 1,257.37	No		X	
03-2017-0073-I-18 University of WI - Platteville	Driver Education - Van	Kris Wubben	3	\$ 180.00	No		X	
03-2017-0076-I-41 Dillman Equipment	Heartsaver CPR/AED First Aid Training	Kris Wubben	10	\$ 600.00	No		X	
TOTAL of all Contracts			61	\$ 7,054.55				
Exchange of Services			-	-				
For Pay Service			61	\$ 7,054.55				

E. Personnel Items

Two employment recommendations are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT September 22, 2016

Employment: NEW HIRES

Name	Joshua Krohn
Title	Instructional Design Specialist
Number of Applicants and Number Interviewed	6 applicants / 1 interviewed
Start Date	September 21, 2016
Salary/Wages	\$60,000
Classification	Regular Full-Time
Education and/or Experience	BS in Psychology – UW Platteville MA in Training & Development 4 years of experience in instructional design field

Name	Kelsey Wagner
Title	Student Success Coach
Number of Applicants and Number Interviewed	42 applicants / 3 interviewed
Start Date	October 17, 2016
Salary/Wages	\$45,000
Classification	Regular Full-Time
Education and/or Experience	BS in Special Education – UW-Madison MS in Adult Education – UW-Platteville 6 years of experience in special education learning environment

PROMOTIONS / TRANSFERS

RETIREMENTS / RESIGNATIONS

F. 2017 American Association of Community Colleges Membership

The 2017 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,477 is available below.

Recommendation: Approve the Consent Agenda.



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

ANNUAL DUES NOTICE

Date: 19-Aug-2016
Ship-To: 000000001102-0

Order Number: 1000164232
Order Date: 12-Aug-2016
Invoice Number :

Southwest Wisconsin Technical College
Attn: Jason S. Wood
President
1800 Bronson Blvd
Fennimore, WI 53809

Table with columns: Product, Fulfill Status, Status, Qty, Unit Price, Unit Discount, Coupon, Adjustment, Total. Includes rows for Institutional Member and Presidents Academy Fee, and summary rows for Shipping, Total, Paid To Date, and Current Amount Due.

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

Customer: 000000001102-0 Southwest Wisconsin Technical College
Order No.: 1000164232 Invoice No: Balance Due(USD): 3,477.00
Credit Card # Exp. Date: / Amount:

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

Other Items Requiring Board Action

A. Lease for Manpower Group US Inc.

Included with the electronic Board material is a contract for ManpowerGroup US to lease Room 468 in the College Connection from the College for the 2016-17 fiscal year.

Recommendation: Approve the lease with ManpowerGroup US Inc. for fiscal year 2016-17.

RENTAL/LEASE AGREEMENT

between

ManpowerGroup US Inc. (“Manpower”)

and Southwest Wisconsin Technical College

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

1. Room 468 office including existing furniture: \$192.57 monthly.
2. Manpower is responsible for establishing and paying for separate lines for telephone and internet service.
3. Copy machine costs to be billed at the current rate of .10 per copy black and white and .25 per copy color.
4. Fax machine usage billed at .50 per page.
5. Postage to be billed as used.
6. 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, 2016. This rental/lease agreement covers the fiscal year through June 30, 2017 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/ _____
ManpowerGroup US Inc.

s/ _____
Vice President for Administrative Services
Southwest Wisconsin Technical College

B. Lease for Southwest Wisconsin Workforce Development Board

Southwest Wisconsin Workforce Development Board rents office floor space at Southwest Tech's Outreach Site located at 26220 Executive Lane, Suite A, Richland Center, Wisconsin. This lease is for the period of October 1, 2016 – September 30, 2017 and is available below.

Recommendation: Approve the lease with Southwest Wisconsin Workforce Development Board for October 1, 2016 – September 30, 2017.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of October 2016 by and between Southwest Wisconsin Technical College, Lessor, and Southwest Wisconsin Workforce Development Board, Lessee:

1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

138 square feet of office floor space located at 26220 Executive Lane (Suite A), Richland Center, Wisconsin.

1.2 Term. This lease is for a term of twelve (12) months commencing on October 1, 2016, and ending September 30, 2017.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Two Hundred Eighty-One Dollars (\$286.62) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the

Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Signs. Lessee shall have the privilege of placing in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Executive Officer, Southwest Wisconsin Workforce Development Board, 1370 N. Water Street, PO box 656, Platteville, WI 53818

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

12.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised

premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____ day of _____ 2016.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____
Caleb J. White, Vice President for Administrative Services

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this _____ day of _____ 2016.

SOUTHEAST WISCONSIN WORKFORCE DEVELOPMENT BOARD

BY: _____
Rhonda Suda, Chief Executive Officer

C. Board Resolution Recognizing State and National Rankings

Included below is a Board resolution recognizing recent state and national rankings.

Recommendation: Approve the Board Resolution recognizing state and national recognitions.

RESOLUTION OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD OF DIRECTORS RECOGNIZING STATE AND NATIONAL RANKINGS

The Southwest Wisconsin Technical College Board of Directors recognizes the College mission, vision, and values in serving the residents of Southwest Wisconsin.

WHEREAS, the mission of Southwest Wisconsin Technical College is to “provide education and training opportunities responsive to students, employers, and communities;”

WHEREAS, the vision of Southwest Wisconsin Technical College is to “be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success;”

WHEREAS, Southwest Wisconsin Technical College values **Learning** by making high-quality, affordable education accessible to our diverse population and helping students develop the knowledge, skills, and attitudes needed for workforce success;

WHEREAS, Southwest Wisconsin Technical College values **Integrity** by promoting a cohesive culture that is based on professionalism, fairness, trust, and respect and working as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech;

WHEREAS, Southwest Wisconsin Technical College values **Accountability** by holding ourselves and our teams responsible for achieving academic and fiscal College goals as established by the Board of Directors;

WHEREAS, Southwest Wisconsin Technical College values **Partnerships** by working together to set and attain goals that support our strategic directions and collaborating internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives;

WHEREAS, Southwest Wisconsin Technical College values **Innovation** by fostering creativity and student success while exceeding industry needs and leveraging our rural perspectives and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies;

WHEREAS, Southwest Wisconsin Technical College values **Continuous Improvement** by attracting forward-thinking team members and supporting and promoting their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college;

WHEREAS, **BestColleges.com** empowers students by providing the information needed to make informed higher education decisions;

WHEREAS, *BestColleges.com* applies a rigorous methodology to rank colleges based on 1) academic quality and 2) affordability and student experience;

WHEREAS, *BestColleges.com* ranked Southwest Wisconsin Technical College #1 out of nineteen community colleges in Wisconsin;

WHEREAS, *WalletHub.com* determined the best community colleges in the United States comparing 821 institutions across three key dimensions including: 1) cost and financing, 2) education outcomes, and 3) career outcomes;

WHEREAS, *WalletHub.com* calculated overall scores for each state in the three key dimensions using the weighted average across the metrics of cost of in-state tuition and fees, availability of grants, cost per student, school spending efficiency, faculty salary, first-year retention rate, graduation rate, transfer-out rate, credentials awarded per 100 Full-Time-Equivalent students, student/faculty ratio, return on educational investment, and student-loan default rate;

WHEREAS, *WalletHub.com* ranked Southwest Wisconsin Technical College #11 out of 821 community colleges in the United States;

NOW, THEREFORE, BE IT RESOLVED THAT: The Southwest Wisconsin Technical College Board of Directors gratefully accepts and appreciates the recognition by ***BestColleges.com*** as the “#1 Best Community College in Wisconsin.”

BE IT FURTHER RESOLVED THAT: The Southwest Wisconsin Technical College Board of Directors gratefully accepts and appreciates the recognition by ***WalletHub.com*** as the “#11 Best Community College in the United States.”

BE IT FURTHER RESOLVED THAT: The Southwest Wisconsin Technical College Board of Directors recognizes the hard work and dedication by the faculty and staff of Southwest Wisconsin Technical College to achieve these rankings and the commitment by residents, business and industry, and communities of Southwest Wisconsin to ensure Southwest Wisconsin Technical College be recognized for excellence.

BE IT FINALLY RESOLVED THAT: These state and national rankings correlate to the College Values of ***Learning, Integrity, Accountability, Partnerships, Innovation,*** and ***Continuous Improvement*** and the College’s commitment in providing educational opportunities responsive to students, employers, and communities and being a preferred provider of education, source of talent, and place of employment in the region in order to change lives by providing opportunities for success.

Adopted and recorded this 22nd day of September 2016.

James D. Kohlenberg
Chairperson

ATTEST:

Darlene Mickelson
Secretary

Board Monitoring of College Effectiveness

A. Marketing Monitoring Report

Katie Glass, Marketing Specialist, will present a report on Marketing strengths and areas for improvement and major activities which help the College achieve its eight Strategic Directions. Information is available below.



Southwest Wisconsin Technical College
Marketing Department



New Marketing Policy and Procedure

- ▶ Align marketing plans with enrollment management and Southwest Tech strategic goals and values



Strengths

- ▶ Successful 50th Anniversary Promotion
- ▶ #1 two-year college in Wisconsin and #11 two-year college in the nation
- ▶ Increased social media engagement
- ▶ Increased newspaper articles
- ▶ Integrated marketing plans
- ▶ Implementation of project management system



Growth Opportunities

- ▶ Increase social media presence - use of social media ambassadors
- ▶ Empower departments and individuals to promote Southwest Tech
- ▶ Time management - use of MAPS
- ▶ Increase press releases
- ▶ Develop a comprehensive communication plan with legislators
- ▶ Salesforce - utilizing all of its capabilities
- ▶ Increase outreach to adult learners



Adult Learners Marketing Study - WTCS

You knew it would lead to more job opportunities (ROI uncertainty barrier)	56%
You knew financial aid was available (lack of money barrier)	52%
You could get a certificate or degree quickly (lack of time barrier)	50%
You could improve your job outlook by taking one or two courses	50%
You could attend nights, weekends or online (lack of time barrier)	48%
You got support to help you enroll and succeed (i.e. to get registered, seek financial aid, tutoring, etc.)	48%
You felt more confident that you could succeed (lack of confidence barrier)	46%
You didn't have to work so many hours (lack of time barrier)	46%
Your employer would help pay for it (lack of money barrier)	45%
You knew there would be other students who are the same age (fear of being old barrier)	27%



Adult Learners Marketing Study - WTCS

- **In your opinion, what would be the most effective way for local colleges to advertise to you?** *(Only those mentioned by 5% or more are shown.)*
 - Television – 24%
 - Direct Mail (Brochures) – 19%
 - Social Media (Twitter, Facebook, etc.) – 19%
 - Radio – 13%
 - Direct Mail (Catalogs) – 13%
 - Internet (non-college websites) – 12%
 - Direct Mail (Other) – 10%
 - Email – 9%
 - Internet (college websites) – 9%
 - Newspaper – 6%
 - Other (please specify) – 18%
 - Don't know – 14%



Ensuring Effective use of Budget

- ▶ How do we determine where and when to invest marketing dollars?
- ▶ General Campus Marketing (75% -- \$187,500)
 - ▶ Monthly budgets are prepared to ensure the spending of funds in a strategic direction at key times
- ▶ A total of **eight** priority programs will receive funding in any given year, including any new programs (25% -- \$62,500)
 - ▶ Capping the number of programs is necessary for the effective and efficient use of available dollars and other resources

*dollar amounts do not include grant funds



2016/2017

General Campus Marketing - 75% of the Marketing Budget

- ▶ Billboards - monthly
- ▶ Radio - monthly
- ▶ Event Marketing - monthly
- ▶ Digital - monthly
- ▶ Newspaper - bi-weekly
- ▶ Digital Signs - bi-weekly
- ▶ Website (banner and push boxes) - weekly
- ▶ Press Releases - as requested - at least weekly
- ▶ Photography - as requested - at least weekly
- ▶ Social Media - daily
- ▶ *Printed Pieces - as requested - daily managed by Sherry*



Southwest Tech

2016/2017

- ▶ August 22- September 10 - Visit Us
 - ▶ College Ranking, Charger Golf Classic, Ag Day
- ▶ September 10 - October 12
 - ▶ Ag Day, Open House, Job Fair
- ▶ October 12 - November 10
 - ▶ Manufacturing Month, National Physical Therapy Month, PTA Run, Medial Assistants Week
- ▶ Nov. 10 - Jan. 17
 - ▶ Not happy where you, transfer push, January Fast Track Days



2016/2017

Programs that meet criteria (Steps for Success) - 25% of the marketing budget

Richard Ammon - Dean of Business, Management & General Studies

- ▶ Golf Course Management (\$ budgeted)
- ▶ Cosmetology (tbd)
- ▶ Communications Adult (\$ budgeted)
- ▶ Supervisory Management (\$ requested)

Katie Garrity - Chief Academic Officer/Executive Dean

- ▶ Criminal Justice Studies (\$ budgeted)
- ▶ Emergency Medical Service and Paramedic (\$ budgeted)

Derek Dachelet - Dean of Industry, Trades & Agriculture

- ▶ Nighttime Welding (tbd)
- ▶ Ag Department (all new programs fall under) (\$ requested)
- ▶ Precision Machining (tbd)



New Marketing Department Initiatives

- ▶ Katharine - Salesforce
- ▶ Katie - Internal Marketing Plan
- ▶ Sherry - Digital Asset Management System

- ▶ Department
 - ▶ Sponsorships
 - ▶ 50th Anniversary
 - ▶ Promoting College Ranking
 - ▶ Social Media Features - Instructor, Student, Employer, Alum
 - ▶ Lunch and Learn



B. Proposed 2017 Board Meeting Outreach

The District Board would like to engage with more students and staff and community members in 2017. Included below is a proposed 2017 Board Meeting Outreach calendar, which will be reviewed at the Board meeting.

2017 District Board Meeting Outreach Calendar

Meeting Date	Type of Meeting	Location	Outreach Activity
January 26, 2017	Regular District Board Meeting	Campus	Demonstration in Welding Lab
February 24-25, 2017	District Board Retreat	Platteville	Community Panel
March 23, 2017	Regular District Board Meeting	Campus	Public Safety Activity
April 27, 2017	Regular District Board Meeting	Campus	No Activity Planned
May 25, 2017	Regular District Board Meeting	Prairie du Chien	Community Panel
June 22, 2017	Regular District Board Meeting	Campus	Information Technology Activity
July 10, 2017	Annual District Board Meeting	Campus	No Activity Planned
August 2017	Regular District Board Meeting	Campus	Child Care Activity
September 2017	Regular District Board Meeting	Dodgeville	Community Panel
October 2017	District Board Retreat/Joint Board Meeting with Foundations	Campus	Joint Board Meeting with Southwest Tech Foundation & Real Estate Foundation
November 2017	Regular District Board Meeting	Southern Grant County	Community Panel
December 2017	Regular District Board Meeting	Campus	Graduation
On-campus Interactive Activity with Students and Faculty/Staff			
Off-campus Community Panel			

C. Staffing Update

Krista Weber will provide an update on College staffing at the Board meeting. A summary is available below.

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Software Developer	Hold	July 2016	Grade 6, Salaried Professional \$59,604 - \$80,641
2	Replacement- Patty Hartline (retirement 5/2016)	Communications Instructor	Betsy Ralph-Tollefson	8/10/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
3	Replacement - Kirsten Reichmann	Academic Success Coach Lead Full-time/LTE	Melissa Klinkhammer	7/18/2016	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$27.00/hour
4	Replacement- Yasmin Rioux	Communications Instructor	Snehal Shirke	8/15/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
5	Replacement- Garry Kirk	Accounting Instructor	Melinda Nicely	8/11/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
6	Replacement - Colleen Watters	Associate Degree Nursing Instructor	Vicky Rundle	8/8/2016	MS \$44,821-\$75,554 Hired at \$59,000
7	Replacement - Nicole Schopf	Associate Degree Nursing Instructor	Jenna Taylor	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
8	Replacement - Dana O'Brien	Associate Degree Nursing Instructor	Justine Sparrgrove	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000
9	Replacement - Denise Joahanning	Nursing Assistant Instructor	Angela Starkey	8/15/2016	BS \$40,974-\$69,248 Hired at \$53,000
10	Replacement - Randy Leibfried	Evening Custodian	Michael Mann	7/12/2016	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$13.50/hour
11	Replacement - Amy Potect	Instructional Design Specialist	Joshua Krohn	9/21/2016	Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at \$60,000
12	Replacement - David Wright	Academic Success Coach Part time/LTE/Grant Funded	Ed Edwards	8/17/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
13	Replacement - Christal Foreyt	Associate Degree Nursing Instructor	Posted	9/15/2016	MS \$44,821-\$75,554

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
14	Replacement - Stephanie Foster	Student Success Coach	Kelsey Wagner	10/17/2016	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$45,000
15	New Position	Agriculture Instructor	Interviews scheduled	11/1/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
	Replacement Barb Kennedy	Basic Education Instructor - Full-time, Limited Term	Interviews scheduled	10/17/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
	New Position	Tech Hire Grant Case/Project Manager - Limited Term	Posted	10/15/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554

Updated 9/16/2016

Information and Correspondence

A. Enrollment Report

The 2016-17 Comparison FTE Report is available below.

2015-2016 and 2016-2017 FTE Comparison

Program Code	Program Title	09-14-15 Students	09-12-16 Students	Student Change	09-14-15 FTE	09-12-16 FTE	FTE Change
10-101-1	Accounting	24	34	10	10.20	15.73	5.54
10-106-6	Administrative Professional	14	6	(8)	6.23	3.23	(3.00)
10-006-2	Agri-Business/Science Technology (OLD)	65	34	(31)	34.97	20.70	(14.27)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		8	8		4.03	4.03
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		13	13		7.00	7.00
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		11	11		5.17	5.17
10-102-3	Business Management	74	67	(7)	32.26	30.50	(1.76)
10-530-5	Cancer Information Management	20	27	7	7.83	10.13	2.30
10-504-1	Criminal Justice - Law Enforcement (OLD)	49	21	(28)	23.80	12.20	(11.60)
10-504-5	Criminal Justice Studies (NEW)		26	26		11.93	11.93
10-316-1	Culinary Arts	18	13	(5)	8.77	6.47	(2.30)
10-317-1	Culinary Management	7	9	2	2.60	4.03	1.43
10-510-6	Direct Entry Midwife	33	34	1	11.09	9.93	(1.15)
10-307-1	Early Childhood Education	38	36	(2)	17.23	17.60	0.37
10-620-1	Electromechanical Technology	36	39	3	17.27	20.03	2.77
10-325-1	Golf Course Management	20	12	(8)	9.80	6.53	(3.27)
10-201-2	Graphic And Web Design	35	41	6	17.13	19.90	2.77
10-530-1	Health Information Technology	34	41	7	11.93	14.47	2.53
10-520-3	Human Services Associate	54	47	(7)	24.47	20.93	(3.53)
10-825-1	Individualized Technical Studies	6	9	3	3.17	4.93	1.77
10-150-1	IT-Network Communications Specialist	40	39	(1)	18.63	19.20	0.57
10-513-1	Medical Laboratory Technician	19	17	(2)	9.37	8.20	(1.17)
10-543-1	Nursing - Associate Degree	201	212	11	57.80	64.90	7.10
10-531-1	Paramedic Technician (NEW)		5	5		1.10	1.10
10-524-1	Physical Therapist Assistant	44	41	(3)	16.10	15.23	(0.87)
10-196-1	Supervisory Management	20	28	8	7.43	9.37	1.94
10-182-1	Supply Chain Management	8	17	9	2.77	6.60	3.83
10-499-5	Technical Studies-Journey Worker	1	1	-	0.50	0.20	(0.30)
	Total Associate Degree	860	888	28	351.34	370.27	18.93
31-101-1	Accounting Assistant	4	2	(2)	1.83	0.90	(0.93)

Program Code	Program Title	09-14-15 Students	09-12-16 Students	Student Change	09-14-15 FTE	09-12-16 FTE	FTE Change
32-070-1	Agricultural Power & Equipment Technician	43	34	(9)	22.57	19.20	(3.37)
31-405-1	Auto Collision Repair & Refinishing Technician	18	19	1	7.97	8.73	0.77
32-404-2	Automotive Technician	35	37	2	16.43	16.07	(0.37)
31-475-1	Building Trades - Carpentry	11	15	4	5.77	7.47	1.70
31-307-1	Child Care Services (ETD)	17	10	(7)	8.30	4.70	(3.60)
30-420-2	CNC Setup/Operation (ETD)	5	1	(4)	3.10	0.23	(2.87)
31-502-1	Cosmetology	38	22	(16)	20.87	11.00	(9.87)
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	18	8	(10)	9.60	5.07	(4.53)
31-317-1	Culinary Specialist (ETD)	8	1	(7)	3.27	0.50	(2.77)
31-091-1	Dairy Herd Management	17	18	1	9.50	10.10	0.60
30-508-2	Dental Assistant - Short Term	14	17	3	7.47	9.20	1.73
30-812-1	Driver and Safety Education Certification (NEW)		3	3		0.60	0.60
31-413-2	Electrical Power Distribution	24	24	-	12.10	12.50	0.40
50-413-2	Electricity (Construction) Apprentice	20	24	4	1.33	1.70	0.37
30-317-1	Food Production Assistant (ETD)		1	1		0.33	0.33
50-413-1	Industrial Electrician Apprentice	12	11	(1)	1.07	0.80	(0.27)
31-620-1	Industrial Mechanic (ETD)	9	5	(4)	4.30	2.53	(1.77)
31-154-6	IT-Computer Support Technician	15	17	2	6.37	7.03	0.67
31-513-1	Laboratory Science Technician	5	4	(1)	2.27	1.70	(0.57)
31-509-1	Medical Assistant	35	34	(1)	17.17	17.20	0.03
31-530-2	Medical Coding Specialist (ETD) (NEW)	33	43	10	8.13	13.83	5.70
30-543-1	Nursing Assistant	98	115	17	10.43	13.33	2.90
31-106-8	Office Support Specialist	5	7	2	2.67	3.33	0.67
50-427-5	Plumbing Apprentice	18	19	1	1.70	1.22	(0.48)
31-420-7	Precision Machining Technology (NEW)		1	1		0.50	0.50
31-504-5	Security Operations (ETD) (NEW)			-			-
31-182-1	Supply Chain Assistant (ETD)	1		(1)	0.50		(0.50)
31-442-1	Welding	43	56	13	21.75	28.53	6.79
	Total Technical Diploma	546	548	2	206.46	198.32	(8.14)

Program Code	Program Title	09-14-15 Students	09-12-16 Students	Student Change	09-14-15 FTE	09-12-16 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	10	14	4	2.77	3.97	1.20
20-800-2	Liberal Arts - Associate of Science	9	11	2	1.43	2.83	1.40
	Undeclared Majors	525	259	(266)	57.98	34.47	(23.51)
	Total	1,950	1,720	(230)	619.98	609.85	(10.13)
	Percent of Change						-1.63%
	Vocational Adult (Aid Codes 42-47)	1724	1762	38	34.49	31.62	(2.87)
	Community Services (Aid Code 60)	39	34	(5)	0.08	0.13	0.05
	Basic Skills (Aid Codes 73,74,75,76)	95	101	6	4.70	5.70	1.00
	Basic Skills (Aid Codes 77 & 78)	284	274	(10)	10.69	6.00	(4.69)
	Grand Total	4,092	3,891	(201)	669.93	653.29	(16.64)
	Total Percent of Change						-2.48%
	(ETD= Embedded Technical Diploma)						

B. Chairperson's Report

1. ACCT Leadership Congress Voting Delegate and Alternate

C. College President's Report

1. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

10. Review of Mission, Vision, Values
11. President's Goals and College Goals
12. 50th Anniversary
13. Joint Meeting with SWTC Foundation & Real Estate Foundation Boards
14. Resolution for Adoption of 2016 Tax Levy
15. Fund & Account Transfers (2015-16 Budget Modifications)
16. Review of Purchasing Activity
17. WI Code of Ethics Resolution
18. Student Services Report

B. Time and Place

Thursday, October 20, 2016 at Noon in Rooms 492-493, College Connection,
Southwest Tech Campus

Adjournment