



Southwest Wisconsin Technical College
District Board Meeting

Regular Meeting

April 18, 2017

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Tuesday, April 18, 2017

5:30 p.m. - Dinner

6:00 p.m. – Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The April 18, 2017, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

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

ADJOURN TO CLOSED SESSION

- A. **Consideration of adjourning to closed session for the purpose of**
 - 1. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. **Closed Session Minutes from February 24, 2017, and March 23, 2017**

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. **Approval of Agenda**

A copy of the agenda is included with the electronic Board material.
- B. **Minutes of the Board Meeting of March 23, 2017**

Minutes of the March 23, 2017, Board meeting are included with the electronic Board packet.
- C. **Financial Reports**
 - 1. **Purchases 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 seven contracts totaling \$21,009.36 in March 2017 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Three employment recommendations, two internal transfers, and one resignation are being presented for approval in the Personnel Report.

F. 2017-18 Out-of-State Tuition Waivers

Annually, the College submits to the State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. The request is included with the electronic Board material.

G. ACCT Membership Renewal

The 2017-18 ACCT Membership renewal invoice in the amount of \$3,240 is available with the electronic Board material.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Compensation Analysis Study

In Fall 2015, the College Council identified “compensation” as the single most important issue to employees. This issue had previously been documented in climate surveys and with other consultants. During the Board Retreat in February 2016, the Board of Directors began a process to develop a Compensation Philosophy to guide future decisions. With the passage of the 2016-17 budget, the Board endorsed earmarking \$500,000 for implementation of the salary study results after making difficult decisions related to prioritization of resources. In early Fall 2016 and following Board approval, the College began working with Fox Lawson consultants who completed their study in early Spring 2017.

During the March 2017 meeting, members of the Board received detailed information regarding the Compensation Equity and Market Study. The more than year-long process included a review of internal equity and a comparison of salary benchmarks in various local and national markets. A detailed cost analysis, including fringe assessments, will accompany the proposal at the Board meeting.

The Administration will present their recommendation and corresponding data at the Board meeting.

B. Lease for Darlington Outreach Site

Included with the material in the electronic Board packet is a lease agreement with the City of Darlington, WI, for 627 Main Street, Darlington, WI. The College uses this space for an outreach site in Darlington. Caleb White will be available at the Board meeting for any questions.

Recommendation: Approve the one-year lease with the City of Darlington, WI, for an outreach site in Darlington, WI.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Accreditation Update

An accreditation update will be provided by Jason Wood at the Board meeting.

B. FY2018 Budget Update

Caleb White will present an update on the FY2018 budget. Included with the electronic Board packet is the current General Fund overview.

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 and Fall 2017 Application Report are available electronically with all other Board material.

B. Chairperson's Report

C. College President's Report

1. Higher Learning Commission Annual Conference
2. Platteville Economic Development
3. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Bid: Bookstore Air Handling Unit Replacement
2. Bid: Bookstore Roof Replacement
3. Bid: Karen R. Knox Learning Center Patio Project
4. Accreditation Update
5. Foundation Report
6. Institutional Effectiveness Update

B. Time and Place

Thursday, May 25, 2017, Location To Be Determined

ADJOURNMENT

Open Meeting

The following statement will be read: "The April 18, 2017, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

Adjourn to Closed Session

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

1. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from February 24, 2017, and March 23, 2017

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Tuesday, April 18, 2017

5:30 p.m. - Dinner

6:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Closed Session Minutes from February 24, 2017, and March 23, 2017

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 23, 2017
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2017-18 Out-of-State Tuition Waivers
- G. ACCT Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Compensation Analysis Study
- B. Lease for Darlington Outreach Site

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Accreditation Update
- B. FY2017 Budget Update
- 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 Board Regular Meeting of March 23, 2017



**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 23, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on March 23, 2017, 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:

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

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Annette Biggin, Karen Campbell, Holly Miller, Caleb White, Craig Woodhouse, 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, March 23, 2017

- 5:45 p.m. – Tour of Mobile Health Unit Prototype
 - 6:15 p.m. – Board Dinner
 - 7:00 p.m. – Board Meeting
- Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The March 23, 2017, 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 Board Retreat/Regular Meeting of February 24-25, 2017
- C. Financial Reports
 - 1. Purchases Greater than \$2,500

- 2. Treasurer's Cash Balance
- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. TechHire Grant & Broadband Resolution
- B. Motor Vehicle License Line of Credit Resolution
- C. WTCS Request for Approval – Karen R. Knox Learning Center Patio Project
 - 1. Resolution Approving Karen R. Knox Learning Center Patio Project
 - 2. Resolution Requesting State Board Approval of Karen R. Knox Learning Center Patio Project
- D. Accreditation Update

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Public Safety Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of a personnel issue per Wis. Stats. 19.85 (1) (f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
 - 2. Discussion of preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 3. Discussion of compensation analysis per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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After a review of the Consent Agenda, including the March 23, 2017, agenda; February 24-25, 2017, Board minutes; financial reports; 13 contracts totaling \$14,604.97; the employment recommendation of John Troxel, Technology Support Specialist; and the resignation of Heather Kramer, Midwife Clinical Site Coordinator. Ms. Nickels moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Craig Woodhouse, TechHire Grant Coordinator, presented an overview of the TechHire Grant noting the project is focused on increasing Broadband access in the Southwest Tech District through the IMPACT Consortium with Chippewa Valley Technical College and Wisconsin Indianhead Technical College. Mr. Woodhouse explained that open enrollment classes will be offered for fiber optic training with the plan to train over 175 students in the three-year grant period. The classes starting in April and May are already full. The classes will also bridge with the two-year programs. Southwest Tech will be the only fiber optic training site in the State. One of the classes is 24 hours and the other one is 48 hours. Mr. Moyer moved to approve the Board Resolution in support of activities relating to increased Broadband access to rural Wisconsin residents. Ms. Mickelson seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented a Board resolution for a \$50,000 line of credit. Mr. White explained that the College maintains a motor vehicle license and must maintain a \$50,000 line of credit for the license. With the changeover recently in banks, the College must enter into a letter of credit with Huntington National Bank for the motor vehicle license. Mr. Moyer moved to approve the Board Resolution for the College to enter into a \$50,000 letter of credit with Huntington National Bank. Ms. Nickels seconded the motion; motion unanimously carried.

Mr. White presented a plan to replace the patio outside of the Karen R. Knox Learning Center. The patio is in rough shape with replacement costs estimated at approximately \$100,000. The College's 50th Anniversary celebration includes a memorial patio allowing individuals/organizations to purchase bricks to honor or memorialize someone. This project will provide a more appealing and functional outdoor learning and study space for students and district residents. Mr. Tuescher moved to approve the resolution contracting for the design and renovation of the Karen R. Knox Learning Center Patio area of the College campus. Ms. Fitzsimons seconded the motion; motion unanimously carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of the renovation of the Karen R. Knox Learning Center Patio. Mr. Bolstad seconded the motion; motion unanimously carried.

Dr. Wood shared with the Board that the Higher Learning Commission accreditation hearing is scheduled for April 25. A written report, which is due April 10, is being developed in response to the Comprehensive Quality Review teams' report and will include all criteria, core components, and federal compliance.

Kris Wubben, Public Safety Supervisor, and Annette Biggin, Driver's Education Coordinator, presented a report on the Public Safety department. Strengths and challenges were highlighted for each of the functional areas in the department—EMS, Fire Safety, Criminal Justice, Law Enforcement Academy, Paramedic, Driver Education, Driver Education Diploma Programs, and Traffic Safety Programs.

Caleb White provided an update on staffing. Current open positions include Paramedic Instructor, Electromechanical Outreach Instructor, part-time Child Care Assistant, Supervisory Management Instructor, and Midwife Clinical Site Coordinator.

The 2016-17 comparison FTE report and Fall 2017 application report were reviewed. Mr. White indicated the FTE report reflected a decrease in overall enrollment of five percent with program enrollment showing an increase. Holly Miller, Dean of Students, presented the Fall 2017 application report noting that applications are comparable to the previous year.

Under the College President's Report, Dr. Wood congratulated Barb Tucker and Darnell Hendricks for the excellent job they did in coordinating and writing the FY2018 state grants. All but one of the grants the College applied for was funded. Dr. Wood also congratulated Mary Johannesen, Craig Woodhouse, and Matt Schneider for assisting with the Career Education Cooperative's Career Day in Richland Center. The feasibility study is progressing with the consultants currently reviewing initial market data.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing a specific personnel issue per Wis. Statutes 19.85(1)(f), preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c), and compensation analysis per Wis. Stats. 19.85(1)(c). Mr. Bolstad seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:51 p.m. The Board reconvened to open session at 9:56 p.m. with no action taken in open session.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:57 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 03/01/2017 TO 03/31/2017**

Invoices				
Vendor	Invoice #	Description	Amount	
Zachory R Peters	1377185	Opp Student Refund	\$2,523.00	
Sarah J Martin	1377260	Opp Student Refund	\$2,523.00	
WPS HEALTH INSURANCE	030317019004	C Allen Medicare Prem	\$2,527.49	
Sarah A Fuelling	1377208	Opp Student Refund	\$2,564.00	
Robert C Nihles	1377153	Opp Student Refund	\$2,597.00	
Rebecca A Trewartha	1377162	Opp Student Refund	\$2,597.00	
Megan E Moyer	1377179	Opp Student Refund	\$2,597.00	
Sarah S Jeardeau	1377197	Opp Student Refund	\$2,597.00	
Ashley D Drone	1377240	Opp Student Refund	\$2,597.00	
Kenneth W Adams	1377399	Opp Student Refund	\$2,597.00	
Amy M Hahn	1377466	Opp Student Refund	\$2,597.00	
Stephanie M Kinder	1377239	Opp Student Refund	\$2,598.00	
Janelle M Ritschard	1377436	Opp Student Refund	\$2,598.00	
MATC/CTSO/PAS	WI PAS SPRING CONF	Student Reg for WI PAS Conf	\$2,800.00	
Amanda J Linscheid	1377241	Opp Student Refund	\$2,806.74	
Becky L Korleski	1377253	Opp Student Refund	\$2,845.00	
Brianna F Wendt	1377425	Opp Student Refund	\$2,845.00	
Tia L Stietz	1376324	Opp Student Refund	\$2,871.00	
ON MEDIA	103859	Non Trad and Trad Students	\$3,000.00	
Heidi L Tiber	1377347	Opp Student Refund	\$3,000.00	
ASSOCIATION FOR MANUFACTURING EXCELLENCE	170228	Supply Chain Mgmt mailing list	\$3,000.00	
Amy L Ekleberry	1377468	Opp Student Refund	\$3,076.00	
Danielle E Schafer	1377207	Opp Student Refund	\$3,216.00	
Katlyn E Finley	1377269	Opp Student Refund	\$3,340.00	
Sheila M Miller	1377557	Opp Student Refund	\$3,373.36	
Abby M Larson	1377562	Opp Student Refund	\$3,373.36	
TMA SYSTEMS, LLC	323683	ANNUAL SUPPORT 1.1-12.31.17	\$3,660.98	
Tommie J Tollackson	1377411	Opp Student Refund	\$3,661.79	

LAMAR COMPANIES	107799082	Rotary Poster Campaign	\$3,675.00
LAMAR COMPANIES	107877969	2 Panel Display/5 Panel Displa	\$3,675.00
Scott W Carstensen	1377428	Opp Student Refund	\$3,773.70
Jesse T Klein	1377258	Opp Student Refund	\$3,806.00
SW WI WORKFORCE DEVELOPMENT BD	FEB 2017-SPAYDE	Feb 2017 SPAYDE	\$3,840.02
Rebecca M Lancaster	1374218	Opp Student Refund	\$4,069.00
Brandi S Kluesner	1377181	Opp Student Refund	\$4,113.00
Jolene I Putman	1373267	Opp Student Refund	\$4,452.00
Taylor L Manders	1373272	Opp Student Refund	\$4,937.30
GREENSHADES SOFTWARE	112899	ANNUAL MAINTENANCE	\$5,325.00
BOARDMAN & CLARK LLP	81842	Attorney Fees	\$6,662.68
CITY OF FENNIMORE	1.31.17 INV# 6771	Liason Officer (Aug-Dec 2016)	\$12,285.00
SWTC FOUNDATION, INC.	SUM/FALL 1617 HOUS	SUM/FALL 1617 HOUSING CHGS	\$59,880.53
UNIT4 EDUCATION SOLUTIONS INC	2000000210	Annual Maint Agreement-CAMS	\$90,487.95
SWTC FOUNDATION, INC.	SPR 1617 HOUSING CHG	SPR 1617 HOUSING CHARGES	\$125,043.32
Total Invoices			\$416,407.22

Purchase Orders			
Vendor	PO #	Description	Amount
Kimberley Miller	6488	Consulting Charger Enterprises: PAT/AD Projects	4,680.00
Cengage Learning	6485	Supervisory Mgmt: E-Books	6,464.00
BDI Datalynk, LLC	6490	Grant # 184: Lab Equipment	12,339.07
Mac Tools	6484	Ag Power: 2 Instructor Tool Sets	14,997.32
BDI Datalynk, LLC	6489	Grant # 184: Lab Equipment	24,320.64
Optial Wavelength Laboratories	6487	Grant # 184: Lab Equipment	49,999.05
Total Purchase Orders			112,800.08

Bank Withdrawals			
Vendor	Transaction #	Audit Trail	Amount
Delta Dental #93477	WDL000004526	CMTRX00001712	\$3,627.02
Delta Dental #98469	WDL000004545	CMTRX00001719	\$4,111.70
Delta Dental #99563	WDL000004567	CMTRX00001728	\$4,739.25
Delta Dental #94563	WDL000004514	CMTRX00001708	\$5,269.53
Wells Fargo #658756510	WDL000004561	CMTRX00001723	\$8,125.07

Wells Fargo WI Def #65606956	WDL000004490	CMTRX00001696	\$8,150.07
Wells Fargo #657977419	WDL000004539	CMTRX00001717	\$8,150.07
The Hartford #587131428513	WDL000004531	CMTRX00001716	\$9,113.06
Hartford # 586578342790 N 20	WDL000004550	CMTRX00001721	\$9,319.26
WDR WT6 2.24.174 Payroll	WDL000004528	CMTRX00001713	\$19,316.82
WDR Wt-6 3.10.17 Payroll	WDL000004569	CMTRX00001729	\$20,130.83
IRS 941 Payment 3.24.17 Payr	WDL000004554	CMTRX00001722	\$102,730.13
IRS 941 3.10.17 Payroll	WDL000004521	CMTRX00001710	\$112,082.19
ETF January 2017	WDL000004492	CMTRX00001698	\$116,495.06
ETF February 2017	WDL000004573	CMTRX00001733	\$126,289.45
Sikich March 2017	WDL000004488	CMTRX00001696	\$282,219.00
Total Bank Withdrawals			\$839,868.51

Payroll			
Payroll Date	Transaciton #	Audit Trail	Amount
Direct Deposit 3/24/2017	WDL000004548	UPRCC00000528	\$4,626.93
Direct Deposit 3/10/2017	WDL000004507	UPRCC00000519	\$4,894.99
Direct Deposit 3/24/2017	WDL000004543	UPRCC00000524	\$7,225.26
Direct Deposit 3/10/2017	WDL000004516	UPRCC00000521	\$8,624.01
Direct Deposit 3/10/2017	WDL000004518	UPRCC00000523	\$17,109.76
Direct Deposit 3/24/2017	WDL000004544	UPRCC00000525	\$270,674.10
Direct Deposit 3/10/2017	WDL000004517	UPRCC00000522	\$282,003.71
Total Net Payroll			\$595,158.76

Purchase Cards			
Vendor	Transaction #	Audit Trail	Amount
US Bank 3.7.17 PCard	WDL000004546	CMTRX00001719	\$46,043.32
US Bank 2.21.17	WDL000004515	CMTRX00001708	\$84,977.80
Total Purchase Cards			\$131,021.12
Total Purchases > \$2,500			\$2,095,255.69

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 03/31/2017			
Receipts			
Fund			
1 General	137,553.10		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	72,481.22		
6 Internal Service	310,284.40		
7 Financial Aid/Activities	873,366.59		
Total Receipts		1,393,685.31	
Expenses			
Fund			
1 General	1,603,289.90		
2 Special Revenue			
3 Capital Projects	89,955.18		
4 Debt Service	-		
5 Enterprise	88,376.55		
6 Internal Service	314,518.27		
7 Financial Aid/Activities	798,979.59		
Total Expenses		2,895,119.49	
Net cash change - month			(1,501,434.18)
EOM Cash Balances			
-Main Checking 1176	374,290.37		
-Peoples State Bank 4187	13,104.49		
-Federal Funds checking 1192	29.39		
-Money Market 3915	19,802,033.75		
-Offset account 4011	850,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,168,064.52		
Ending Cash/Investment Balance		22,210,462.52	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 9 Months ended March 2017							
	2016-17	2016-17	2016-17	2015-16	2014-15	2013-14	2012-13
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,388,000.00	19,118,598.95	81.75	95.09	91.43	84.51	87.03
General Fund Expenditures	23,916,000.00	15,717,870.24	65.72	68.37	64.88	67.95	70.62
Capital Projects Fund Revenue	2,520,000.00	2,547,568.39	101.09	99.89	100.52	101.27	102.06
Capital Projects Fund Expenditures	2,755,000.00	1,021,932.81	37.09	41.39	65.87	48.97	44.43
Debt Service Fund Revenue	5,288,000.00	3,415,424.21	64.59	4.18	3.47	3.62	-
Debt Service Fund Expenditures	5,356,000.00	673,316.01	12.57	12.68	14.03	13.74	11.40
Enterprise Fund Revenue	2,100,000.00	1,357,712.16	64.65	74.62	82.13	73.61	75.66
Enterprise Fund Expenditure	2,000,000.00	1,144,530.40	57.23	72.97	61.13	54.81	61.46
Internal Service Fund Revenue	4,200,000.00	2,843,455.62	67.70	76.99	73.85	72.82	72.74
Internal Service Fund Expenditures	4,200,000.00	2,913,013.12	69.36	83.96	80.01	75.22	71.68
Trust & Agency Fund Revenue	8,000,000.00	6,667,170.27	83.34	77.97	82.38	90.75	95.37
Trust & Agency Fund Expenditures	7,950,000.00	6,699,984.69	84.28	79.16	83.15	90.94	94.95
Grand Total Revenue	45,496,000.00	35,949,929.60	79.02	79.37	78.67	75.93	77.28
Grand Total Expenditures	46,177,000.00	28,170,647.27	61.01	64.20	63.81	65.33	65.97

D. Contract Revenue

There are seven contracts totaling \$21,009.36 in March 2017 being presented for Board approval. The Contract Revenue Report follows.

2016-2017 CONTRACTS

3/1/17 - 3/31-17

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>
03-2017-0120-F-23 Prosperity Southwest	Administrative and Fiscal Services	Amy Charles		\$ 2,708.33	No		X	
03-2017-0125-I-41 Bloomfield Healthcare	WI Food Managers Certification Training	Amy Charles	8	\$ 2,065.00	No		X	
03-2017-0126-T-41 Bemis North America (Boscobel)	Mechanical/Electrical Aptitude Test Development	Amy Charles		\$ 5,125.00	No		X	
03-2017-0139-I-21 Grant County Emergency Management	S-130/190 Intro Wildland Firefighting	Kris Wubben	22	\$ 3,252.70	No			X
	S-212 Wildland Fire Chain Saws	Kris Wubben	23	\$ 2,040.33	No			X
03-2017-0154-I-41 Premier Co-op (Lancaster)	MS Excel Beginning	Amy Charles	12	\$ 1,415.00	No	X		
	MS Excel Intermediate	Amy Charles	19	\$ 2,385.00	No	X		
03-2017-0157-I-41 Medical Associates - Platteville	BLS for Healthcare Provider - Recert	Kris Wubben	22	\$ 1,148.00	No			X
03-2017-0160-I-42 Argyle EMS	BLS for Healthcare Provider - Recert	Kris Wubben	17	\$ 870.00	No			X
TOTAL of all Contracts			123	\$ 21,009.36				
Exchange of Services			-	\$ -				
For Pay Service			123	\$ 21,009.36				

E. Personnel Items

Three employment recommendations, two internal transfers, and one resignation are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT April 18, 2017

Employment: NEW HIRES

Name	Jaime Klein
Title	Supervisory Management Instructor (Online)
Number of Applicants and Number Interviewed	170 applicants / 3 interviewed
Start Date	March 20, 2017
Salary/Wages	\$61,000
Classification	Full Time
Education and/or Experience	Doctorate of Philosophy, Organization & Management from Capella University; MBA & BS in Business Administration from Franklin University with 16 years of college level teaching experience including 4 years of online experience with Southwest Tech.

Name	Bentley Steilman
Title	Electromechanical Instructor-Contract Trainer
Number of Applicants and Number Interviewed	7 applicants / 3 interviewed
Start Date	April 10, 2017
Salary/Wages	\$62,000
Classification	Full Time
Education and/or Experience	Associate Degree in Electrical Engineering from Sri Lanka Institute of Technology and Electrician Journeyman Certificate from Chippewa Valley Tech College. Over 30 years of experience and 4 years of adjunct teaching experience.

Name	Christina Batchelder
Title	Paramedic Instructor
Number of Applicants and Number Interviewed	10 applicants / 3 interviewed
Start Date	May 1, 2017
Salary/Wages	\$60,000
Classification	Full Time
Education and/or Experience	Associate Degree from Gateway Technical College and BS in Business Administration from Cardinal Stritch University with 15 years combined experience as Paramedic and Paramedic Instructor.

PROMOTIONS / TRANSFERS

Sara Biese	CIM/HIT Instructor
Beth Cummins	Flexible Learning Coordinator

RETIREMENTS / RESIGNATIONS

Shannon Williams (Resigned 4/4/2017)	Academic Success Coach (LTE)
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F. 2017-18 Out-of-State Tuition Waivers

Annually, the College submits to the State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. The request is included below.

Southwest Wisconsin Technical College requests authority from the WTCS President to remit out-of-state tuition for 756 credits for needs and worthy students during the 2017-18 academic year. The district projects 1300 FTEs (net of Community Services) for the year.

G. ACCT Membership Renewal

The 2017-18 ACCT Membership renewal invoice in the amount of \$3,240 is available below.

Recommendation: Approve the Consent Agenda as presented.

DATE: April 1, 2017

TO: Member Chancellors/Presidents

FROM: Bakari G. Lee, Esq, Chair, ACCT Board of Directors
J. Noah Brown, ACCT President and CEO

SUBJECT: **2017-2018 ACCT MEMBERSHIP RENEWAL**

On behalf of the ACCT Board of Directors, we want to express our deep appreciation for the continuing support you and your board have given to the Association of Community College Trustees. ACCT is driven by the needs of our members, and we continue to work hard to be your reliable and primary national partner in the support of the critical work you do on behalf of your communities. We are committed to returning your investment with the best services we can provide to your board and institution, including our unparalleled community college advocacy, our one-of-a-kind Governance Institute for Student Success and board services, and trustee education programs tailored exclusively for community college leaders.

The enclosed 2015-2016 ACCT State of the Association report highlights what we have been able to accomplish in cooperation with and on behalf of your college during our last fiscal year. Your continued engagement with ACCT will ensure that you are the first to know about and benefit from ACCT's programs and services.

Please see the attached fiscal year 2018 Fee Schedule and Invoice for ACCT membership beginning July 1, 2017 through June 30, 2018. **We urge you to check your 2016 fall total headcount for credit (full and part time) and update the invoice accordingly.**

ACCT offers three convenient payment options to renew your membership: online, by phone, and by mail. Please refer to your invoice for details. If you need assistance or more information, please contact us at payments@acct.org.

The ACCT Board of Directors is committed to protecting your investment and guaranteeing transparency, openness, and responsiveness to you, our member boards and trustees.

We look forward to working with you in the years to come to ensure the long-term success of your college and community colleges across the nation. If you have any questions, updates, or need additional information, please do not hesitate to contact us at membershipupdates@acct.org.

Thank you for your support!

cc: Board Chair



Membership Renewal Invoice

P.O. Number
Invoice Number 50392
Invoice Date 4/1/2017

Customer #: 3635
Dr. Jason S Wood
Southwest Wisconsin Technical College
1800 Bronson Blvd
Fennimore, WI 53809-9778

Description	Unit Price	Amount
BOARD OF TRUSTEES ANNUAL DUES: JULY 1, 2017 - JUNE 30, 2018	\$3,240.00	\$3,240.00
2016 FALL DISTRICT TOTAL HEADCOUNT FULL & PART-TIME CREDIT _____		
ACCT FEDERAL TAX ID #52-6120210		

ACCT offers three convenient payment options:

- 1. Pay Online** by credit card at www.acct.org. Click on the "pay your invoice" on the right-side of the home page. Please note that currently our system only allows Professional Board Staff (PBS) members to pay membership dues online using their username and password. All other members will need to contact membershipupdates@acct.org to request your log-in credentials or call toll-free (866) 895-2228, ext. 134 or (202) 775-4452.
- 2. Pay by Phone:** Call toll-free (866) 895-2228, ext. 115 or (202) 499-5308 to make a credit card payment over the phone.
- 3. Pay by Mail:** Return a copy of your invoice with your payment by mail to ACCT, Dept. 6061, Washington, DC 20042-6061.

Invoice Total: \$3,240.00
Amount Paid: \$0.00
CURRENT DUES: \$3,240.00

For questions regarding your invoice, please email payments@acct.org or call toll free (866) 895-2228, ext. 123 or (202) 775-4460.

Other Items Requiring Board Action

A. Compensation Analysis Study

In Fall 2015, the College Council identified “compensation” as the single most important issue to employees. This issue had previously been documented in climate surveys and with other consultants. During the Board Retreat in February 2016, the Board of Directors began a process to develop a Compensation Philosophy to guide future decisions. With the passage of the 2016-17 budget, the Board endorsed earmarking \$500,000 for implementation of the salary study results after making difficult decisions related to prioritization of resources. In early Fall 2016 and following Board approval, the College began working with Fox Lawson consultants who completed their study in early Spring 2017.

During the March 2017 meeting, members of the Board received detailed information regarding the Compensation Equity and Market Study. The more than year-long process included a review of internal equity and a comparison of salary benchmarks in various local and national markets. A detailed cost analysis, including fringe assessments, will accompany the proposal at the Board meeting.

The Administration will present their recommendation and corresponding data at the Board meeting.

B. Lease for Darlington Outreach Site

Included below is a lease agreement with the City of Darlington, WI, for 627 Main Street, Darlington, WI. The College uses this space for an outreach site in Darlington. Caleb White will be available at the Board meeting for any questions.

Recommendation: Approve the one-year lease with the City of Darlington, WI, for an outreach site in Darlington, WI.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2016 by and between City of Darlington, Lessor, and Southwest Wisconsin Technical College, Lessee:

1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: ### square feet of floor space located at 627 Main Street, Darlington, WI, room #?
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2016, and ending June 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 \$1,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and 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 on and in the demised premises such interior

and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds. Lessor's consent consists of City approval for location, materials and installation method for the placement of both exterior and interior signs.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, and gas.
- (b) Lessee shall be responsible for telephone and WiFi/broadband service expenses.

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.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (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. No such improvements will be made without written approval by 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.

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 Mayor, City of Darlington, 627 Main Street, Darlington, WI 53530

(b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

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

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

10.1 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.

10.2 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.

- 10.3 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.
- 10.4 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.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 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.

11. MISCELLANEOUS PROVISIONS.

- 11.1 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.
- 11.2 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.
- 11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessor'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.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this ____ day of _____ 2017.

CITY OF DARLINGTON

BY:

David Breunig, Mayor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this _____ day of _____ 2017.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

Caleb White, Vice President for Administrative Services

Board Monitoring of College Effectiveness

A. Accreditation Update

An accreditation update will be provided by Jason Wood at the Board meeting.

B. FY2018 Budget Update

Caleb White will present an update on the FY2018 budget. Included below is the current General Fund overview.

Southwest Wisconsin Technical College
General Fund
2017-2018 Budgetary Development Status

	2015-16 <u>Actual</u>	2016-17 <u>Budget</u>	2017-18 <u>Budget</u>	<u>Change</u>	
REVENUES					
Local Government	4,745,952	4,775,000	4,950,000	175,000	
State Aids	10,750,750	10,844,000	10,543,000	(301,000)	
Program Fees	4,185,348	4,390,000	4,376,000	(14,000)	
Material Fees	339,803	333,000	335,000	2,000	
Other Student Fees	467,328	423,000	400,000	(23,000)	
Institutional	1,931,787	1,972,000	1,450,000	(522,000)	
Federal	1,404,653	651,000	758,000	107,000	
Total Revenues	<u>23,825,621</u>	<u>23,388,000</u>	<u>22,812,000</u>	<u>(576,000)</u>	-2.46%
EXPENDITURES					
Instruction	15,438,114	15,082,200	15,107,300	25,100	
Instructional Resources	349,695	299,000	285,300	(13,700)	
Student Services	1,751,756	1,900,000	1,813,500	(86,500)	
General Institutional	3,673,642	4,442,800	4,511,000	68,200	
Physical Plant	1,928,771	2,192,000	2,114,800	(77,200)	
Total Expenditures	<u>23,141,978</u>	<u>23,916,000</u>	<u>23,831,900</u>	<u>(84,100)</u>	-0.35%
Net Revenue (Expenditures)	683,643	(528,000)	(1,019,900)		
Operating Transfer In (Out)	<u>386,510</u>	<u>528,000</u>	<u>600,000</u>		
Change in Fund balance	1,070,153	-	(419,900)		
Beginning Fund Balance	<u>7,280,152</u>	<u>7,901,152</u>	<u>8,350,305</u>		
Ending Fund Balance	<u>8,350,305</u>	<u>7,901,152</u>	<u>7,930,405</u>		

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 Poteet	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	Emily Vogt	12/1/2016	MS \$44,821-\$75,554 Hired at \$57,000

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	Jamie Horsfall	11/14/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$66,000
16	Replacement Barb Kennedy	Basic Education Instructor - Full-time, Limited Term	Cynthia Rasmussen	10/3/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
17	New Position	Tech Hire Grant Case/Project Manager - Limited Term	Craig Woodhouse	10/15/2016	Grade 8, Salaried Professional \$44,817 - \$60,580
18	New Position	Academic Success Coach Part time/LTE/Grant Funded (Nursing)	Brooke Mitchell	1/9/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
19	New Position	Academic Success Coach Part time/LTE/Grant Funded	Marlene Klein	11/2/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
20	Replacement Murray Heitzer	Mathematics Instructor	Michael Madsen	1/9/2017	MS \$44,821-\$75,554 Hired at \$58,000
21	New Position	Paramedic Tech Instructor/Clinical Coordinator	Christine Batchelder	5/1/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$60,000
22	Replacement - Tammie Engelke	Administrative Assistant	Haylee Freymiller	12/5/2016	Grade 5 Support Staff \$17.40-22.42 Hired at \$17.75
23	Replacement - Jason Kolbe	Electromech Instructor/Contract Trainer	Bentley Steilman	4/10/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$62,000
24	Replacement - Judy Gosse	Network Administrator	Dave Friesen	11/28/2016	Grade 7 Support Staff \$23.38-\$36.20 Hired at \$29.00
25	Replacement - Lori Wiest	Financial Aid Assistant/Accounting Bursar	Jaren Knight	1/2/2016	Grade 4 Support Staff \$16.00-\$21.09 Hired at \$16.33

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
26	Replacement - Scott Swan	Academic Success Coach, Part-time/LTE/Grant Funded	Shannon Williams	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
27	Replacement - Edwin Edwards	Academic Success Coach, Part-time/LTE/Grant Funded	April Vaaseen	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
28	Replacement - Derek Kruempel	TAACCCT 4 Grant Coordinator- Full-time LTE/Grant Funded	Not filling	2/15/2017	Grade 8, Salaried Professional \$44,817 - \$60,580
29	Replacement - Richard Goss	Evening Custodian	Nate Parker	2/1/2017	Grade 1 Support Staff \$12.07-\$15.59 Hired at 13.50
30	Replacement - Dave Friesen	Technology Support Specialist	John Troxel	3/13/2017	Grade 7 Support Staff \$23.38-\$36.20 Hired at \$25.00
31	Replacement - Kurt Hampton	Maintenance Technician	Brandon Wallin	2/27/2017	Grade 5 Support Staff \$17.40-\$22.42 Hired at \$20.50

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
32	Replacement	Child Care Assistant	Offer pending	8/1/2017	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$12.07
33	New Position	Supervisory Management Instructor	Jaime Klein	3/20/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$61,000
33	Replacement - Heather Kramer	Midwife Clinical Site Coordinator	Offers pending	4/1/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554

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	04-04-16 Students	04-03-17 Students	Student Change	04-04-16 FTE	04-03-17 FTE	FTE Change
10-101-1	Accounting	31	40	9	18.57	28.90	10.33
10-106-6	Administrative Professional	14	9	(5)	11.50	7.90	(3.60)
10-006-2	Agri-Business/Science Technology (OLD)	69	36	(33)	62.80	34.23	(28.57)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		7	7		6.30	6.30
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		16	16		15.77	15.77
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		16	16		13.07	13.07
10-102-3	Business Management	88	88	-	61.80	61.47	(0.33)
10-530-5	Cancer Information Management	21	36	15	12.83	20.87	8.03
10-504-X	Criminal Justice - Law Enforcement (OLD)	54	52	(2)	48.53	46.70	(1.83)
10-316-1	Culinary Arts	22	12	(10)	17.50	9.70	(7.80)
10-317-1	Culinary Management	7	8	1	4.83	7.30	2.47
10-510-6	Direct Entry Midwife	52	60	8	23.43	22.40	(1.03)
10-307-1	Early Childhood Education	40	36	(4)	29.07	29.00	(0.07)
10-620-1	Electromechanical Technology	39	39	-	31.97	35.23	3.27
10-325-1	Golf Course Management	21	14	(7)	20.27	14.10	(6.17)
10-201-2	Graphic And Web Design	36	41	5	30.90	35.40	4.50
10-530-1	Health Information Technology	46	47	1	23.67	28.60	4.93
10-520-3	Human Services Associate	58	55	(3)	43.87	39.13	(4.73)
10-825-1	Individualized Technical Studies	5	9	4	3.73	8.13	4.40
10-620-3	Instrumentation and Controls Technology (NEW)		2	2		0.43	0.43
10-150-1	IT-Network Communications Specialist	41	39	(2)	33.73	33.50	(0.23)
10-513-1	Medical Laboratory Technician	18	19	1	15.87	12.83	(3.03)
10-543-1	Nursing - Associate Degree	214	223	9	107.30	121.73	14.43
10-531-1	Paramedic Technician (NEW)		3	3		0.57	0.57
10-524-1	Physical Therapist Assistant	42	45	3	30.00	32.23	2.23
10-196-1	Supervisory Management	25	32	7	13.67	16.03	2.37
10-182-1	Supply Chain Management	13	31	18	7.20	13.00	5.80
10-499-5	Technical Studies-Journey Worker	1	1	-	0.50	0.20	(0.30)
	Total Associate Degree	957	1,016	59	653.53	694.73	41.20
31-101-1	Accounting Assistant	6	3	(3)	5.30	1.97	(3.33)
30-531-6	Advanced EMT	6	8	2	0.80	1.07	0.27
32-070-1	Agricultural Power & Equipment Technician	43	34	(9)	40.43	35.87	(4.57)

		2015-2016 and 2016-2017 FTE Comparison					
Program Code	Program Title	04-04-16 Students	04-03-17 Students	Student Change	04-04-16 FTE	04-03-17 FTE	FTE Change
31-405-1	Auto Collision Repair & Refinishing Technician	19	17	(2)	14.57	13.77	(0.80)
32-404-2	Automotive Technician	36	35	(1)	33.10	27.70	(5.40)
31-408-1	Bricklaying & Masonry-PDC Correctional		1	1		0.57	0.57
31-475-1	Building Trades - Carpentry	10	14	4	8.70	12.87	4.17
31-307-1	Child Care Services (ETD)	21	12	(9)	16.60	8.60	(8.00)
30-420-2	CNC Setup/Operation (ETD)	4	2	(2)	2.13	0.70	(1.43)
31-502-1	Cosmetology	41	23	(18)	33.97	14.70	(19.27)
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	18	17	(1)	9.60	7.10	(2.50)
31-317-1	Culinary Specialist (ETD)	8	4	(4)	5.60	3.50	(2.10)
31-091-1	Dairy Herd Management	20	19	(1)	20.30	19.53	(0.77)
30-508-2	Dental Assistant - Short Term	13	17	4	7.30	9.57	2.27
30-812-1	Driver and Safety Education Certification (NEW)		9	9		2.30	2.30
31-413-2	Electrical Power Distribution	24	24	-	23.23	22.80	(0.43)
50-413-2	Electricity (Construction) Apprentice	22	24	2	3.23	3.50	0.27
30-531-3	Emergency Medical Technician	18	58	40	4.10	15.33	11.23
32-080-3	Farm Operations & Management - Dairy (NEW)		1	1		0.43	0.43
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)		1	1		0.40	0.40
32-080-6	Farm Operations & Management - Livestock (NEW)		1	1		0.33	0.33
50-413-1	Industrial Electrician Apprentice	12	11	(1)	2.07	1.60	(0.47)
31-620-1	Industrial Mechanic (ETD)	9	7	(2)	8.20	5.17	(3.03)
31-154-6	IT-Computer Support Technician	18	21	3	14.20	14.47	0.27
31-513-1	Laboratory Science Technician	5	5	-	3.63	3.27	(0.37)
31-509-1	Medical Assistant	41	35	(6)	32.30	28.90	(3.40)
31-530-2	Medical Coding Specialist (ETD) (NEW)	46	48	2	16.20	22.93	6.73
30-543-1	Nursing Assistant	203	223	20	26.00	27.00	1.00
31-106-8	Office Support Specialist	7	6	(1)	6.57	5.73	(0.83)
50-427-5	Plumbing Apprentice	21	22	1	3.57	3.06	(0.51)
31-420-7	Precision Machining Technology (NEW)		1	1		1.03	1.03
31-504-5	Security Operations (ETD) (NEW)			-			-
31-182-1	Supply Chain Assistant (ETD)	1	1	-	0.50	0.43	(0.07)
31-442-1	Welding	60	72	12	47.03	53.40	6.37
	Total Technical Diploma	732	776	44	389.23	369.59	(19.64)

		2015-2016 and 2016-2017 FTE Comparison					
Program Code	Program Title	04-04-16 Students	04-03-17 Students	Student Change	04-04-16 FTE	04-03-17 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	12	16	4	4.00	6.83	2.83
20-800-2	Liberal Arts - Associate of Science	10	15	5	2.13	5.57	3.43
	Undeclared Majors *	934	307	(627)	128.34	44.20	(84.14)
	Total	2,645	2,130	(515)	1,177.24	1,120.92	(56.32)
	Percent of Change						-4.78%
	Vocational Adult (Aid Codes 42-47)	4,309	3,500	(809)	79.49	66.83	(12.66)
	Community Services (Aid Code 60)	78	60	(18)	0.25	0.30	0.06
	Basic Skills (Aid Codes 73,74,75,76)	353	364	11	33.13	35.23	2.10
	Basic Skills (Aid Codes 77 & 78)	1,402	831	(571)	70.63	51.40	(19.23)
	Grand Total	8,787	6,885	(1,902)	1,360.74	1,274.68	(86.05)
	Total Percent of Change						-6.32%
	(ETD= Embedded Technical Diploma)						

Program Application Comparison 2017/18 vs. 2016/17

PROGRAM	CAP	04/10/17			04/11/16			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			24	24	9	24	33	-9
Accounting Assistant			3	3	2	1	3	0
Administrative Professional			3	3	2	5	7	-4
Agribusiness Science & Technology	36				11	7	18	-18
Agribusiness Science & Technology - Agbus Mgmt	20		9	9	1	4	5	4
Agribusiness Science & Technology - Agronomy	20		9	9	0	5	5	4
Agribusiness Science & Technology - Animal Science	20		17	17	1	10	11	6
Agricultural Power & Equipment Technician	22		31	31	8	30	38	-7
Auto Collision Repair & Refinish Technician	22		7	7	5	7	12	-5
Automotive Technician	22		28	28	11	14	25	3
Building Trades-Carpentry	20		13	13	1	13	14	-1
Business Management			30	30	13	18	31	-1
Cancer Information Management	30		37	37	7	6	13	24
Child Care Services	13		6	6	3	10	13	-7
CNC Setup/Operation	5		1	1	0	1	1	0
Cosmetology	24		21	21	14	8	22	-1
Criminal Justice Studies	70		66	66	13	30	43	23
Culinary Arts			18	18	1	9	10	8
Culinary Management			2	2	0	2	2	0
Culinary Specialist			0	0	1	1	2	-2
Dairy Herd Management	24				4	19	23	-23
Dental Assistant	18		28	28	6	24	30	-2
Early Childhood Education	28		23	23	6	17	23	0
Electrical Power Distribution	24		79	79	15	32	47	32
Electro-Mechanical Technology	24		16	16	9	19	28	-12
Farm Operations & Management - Ag Mechanics	20		7	7				7
Farm Operations & Management - Crops Operations	20		1	1				1
Farm Operations & Management - Crops	20		1	1				1
Farm Operations & Management - Dairy	20		7	7				7
Farm Operations & Management - Dairy Technician	20		4	4				4
Farm Operations & Management - Farm Ag Maintenance	20		1	1				1
Farm Operations & Management - Livestock	20		2	2				2
Farm Operations & Management - Livestock Tech	20		2	2				2
Golf Course Management			8	8	4	6	10	-2
Graphic and Web Design	25		23	23	10	19	29	-6
Health Information Technology	22		33	33	7	30	37	-4
Human Services Associate	31		23	23	4	19	23	0
Industrial Mechanic	6		3	3	0	1	1	2
Instrumentation and Controls Technology	6		1	1	1	1	2	-1
IT-Computer Support Technician			9	9	3	5	8	1
IT-Network Specialist			14	14	7	12	19	-5
Laboratory Science Technician	15		3	3	0	2	2	1

PROGRAM	CAP	04/10/17			04/11/16			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Liberal Arts - Associate of Arts		10	3	13	7	2	9	4
Liberal Arts - Associate of Science		18	3	21	13	4	17	4
Medical Assistant	32		45	45	16	30	46	-1
Medical Coding Specialist	23		60	60	17	39	56	4
Medical Laboratory Technician	16	7	5	12	11	1	12	0
Nursing-Associate Degree	54	126	63	189	128	58	186	3
Nursing-Associate Degree-Part-time	28	2	22	24	1	19	20	4
Office Support Specialist			0	0	2	3	5	-5
Paramedic Technician			7	7	0	0	0	7
Physical Therapist Assistant	18	24	21	45	36	11	47	-2
Precision Machining Technology	15		9	9	1	3	4	5
Security Operations			2	2				2
Supervisory Management			4	4	6	3	9	-5
Supply Chain Assistant			0	0	1	1	2	-2
Supply Chain Management			8	8	3	3	6	2
Undecided		27	0	27	36	0	36	-9
Welding	40		49	49	19	23	42	7
TOTAL		43049	914	1128	42947	611	1087	41
SPRING 17/18 PROGRAMS	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Direct Entry Midwife	32	17	14	31	36	19	55	-24
Welding	20	0	1	1	0	0	0	1
TOTAL		17	15	32	36	19	55	-23

B. Chairperson's Report

C. College President's Report

1. Higher Learning Commission Annual Conference
2. Platteville Economic Development
3. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Bid: Bookstore Air Handling Unit Replacement
2. Bid: Bookstore Roof Replacement
3. Bid: Karen R. Knox Learning Center Patio Project
4. Accreditation Update
5. Foundation Report
6. Institutional Effectiveness Update

B. Time and Place

Thursday, May 25, 2017, at 7:00 p.m.; Location to be Determined

Adjournment