



Southwest Wisconsin Technical College

District Board Meeting

Board Retreat and Regular Meeting

October 18, 2018

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, October 18, 2018

12:00 – 5:00 p.m. – Light Lunch/Board Retreat

5:15 p.m. – Dinner

6:00 p.m. – Regular Board Meeting
Southwest Tech Campus

12:30 – 5:00 p.m. – Board Retreat

Southwest Tech Campus

Room 492-493

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The October 18, 2018, Board Retreat/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

BOARD RETREAT

A. Review of Board ENDS

The Board will review the mission, vision, purposes, values, and College health indicators. The Board ENDS are included in the electronic Board packet.

B. Governance Policies

The Board will review the Governance Policies to determine revisions needed and prioritization of those revisions. There are new legal policies being discussed at the state level that will need to be included in the Governance Policies. The Governance Policy Manual is included in the electronic Board packet.

C. Strategic Directions - Raising the Bar

The Board will update the Strategic Directions and establish priorities. The new Strategic Directions will influence the investments and activities of the college. College employees will determine how to meet the goals the Board establishes.

D. President's Goals and Succession Planning

The Board will prioritize goals for the president during the 2018-19 academic year. Goals will be aligned with strategic and operational priorities and organized into two categories: process and outcomes. Input into the selection of goals has occurred through the evaluation of the president and through formal discussions with the Executive Team.

E. Teambuilding Dialogue

The Board will spend time discussing ways to strengthen our team. Each Board member will identify a topic of interest and present their perspective for consideration by the entire group.

5:15 p.m. – Dinner

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

6:00 p.m. – Regular Board Meeting Southwest Tech Campus Rooms 492-493

OPEN MEETING

A. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

The October 18, 2018, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of September 27, 2018

Minutes of the September 27, 2018, regular Board meeting are included with the 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 13 contracts totaling \$36,933.98 in September 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation and one retirement are being presented for approval in the Personnel Report.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Fund & Account Transfers (2017-18 Budget Modifications)

Information on the budget modifications is available electronically with all other Board material. The information will be presented to the Board.

Recommendation: Approve the 2017-18 budget modifications as presented.

B. Resolution for Adoption of 2018 Tax Levy

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2018 in the amount \$5,171,722 for operational expenses, \$5,345,000 for debt retirement for a total tax levy of \$10,516,722. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2018.

C. Wisconsin Code of Ethics Resolution

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

Recommendation: Approve the Code of Ethics Resolution as presented.

D. WTCS Employee Benefits Consortium

A presentation is included electronically providing an update on the Wisconsin Technical College Employee Benefits Consortium (WTCEBC) and detailing other employee benefit initiatives. Amy Campbell, Caleb White and Krista Weber will present the information to the Board.

Recommendation: Approve, as presented, enhancements to the College dental plan.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Board Report

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY19 First Quarter report is available with the electronic Board material.

B. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2018 >\$50,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

C. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2018-19 Comparison FTE Report is available with the electronic Board material.

B. Chairperson's Report

C. College President's Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit
2. 2019-20 Budget Process
3. Request for Proposal: Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Services
4. Board Monitoring Report – Student Access

B. Time and Place

Thursday, November 15, 2018, at 7:00 p.m. in Rooms 492-493, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

1. Discussing property acquisition per 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session.
2. Approval of Closed Session Minutes of September 27, 2018.

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The September 27, 2018, 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

Board Retreat

A. Review of Board ENDS

The Board will review the mission, vision, purposes, values, and College health indicators. The Board ENDS are included in the Governance Policies.

B. Governance Policies

The Board will review the Governance Policies to determine revisions needed and prioritization of those revisions. There are new legal policies being discussed at the state level that will need to be included in the Governance Policies. The Governance Policy Manual is included below.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

• DISTRICT BOARD •

GOVERNANCE POLICY

• MANUAL •



1800 BRONSON BOULEVARD
FENNIMORE, WISCONSIN 53809

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1.1 - GOVERNANCE COMMITMENT

The Board of Trustees will govern Southwest Wisconsin Technical College in accordance with the Constitution and laws of the State of Wisconsin. The Board will always act in the best interest of the College and the community as a whole. Educational programs and other services of the College shall be of high quality consistent with the needs of the community. The Board is committed to excellence and to the values which define the College's operational atmosphere by assuring that it

1. Achieves results for its constituencies at an appropriate cost
2. Avoids unacceptable activities, conditions, and decisions
3. Self-monitors its processes and performances

In fulfillment of this charge, the Board is committed to rigorous, continual improvements of its capability to define values and vision.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised:

1.2 - GOVERNING PHILOSOPHY

The Board embraces a view toward governance that is democratic, strategic, future-oriented, proactive, positive, and deliberative. The Board takes a long-term view in its decision making. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making, and empowers the President with clear direction.

The Board will:

1. Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy. The Board will use the expertise of individual members to enhance the ability of the Board as a body.
2. Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
4. Seek input from various sources including staff, students, alumni, employers, and other community members on Board policies on Ends.
5. Make decisions, to the extent possible, on a consensus basis.
6. Annually review the Board's activities and discipline relative to Governance Process and Board/Staff Relationship policies.
7. At the Board's annual organizational meeting in July, review and authorize a Signatory Authority Policy to define who in the organization has the authority to sign for the College.
8. Act as a Board of the whole refraining from small group or individual discussion of Board business, whether in person or through communication devices.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised: 1/16/03, 6/21/07, 2/28/13

1.3 - BOARD RESPONSIBILITY

The Board of Trustees functions as a collective body to promote a positive image for the College while representing the community in determining and assuring appropriate organizational performance. Board responsibilities are distinguished from staff responsibilities by the following:

1. Serving as the official governance link between the College and the community.
2. Employing and supervising the College President.
3. Selecting and retaining the services of District legal counsel and financial auditor.
4. Enacting written governing policies which address:
 - a. ENDS: College services, impacts, benefits, outcomes, recipients, and their relative worth. Ends include College vision, mission, purposes, and strategic directions.
 - b. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. GOVERNANCE PROCESS: Specification of how the Board conceives, carries out, and monitors its own tasks.
 - d. BOARD-STAFF RELATIONSHIP: How authority and accountability is delegated to the President and its proper use monitored.
5. Monitoring College performance and effectiveness, and evaluating the President's performance (against Board policies on Ends, Executive Limitations, and Presidential Responsibilities).

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07
Revised: 10/24/02

1.4 - BOARD POLICY CREATION AND REVIEW

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be incorporated into a single, unified, and comprehensive compilation of all Board policy statements. These policy statements will comply with provisions of Wisconsin Statutes.

1. When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
2. The Board may approve new policies or revise existing policies by introduction at one meeting and adoption at a subsequent meeting by action of a majority vote of the entire Board.
3. It is intended that Board policies be living documents. All Ends policies shall be reviewed annually to ensure that they continue to be pertinent.
4. All other policies shall be reviewed whenever their use indicates the need.

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07
Revised:

1.5 - BOARD MEMBER'S ROLE

The Board of Trustees functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

1. Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
2. Understanding and supporting the Board governance concept and Board policies.
3. Being knowledgeable concerning the College Means for accomplishing its Ends such as organization, facilities, instructional programs, budget, and key processes.
4. Being responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
5. Accepting the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to students of the College.
6. Engaging in Board- and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
7. Attending College events.
8. Representing the College to the community.
9. Representing the community to the College.
10. Being active in legislative advocacy.

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07
Revised:

1.6 - BOARD OFFICERS

The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office "upon adjournment" of the organizational meeting.
2. No person may serve as Chairperson for more than two (2) successive annual terms.
3. If a vacancy occurs in any of the Board officer positions after the annual organizational meeting, the Board shall elect an officer to fill the vacancy at a subsequent Board meeting.
4. In the case of a temporary absence of a Board officer, the ranking officer available may appoint another Board member to fulfill the duties of the absent officer.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised: 9/25/08, 12/18/09

1.7 - CHAIRPERSON'S ROLE

The Chairperson is elected by the Board. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

1. The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
 - a. The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
 - b. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
 - c. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - d. The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
 - e. The Chairperson will counsel with members who are not attending meetings on a regular basis.
2. The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of Chairperson.
3. The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.
4. The Chairperson is responsible for the professional relationship between the Board and President and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
5. The Chairperson shall inform the President of any temporary absence or lack of availability to perform the duties of the Chairperson.

6. The Chairperson shall ensure that Board members are informed of current and pending Board issues and processes.
7. The Chairperson shall appoint members to all other internal and external committees as needed and will distribute Board assignments among all members.
8. The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:
 - a. The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
 - b. The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised: 2/28/13

1.8 - VICE CHAIRPERSON'S ROLE

The Vice Chairperson is elected by the Board.

1. The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
2. The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

1.9 - SECRETARY'S ROLE

The Secretary is elected by the Board.

1. The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.
2. The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board.
3. The Secretary shall make a record of and ensure that minutes are taken of all meetings of the Board.
4. Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
5. On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.
6. Annually by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.
7. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the Board meeting to order and shall serve as Chairperson.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised: 2/28/13

1.10 - TREASURER'S ROLE

The Treasurer is elected by the Board.

1. The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board.
2. By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature.
3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.
4. In the absence of the Chairperson, the Vice Chairperson and the Secretary, the Treasurer shall call the Board meeting to order and shall serve as Chairperson.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

1.11 - BOARD COMMITTEES

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose. Accordingly:

1. The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge as well as a timeline for the completion of the committee's work.
2. The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
3. It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
4. Ad hoc committees do not exercise control or authority over the President or the staff.
5. Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority by the Board for specific and time-limited purposes.

Adopted: 1/24/02
Reviewed: 11/21/02, 9/27/07
Revised:

1.12 - BOARD PLANNING AND AGENDA

The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.

1. The College Vision, Mission, Purposes, Values (Governance Commitment), and Strategic Directions will be reviewed annually.
2. Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.
3. The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administering the Oath of Office to newly elected Board Members and for the election of Board Officers.

Adopted: 1/24/02
Reviewed: 11/21/02, 9/27/07
Revised:

1.13 - BOARD MEMBERS' CODE OF CONDUCT

The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members. Board members are specifically classified as "public officials" under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, are subject to the Wisconsin Code of Ethics for Public Officials and Employees.

1. Board members must maintain unconflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of College services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
 - b. Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends, or associates.
 - c. When a Board member's spouse is employed by the College, the Board member is prohibited from participating in any way on matters in which his/her spouse may have a financial interest or personal benefit and is also prohibited from taking any role in matters related directly to his/her spouse's employment, such as disciplinary matters and negotiations of future employment contracts for him/her.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above in Board policies.
 - b. Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.

- c. Board members will express no judgments of the President or staff's performance except as that performance is assessed in accordance with explicit Board policies.
- 4. Board members will participate in educational activities, including state, regional, and national meetings, to enhance their ability to serve effectively as members of the College's governing Board.
- 5. Board members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances.
- 6. Board members will not violate confidentiality including discussions which occur at legally held closed meetings of the Board.
- 7. Board members will not present an item for action or discussion at a Board meeting which is not on the agenda.

Adopted: 1/24/02
Reviewed: 12/19/02, 9/27/07
Revised:

1.14 - COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

The Board will delegate to the President the responsibility to prepare the annual budget, budget reports, and detailed schedules as required by state statute and applicable rules.

The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Vision, Mission, Purposes, Values, financial assumptions (local, state, and federal funds) and other plans and related materials (e.g., strategic plan, capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the budget process calendar which includes the timetables for completion of the budget process in November.
4. The Board will review the President's proposed direction statements and establish budget assumptions and parameters in February.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the three-year facilities plan.
6. The Board will review the President's final proposed College budget during the month of May.
7. Public hearings on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

Adopted: 1/24/02
Reviewed: 12/19/02, 9/27/07
Revised: 11/29/07, 2/28/13

2.1 - PRESIDENT'S RESPONSIBILITIES

The President is the chief executive officer of the College. The President is the Board's single official link with the College as an organization. The President is accountable to the Board acting as a collective body. The Board will instruct the President through written policies delegating implementation to the President.

The President's responsibilities are:

1. Accomplishment of the Board's policies on Ends.
2. College operation within the boundaries established in Board policies on Executive Limitations.
3. Accomplishment of the responsibilities set forth in the President's position description.
4. Accomplishment of annual goals and objectives established by the Board in consultation with the President.

The President has five major functions:

1. Provide leadership and direction so that the organization has a continuous and effective effort to accomplish the Board policies on Ends.
2. Provide leadership and direction so that College operation is within the boundaries established in Board policies on Executive Limitations.
3. Accomplish the responsibilities set forth in the President's position description.
4. Accomplish annual goals and objectives established by the Board in consultation with the President.
5. Represent the College to the general public and all its diverse constituencies.

The Board as collective body will assess presidential performance in meeting the above responsibilities through a formal review each June. The President's performance will be considered synonymous with the organizational performance of the College as a whole.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07
Revised:

2.2 - DELEGATION TO THE PRESIDENT

The Board appoints the President as chief executive officer of the College and directs the President to achieve certain results through the establishment of Ends policies (including goals and objectives).

1. The Board will limit the latitude the President may exercise in practices, methods, conduct, and other "means" through establishment of Executive Limitations policies.
2. The president is authorized to establish and implement administrative policies and procedures.
3. The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies.
4. The Board may change its Ends and Executive Limitations policies. However, as long as a policy is in effect, the Board will respect and support the President's decisions.
5. The President is obligated to follow decisions made by the Board as a collective body.
6. Requests or instructions from individual Board members are not binding on the President except when the Board has specifically authorized such exercise of authority.
7. The President shall seek direction from the Board Chairperson on requests from individual Board members that in the President's judgment may require a material amount of staff time, funds, or that are potentially disruptive.
8. The President shall request a waiver of a Board policy if the President believes a waiver is in the best interest of the College.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07
Revised: 11/29/07

2.3 - MONITORING COLLEGE EFFECTIVENESS

The Board shall monitor College effectiveness in meeting Board policies. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

College effectiveness may be monitored in one or more of three ways:

1. INTERNAL REPORTS – Disclosure of compliance information to the Board from the President. Internal reports follow a yearly established Monitoring Plan and include but are not limited to:
 - a. College Goals
 - b. Programs
 - c. Major Programmatic and/or Capital Initiatives
 - d. Fiduciary Responsibility
 - e. Board Special Requests
 - f. Executive Limitations
2. EXTERNAL REPORTS – Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include but are not limited to:
 - a. Financial Audit/Management Reports
 - b. Licensing Examination Results
 - c. Accreditation Reports
 - d. WTCS Reports on College Comparables
3. DIRECT BOARD INSPECTION – Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.

As a result of the Board's monitoring, the Board shall review policies and make any adjustments necessary to improve College effectiveness with monitoring charts to be developed.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07
Revised:

2.4 - PRESIDENT'S PERFORMANCE REVIEW

Monitoring the President's performance is synonymous with monitoring organizational performance against Board policies on Ends and on Executive Limitations. The Board will evaluate performance in a manner as to have systematic assurance of policy compliance, including accomplishments of Ends. Performance review for the President will occur at a minimum of once a year.

An annual evaluation will occur according to the following timetable:

1. Prior to the May Board meeting, the President will provide a written summary related to the performance review since the previous July. At the May Board meeting, the President will provide an oral summary of the report and answer questions.
2. The Board will discuss the report and the job performance of the President.
3. The Board Chairperson will draft a narrative performance report based upon the Board's discussion at the May meeting. The Board's final written performance report will be shared with the President prior to June 30.
4. The Board will provide direction to the President for the following year's initiatives and take appropriate action for contract renewal at the June Board meeting.
5. The Board will take action on the President's compensation annually.

Adopted: 1/24/02
Reviewed: 1/16/03, 10/25/07

**2.5 - EMPLOYEE COMPLAINT AND APPEAL POLICY FOR DISCIPLINARY
DEMOTION, SUSPENSION WITHOUT PAY, DISCIPLINARY
TERMINATION AND WORKPLACE SAFETY ISSUES – Pursuant to Wis.
Stats. Sec. 66.0509**

Purpose

The purpose of this document is to establish an administrative complaint and appeal procedure with respect to discipline and workplace safety consistent with Sec. 66.0509 (1m) of the Wisconsin Statutes. This document applies when an employee ("complainant" as defined below) believes that he or she has been subjected to unfair or illegal discipline and/or unsafe working conditions (as defined below) provided the alleged wrongful behavior had a significant connection to employment of complainant and the activities of the College.

To the extent that the provisions of Sec. 118.22, Wis. Stats. are applicable, those statutory procedures shall be followed as required by law.

Definition

"Discipline" for the purposes of this procedure is defined as disciplinary demotion, suspension without pay, or disciplinary termination.

"Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, and training.

"Complainant" is defined as any College employee, not to include student employees, on the payroll of Southwest Wisconsin Technical College who has a personal complaint as defined in this procedure.

"Complaint" is defined as any written allegation of impropriety regarding discipline or workplace safety as defined in this procedure. The written signed complaint shall include a clear and concise statement of the facts upon which the complaint is based, the specific policies alleged to have been violated, if any, and the relief sought. If mutually agreed upon by both parties, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any time.

"Days" are defined as Monday through Friday when the College is open for business. Weekends, holidays, and days when the College is closed are excluded.

Procedure

Step 1

If an issue related to employee terminations, employee discipline, or workplace safety as defined in this procedure has not been resolved informally with the complainant's immediate supervisor, the complainant has the right to present a formal written

complaint to the immediate supervisor within ten (10) days after the facts upon which the complaint is based first occurred. The supervisor will meet with the complainant within seven (7) days and provide his or her written response within ten (10) days of the meeting.

Step 2

The complainant may, within seven (7) days after receipt of the written response of the immediate supervisor, request a review of the decision of his or her supervisor in writing to his or her Vice President or designee.

A. Review of Complaint.

The Vice President or designee, within ten (10) days of receipt of the request for review, shall review the complaint to determine whether the complaint is valid and notify the complainant. Validity is not a determination of whether or not the actions that gave rise to the complaint occurred, but whether or not the action underlying the complaint is within the scope of the complaint procedure. The Vice President or designee shall establish validity upon determining all of the following:

- That the complaint involves discipline or workplace safety as defined in this procedure.
- That the alleged conduct occurred on College-owned, College-leased, or College-controlled property or had a significant connection to the employment of the individual complainant and activities of the College.
- That the complainant is a College employee as defined in this procedure.
- That the complainant was the party harmed by the activity or action set forth in the complaint.

If the Vice President or designee concludes that the complaint lacks validity, he or she shall dismiss the complaint.

B. In-Person Meeting regarding merits.

If the Vice President or designee concludes the complaint is valid, he or she shall meet with the complainant within seven (7) days of receipt of the request for review to evaluate the merits. The Vice President or designee shall provide a written decision on the merits of the complaint within seven (7) days after the meeting.

The written complaint may not be amended following this decision; however, the remedy requested may be modified at any time without prejudice to the complainant's position in the appeal.

Step 3

The complainant may submit a written request for a hearing on the Vice President or designee's decision with regard to merit within seven (7) days of the written response from the Vice President or designee. The written request for hearing shall state the specific basis for disagreement and shall be submitted to the Director of Human Resources. Upon receipt of the request, the College shall retain the services of an Impartial Hearing Officer (IHO) and a hearing shall be scheduled within thirty (30) days after receipt of the request for hearing.

A record of the hearing shall be made. The complainant shall have the burden of proof that the complaint is meritorious, which must be shown by evidence that is clear, satisfactory, and convincing. In his or her written decision, the IHO shall make relevant findings of fact, shall decide for or against the complainant, and state his or her reasons. The decision of the IHO shall be limited to the issues raised in the request for hearing. The IHO shall have no authority to add to, modify, or delete from the policies of the College. If the IHO rules in favor of the complainant, the IHO will determine the appropriate remedy. The IHO's decision will be provided in writing to the parties within thirty (30) days of the hearing.

Step 4

Either party may, within seven (7) days after receipt of the written decision of the IHO, appeal the decision of the IHO to the Southwest Wisconsin Technical College Board of Trustees by filing a written appeal specifically stating the basis for contesting the findings and/or decision of the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President/Board. Upon receipt of a request for an appeal, the College will provide a record of the IHO hearing for use by the Board. Upon receiving the record, the Board shall schedule the appeal within thirty (30) days. The deliberations will be conducted according to procedures established by the Board. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.

The Board shall issue its written decision within fifteen (15) days following the conclusion of the Board's deliberations. The decision shall be by simple majority vote and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.

Timeline Requirements

If the College fails to give a written answer at Steps 1 or 2 within the designated timeframe, the complainant may immediately proceed to the next step. Failure by complainant to meet applicable deadlines may be the basis for dismissal of any complaint. If it is impossible to comply with the time limits specified because of extenuating circumstances, these time limits may be extended by mutual consent in writing by the complainant and the President or designee of the College.

Representation

Either party may utilize a designated representative at their own expense.

Confidentiality

All participants in all proceedings under this procedure shall observe confidentiality to the extent reasonably possible.

Southwest Wisconsin Technical College Complaint And Appeal Procedures for the District Board

Per the Southwest Wisconsin Technical College Employee Complaint and Appeal Procedure for Discipline and Workplace Safety Issues Pursuant to Wis. Stats. Sec. 66.0509, either party may, within seven (7) days after receipt of the written decision of the Impartial Hearing Officer (IHO), appeal the decision of the IHO to the Southwest Wisconsin Technical College District Board by filing a written appeal specifically stating the basis for contesting the findings and/or decision of the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President/Board. This appeal procedure relates only to a complaint submitted under the above Board Policy. Neither party in the appeal may engage in communication with any Board member(s) on any substantive issues. Board members must not discuss the complaint with any person prior to the meeting.

The Board may designate a person to handle all procedural issues and communications associated with this appeal. The procedures below may be modified at the option of the Board, so long as they are consistent with the above policy.

Procedures

1. Upon receipt of a written request for an appeal of the decision of the IHO to the Board, the College will provide a record of the IHO hearing for use by the Board. Copies of all documents and the record from the proceedings before the IHO will be made available to the Board members at least ten (10) days prior to the meeting.
2. Upon receipt of the record, the Board Chair shall schedule the appeal within thirty (30) days. Board deliberations on the appeal will be conducted in closed session. Only Board members and the Board's legal counsel shall be present.
3. The Board must consider only evidence submitted during the hearing before the IHO.
4. At its sole discretion, the Board may request clarification of the IHO record in writing from either party, prior to the scheduled deliberations.
5. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.
6. The decision shall be by simple majority vote of the Board and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.
7. The Board shall issue a written decision within fifteen (15) days following the conclusion of the Board's deliberations.

Adopted: 2/28/13
Reviewed:
Revised:

2.6 – ACTING PRESIDENT

On occasion, the President of the College on account of official business, vacation, illness, or other unavoidable cause, will be absent from campus. During such absences, it is essential that provision be made so that official business may proceed.

Therefore, in the temporary absence of the President, the order of succession for President of the College will be as follows:

1. Vice President for Administrative Services
2. To be determined
3. To be determined

In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. In the event that one of the above-named positions is vacated, the order of the positions will be examined by the Board when the vacancy occurs.

The President's Office will notify the Leadership Team when an Acting president is named and forward that notification to the Board.

The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees:

- A. Authorizes the President to:
 - a. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
 - b. Assess and evaluate the performance of the Acting President.
 - c. Provide compensation for services rendered as Acting President.
 - d. Support the pursuit of a doctorate degree by the Vice President for Administrative Services and, if necessary, other identified positions through an investment of time and resources.
- B. Determines the process to select a second Acting President during the October 2018 Board Retreat.

Adopted: 7/9/18
Reviewed:
Revised:

POSITION DESCRIPTION

JOB TITLE: Acting College President

REPORTS TO: College President

SUMMARY: Under the authority delegated by the President, the Acting College President serves in the place of the President when he is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, American Association of Community Colleges, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversight ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.
- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.

- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

EDUCATION AND QUALIFICATIONS:

- Pursue an Ed.D. or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.

3.1 - GENERAL EXECUTIVE CONSTRAINT

The President is specifically classified as a “public official” under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, is subject to the Wisconsin Code of Ethics for Public Officials and Employees. The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.
4. Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College.
7. Manage the College without adequate administrative policies.
8. Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
9. Enter into any lease, purchase, sale of any land or lease, purchase, sale or construction of facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 10/28/10

3.2 - HUMAN RELATIONSHIPS

Treatment of and interaction with students, staff, and persons from the community shall not be inhumane, unfair, or undignified and will not be in violation of the Wisconsin Code of Ethics for Public Officials and Employees.

Accordingly, the President may not:

1. Operate without policies and/or procedures which set forth staff and student rules.
2. Fail to provide for effective handling of grievances.
3. Fail to insure due process.
4. Fail to protect against wrongful actions against or by staff or students.
5. Fail to comply with all state and federal laws, rules and regulations pertaining to employees and students including those pertaining to discrimination, equal opportunity, sexual harassment, and rights of privacy.
6. Prevent students and staff from using established grievance procedures.
7. Fail to acquaint students and staff with their rights and responsibilities.
8. Fail to maintain confidentiality where appropriate.
9. Fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules or regulations or of Board policies.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 10/28/10

3.3 - COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

1. Change his or her own compensation and benefits.
2. Provide for or change the compensation and benefits of other employees except in accordance with policies of the Board.
3. Promise or imply permanent or guaranteed employment.
4. Employ persons not properly certified/certifiable for the position.
5. Grant fringe benefits not approved by the Board.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 2/28/13, 4/23/15

3.4 - BUDGETING/FORECASTING

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

Accordingly, the President shall:

1. Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, use of fund balance, separation of capital and operational items, and disclosure of planning assumptions.
2. Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
3. Propose a budget which takes into account Board Ends priorities.
4. Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
5. Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
6. Propose an operating budget which meets guidelines established by the Board and is within limits mandated by State Statute.
7. Submit any budget changes resulting in increases, decreases, or transfers by fund and /or function to the Board for a roll-call vote per Section 65.90(5), Wisconsin Statutes. (A two-thirds affirmative vote of the entire membership is required.)

Adopted: 1/24/02
Reviewed: 4/24/03, 5/1/07, 1/17/08, 10/15/10
Revised: 9/26/13

3.5 - FINANCIAL CONDITION

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

1. Expend more funds than have been received in the fiscal year without prior Board approval.
2. Indebt the College in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
4. Make any purchase or commit to any expenditure greater than funds available in the contingency fund without Board approval.

Furthermore, the President may not:

1. Make any purchase:
 - a. Without prudent protection against conflict of interest;
 - b. Over \$10,000 without having obtained at least three competitive quotes, if available; and
 - c. Over \$50,000 without receipt of sealed bids or proposals, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code or the purchase is made via a cooperative purchasing contract whose competitive purchasing process has been recognized as acceptable by the Wisconsin Technical College System.
2. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
3. Fail to maintain adequate combined operating fund balance reserves sufficient to provide for an average of two (2) months' operating expenses.
4. Fail to apply for aid from all sources of funding when eligible except when not in the best interests of the College.

Adopted: 1/24/02
Reviewed: 4/24/03, 5/1/07, 10/15/10
Revised: 2/28/08, 10/28/10, 6/20/13

3.6 - ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President may not:

1. Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
2. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
3. Unnecessarily expose the College, the Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
5. Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without compliance with, in order of priority, the following principles:
 - a. Security of the investment;
 - b. Receiving favorable consistent interest earned on the investment; and
 - c. Local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
6. Acquire, encumber, or dispose of real property without Board approval.
7. Fail to protect property, information, and files from loss or damage.
8. Fail to protect the College's trademarks, copyrights, and intellectual property interests.

Adopted: 4/25/02
Reviewed: 5/22/03, 5/1/07, 1/17/08, 10/15/10
Revised: 2/28/13

3.7 - COMMUNICATION AND COUNSEL TO THE BOARD

The President shall keep the Board adequately informed. Accordingly, the President shall:

1. Submit monitoring data required by the Board (see Policy 2.3, Monitoring College Effectiveness) in a timely, accurate, and understandable fashion, and directly addressing provisions of the Board policies being monitored.
2. Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board/Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
4. Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
5. Provide a mechanism for official Board, officer, or ad hoc committee communications.
6. Interact with the Board on matters within the area of Board responsibility.
7. Report in a timely manner on actual or anticipated non-compliance with any Board policy.

Adopted: 4/25/02
Reviewed: 5/22/03, 5/1/07, 1/17/08, 10/15/10
Revised: 5/22/03

4.1 - COLLEGE VISION

Southwest Wisconsin Technical College will 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.

Adopted: 1/24/02
Reviewed: 11/2/02, 3/22/12
Revised: 3/24/05, 2/22/14

4.2 - COLLEGE MISSION

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

Adopted: 1/24/02
Reviewed: 11/2/02, 7/14/08, 3/22/12
Revised: 3/24/05, 8/28/08, 2/22/14

4.3 - COLLEGE PURPOSES

Southwest Wisconsin Technical College's purposes are to:

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.
4. Provide career pathways and collegiate transfer opportunities programs that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
7. Provide education and services which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.
8. Provide community services and avocational or self-enrichment activities.

Adopted: 1/24/02
Reviewed: 11/2/02
Revised: 3/24/05, 2/22/14, 12/16/16

4.4 - COLLEGE VALUES

Learning. We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.

Integrity. We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.

Accountability. We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.

Partnerships. We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.

Innovation. We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.

Continuous Improvement. We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.

Adopted: 1/24/02
Reviewed: 11/2/02, 3/24/05
Revised: 2/26/16

4.5 - COLLEGE STRATEGIC DIRECTIONS

- Advance Quality
- Increase College Access
- Improve Student Completion & Success
- Strengthen Partnerships
- Create a Cohesive Culture
- Make Customer Service a Priority
- Promote Effective Communication
- Promote Fiscal Efficiency and Sustainability

On October 22, 2015, The District Board of Directors prioritized the Strategic Directions. Several directions were combined with the Board identifying the below as the priorities for the College.

- Increase Access and Improve Success
- Cohesive Culture and Customer Service
- Promote Fiscal Efficiency and Sustainability

Adopted: 1/24/02
Reviewed: 11/2/02, 6/19/08
Revised: 3/24/05, 7/14/08, 3/22/12, 3/26/15, 10/22/15

C. Strategic Directions - Raising the Bar

The Board will update the Strategic Directions and establish priorities. The new Strategic Directions will influence the investments and activities of the college. College employees will determine how to meet the goals the Board establishes.

D. President's Goals and Succession Planning

The Board will prioritize goals for the president during the 2018-19 academic year. Goals will be aligned with strategic and operational priorities and organized into two categories: process and outcomes. Input into the selection of goals has occurred through the evaluation of the president and through formal discussions with the Executive Team.

E. Teambuilding Dialogue

The Board will spend time discussing ways to strengthen our team. Each Board member will identify a topic of interest and present their perspective for consideration by the entire group.

5:15 p.m. – Dinner

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

**6:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

Open Meeting

A. Reports/Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, October 18, 2018

12:00 – 5:00 p.m. – Light Lunch/Board Retreat
5:15 p.m. – Dinner
6:00 p.m. – Regular Board Meeting
Southwest Tech Campus

**12:30 – 5:00 p.m. – Board Retreat
Southwest Tech Campus
Room 492-493**

AGENDA

OPEN MEETING

The following statement will be read: “The October 18, 2018, Board Retreat/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

BOARD RETREAT

- A. Review of Board ENDS
- B. Governance Policies
- C. Strategic Directions – Raising the Bar
- D. President's Goals and Succession Planning
- E. Teambuilding Dialogue

5:15 p.m. – Dinner

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

6:00 p.m. – Regular Board Meeting Southwest Tech Campus Rooms 492-493

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 27, 2018
- 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. Fund & Account Transfers (2017-18 Budget Modifications)
- B. Resolution for Adoption of 2018 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. WTCS Employee Benefits Consortium

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing property acquisition per 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session.
 - 2. Approval of Closed Session Minutes of September 27, 2018.

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Board Meeting of September 27, 2018



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE SEPTEMBER 27, 2018

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:09 p.m. on September 27, 2018, at Rockwell Automation located at 1500 Peebles Drive, in the City of Richland Center, Richland County, Wisconsin. The following members were present:

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

Absent: Jane Wonderling and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Katie Garrity, Barb Tucker, Krista Weber, and Caleb White. Others present included Craig Woodhouse, Joe Mabry, and Mike Kaufman.

Chairperson Prange 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, September 27, 2018

5:30 p.m. – Tour of Rockwell Automation, Richland Center, WI

6:15 p.m. – Discussion with Community Members during Dinner

7:00 p.m. – Regular Board Meeting

Location – Rockwell Automation, 1500 Peebles Drive, Richland Center, WI

AGENDA

OPEN MEETING

The following statement will be read: "The September 27, 2018, 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 and the City of Richland Center in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 23, 2018
- C. Financial Reports

1. Purchases Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- D. Contract Revenue
E. Personnel Items
F. American Association of Community Colleges Annual Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. International Travel Request

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Compliance
B. Borrowing Update
C. October Board Retreat
D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
1. Discussing property acquisition per 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session.
 2. Approval of Closed Session Minutes of August 23, 2018.

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 September 27, 2018, agenda; August 23, 2018, Board minutes; financial reports; two contracts totaling \$2,792.81 in August 2018; employment recommendations of Heather Swatek – Disability Services Associate, Ken Straka – Administrative Assistant-Public Safety, and Jamish Patel – Help Desk Technology Support; promotion/transfer of Brian Kitelinger-Safety Coordinator; and the American Association of Community Colleges 2019 membership fee in the amount of \$3,538.00, Mr. Bolstad moved to approve the Consent Agenda. Mr. Tuescher seconded the motion; motion carried.

An international travel request was presented by Craig Woodhouse, Regional Engagement Coordinator-Richland County, for travel to China with the Richland Center economic development and chamber of commerce October 24 – November 1. Mr. Tuescher moved to approve the international travel request for Craig Woodhouse to travel to China October 24 – November 1. Mr. Moyer seconded the motion. The motion unanimously carried on voice vote.

Barb Tucker, Executive Director of College Effectiveness, presented the Compliance Board Monitoring Report. The focus of this report was on the Higher Learning Commission accreditation, individual program accreditations, and federal compliance. Ms. Tucker thanked Cynde Larsen, Lisa Riley, and Amy Loy for supporting the faculty in the area of assessment. Also noted was programs undergoing program accreditation reviews this academic year including Direct Entry Midwife, Auto Collision, and Automotive Technician. The Higher Learning Commission will be on campus April 29-30, 2019, for a visit focused on four areas: assessment of student learning, a culture of assessment throughout the college, assessment of co-curricular, and meaningful retention and completion rates.

Caleb White updated the Board on the sale of the \$4,000,000 General Obligation Promissory Notes. Mr. White explained that at the August 23, 2018, meeting, the Board authorized a Parameters Resolution for the college to conduct a sale of \$4,000,000 in bonds. The sale took place on September 13, 2018, and Hutchinson, Shockley, Erley & Co. was the highest bidder with a true interest rate of 2.2740%. The settlement date on the loan is scheduled for October 10, 2018.

The Board reviewed the draft agenda for the October 18, 2018, Board retreat. The theme for the day is continuous improvement and agenda items will include a review of Board ENDS, raising the bar on the college's economic impact, the President's goals and succession planning, and a teambuilding dialogue.

Ms. Weber provided an update on College staffing noting positions in various stages of the hiring process including interviews have been scheduled for the Financial Aid Assistant/Accounting Bursar position, the Associate Degree Nursing Instructor position has been difficult to fill, and the Regional Engagement Coordinator – Darlington Outreach position is currently on hold.

Mr. White reviewed the the 2018-19 Comparison FTE Report with the Board noting there was not a lot of change from the previous month.

Under the Chairperson's Report, Mr. Tuescher moved to name Mr. Bolstad as the Southwest Wisconsin Technical College voting delegate for the ACCT Leadership Congress October 24-27, 2019. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Wood reported that Darlene Mickelson's story of losing her long-time job and coming to Southwest Tech will be a story feature in the Harvard Business Review. The Board had an informal conversation on developing principles for outreach. Dr. Wood asked the Board to think about the College having an economic impact study completed and engage a company to do some predictive analytics for the College. The Board members requested more information including the net of our current outreach sites.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e). Mr. Bolstad seconded the motion. Upon a roll call vote

with all members voting affirmatively, the Board meeting adjourned to closed session at 8:06 p.m. The Board reconvened to open session at 8:32 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Kohlenberg seconded the motion. The motion carried and the meeting adjourned at 8:33 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

PURCHASES GREATER THAN \$2,500 FOR THE PERIOD 09/01/2018 TO 09/30/2018				
Invoices				
Vendor	Invoice #	Description	Amount	
SCHOOLGY INCORPORATED	18515	Schoololgy-enterprise subscrip	\$30,268.20	
EQUIPMENT CITY CO LLC	2378	2014 Ditch Witch RT45	\$25,000.00	
TRANE U.S. INC.	39300112	Bldg 500 upgrade VAV box	\$14,656.00	
WEGNER CPAS, LLP	1576348	18-19 Progress Bill	\$13,700.00	
CAMPUSLOGIC INC	2018-11874	CampusLogic Student Forms	\$12,000.00	
MOODY'S INVESTORS SERVICE, INC.	P0281440	18-19 \$4M Borrow	\$12,000.00	
CREATIVE SOLUTIONS	C-10097	Carpet 203, 205,207,209	\$11,775.26	
STOCOR LLC	26556	Welding storage unit	\$11,661.00	
CONTAINER MANAGEMENT INC	2998	40 and 20 foot storage contain	\$11,555.00	
CENGAGE LEARNING	64184868	Textbooks	\$11,276.00	
NATIONAL BUSINESS FURNITURE	ZK012487-TDQ	Armless Nesting Chairs	\$8,612.00	
MADISON AREA TECHNICAL COLLEGE	2018-19 CTSO	District cont. 2018-19 CTSO	\$7,900.00	
CREATIVE SOLUTIONS	C-010583	IT Entrepreneurial Center remo	\$6,822.06	
THE BADGER GROUP	52630	Direct Mailers	\$6,695.00	
PARS INTERNATIONAL CORP	75025	Banners	\$6,049.95	
KALTURA, INC.	124918	Education Media Mgmt and pub	\$6,000.00	
Jamie R Sue	1573834	Opp Student Refund	\$5,416.77	
STARS & STRIPES FLAG	18939	banners	\$4,661.50	
Tabitha L Pralle	1573796	Opp Student Refund	\$4,470.51	
Marie Stimpson	1570724	Opp Student Refund	\$4,468.03	
Kaye M Woodke	1573788	Opp Student Refund	\$4,153.36	
WPS HEALTH INSURANCE	080318008158 EFT	J Struss Medicare Prem	\$4,064.96	
EPA AUDIO VISUAL INC	191559	Scaling Presentation Switcher	\$4,048.40	
WOODWARD PRINTING SERVICES	48848	motorist handbooks	\$4,028.58	
LAMAR COMPANIES	19510977	Campaign posters	\$4,025.00	
CREATIVE SOLUTIONS	C-010300	Bldg 200 Office Remodel Projec	\$3,902.04	
Crystal S Cavender	1573932	Opp Student Refund	\$3,815.09	
CAPITAL NEWSPAPERS	435516 8.27.18	Amplified SEM	\$3,800.00	
CAPITAL NEWSPAPERS	435516 7.30.18	Retargeting	\$3,800.00	

HSR ASSOCIATES INC	18026-04	Prof Svcs-Blg 1200B/Blg 1800	\$3,720.10	
Jennifer A Waldner	1573712	Opp Student Refund	\$3,680.56	
Arielle A Campbell	1573615	Opp Student Refund	\$3,674.62	
Amanda L Jeske	1573885	Opp Student Refund	\$3,654.00	
KRAEMER AIR FILTER CORP.	17837	Cartridges	\$3,628.22	
Sandra L McCullick	1573713	Opp Student Refund	\$3,613.02	
CREATIVE SOLUTIONS	C-010298	Bldg 100 Office Remodel Proj	\$3,597.46	
Teresa A Scott	1573877	Opp Student Refund	\$3,581.38	
Danielle E Schafer	1573670	Opp Student Refund	\$3,524.93	
Ashley A Kirchner	1573790	Opp Student Refund	\$3,513.85	
Anna M Ninneman	1573911	Opp Student Refund	\$3,494.50	
Amanda N Hierstetter	1573898	Opp Student Refund	\$3,469.40	
Cheyanna M Washburn	1573812	Opp Student Refund	\$3,467.71	
RECOB'S ENTERPRISES LLC	3-1633992-01	Trap Shells	\$3,444.35	
Jalysa J Turner	1573619	Opp Student Refund	\$3,408.13	
Britney R Wall	1573606	Opp Student Refund	\$3,400.53	
Taylor D Bangert	1573707	Opp Student Refund	\$3,382.61	
Ean G Goll	1573958	Opp Student Refund	\$3,349.00	
Erica A Dederich	1573744	Opp Student Refund	\$3,304.10	
Elizabeth S Pendleton	1573868	Opp Student Refund	\$3,271.58	
Bree K Harker	1573782	Opp Student Refund	\$3,265.00	
WPS HEALTH INSURANCE	080318008321 EFT	G Medeke Medicare Prem	\$3,235.44	
Jamie Lee A LeJeune	1573641	Opp Student Refund	\$3,227.61	
WPS HEALTH INSURANCE	080318016466 EFT	D Knox Medicare Prem	\$3,207.96	
WPS HEALTH INSURANCE	090318008655 X	M Strohbusch Medicare Prem	\$3,190.86	
WPS HEALTH INSURANCE	090318008655	M Strohbusch Medicare Prem	\$3,190.86	
Christina M Hill	1573710	Opp Student Refund	\$3,109.66	
Maxwell R Udelhoven	1573852	Opp Student Refund	\$3,079.38	
Catie Kreul	1573916	Opp Student Refund	\$3,067.58	
Amanda M Thompson	1573702	Opp Student Refund	\$3,030.97	
Devan A Runden	1573904	Opp Student Refund	\$3,004.37	
Kimberly A Baker	1573842	Opp Student Refund	\$2,994.82	
Trista L Marsh	1573801	Opp Student Refund	\$2,989.15	
WPS HEALTH INSURANCE	080318012243 EFT	B Larson Medicare Prem	\$2,973.35	
WOODWARD PRINTING SERVICES	48961	College Preview Guide	\$2,965.35	
WPS HEALTH INSURANCE	090318008317 X	N Strohbusch Medicare Prem	\$2,956.25	
WPS HEALTH INSURANCE	090318008317	N Strohbusch Medicare Prem	\$2,956.25	
Paige N Lawson	1573777	Opp Student Refund	\$2,951.08	
Melissa S Hodges	1573892	Opp Student Refund	\$2,930.88	
Wesley J Beadle	1573872	Opp Student Refund	\$2,904.00	
Valerie S Meharg	1573983	Opp Student Refund	\$2,888.05	

ACCREDITATION COMMISSION FOR	981541	Annual Accred Fee-ADN Prog	\$2,875.00	
Bridget L Martin	1573661	Opp Student Refund	\$2,873.04	
HEARTLAND BUSINESS SYSTEMS	264080-H	Network troubleshooting	\$2,872.50	
Joseph W Schafer	1573688	Opp Student Refund	\$2,868.76	
Ashley Hohmann	1573867	Opp Student Refund	\$2,868.37	
Sara A Brendemuehl	1573614	Opp Student Refund	\$2,853.26	
Fallon M Fure	1573616	Opp Student Refund	\$2,810.55	
Emily L Page	1574000	Opp Student Refund	\$2,772.32	
Ronald R Roman Jr	1573821	Opp Student Refund	\$2,758.09	
Jeremiah D Bailey	1573811	Opp Student Refund	\$2,751.23	
Elaine Harkness	1573906	Opp Student Refund	\$2,733.41	
SP MARKETPLACE HOLDINGS INC	5918	SP Data Mgmt SPT IT Portal	\$2,731.00	
WPS HEALTH INSURANCE	090318020546	S Drake Medicare Prem	\$2,721.18	
Tyler E Ley	1573708	Opp Student Refund	\$2,695.41	
Rebecca R Driver	1573941	Opp Student Refund	\$2,685.60	
OCLC, INC.	0000620520	EXProxy hosting tier 2	\$2,685.00	
Tonya M Riley	1573629	Opp Student Refund	\$2,650.35	
Lynsie M Eckert	1573627	Opp Student Refund	\$2,640.75	
Jess Runice	1573921	Opp Student Refund	\$2,630.75	
EMPATHIA, INC.	30311	EAP Services	\$2,625.00	
Alexis A M Smith	1573762	Opp Student Refund	\$2,622.77	
Samantha B Cook	1573741	Opp Student Refund	\$2,608.10	
Stacey L Smith	1573864	Opp Student Refund	\$2,581.81	
Elsa Waldow	1573874	Opp Student Refund	\$2,571.25	
Brandon P Burnett	1574015	Opp Student Refund	\$2,566.16	
Erin M Salmeron	1573908	Opp Student Refund	\$2,538.88	
Analicia Henry	1573881	Opp Student Refund	\$2,513.25	
Kirstyn N Huseman	1573888	Opp Student Refund	\$2,500.06	
Total Invoices				\$460,527.48
Purchase Orders				
Vendor	PO #	Description	Amount	
LINCOLN ELECTRIC CUTTING SYSTEMS	6690	Welding: CNC Plasma Cutting Table	\$31,958.72	
Total Purchase Orders				\$31,958.72

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WTCEBC September 2018	CMTRX00002186	WDL000005802	\$293,160.82	
ETF August 2018	CMTRX00002206	WDL000005858	\$116,719.91	
IRS 941 #270866491389240	CMTRX00002203	WDL000005848	\$107,933.87	
IRS 941 9.7.18 #0-765-238-20	CMTRX00002195	WDL000005820	\$107,172.62	
WDR Aug 2018 Sales Tax	CMTRX00002198	WDL000005833	\$24,782.76	
WDR WT-6 #0-765-238-208	CMTRX00002195	WDL000005824	\$21,480.59	
WDR WT-6 #1-435-385-792	CMTRX00002203	WDL000005854	\$21,434.05	
The Hartford #584042588291	CMTRX00002198	WDL000005832	\$9,505.01	
Wells Fargo #728428617	CMTRX00002196	WDL000005829	\$7,288.00	
Delta Dental #219947	CMTRX00002205	WDL000005857	\$7,132.25	
Delta Dental #214413	CMTRX00002188	WDL000005804	\$6,957.54	
Wells Fargo #730106072	CMTRX00002202	WDL000005847	\$6,855.81	
Delta Dental #218839	CMTRX00002201	WDL000005836	\$5,912.58	
WDR Aug 2018 SUI	CMTRX00002203	WDL000005855	\$3,852.00	
Merch Aug 2018 CC Fees #6197	CMTRX00002192	WDL000005814	\$3,794.13	
Total Bank Withdrawals				\$743,981.94
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 9/7/2018	UPRCC00000758	WDL000005809	\$311,729.36	
Direct Deposit 9/21/2018	UPRCC00000759	WDL000005838	\$229,529.29	
Direct Deposit 9/21/2018	UPRCC00000766	WDL000005845	\$85,940.81	
Direct Deposit 9/7/2018	UPRCC00000756	WDL000005800	\$8,634.37	
Direct Deposit 9/7/2018	UPRCC00000757	WDL000005801	\$6,591.74	
Direct Deposit 9/21/2018	UPRCC00000763	WDL000005842	\$5,769.62	
Direct Deposit 9/21/2018	UPRCC00000760	WDL000005839	\$4,154.76	
Direct Deposit 9/7/2018	UPRCC00000755	WDL000005799	\$3,975.82	
Direct Deposit 9/21/2018	UPRCC00000761	WDL000005840	\$3,942.74	
Total Payroll				\$660,268.51
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 8.21.18 Statement	CMTRX00002188	WDL000005805	\$80,572.72	
US Bank 9.4.18 Statement	CMTRX00002201	WDL000005837	\$79,013.17	
Total Purchase Cards				\$159,585.89
Total Purchases > \$2,500				\$2,056,322.54

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 09/30/2018			
Receipts			
Fund			
1 General	679,909.70		
2 Special Revenue	-		
3 Capital Projects	150.00		
4 Debt Service	-		
5 Enterprise	71,282.74		
6 Internal Service	322,341.97		
7 Financial Aid/Activities	1,582,316.56		
Total Receipts		2,656,000.97	
Expenses			
Fund			
1 General	1,675,779.15		
2 Special Revenue			
3 Capital Projects	201,831.16		
4 Debt Service	12,000.00		
5 Enterprise	185,552.11		
6 Internal Service	333,407.75		
7 Financial Aid/Activities	1,839,880.12		
Total Expenses		4,248,450.29	
Net cash change - month			(1,592,449.32)
EOM Cash Balances			
-American Operating 0356	1,315,850.04		
-American Cash Deposit 062 (Fenn)	7,706.55		
-American Money Market 502 (Fenn)	5,044,852.52		
-American Investment 1324	7,407,927.78		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,192,380.96		
Ending Cash/Investment Balance		14,971,657.85	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 3 Months ended September 2018							
	2018-19	2018-19	2018-19	2017-18	2016-17	2015-16	2014-15
	<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	23,355,000.00	4,698,750.32	20.12	20.63	19.36	18.97	18.30
General Fund Expenditures	24,685,400.00	5,478,776.40	22.19	22.09	22.46	24.16	21.53
Capital Projects Fund Revenue	4,050,000.00	12,354.04	0.31	99.12	100.69	98.85	100.27
Capital Projects Fund Expenditures	3,775,000.00	264,052.58	6.99	24.41	17.93	6.81	11.27
Debt Service Fund Revenue	5,616,000.00	-	-	0.66	1.29	0.86	-
Debt Service Fund Expenditures	5,616,000.00	12,000.00	0.21	0.62	0.60	-	-
Enterprise Fund Revenue	1,900,000.00	651,900.76	34.31	31.46	31.65	31.80	35.09
Enterprise Fund Expenditure	1,800,000.00	425,894.59	23.66	28.31	24.50	20.02	22.68
Internal Service Fund Revenue	4,385,000.00	963,758.51	21.98	22.95	24.39	26.40	24.43
Internal Service Fund Expenditures	4,385,000.00	1,066,274.01	24.32	24.23	24.27	39.90	29.96
Trust & Agency Fund Revenue	8,000,000.00	1,872,834.25	23.41	24.02	28.14	7.12	6.16
Trust & Agency Fund Expenditures	8,030,000.00	2,001,408.07	24.92	25.80	28.26	25.82	36.89
Grand Total Revenue	47,306,000.00	8,199,597.88	17.33	24.00	24.34	20.39	19.76
Grand Total Expenditures	48,291,400.00	9,248,405.65	19.15	20.89	20.90	22.04	21.95

D. Contract Revenue

There were 13 contracts totaling \$36,933.98 in September 2018 being presented for Board approval. The Contract Revenue Report is included below.

2018-2019 CONTRACTS

9/1/2018 - 9/30/2018

INDIRECT COST FACTOR

<u>Contract Holder</u>	<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>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Schreiber Foods - WAT Grant	03-2019-0002-I-47	Maintenance Exam Prep	Amy Charles	9	\$ 870.00	No		X	
Schreiber Foods - WAT Grant	03-2019-0002-I-47	Maintenance Exam Prep	Amy Charles	5	\$ 870.00	No		X	
Highland School District	03-2019-0019-I-11	Driver Education Theory	Kris Wubben	20	\$ 2,120.00	No		X	
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Introductory Statistics Boscobel	Kim Maier	5	\$ 2,250.00	No			X
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Introductory Statistics Mineral Point	Kim Maier	2	\$ 900.00	No			X
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Introductory Statistics Potosi	Kim Maier	1	\$ 450.00	No			X
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Economics Boscobel	Kim Maier	5	\$ 2,250.00	No			X
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Economics Mineral Point	Kim Maier	1	\$ 450.00	No			X
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Intro to Psychology Boscobel	Kim Maier	6	\$ 2,700.00	No			X
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Intro to Psychology Mineral Point	Kim Maier	1	\$ 450.00	No			X
CESA 3	03-2019-0046-I-11	20/2020 Gear Up-Intro to Psychology Potosi	Kim Maier	3	\$ 1,350.00	No			X
CESA 3	03-2019-0047-I-11	20/2020 11 12 14-Medical Terminology-Black Hawk	Kim Maier	1	\$ 450.00	No			X
CESA 3	03-2019-0047-I-11	20/2020 11 12 14-Medical Terminology-Boscobel	Kim Maier	2	\$ 900.00	No			X
CESA 3	03-2019-0047-I-11	20/2020 11 12 14-Medical Terminology-Lancaster	Kim Maier	3	\$ 1,350.00	No			X
CESA 3	03-2019-0047-I-11	20/2020 11 12 14-Fundamentals of Chemistry-Lancaster	Kim Maier	2	\$ 600.00	No			X
CESA 3	03-2019-0047-I-11	20/2020 11 12 14-Nursing Assistant-Lancaster	Kim Maier	2	\$ 900.00	No			X
CESA 3	03-2019-0047-I-11	20/2020 11 12 14-Nursing Assistant-Prairie du Chien	Kim Maier	21	\$ 9,450.00	No			X
Community First Bank - WAT Grant	03-2019-0051-I-47	Emotional Intelligence	Amy Charles	17	\$ 1,746.99	No		X	
Community First Bank - WAT Grant	03-2019-0051-I-47	Conflict Resolution	Amy Charles	18	\$ 1,146.99	No		X	
USA High School Clay Target League	03-2019-0063-T-42	League Director Duties	Caleb White		\$ 672.81	No		X	
Universal AET	03-2019-0068-I-41	Heartsaver CPR/AED w/ First Aid	Kris Wubben	22	\$ 1,300.00	No		X	
White Hill Cheese - WAT Grant	03-2019-0071-I-47	Confined Space	Amy Charles	4	\$ 233.19	No		X	
White Hill Cheese - WAT Grant	03-2019-0071-I-47	OSHA 10 Hour	Amy Charles	6	\$ 1,024.00	No		X	
Latitude Corporation	03-2019-0076-I-41	Heartsaver CPR/AED w/ First Aid	Kris Wubben	21	\$ 2,250.00	No		X	
Dillman Equipment	03-2019-0101-I-41	Trauma Kit Training for Business (TECC)	Kris Wubben	10	\$ 250.00	No		X	
TOTAL of all Contracts				156	\$ 36,933.98				
Exchange of Services				-	\$ -				
For Pay Service				156	\$ 36,933.98				
Southwest Wisconsin Technical College	1								

E. Personnel Items

One employment recommendation and one retirement are being presented for Board approval. The Personnel Report is included below.

PERSONNEL REPORT October 18, 2018

Employment: NEW HIRES

Name	Camille Chappell
Title	Financial Aid Assistant/Accounting Bursar
Number of Applicants and Number Interviewed	40 applications; 10 phone interviews, 5 in-person interviews
Start Date	10/8/2018
Salary/Wages	\$18.26/hour
Classification	Full-time Regular
Education and/or Experience	Bachelors in Math & Finance from UW-Platteville with 2.5 years of experience

PROMOTIONS / TRANSFERS

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RETIREMENTS / RESIGNATIONS

Robin Lenz (Retirement 1/4/2019)	Student Activities Coordinator
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Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Fund & Account Transfers (2017-18 Budget Modifications)

Information on the budget modifications is available electronically with all other Board material. The information will be presented to the Board.

Recommendation: Approve the 2017-18 budget modifications as presented.

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2017-18			
General Fund - 100			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/22/2017</u>	<u>10/18/2018</u>	<u>Change</u>
<u>Resources</u>			
Local Government	5,050,000	5,050,000	-
State Aids	10,643,000	10,643,000	-
Program Fees	4,391,000	4,391,000	-
Material Fees	345,000	345,000	-
Other Student Fees	440,000	440,000	-
Institutional	1,500,000	1,500,000	-
Federal	774,000	774,000	-
Transfers from Reserves and Designated Fund Balances	<u>470,000</u>	<u>470,000</u>	<u>-</u>
Total Resources	23,613,000	23,613,000	-
<u>Uses</u>			
Instructional	14,781,400	14,781,400	-
Instructional Resources	211,400	211,400	-
Student Services	1,821,800	2,221,800	400,000
General Institutional	4,763,000	4,363,000	(400,000)
Physical Plant	<u>2,035,400</u>	<u>2,035,400</u>	<u>-</u>
Total Uses	<u>23,613,000</u>	<u>23,613,000</u>	<u>-</u>
	Caleb J. White		
	Vice President for Administrative Services		

BUDGET MODIFICATION			
District: Southwest Wisconsin Technical College			
Fiscal Year: 2017-2018			
Capital Fund - 300			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/22/2017</u>	<u>10/18/2018</u>	<u>Change</u>
<u>Resources</u>			
Insitutional	30,000	30,000	-
Proceeds from Debt	2,500,000	2,500,000	-
Transfer	<u>(100,000)</u>	<u>(100,000)</u>	<u>-</u>
Total Resources	2,430,000	2,430,000	-
<u>Uses</u>			
Instructional	920,000	920,000	-
Instructional Resources	80,000	80,000	-
Student Services	-	-	-
General Institutional	1,241,000	1,341,000	100,000
Physical Plant	<u>1,002,000</u>	<u>902,000</u>	<u>(100,000)</u>
Total Uses	<u>3,243,000</u>	<u>3,243,000</u>	<u>-</u>
	Caleb J. White		
	Vice President for Administrative Services		

B. Resolution for Adoption of 2018 Tax Levy

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2018 in the amount \$5,171,722 for operational expenses, \$5,345,000 for debt retirement for a total tax levy of \$10,516,722. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2018.

**RESOLUTION PROVIDING FOR TAX LEVY
FOR THE YEAR 2018**

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2018, a tax for operational expenses in the amount of \$5,171,722, a tax for debt retirement in the amount of \$5,345,000 for a total tax of \$10,516,722, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 18th day of October 2018.

Chris Prange, Chairperson

ATTEST:

Darlene Mickelson, Secretary

C. Wisconsin Code of Ethics Resolution

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

Recommendation: Approve the Code of Ethics Resolution as presented.

RESOLUTION CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

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

Jason S. Wood	College President
Kathleen E. Garrity	Chief Academic Officer
Holly Miller	Chief Student Services Officer
Krista M. Weber	Chief Human Resources Officer
Caleb J. White	Vice President for Administrative Services

Approved this 18th day of October, 2018.

Chris Prange, District Chairperson



October 2018

D. WTCS Employee Benefits Consortium

A presentation is included below providing an update on the Wisconsin Technical College Employee Benefits Consortium (WTCEBC) and detailing other employee benefit initiatives. Amy Campbell, Caleb White and Krista Weber will present the information to the Board.

Recommendation: Approve, as presented, enhancements to the College dental plan.



Southwest  Tech

Wisconsin Technical College Employee Benefits Consortium (WTCEBC)

Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**



Consortium Goals & Participants

- Began July 1, 2015
- Goals:
 - Maintain culture of attracting and retaining the best and brightest employees to fulfill the WTCS mission of providing the state with critical, essential occupations the State's economy relies upon.
 - Use the power of numbers to reduce health care costs, maintain health insurance plan autonomy within each college and reduce overall and individual college expenditures on health insurance.
- Participating Colleges:
 - Fox Valley, Lakeshore, Moraine Park, Nicolet, Southwest, Waukesha, Western
 - **Joining January 1, 2019: Northcentral!**



Medical Trend

(Medical Cost Trend information for 2019, gathered from our UHC/UMR Pricing Analysts)

- Across the country Medical Trend is running at 9.6%, and
- Rx Trend is at 10.6%
- Specifically for the state of Wisconsin the Rx and Medical are both at 10.2%.
- Since joining the consortium our trend has been:
 - 15/16 = 0.0%
 - 16/17 = 2.3%
 - 17/18 = 4.4%
 - 18/19 = 0.0%



Consortium

Stop Loss Savings = \$7.5 million

Stop Loss

2016 = 0.0%
2017 = -5.5%
2018 = -12%

2018 Medical/RX

-3.2%

2018 Pharmacy Renewal Savings

-\$2.1 Million

2018 Life Insurance Renewal

-15%



Suite of Voluntary Benefits offered through WTCEBC

- Pet Insurance (Nationwide)
- Legal (MetLife)
- Vision (Superior)
- Life (Symetra)
- COBRA (WageWorks)
- FLEX (Discovery Benefits)



Benefit Enhancements/Updates

- Tel-a-doc
- Quality Path
- Real Appeal
- Implemented faux ER co-pay



Dental Proposal

- Current
 - Annual maximum \$1,500/individual; \$25/individual, \$50/family deductible
 - Diagnostic/Preventive Services, Basic Restorative Services – 100% covered
 - Bridges/Implants 80% Covered; Crowns 50% covered
 - Orthodontic Services 50% covered; \$2,000 lifetime max
 - Cost = \$36.67/mo single, \$132.14/mo family; 90% College paid
- Proposed for 1/1/19
 - Annual maximum \$1,500/individual; \$25/individual, \$50/family deductible
 - Diagnostic/Preventive Services, Basic Restorative Services – 100% covered
 - Bridges/Implants 80% Covered; **Crowns 80% covered**
 - Orthodontic Services 50% covered; **\$3,000 lifetime max**
 - Cost = **\$39.32/mo single, \$140.51/mo family**; 90% College paid



Wellness Initiative



Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**

Board Monitoring of College Effectiveness

A. Foundation Quarterly Board Report

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY19 First Quarter report is available below.



**Southwest Tech Foundation and SWTC Real Estate Foundation (REF)
FY19 First Quarter Report to District Board
October 18, 2018**

- **FY19 Fundraising Totals**
 - \$179,954 total gifts received (*FY19 goal is \$700,000*)
 - \$159,538 cash received (*FY19 goal is \$550,000*)
 - \$20,415 Gift In-Kind total
 - \$10,779 received from retirees
 - \$13,459 received from current employees, 126 employee donors including **105** ongoing payroll deductions. (*FY19 payroll deduction goal is 100*)
 - 1,193 total gifts (*FY18 total was 4,261*)
 - 515 total donors (*FY18 total was 939*)
- **Gift Highlights – Thank you!**
 - \$26,667 from Shyrle Sedgwick for Rick Manuell Memorial Lineman Awards (endowed)
 - \$18,000 from Madison Community Foundation for Garrison Lincoln Scholarship
 - \$10,000 from Karen and Doug Knox for Charger Scholarship
 - \$8,890 from Sloan Implement gifts-in-kind of equipment use for Industry, Trades & Agriculture Development Fund
 - \$7,992 from Finney Implement gifts-in-kind of equipment use for Industry, Trades & Agriculture Development Fund
 - \$6,000 from Compeer Financial for Agriculture Development Fund
 - \$5,000 from The Cummins Foundation for Cummins Emissions Scholarship
 - \$5,000 from Hartung Brothers Inc for Hartung Scholarship
 - \$2,500 from Sorrento Lactalis Inc. for Lactalis Sponsor-a-Scholar Scholarship
 - \$2,5000 from American Bank & Trust for American Bank & Trust Scholarship
- **FY19 Fundraising Goals**
 - \$700,000 total gifts received
 - \$550,000 cash received
 - \$15,000 Foundation and REF board giving and 100% participation
 - 100% employee participation and 100 payroll deductions
 - \$75,000 in gifts to endowment
 - Increase business donation from \$350,000 to \$420,000
- **Board Updates – still recruiting new board members**
- **Scholarships**
 - Anticipate awarding \$203,645 through 385 scholarships in 2018-19. In 2014-15, \$133,600 was awarded through 238 scholarships.

- **Appeals/Requests**

- I Heart SWTC – Employee Giving Campaign ended on Oct. 1. Goal was 100% participation and 100 payroll deductions. Campaign ended with 87% participation (149 FT employee donors) and 105 payroll deductions. Payroll deductions total more than \$2,250 per payroll. THANK YOU!
 - Helping Hands Scholarship – funded by team made up of Facilities, Human Resources, College Effectiveness and President's Office
 - Online Student Scholarship

- **Events**

- Oct. 24 – [Fall Job Fair](#)
- Oct. 25 - [Ladies Leadership Luncheon](#) featuring speaker Betsy Ralph-Tollefson, Southwest Tech campus
- Oct. 25 – [Welding Workshop](#)
- Nov. 15 – Scholarship Reception (prior to District Board Meeting)

- **Real Estate Foundation**

- Construction underway at 1527/29 Brownwood duplex by carpentry program.
- Financing for housing expansion project is nearly complete.
- Planned Unit Development (PUD) and Condo Declaration updating in progress. PUD will need to be approved by the city to reflect expansion project.
- New REF board member to be reviewed by REF and Foundation boards later this month – Justin Smith from Dubuque.

B. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2018 >\$50,000 Vendors are available below. Caleb White will review this information at the meeting.

Purchase Card Activity Summary						
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
July	217,044	170,411	240,141	199,261	164,833	316,607
August	197,273	151,981	216,572	193,660	325,380	213,001
September	125,696	123,283	199,384	140,259	241,629	123,426
October	112,100	105,329	134,571	152,028	113,389	113,644
November	142,944	106,307	132,616	157,620	174,565	116,801
December	201,100	212,692	273,797	172,783	159,040	272,740
January	305,230	146,608	304,595	179,975	151,655	162,582
February	108,013	91,348	124,918	194,093	142,097	127,798
March	149,451	101,099	136,164	168,903	157,981	141,797
April	100,296	119,225	147,554	131,686	128,834	132,454
May	263,776	113,947	120,566	139,389	163,685	163,957
June	340,555	223,878	348,831	136,481	138,448	92,643
Totals	2,263,478	1,666,109	2,379,707	1,966,139	2,061,536	1,977,451
Rebates	25,185	22,760	26,367	40,107	43,361	42,870
No. of Transactions	5,900	6,282	7,541	7,259	7,106	7,217
Average Number of Transactions per Month	492	524	628	605	592	601
Average Transaction	384	265	316	271	290	274
Monthly Average	188,623	138,842	198,309	163,845	171,795	164,788
Points of Interest:						
*Currently 143 staff and district board members have purchase cards						
* 7217 transactions in the prior fiscal year were processed without the paperwork of requisitions, purchase orders, and voucher sign-offs. As a result, the number of accounts payable checks being issued is significantly reduced. Purchase card transactions are processed more efficiently, saving time and money for the College and increasing vendor satisfaction with payment timing.						
*No material issues or problems have occurred with purchase card activity audits.						

\$50,000 and Greater Vendors for 2017-18

Vendor	General	Capital Equipment	Capital Construct	Enterprise	Intern Serv/ Trust/Agency	Comments
All Trucks USA Inc		\$61,000				2013 Ford F550 Bucket Truck for EPD
Amazon	\$206,231					Individuals purchasing supplies throughout the year
Apple Stores	\$73,941	\$30,827				Computers,computer equipment,parts, and supplies
Badger Welding Supplies	\$50,334	\$14,434				Pipe beveling machine & Machine Torches, Mig Gun, GMAW Pkg, and supplies
CDW Gov't	\$46,809	\$290,582			\$34,190	Sophos Endpoint Protection, HPE Foundation Care, Barracuda Hard Drive, Unitrends Recovery, Smartrow & Supplies
Constellation Energy-Gas Division	\$66,833					Utilities
District Mutual Insurance	\$372,495					Property/Casual Insurance
Elsevier	\$104,548					Textbooks
Fennimore Municpal Utilities	\$284,311					Utilities
Fennimore Times	\$86,808					General and Event Advertising
Gaumard Scientific		\$52,881				Advanced Pediatric HAL
H&N Plumbing and Heating	\$2,448		\$73,750			Rooftop Unit Component Replacement (Hail Damage) and Rooftop Unit Project (Bookstore) & Supplies
Heartland Business Systems		\$748,103			\$38,249	Network Infrastructure replacement/upgrade, Supsended Ceiling Tile Enclosure Mounts, Palo Alto Defense
Hernandez Roofing			\$56,109			Bookstore Rooftop Replacement
HSR Associates			\$77,291			Professional Services for: Cold Storage Project, 200 Tech Area Reno, Building 400 Study

Vendor	General	Capital Equipment	Capital Construct	Enterprise	Intern Serv/ Trust/Agency	Comments
Lab Midwest		\$76,854				Centrifugal Pump Learning Sytem, Vibration Analysis Learning Systems, and Laser Shaft Alignment Learning Systems
Lamar Companies	\$61,835					Event and College Advertising Billboards
McKesson Medical Surgical	\$54,173	\$19,653				Lift, Diagnostic System, blood draw table/chair, Autoclave sterilizer, audioscope, ice maker, incubator, wheelchair & Supplies
National Business Furniture	\$2,980	\$55,978				Furniture
Otter Creek Construction			\$62,850			Building 200 IT Classroom Project and Building 1300 Roof replacement
Pearson Education	\$77,539					Textbooks & testing materials
Sysco Foods				\$83,465		Cafeteria Food/Supplies
Trane	\$27,306		\$66,285			Rooftop Unit Project for Bookstore & Service Agreement (6.1.18-5.31.21) & Rooftop Air Handling Unit (Bldg 500)
Unit 4 Education Solutions	\$95,012					Annual Maintance Agreement for CAMS software
Vanguard Computers		\$171,637				Computers,computer equipment,parts, and supplies
WPS Health Insurance					\$133,331	Retiree Medicare Supplement Coverage
Totals	\$1,613,603	\$1,521,949	\$336,285	\$83,465	\$205,770	
Grand Total					\$3,761,073	
Some purchases that accumulated to over \$50,000 for the entire fiscal year with any single supplier that did not receive formal bidding attention were sporadic or emergent in nature, where it was not possible at the time to predict or forecast these requirements for grouping and consolidation into a formal bid or RFP.						

C. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available below.

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Dan Schildgen	Automotive Technician Instructor	Brian Waldner	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$59,000
2	Replacement - Steve McCauley	Electromechanical Technician Instructor	Jobert Bermudo	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000
3	Replacement - Nancy Devlin	Bookstore Assistant - 2 positions, Part-time, LTE (ending 6/30/2019)	Lori Wiest & Jennifer Rice	6/25/2018	Hourly Band A13 \$16.42 - \$19.70 Lori- Hired at \$17.00; Jen- Hired at \$16.42
4	Replacement - Snehal Shirke	Communications Instructor	No Hire	8/1/2018	MS \$52,202-\$83,000
5	Replacement - Jeff Domink	Animal Science Instructor	Ryan Weigel	8/6/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$62,000
6	Replacement - Chyme Stimart	Student Services Records Specialist	Heather Day	8/6/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$17.00

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Automotive Mechanics Instructor - Part-Time	George Whiteaker	9/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000 (base)
8	New Position	Public Relations Manager	Dennis Cooley	8/13/2018	Salary Band C44 \$53,671 - \$75,139 Hired at \$75,139
9	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Katie Snitker	7/1/2018	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
10	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Brian Molini	7/1/2018	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
11	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	Reposting	8/1/2018	MS \$52,202-\$83,000
12	New Position	Disability Services Associates	Heather Swatek	9/11/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$20.00/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement -Pam Johnson-Loy	Administrative Support Assistant - Public Safety. Part-time-30 hr)	Ken Straka	9/24/2018	Hourly Band B21 \$16.79 - \$21.83 Hired at \$17.50/hour
14	New Position	Regional Engagement Coordinator - Richland Center Outreach	Criag Woodhouse	8/13/2018	Salary Band C43 \$50,394-\$70,552 Hired at \$60,500
15	New Position	Regional Engagement Coordinator - Darlington Outreach	Hold	8/1/2018	Salary Band C43 \$50,394-\$70,552
16	Replacement - Breanna Callahan	Student Services Admission Specialist	Sherri Seitz	8/13/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$16.50
17	New Position	Safety Coordinator	Brian Kitchinger	9/15/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$53,000
18	New Position	Help Desk Technology Support	Jamish Patel	9/20/2018	Hourly Band B23 \$19.36 - \$25.17 Hired at \$19.50/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement - Prior position for Cora Halverson	Finacial Aid Asst/Accounting Bursar	Camille Chappell	10/8/2018	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.26
20	New Position	Electrical Power Distribution Instructor	Posted	1/7/2019	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000

Information and Correspondence

A. Enrollment Report

The 2018-19 Comparison FTE Report is available below. Caleb White will be available at the meeting for any questions.

2017-2018 and 2018-2019 FTE Comparison

Program Code	Program Title	10-09-17 Students	10-08-18 Students	Student Change	10-09-17 FTE	10-08-18 FTE	FTE Change
10-101-1	Accounting	33	25	(8)	14.23	9.80	(4.43)
10-106-6	Administrative Professional	5		(5)	2.80		(2.80)
10-006-2	Agri-Business/Science Technology	7	1	(6)	1.80	0.10	(1.70)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	10	18	8	5.67	9.93	4.27
10-006-5	Agribusiness Science & Technology - Agronomy	27	14	(13)	15.73	7.90	(7.83)
10-006-6	Agribusiness Science & Technology - Animal Science	23	26	3	12.97	13.50	0.53
10-102-3	Business Management	96	111	15	41.87	46.60	4.73
10-530-5	Cancer Information Management	50	79	29	21.37	27.57	6.20
10-504-5	Criminal Justice Studies	54	56	2	24.93	27.17	2.23
10-316-1	Culinary Arts	17	13	(4)	7.73	5.13	(2.60)
10-317-1	Culinary Management	6	6	-	2.57	3.47	0.90
10-510-6	Direct Entry Midwife	32	39	7	13.43	12.57	(0.87)
10-307-1	Early Childhood Education	40	54	14	17.40	25.00	7.60
10-620-1	Electromechanical Technology	34	36	2	16.47	18.20	1.73
10-325-1	Golf Course Management	18	21	3	9.20	10.73	1.53
10-201-2	Graphic And Web Design	34	29	(5)	16.93	13.80	(3.13)
10-530-1	Health Information Technology	49	47	(2)	20.97	18.30	(2.67)
10-520-3	Human Services Associate	37	28	(9)	17.40	12.83	(4.57)
10-825-1	Individualized Technical Studies	15	6	(9)	8.30	2.97	(5.33)
10-620-3	Instrumentation and Controls Technology	3	5	2	1.03	2.53	1.50
10-150-X	IT-Network Specialist	29	40	11	13.00	17.07	4.07
10-513-1	Medical Laboratory Technician	16	15	(1)	7.07	5.87	(1.20)
10-543-1	Nursing - Associate Degree	192	200	8	58.27	63.33	5.07
10-531-1	Paramedic Technician	5		(5)	1.87		(1.87)
10-524-1	Physical Therapist Assistant	45	44	(1)	15.73	15.93	0.20
10-196-1	Leadership Development	36	27	(9)	10.43	7.83	(2.60)
10-182-1	Supply Chain Management	26	41	15	9.23	13.87	4.63
10-499-5	Technical Studies-Journey Worker	1		(1)	0.27		(0.27)
Total Associate Degree		940	981	41	388.67	392.00	3.33

Program Code	Program Title	10-09-17 Students	10-08-18 Students	Student Change	10-09-17 FTE	10-08-18 FTE	FTE Change
31-101-1	Accounting Assistant	5	6	1	1.97	1.73	(0.23)
30-531-6	Advanced EMT		3	3		1.27	1.27
32-070-1	Agricultural Power & Equipment Technician	35	34	(1)	16.80	17.50	0.70
31-405-1	Auto Collision Repair & Refinishing Technician	17	14	(3)	6.07	5.73	(0.33)
32-404-2	Automotive Technician	31	30	(1)	14.67	13.77	(0.90)
31-475-1	Building Trades - Carpentry	9	7	(2)	4.37	3.20	(1.17)
31-307-1	Child Care Services	5	7	2	2.50	3.30	0.80
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	3.83	2.30	(1.53)
31-502-1	Cosmetology	20	23	3	10.00	10.70	0.70
30-504-2	Criminal Justice-Law Enforcement 720 Academy	8	12	4	3.40	7.97	4.57
31-317-1	Culinary Specialist	3		(3)	0.63		(0.63)
31-091-1	Dairy Herd Management	2		(2)	0.93		(0.93)
30-508-2	Dental Assistant - Short Term	14	17	3	7.47	9.07	1.60
30-812-1	Driver and Safety Education Certification	15	12	(3)	3.00	2.40	(0.60)
31-413-2	Electrical Power Distribution	29	24	(5)	14.37	12.50	(1.87)
50-413-2	Electricity (Construction) Apprentice	21	21	-	1.40	1.40	-
30-531-3	Emergency Medical Technician	31	21	(10)	5.70	3.50	(2.20)
32-080-4	Farm Operations & Management - Ag Mechanics	1	6	5	0.33	2.50	2.17
31-080-6	Farm Operations & Management - Crop Operations		3	3		0.67	0.67
32-080-3	Farm Operations & Management - Dairy	6	14	8	2.30	7.40	5.10
31-080-3	Farm Operations & Management - Dairy Technician	1	4	3	0.17	1.50	1.33
31-080-2	Farm Operations & Management - Farm Ag Maintenance		4	4		1.47	1.47
31-080-7	Farm Operations & Management - Livestock Tech	1	4	3	0.37	2.30	1.93
30-317-1	Food Production Assistant		1	1		0.53	0.53
50-413-1	Industrial Electrician Apprentice	8	6	(2)	0.93	0.47	(0.47)
31-620-1	Industrial Mechanic	9	2	(7)	4.03	0.77	(3.27)
31-154-6	IT-Computer Support Technician	16	12	(4)	5.77	4.83	(0.93)
31-513-1	Laboratory Science Technician	4	4	-	1.13	1.37	0.23
50-620-1	Mechatronics Technician Apprentice		8	8		0.93	0.93
31-509-1	Medical Assistant	35	32	(3)	16.77	16.23	(0.53)
31-530-2	Medical Coding Specialist	46	32	(14)	17.73	12.17	(5.57)
30-543-1	Nursing Assistant	145	141	(4)	15.73	16.00	0.27
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	16	21	5	1.47	1.59	0.13

Program Code	Program Title	10-09-17 Students	10-08-18 Students	Student Change	10-09-17 FTE	10-08-18 FTE	FTE Change
31-504-5	Security Operations	1	1	-	0.30	0.50	0.20
31-182-1	Supply Chain Assistant	3	4	1	1.13	1.50	0.37
31-442-1	Welding	50	38	(12)	26.00	18.27	(7.73)
	Total Technical Diploma	597	574	(23)	191.97	187.33	(4.64)
20-800-1	Liberal Arts - Associate of Arts	18	21	3	3.57	4.00	0.43
20-800-2	Liberal Arts - Associate of Science	23	11	(12)	6.37	2.50	(3.87)
	Undeclared Majors	291	296	5	36.70	43.93	7.22
	Total	1,869	1,883	14	627.27	629.75	2.48
	Percent of Change						0.40%
	Vocational Adult (Aid Codes 42-47)	1,817	1,732	(85)	38.19	35.51	(2.68)
	Community Services (Aid Code 60)	29	5	(24)	0.12	0.02	(0.10)
	Basic Skills (Aid Codes 73,74,75,76)	138	119	(19)	4.77	4.10	(0.67)
	Basic Skills (Aid Codes 77 & 78)	203	162	(41)	15.47	13.63	(1.83)
	Grand Total	4,056	3,901	(155)	685.81	683.02	(2.79)
	Total Percent of Change						-0.41%
	(ETD= Embedded Technical Diploma)						

B. Chairperson's Report

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

1. Financial Audit
2. 2019-20 Budget Process
3. Student Access Monitoring Report

B. Time and Place

Thursday, November 15, 2018, 7:00 p.m.; Southwest Tech Campus, Rooms 492-493

Adjourn to Closed Session

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

1. **Discussing property acquisition per 19.85(1)(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session.
2. Approval of Closed Session Minutes of September 27, 2018

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment