



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 28, 2014

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda.....	3
Open Meeting.....	6
A. Roll Call.....	6
B. Oath of Office	6
1. Russell Moyer.....	6
C. Reports/ Forums/Public Input.....	6
Consent Agenda	7
A. Approval of Agenda.....	7
B. Minutes of the Annual Board Meeting of July 14, 2014.....	9
C. Financial Reports.....	15
1. Expenditures Greater Than \$2500	15
2. Treasurer's Cash Balance	16
3. Budget Control	17
D. Contract Revenue.....	18
E. Personnel Items.....	19
Other Items Requiring Board Action.....	22
A. Revised 2014-15 Signatory Authority Policy.....	22
Board Monitoring of College Effectiveness.....	26
A. Health, Education & Public Safety Report	26
B. Staffing Update.....	27
Information and Correspondence	31
A. Enrollment Report	31
B. Chairperson's Report.....	38
C. College President's Report.....	38
D. Other Information Items	38
Establish Board Agenda Items for Next Meeting.....	39
A. Agenda.....	39
B. Time and Place	39
Adjourn to Closed Session.....	39
Reconvene to Open Session	39
Adjournment	39

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, August 28, 2014

5:45 p.m. – Tour of Cosmetology Renovation

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The August 28, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Oath of Office

1. Russell Moyer

C. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Annual Board Meeting of July 14, 2014

Minutes of the July 14, 2014, Board meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

Six contracts totaling \$16,642.15 in July 2014 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Nine employment recommendations and four promotions/transfers are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Revised 2014-15 Signatory Authority Policy

The 2014-15 Signatory Authority Policy designating authority to individuals committing the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents was approved at the July 14, 2014, annual Board meeting. The policy is being brought back to the Board for approval with the Business & Industry Services Manager being added to the President's designees for training and technical assistance contracts.

Recommendation – Approve, as presented, the revised Signatory Authority Policy identifying those individuals designated for 2014-15 with the authority to sign official or legally binding documents.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Health, Education & Public Safety Report

Katie Garrity, Dean of Health, Education & Public Safety will provide a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the Board meeting.

B. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2013-14 and 2014-15 Comparison FTE and 2014-15 Application Reports are available electronically with all other Board material. Also included in the packet is a statewide FTE report.

B. Chairperson's Report

1. Board Member of the Year Nominations

C. College President's Report

1. Conversations with Area Legislators
2. Out-of-State Online Tuition
3. State Board Meeting – September 9-10
4. Learning Center Dedication – September 10

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Marketing Report

B. Time and Place

Thursday, September 25, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

1. **Considering an employee's request.** *{Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}*
2. **Considering property issues.** *{Wis. Stats. 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 bargains reasons require a closed session.}*
3. **Approval of Closed Session Minutes of July 14, 2014**

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The August 28, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Oath of Office

1. Russell Moyer

C. Reports/ Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, August 28, 2014

5:45 p.m. – Tour of Cosmetology Renovation

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: "The August 28, 2014, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Oath of Office
 - 1. Russell Moyer
- C. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 14, 2014
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Revised 2014-15 Signatory Authority Policy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Health, Education & Public Safety Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Considering an employee's request per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 - 2. Considering property issues per Wis. Stats. 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 bargains reasons require a closed session}.
 - 3. Approval of Closed Session Minutes of July 14, 2014

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 Annual Board Meeting of July 14, 2014

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JULY 14, 2014

The Board of Southwest Wisconsin Technical College met in public session of the annual meeting commencing at 5:38 p.m. on July 14, 2014, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

James Kohlenberg, Darlene Mickelson, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons, Diane Messer, Russell Moyer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Richard Ammon, Laura Bodenbender, Karen Campbell, Amy Charles, Katie Garrity, Dan Imhoff, Sue Reukauf, Phil Thomas, Betsy Tollefson, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times; John Mehan, Robert W. Baird & Co.; and Sheri Ford.

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

BOARD MEETING NOTICE/AGENDA

Monday, July 14, 2014

5:30 p.m. – Annual Meeting – Room 492-493, College Connection

7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

OPEN MEETING

The following statement will be read: “The July 14, 2014, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 19, 2014

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Resolution for Authorizing Issuance and Establishing Parameters for Sale of General Obligation Refunding Bonds
- C. Bid for Learning Center Renovation
- D. Three-Year Facilities Plan
- E. Signatory Authority Policy for 2014-15
- F. Designate Official Newspaper
- G. Designate Depository for 2014-15
- H. Designate College Legal Counsel for 2014-15
- I. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Schedule
- B. Facilities Update
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
- 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. Compensation & Benefits *{Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}*
- B. Consider a Recommendation from the Foundation Board Regarding a Donor *{Wis. Stats. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations}*

C. Approval of Closed Session Minutes of June 19, 2014

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}

Under Reports/Forums/Public Input, Dr. Ford introduced new administrative staff members Richard Ammon, Dean of Business, Management & General Studies; Dan Imhoff, Facilities Director; and Amy Charles, Business and Industry Services Manager.

Recently re-appointed Board members Eileen Nickels and Chris Prange read and signed the Oath of Office. After a review of the Consent Agenda, including the July 14, 2014, agenda; June 19, 2014, Board minutes; financial reports; 36 contracts totaling \$627,684.22 in June 2014; and the hiring of Kyle Ebel, Media Support Specialist, Mr. Kohlenberg moved to approve the Consent Agenda. Mr. Tuescher seconded the motion; motion carried.

John Mehan, Managing Director from Robert W. Baird & Co., presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Mehan explained the process noting there were multiple bidders due to the College's Aa2 Moody's rating and attractive debt structure. Ten bidders provided bids ranging from 1.0958 to 1.4515 percent. Mr. Mehan recommended the Board approve Piper Jaffray with the low bid. Mr. Tuescher moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to Piper Jaffray at a rate of 1.0958 percent. Ms. Mickelson seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

A resolution authorizing refinancing of \$5.5 million in General Obligation Refunding Bonds was presented for discussion and approval. Mr. Mehan noted there are two different issues which makes this attractive: 1) The bonds are taxable through Build America bonds and the College receives a subsidy back on the bonds; 2) This is an opportunity to refinance for savings and not shorten the term. Robert W. Baird & Co. will continue to review the rates and work with the College administration on the correct timing of refinancing. Industry standard is there needs to be two percent or more of savings on the debt before refinancing. Mr. Mehan informed the Board he would monitor the rates and report out to Caleb White, Vice President for Administrative Services. The resolution gives the parameters to authorize the administration to sell. Baird & Co. charges a one percent fee at the time of the sale and the net savings (after fees) would be at least two percent. Mr. Tuescher moved to approve the Resolution Authorizing Issuance and Establishing Parameters for Sale of \$5.5 million of General Obligation Refunding Bonds. Mr. Prange seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Mr. White presented the bid summary for the learning center renovation. Two bidders submitted bids by the July 1 deadline. Mr. White recommended the Board approve the low bid from MZ Construction of Linden, WI. Mr. Kohlenberg moved to award the Learning Center Renovation project to the low bid of \$1,004,700 from M-Z Construction, Inc., of Linden, WI. Mr. Tuescher seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, presented for approval the College's Three-Year Facilities Plan. Mr. Imhoff reviewed the plan noting the Learning Center Renovation project is the only remodeling project for FY2015 and the internal connector road for the Public Safety Complex is the one capital improvement project. FY2016 projects include roof replacement in Labs 415 and 413, air handling unit replacement in Lab 415, ceiling replacement in Buildings 100 and 200, renovation to Welding Lab 505, remodeling of the Academic Success Center, and construction of a storage building for the Public Safety Complex vehicles and farm equipment storage. Projects included in the plan for 20FY17 are tunnel upgrades, bookstore air handling unit replacement, kitchen and cafeteria remodeling, Buildings 100 and 200 entrance replacement, Building 700 roof replacement, and the construction of a Fire Safety shed. Discussion followed on the plan, with it being noted that this is a plan and priorities could change. Mr. Tuescher moved to approve the Three-Year Facilities Plan 2014-2017 with Mr. Kohlenberg seconding the motion. The motion carried.

Duane Ford, College President reviewed the Signatory Authority Policy for 2014-15. He noted the policy had not changed from the previous year. Mr. Kohlenberg moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2014-15 with the authority to sign official or legally binding documents. Ms. Mickelson seconded the motion; motion carried.

At the July 8, 2013, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2014-2016.

Mr. White made a recommendation to continue with First Merit Bank as the official depository. Mr. Tuescher moved to designate First Merit Bank, Fennimore, WI, as the official College depository for 2014-15. Mr. Prange seconded the motion; motion carried.

Dr. Ford reviewed the recommendations for the 2014-15 legal counsel designations. It was noted that the College will be going out to RFP for bond counsel. Mr. Kohlenberg moved to retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, WI, as the general legal counsel; and retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for labor relations. Mr. Tuescher seconded the motion; the Board confirmed the approval.

The election of Board officers for FY2015 was held. Mr. Tuescher nominated Eileen Nickels for Chairperson. Mr. Kohlenberg moved to close nominations and cast an unanimous ballot. The motion carried, and Ms. Nickels was elected Chairperson.

Mr. Tuescher nominated Jim Kohlenberg for Vice-Chairperson. Mr. Prange moved to close nominations and cast an unanimous ballot. Upon voice vote, the motion carried, and Mr. Kohlenberg was elected Vice-Chairperson.

Mr. Tuescher nominated Darlene Mickelson for the position of Secretary. Mr. Kohlenberg moved to close nominations and cast an unanimous ballot for Ms. Mickelson. Upon voice vote, the motion carried, and Ms. Mickelson was elected Secretary.

Mr. Tuescher nominated Chris Prange for Treasurer. Mr. Kohlenberg moved to close nominations and cast an unanimous ballot for Mr. Prange. Upon voice vote, the motion carried, and Mr. Prange was elected Treasurer.

The 2014-15 Board Monitoring Schedule was reviewed by the Board. Consensus of the Board was to hold the February Retreat in Belmont, Wisconsin.

Dan Imhoff presented a Facilities report to the Board. Mr. Imhoff reviewed the current Facilities' projects list noting that the Cosmetology renovation will be complete by August 11, minor landscaping projects are being completed, the storage building at the Public Safety Complex has been completed, the Cafeteria carpeting has been replaced and work will begin on the Learning Center renovation project and the walking path within the next week.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. Current open positions include eight instructors, two administrative assistants, four lab assistants, and several tutors. The positions are in various stages of the hiring process.

Under the Enrollment Report, Caleb White reviewed the FTE reports for FY2014 and FY2015. The FTEs generated in FY2014 are 1,655, which is an increase of 16 FTEs from the previous year.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Bylaws, Policies, and Procedures—Chris Prange; Legislative—Eileen Nickels; Program—Missy Fitzsimons; Human Resources—Diane Messer; Marketing/Public Relations & Awards—Rhonda Sutton; and Interdistrict/Interagency Cooperation—Darlene Mickelson and Jim Kohlenberg.

Dr. Ford reported on the following under the President's Report:

- Board members' assistance was asked in identifying organizations in their respective communities for Dr. Ford to present to.
- A business plan is being developed for the Tri-State Advanced Manufacturing Center for Excellence, which Southwest Tech is a partner. The center is a virtual network and does not have a physical entity. The goal is to fill the tri-state region's manufacturing-related educational programs and to collectively serve the area's manufacturing industry.

Mr. Tuescher moved to adjourn to closed session to discuss compensation and benefits and a recommendation from the Foundation Board regarding a donor. Mr. Kohlenberg seconded the motion. Upon roll call vote where all members voted affirmatively, the meeting was adjourned to closed session at 6:33 p.m.

The meeting reconvened in open session at 6:50 p.m. Mr. Tuescher moved to approve the recommendation to move all retirees to the high deductible health insurance plan beginning January 1, 2015. Ms. Sutton seconded the motion; motion carried.

Ms. Mickelson moved to adjourn the meeting, with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 6:51 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 07/01/2014 TO 07/31/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
7/2/2014	6172	Darlington School District	3,200.00	Facility rental July, 2014 through June 2015
7/2/2014	6173	Platteville Schools	7,800.00	Facility rental July, 2014 through June 2015 (2 rooms)
7/7/2014	6174	Fox Properties	13,200.00	Facility rental July, 2014 through June 2015 (Dodgeville)
7/7/2014	6176	TDS Telecom	18,000.00	Local Phone and PRI
7/7/2014	6177	TDS Telecom	4,500.00	Analog Phone Lines
7/7/2014	6179	Century Link	9,000.00	PRI Circuit & Long Distance
7/7/2014	6182	Genuine Telecom	4,500.00	Internet for Richland Center
7/7/2014	6183	Department of Administration	9,000.00	TEACH WI/BadgerNet Service
7/7/2014	6184	WISC Net	12,500.00	Membership/Network Access Participation (7.1-14 - 6.30.15)
7/7/2014	6186	Northeast WI Technical College	2,895.28	WTCS Adobe Connect Hosting & Support/Maintenance
7/7/2014	6191	Fahrner Asphalt Sealers	12,360.43	Asphalt Repair, Crack Filing in Lots: 600, 400, 1200, 500 (behind), 700 & 100
7/14/2014	6192	CK Norman Development	28,401.12	Facility rental July, 2014 through June 2015 (Richland Center)
7/21/2014	6196	Fennimore Municipal Utilities	279,998.40	Fiscal Year 2014-15 Utilities
7/21/2014	6197	Integrays Energy Service	82,999.92	Fiscal Year 2014-15 Natural Gas Service
7/21/2014	6198	We Energies	63,999.36	Fiscal Year 2014-15 Natural Gas Service
7/24/2014	6203	SHI International Corp	26,518.88	Fiscal Year 14-15 Microsoft EES Renewal
		SUBTOTAL	\$ 578,873.39	
<u>CAPITAL FUND</u>				
7/24/2014	6205	Target Commercial Interiors	4,065.60	Training Tables for Richland Center Outreach
		SUBTOTAL	\$ 4,065.60	
<u>ENTERPRISE FUND</u>				
7/7/2014	6187	FedEx	5,000.00	2014-15 Service
		SUBTOTAL	\$ 5,000.00	
		TOTAL	\$ 587,938.99	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 07/31/14

Liability End of Month Balances		
FICA	47,788.56	
Federal Withholding	42,401.98	
State Withholding	43,127.54	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity		
Deferred Compensation		
American Family Insurance	-	
Foundation	-	
PSA Dues	-	
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	380,037.94	
Sick Leave Payable	640,035.96	
Other (Due To)	6,381,152.74	
Total Liability Adjustment	7,534,544.72	
Beginning Treasurers Balance		
		-
Receipt		
Fund		
1 General	582,411.57	
2 Special Revenue	-	
3 Capital Projects	3,189.79	
4 Debt Service	-	
5 Enterprise	30,718.72	
6 Internal Service	240,609.87	
7 Financial Aid/Activities	12,127.14	
Total Receipts		869,057.09
Cash Available		869,057.09
Expenses		
Fund		
1 General	1,484,386.40	
2 Special Revenue	-	
3 Capital Projects	192,710.55	
4 Debt Service	-	
5 Enterprise	102,766.69	
6 Internal Service	379,135.85	
7 Financial Aid/Activities	96,764.63	
Total Expenses		2,255,764.12
Treasurers Cash Balance		(1,386,707.03)
Liability Adjustment		7,534,544.72
Cash in Bank		\$6,147,837.69

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 1 Months ended July 2014**

	<u>2014-15 Budget</u>	<u>2014-15 YTD Actual</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>
General Fund Revenue	24,456,000.00	582,411.57	2.38	2.35	4.64	3.60	4.12
General Fund Expenditures	24,756,000.00	1,484,386.40	6.00	1.15	2.09	3.47	3.62
Capital Projects Fund Revenue	2,550,000.00	3,189.79	0.13	1.98	2.04	0.01	-
Capital Projects Fund Expenditures	3,324,000.00	192,710.55	5.80	9.61	5.94	13.11	3.51
Debt Service Fund Revenue	5,132,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,180,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,850,000.00	30,718.72	1.66	6.56	1.52	14.77	16.14
Enterprise Fund Expenditure	1,600,000.00	102,766.69	6.42	10.78	6.34	2.52	6.76
Internal Service Fund Revenue	4,100,000.00	240,609.87	5.87	4.64	5.01	2.88	4.72
Internal Service Fund Expenditures	4,050,000.00	379,135.85	9.36	10.59	6.71	8.54	8.21
Trust & Agency Fund Revenue	8,500,000.00	12,127.14	0.14	1.32	0.24	0.67	0.21
Trust & Agency Fund Expenditures	8,450,000.00	96,764.63	1.15	1.44	1.12	1.25	1.12
Grand Total Revenue	46,588,000.00	869,057.09	1.87	2.25	3.02	2.89	3.31
Grand Total Expenditures	47,360,000.00	2,255,764.12	4.76	2.72	2.52	3.77	3.31

D. Contract Revenue

Six contracts totaling \$16,642.15 in July 2014 will be presented for Board approval. The Contract Revenue Report follows.

2014-2015 CONTRACTS

7/01/14 through 7/31/14

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0041-I-47 3M <i>WAT Grant #03-169-116-114</i>	Microsoft Excel Beginning	Derek Dachelet	13	\$ 7,778.15	No		X	
	Microsoft Excel Advanced		6	\$ 5,790.65	No		X	
03-2015-0042-I-18 UW-Platteville	First Aid CPR AED Heartsaver	Kris Wubben	23	\$ 1,150.00	Yes		X	
03-2015-0052-I-41 Richland Chiropractic Clinic	BLS for Healthcare Provider-CPR	Kris Wubben	8	\$ 280.00	No		X	
03-2015-0056-I-41 Ninovan Adult Family Home	CPR AED Heartsaver	Kris Wubben	7	\$ 245.00	No		X	
	First Aid CPR AED Heartsaver		5	\$ 250.00	No		X	
03-2015-0059-I-41 In The Beginning Daycare	CPR AED Heartsaver	Kris Wubben	11	\$ 385.00	No		X	
03-2015-0060-I-41 Latitude Corporation	First Aid CPR AED Heartsaver	Kris Wubben	15	\$ 763.35	No		X	
TOTAL of all Contracts			88	\$ 16,642.15				
Exchange of Services			23	\$ 1,150.00				
For Pay Service			65	\$ 15,492.15				

E. Personnel Items

Nine employment recommendations and four promotions/transfers are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT

August 28, 2014

AUGUST 28, 2014

Employment: NEW HIRE

Name	Nicole Schopf
Title	Associate Degree Nursing Instructor
Number of Applicants and Number Interviewed	3 Applicants / 3 Interviewed
Start Date	8/14/2014
Salary/Wage	\$58,000
Classification	Regular Full Time Academic Year Instructor / Grant Funded
Education and/or Experience	9 years of nursing experience. Masters in Nursing with an adult nursing practitioner focus.

Employment: NEW HIRE

Name	Stacie Kreinbrink
Title	Cancer Info Mgt/Health Information Technology (H.I.T.) Instructor (On-line)
Number of Applicants and Number Interviewed	4 Applicants / 4 Interviewed
Start Date	8/14/2014
Salary/Wage	\$62,000
Classification	Regular Full Time Academic Year Instructor / Grant Funded
Education and/or Experience	9 years of on-line teaching experience. Masters in Education with a focus in Web-Based Curriculum Design and a Masters in Business Administration.

Employment: NEW HIRE

Name	Pam Johnson-Loy
Title	Administrative Assistant-Public Safety
Number of Applicants and Number Interviewed	13 Applicants / 5 Interviewed
Start Date	7/21/2014
Salary/Wage	\$17.50/hour
Classification	Part Time Regular Support Staff / District Funded / 20 hrs/week nights & Saturdays
Education and/or Experience	20 years of Administrative Assistant experience.

Employment: NEW HIRE

Name	Christal Foreyt
Title	Associate Degree Nursing Instructor
Number of Applicants and Number Interviewed	3 Applicants / 3 Interviewed
Start Date	8/14/2014
Salary/Wage	\$59,500
Classification	Regular Full Time Academic Year Instructor /District Funded
Education and/or Experience	13 years of nursing experience. Masters in Nursing and Education.

Employment: NEW HIRE

Name	Jill Henry
Title	Nursing Assistant Instructor/ Health skills Lab
Number of Applicants and Number Interviewed	2 Applicants / 1 Interviewed
Start Date	8/14/2014
Salary/Wage	\$58,500
Classification	Regular Full Time Academic Year Instructor /District Funded
Education and/or Experience	24 years of nursing experience. Associate Degree in nursing from Southwest Tech.

Employment: NEW HIRE

Name	Linda Kious
Title	Lab Science/Medical Lab Tech Instructor/Microbiology Instructor
Number of Applicants and Number Interviewed	2 Applicants / 1 Interviewed
Start Date	08/14/2014
Salary/Wage	\$55,000
Classification	Regular Full Time Academic Year Instructor / Grant Funded
Education and/or Experience	27 years of Laboratory & Quality Coordinator experience. Bachelors in Biology with an emphasis in Chemistry and Psychology.

Employment: NEW HIRE

Name	Karen Bast
Title	Culinary Arts/Management Instructor
Number of Applicants and Number Interviewed	11 Applicants / 3 Interviewed
Start Date	08/20/2014
Salary/Wage	\$63,300
Classification	Regular Full Time Academic Year Instructor / District Funded
Education and/or Experience	Bachelor's in Business Administration. More than 25 years of experience in the industry.

Employment: NEW HIRE

Name	Mikayla Bryant
Title	Child Care Assistant
Number of Applicants and Number Interviewed	13 Applicants / 8 Interviewed
Start Date	8/14/2014
Salary/Wage	\$12.07/hour
Classification	Regular Part Time Support Staff / Academic Year / District Funded
Education and/or Experience	Associate Degree in Early Childhood Education from Southwest Tech – May 2014.

Employment: NEW HIRE

Name	Chase Varvil
Title	Electrical Power Distribution Assistant
Number of Applicants and Number Interviewed	2 Applicants / 1 Interviewed
Start Date	8/20/2014
Salary/Wage	\$20.78/Hour
Classification	Part Time Support Staff/Academic Year / District Funded
Education and/or Experience	Technical Diploma in Electrical Power Distribution form Southwest Tech.

PROMOTIONS/TRANSFERS

Mary Jo Sherman	Assessment Specialist
Tammie Engelke	Administrative Assistant – Public Safety
Holly Crubel	Grant Accountant
Samantha Redman	Grant/Finance Accountant

RETIREMENTS / RESIGNATIONS

None to Report	
----------------	--

Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. Revised 2014-15 Signatory Authority Policy

The 2014-15 Signatory Authority Policy designating authority to individuals committing the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents was approved at the July 14, 2014, annual Board meeting. The policy is being brought back to the Board for approval with the Business & Industry Services Manager being added to the President's designees for training and technical assistance contracts. The revised policy is available below.

Recommendation – Approve, as presented, the revised Signatory Authority Policy identifying those individuals designated for 2014-15 with the authority to sign official or legally binding documents.

GENERAL INSTITUTIONAL

2014-2015 SIGNATORY AUTHORITY POLICY

Responsible Administrator: President

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College.

In 2014-2015 the following people are authorized to sign the indicated documents:

Board Chairperson	<p>Governance Policy 1.7-8.b. "The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Chairperson signs:</p> <ul style="list-style-type: none">• Board Resolutions• Financial borrowing documents• Property purchase agreements• President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Vice-President for Administrative Services – annual Budget Book• Director of Student Services – Diplomas• Executive Assistant to the President and Board – As Approved by the Board Chairperson
Board Vice-Chairperson	<p>Governance Policy 1.8-1. "The Vice Chairperson shall have all the authority and duties of the Chairperson in the absence of the Chairperson."</p> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Executive Assistant to the President and Board – As Approved by the Board Vice-Chairperson
Board Secretary	<p>Governance Policy 1.9-2. "The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Secretary signs:</p> <ul style="list-style-type: none">• Board minutes

	<ul style="list-style-type: none"> • Board resolutions • Financial borrowing documents • Property purchase agreements • Annual levy statements (Governance Policy 1.9-6) • President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Required Public Notices • Executive Assistant to the President and Board – Required Public Notices and As Approved by the Board Secretary
Board Treasurer	<p>Governance Policy 1.10-2. "By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature."</p> <p>Governance Policy 1.10-3. 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.</p> <p>Treasurer signs:</p> <ul style="list-style-type: none"> • Financial borrowing documents <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Financial Transactions • Executive Assistant to the President and Board – As Approved by the Board Treasurer
President	<p>Governance Policy 2.2-3. "The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies."</p> <p>President signs:</p> <ul style="list-style-type: none"> • Employment contracts • Non-employment contracts • Agreements • Memoranda of Understanding • Diplomas

	<ul style="list-style-type: none"> • Overtime requests for support staff • Overload payments requests • Out-of-State travel requests • Grant applications • NJCAA agreements • Financial aid agreements and memoranda of understanding <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Director of Human Resources – Employment contracts • Director of Student Services – Acceptance letters and diplomas • Director of Institutional Advancement – Grant applications and grant related memoranda of understanding • Marketing and Public Relations Manager – Publications • Executive Assistant to the President and Board - letters, publications, and other documents as approved by the President
President's designees	<ul style="list-style-type: none"> • Vice-Presidents – Non-employment contracts • Vice President for Administrative Services – Bid documents and construction contracts • Deans – Overload request for instructors with <20% overload • Business & Industry Services Manager – Training & Technical Assistance Contracts • Deans, Directors, or Supervisors – Training contracts

District Board of Directors Approval Date: 7/8/13
Revision Date: 7/14/14

Board Monitoring of College Effectiveness

A. Health, Education & Public Safety Report

Katie Garrity, Dean of Health, Education & Public Safety, will provide a report focusing on major activities and how they help the College achieve its seven Strategic Directions. The report will be available at the Board meeting.

B. Staffing Update

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

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	Replacement - Jenny Oyen	Administrative Asst. Public Safety	Transfer in - Tammie Engelke	TBD	Grade 4 Hourly \$16.09 - \$20.78
2	New Position	Part Time Admin. Asst. Public Safety (Even & Weekends)	New Hire - Pam Johnson Loy	7/21/2014	Grade 4 Hourly \$16.09 - \$20.78
3	Replacement - Donna Marchese	Assessment Specialist	Internal Transfer-Mary Jo Sherman		Grade 5 Hourly \$17.14 - \$22.09
4	Replacement - Pam Myhre	Associate Degree Nursing Instructor	New Hire - Christal Foreyt	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
5	New Position	Cancer Infor Mgmnt / H.I.T. Instructor	New Hire - Stacie Kreinbrink	8/14/2014	Grant & District Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
6	Replacement - Jessica Brogley	Communications Instructor	Decision to hire adjuncts		BS \$40,368-\$68,225 MS \$44,159-\$74,437
7	New Position	Culinary Arts/Management Instructor	New Hire - Karen Bast	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
8	New Position - Limited Term Employment (LTE)	Healthcare Lab Asst.	Offer has been accepted.		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
9	New Position - Limited Term Employment (LTE)	Healthcare Tutors/Study Skill Tutors/Tutor Specialist (8 Positions)	Offer has been accepted.		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
10	Replacement - Robert Hampton (LTE)	Electrical Power Distribution Lab Assistant	New Hire - Chase Varvil	8/14/2014	Grade 5 Hourly \$17.14 - \$22.09
11	New Position	Lab Science/Medical Lab Tech Instructor	New Hire - Linda Kious	8/14/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
12	New Position - Limited Term Employment (LTE)	Media Support Specialist	New Hire-Kyle Ebel	7/7/2014	Grant Funded Grade 6 Hourly \$20.74 - \$26.74
13	Replacement - Patti Obma	Nursing Assistant Instructor (1 FT or 2 PT)	New Hire - Jill Henry (1 Full time)	8/14/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
14	New Position - Limited Term Employment (LTE)	General Anatomy & Physiology Instructor (PT)	Decision to hire adjunct	8/21/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
15	Replacement-Dorie Hopkins Studnicka	Auto-Tutorial Lab Assistant	An offer has been made	8/14/2014	Grade 4 Hourly \$16.09 - \$20.78
16	Replacement-Heidi Deininger Kinney	Associate Degree Nursing Instructor	New Hire - Nicole Schopf	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
17	Replacement-Sue Elliott	Child Care Lab Assistant	New Hire - Mikayla Bryant	8/14/2014	Grade 1 Hourly \$11.89 - \$15.36
18	Replacement - Mary Jo Sherman (Transfer)	Student Services Specialist	Offer has been accepted.		Grade 2 Hourly \$14.19 - \$18.34
19	Replacement - Tammie Engelke (Transfer)	Grants Accountant	Internal Transfer - Holly Crubel	TBD	Grade 6 Hourly \$21.05 - \$27.14
20	Replacement - Holly Crubel (Transfer)	Accounts Payable	Internal/External Posting		Grade 4 Hourly \$16.09 - \$20.78
21	Replacement - Helen Laufenberg	Grant/Finance Accountant	Internal Transfer - Samantha Redman	TBD	Grade 6 Hourly \$21.05 - \$27.14

Position Tracking 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
22	Replacement - Samantha Redman	Financial Aid Accounting/Bursar	Internal/External Posting		Grade 4 Hourly \$16.09 - \$20.78
23	New Position	Online Specialist	Internal/External Posting		Grade 7 Salaried Professional \$52,190 - \$70,611

Information and Correspondence

A. Enrollment Report

The 2013-14 and 2014-15 Comparison FTE and 2014-15 Application Reports are available electronically with all other Board material. Also included in the packet is a statewide FTE report.



2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	12/13 Final	08-18-14 Students	Student Change	12/13 Final	08-18-14 FTE	FTE Change
10	Accounting	43	40	(3)	36.06	29.60	(6.47)
10	Administrative Professional	20	12	(8)	15.47	11.53	(3.93)
10	Agri-Business/Science Technology	42	43	1	37.03	40.44	3.40
10	Business Management	94	104	10	64.53	73.79	9.27
10	Medical Laboratory Technician	23	16	(7)	19.67	11.57	(8.10)
10	Criminal Justice - Law Enforcement	68	60	(8)	52.23	54.33	2.10
10	Culinary Arts		11	11		7.84	7.84
10	Culinary Management	26	6	(20)	17.20	4.83	(12.37)
10	Direct Entry Midwife	33	26	(7)	18.93	14.20	(4.73)
10	Early Childhood Education	48	53	5	38.67	38.63	(0.03)
10	Electro-Mechanical Technology	49	59	10	43.67	56.40	12.73
10	Engineering Technologist	23	23	-	19.30	22.93	3.63
10	Golf Course Management	31	35	4	29.63	31.97	2.33
10	Graphic and Web Design	42	35	(7)	35.53	30.40	(5.13)
10	Human Services Associate	59	63	4	39.70	37.80	(1.90)
10	IT-Computer Support Specialist	7	2	(5)	3.23	0.63	(2.60)
10	IT-Network Comm Spec	36	31	(5)	25.07	22.80	(2.27)
10	IT-Web & Software Developer	33	22	(11)	19.40	16.40	(3.00)
10	Individualized Technical Studies	4	7	3	2.10	6.87	4.77
10	Marketing	1	10	9	0.57	6.00	5.43
10	Nursing - Associate Deg	220	263	43	106.81	128.61	21.80
10	Physical Therapist Assistant	36	38	2	24.13	22.33	(1.80)
10	Supervisory Management	1	6	5	0.03	1.37	1.33
	Total Associate Degree	939	965	26	648.97	671.27	22.30
31	Accounting Assistant	13	8	(5)	9.30	4.03	(5.27)
32	Agricultural Power & Equipment Tech	47	44	(3)	41.27	42.20	0.93
31	Auto Collision Repair & Refinish Tech	26	24	(2)	17.77	15.83	(1.93)
32	Automotive Technician	38	29	(9)	34.84	23.30	(11.53)

Program Type	Program Title	12/13 Final	08-18-14 Students	Student Change	12/13 Final	08-18-14 FTE	FTE Change
31	Cosmetology	42	45	3	35.97	36.41	0.43
31	Bricklaying and Masonry	-	10	10		8.07	8.07
30	Building Maintenance & Construction	3	2	(1)	1.23	0.73	(0.50)
31	Building Trades - Carpentry	14	14	-	11.90	13.80	1.90
30	CNC Setup/Operation	7	12	5	3.87	7.77	3.90
31	Child Care Services	13	8	(5)	7.80	6.03	(1.77)
30	Criminal Justice-Law Enf Acad	15	22	7	7.97	11.80	3.83
31	Culinary Specialist	16	8	(8)	12.90	4.87	(8.03)
31	Dairy Herd Management	14	18	4	14.37	18.27	3.90
30	Dental Assistant	31	29	(2)	16.97	15.77	(1.20)
31	Electrical Power Distribution	24	30	6	22.93	25.73	2.80
50	Electricity (Construction)	14	18	4	1.73	2.85	1.12
31	Esthetician	14	13	(1)	10.80	8.73	(2.07)
30	Farm Business & Production Manage	80	-	(80)	19.56	-	(19.56)
50	Industrial Electrician Apprentice	12	16	4	2.13	2.47	0.33
31	IT-Computer Support Technician		5	5		2.80	2.80
31	Medical Assistant	44	47	3	30.74	34.37	3.63
30	Medical Coding Specialist	68	65	(3)	29.10	22.17	(6.93)
31	Medical Transcription	14	3	(11)	8.63	1.27	(7.37)
30	Nursing Assistant	277	219	(58)	35.58	28.57	(7.01)
31	Office Support Specialist	4	15	11	2.80	10.93	8.13
50	Plumbing Apprentice	16	13	(3)	2.40	2.23	(0.17)
31	Welding	47	47	-	40.90	41.00	0.10
	Total Technical Diploma	893	764	(129)	423.47	392.00	(31.47)
	Liberal Studies	-	10	10	-	5.87	5.87
	Undeclared Majors	1,832	2,378	546	286.66	310.43	23.78
	Total	3,664	4,117	453	1,359.09	1,379.57	20.48
	Percent of Change						1.51%
	Vocational Adult (Aid Codes 42-47)				102.83	115.00	12.17
	Community Services				1.32	0.93	(0.39)
	Basic Skills (Aid Codes 7x)				60.00	47.09	(12.91)
	Basic Skills Remedial(Aid Codes 78)				114.50	111.56	(2.94)
	Grand Total				1,637.75	1,654.15	16.41
	Total Percent of Change						<u>1.00%</u>

2013-2014 and 2014-2015 FTE Comparison

Program Type	Program Title	08-19-13 Students	08-18-14 Students	Student Change	08-19-13 FTE	08-18-14 FTE	FTE Change
10	Accounting	33	23	(10)	15.87	11.80	(4.07)
10	Administrative Professional	13	10	(3)	6.67	4.33	(2.33)
10	Agri-Business/Science Technology	41	61	20	20.70	33.30	12.60
10	Business Management	89	69	(20)	37.20	28.73	(8.47)
10	Cancer Information Management	-	4	4	-	1.03	1.03
10	Criminal Justice - Law Enforcement	58	53	(5)	30.43	24.36	(6.07)
10	Culinary Arts	5	22	17	2.60	10.54	7.94
10	Culinary Management	13	9	(4)	5.80	4.33	(1.47)
10	Direct Entry Midwife	21	21	-	7.63	7.13	(0.50)
10	Early Childhood Education	44	33	(11)	20.80	15.30	(5.50)
10	Electro-Mechanical Technology	55	60	5	28.06	29.86	1.80
10	Engineering Technologist	21	10	(11)	10.40	4.23	(6.17)
10	Golf Course Management	30	25	(5)	15.10	12.47	(2.63)
10	Graphic and Web Design	35	33	(2)	16.47	14.07	(2.40)
10	Health Information Technology	-	27	27	-	9.53	9.53
10	Human Services Associate	50	43	(7)	19.63	19.57	(0.07)
10	Individualized Technical Studies	5	4	(1)	3.00	1.27	(1.73)
10	IT-Computer Support Specialist	1	1	-	0.20	0.37	0.17
10	IT-Network Comm Spec	34	27	(7)	15.17	11.00	(4.17)
10	IT-Web & Software Developer	19	12	(7)	7.93	3.93	(4.00)
10	Marketing	6	1	(5)	2.67	0.10	(2.57)
10	Medical Laboratory Technician	15	16	1	5.63	8.03	2.40
10	Nursing - Associate Deg	220	270	50	64.47	77.57	13.10
10	Physical Therapist Assistant	34	41	7	11.97	15.43	3.47
10	Supervisory Management	-	13	13	-	4.03	4.03
	Total Associate Degree	842	888	46	348.40	352.33	3.93
31	Accounting Assistant	10	11	1	3.43	4.60	1.17
32	Agricultural Power & Equipment Tech	42	44	2	22.54	23.34	0.80
31	Auto Collision Repair & Refinish Tech	22	21	(1)	8.97	9.07	0.10
32	Automotive Technician	32	31	(1)	13.93	15.00	1.07
31	Bricklaying and Masonry	11	-	(11)	5.60	-	(5.60)
30	Building Maintenance & Construction	1	-	(1)	0.10	-	(0.10)
31	Building Trades - Carpentry	13	21	8	7.10	10.83	3.73
30	CNC Setup/Operation	12	6	(6)	6.60	3.13	(3.47)
31	Child Care Services	9	9	-	4.00	4.10	0.10
50	Construction Electrician Apprentice	1	15	14	0.10	1.00	0.90

Program Type	Program Title	08-19-13 Students	08-18-14 Students	Student Change	08-19-13 FTE	08-18-14 FTE	FTE Change
31	Cosmetology	38	40	2	21.54	21.70	0.17
30	Criminal Justice-Law Enf Acad	22	15	(7)	11.63	7.80	(3.83)
31	Culinary Specialist	5	3	(2)	1.40	1.07	(0.33)
31	Dairy Herd Management	18	20	2	9.47	10.53	1.07
30	Dental Assistant	21	19	(2)	10.53	9.73	(0.80)
31	Electrical Power Distribution	30	24	(6)	14.13	12.47	(1.67)
31	Esthetician	13	-	(13)	5.13	-	(5.13)
30	Farm Business & Production Manage	1	-	(1)	0.17	-	(0.17)
50	Industrial Electrician Apprentice	13	10	(3)	0.93	0.73	(0.20)
31	IT-Computer Support Technician	1	17	16	0.23	7.57	7.33
31	Medical Assistant	43	36	(7)	19.30	18.47	(0.83)
30	Medical Coding Specialist	45	33	(12)	11.90	7.77	(4.13)
31	Medical Transcription	3	-	(3)	0.77	-	(0.77)
30	Nursing Assistant	103	85	(18)	11.23	8.83	(2.40)
31	Office Support Specialist	11	9	(2)	4.90	4.27	(0.63)
50	Plumbing Apprentice	5	12	7	0.50	1.08	0.58
31	Welding	49	43	(6)	22.80	22.68	(0.12)
	Total Technical Diploma	574	524	(50)	218.95	205.77	(13.18)
	Liberal Studies	10	23	13	4.57	5.00	0.43
	Undeclared Majors	184	153	(31)	29.85	24.10	(5.75)
	Total	1,610	1,588	(22)	601.77	587.19	(14.58)
	Percent of Change						-2.42%
	Vocational Adult (Aid Codes 42-47)	1,757	1,613	(144)	30.36	27.37	(2.99)
	Community Services	81	28	(53)	0.20	0.05	(0.15)
	Basic Skills (Aid Codes 7x)	21	46	25	0.87	1.76	0.90
	Basic Skills Remedial(Aid Codes 78)	335	226	(109)	14.49	8.49	(6.00)
	Grand Total	3,804	3,501	(303)	647.68	624.87	(22.81)
	Total Percent of Change						-3.52%

Wisconsin Technical College System Comparison FTE Report

Row Labels	2013		2014		Total Student		Headcount	FTEs
	Student Count	FTEs	Student Count	FTEs	Count	Total FTEs	2014 Over (Under)	2014 Over (Under)
Blackhawk	8,857	2,289.24	8,458	1,958.49	14,076	4,247.73	-399	-330.8
Chippewa Valley	14,639	4,247.76	14,416	4,148.21	23,473	8,395.97	-223	-99.6
Fox Valley	46,002	7,287.66	44,428	6,983.48	76,154	14,271.14	-1,574	-304.2
Gateway	21,130	5,812.82	20,142	5,418.53	32,259	11,231.35	-988	-394.3
Lakeshore	12,675	2,141.00	13,048	2,010.52	21,369	4,151.53	373	-130.5
Madison Area	37,771	10,444.78	36,714	10,081.26	59,595	20,526.04	-1,057	-363.5
Mid-State	7,688	2,130.44	7,457	2,073.11	12,117	4,203.55	-231	-57.3
Milwaukee Area	40,280	13,155.58	38,049	12,417.05	61,353	25,572.64	-2,231	-738.5
Moraine Park	16,223	3,041.10	16,232	2,983.30	26,909	6,024.40	9	-57.8
Nicolet Area	7,098	1,068.76	7,084	1,050.19	11,663	2,118.95	-14	-18.6
Northcentral	18,776	3,760.84	17,093	3,697.84	28,817	7,458.68	-1,683	-63.0
Northeast Wisconsin	41,582	7,134.14	37,861	6,964.31	64,933	14,098.46	-3,721	-169.8
Southwest Wisconsin	10,952	1,637.49	10,617	1,654.15	18,061	3,291.64	-335	16.7
Waukesha County	23,432	4,574.58	22,756	4,330.02	37,452	8,904.59	-676	-244.6
Western Wisconsin	14,109	3,710.30	11,844	3,286.46	21,182	6,996.76	-2,265	-423.8
Indianhead	20,588	2,741.44	20,251	2,576.68	34,085	5,318.12	-337	-164.8
Unduplicated Total	341,595	75,177.92	326,269	71,633.62	542,908	146,811.54	-15,326	-3544.3
Sum of District Counts	341,802		326,450				-15,352	

APPLICATION COMPARISON

Max	Program	2014-15 (8/15/14)			2013-14 (8/15/13)			YOY Change	Disc/New Prog
		Accepted	Waiting List	Total	Accepted	Waiting List	Total		
	Accounting	15		15	18	0	18	(3)	
	Accounting Assistant	9		9	6	0	6	3	
	Administrative Professional	7		7	8	0	8	(1)	
36	Agri-Business/Science Tech	36	2	38	23	13	36	2	
22	Ag Power & Equipment	22	7	29	22	19	41	(12)	
22	Auto Collision Repair&Refinish	18		18	13	0	13	5	
22	Automotive Technician	21		21	14	0	14	7	
	Bricklaying & Masonry			0	11	0	11	(11)	(11)
20	Building Trades- Carpentry	20		20	14	0	14	6	
	Business Management	44		44	57	0	57	(13)	
15	Cancer Inf Management	4		4			0	4	4
13	Child Care Services	7		7	9	0	9	(2)	
15	CNC Setup/Operation	9		9	11	0	11	(2)	
24	Cosmetology	25		25	21	3	24	1	
	Criminal Justice-Law Enforce	37		37	33	0	33	4	
	Culinary Arts	17		17	7	0	7	10	
	Culinary Management	8		8	10	0	10	(2)	
	Culinary Specialist	3		3	4	0	4	(1)	
24	Dairy Herd Management	19		19	18	0	18	1	
18	Dental Assistant	19	1	20	18	25	43	(23)	
28	Early Childhood Education	17		17	20	3	23	(6)	
24	Electrical Power Distribution	24	12	36	27	1	28	8	
24	Electro-Mechanical Tech Aug start	22		22	30	0	30	(8)	
	Engineering Technologist			0	8	0	8	(8)	(8)
	Esthetician			0	12	0	12	(12)	(12)
	Golf Course Management	19		19	17	0	17	2	
25	Graphic and Web Design	22		22	23	0	23	(1)	
22	Health Information Technology	22	5	27			0	27	27
32	Human Services Associate	30		30	32	8	40	(10)	
	IT-Computer Support Tech	19		19	1	0	1	18	
	IT-Network Communication Spec	18		18	19	0	19	(1)	
	IT-Web & Software Developer			0	15	0	15	(15)	(15)
	Liberal Arts- Associate of Arts	13		13	8	0	8	5	
	Liberal Arts-Associate of Science	10		10	3	0	3	7	
	Marketing			0	5	0	5	(5)	(5)
32	Medical Assistant	32	14	46	30	28	58	(12)	

Max		Accepted	Waiting List	Total	Accepted	Waiting List	Total	YOY Change	Disc/New Prog
23	Medical Coding Specialist	23	7	30	29	26	55	(25)	
16	Medical Laboratory Technician	13		13	9	0	9	4	
4	Nail Technician	2		2	2	1	3	(1)	
54	Nursing-Associate Degree	55	112	167	49	69	118	49	
28	Nursing-Assoc Degree- Part-time	30	19	49	28	4	32	17	
	Office Support Specialist	5		5	13	0	13	(8)	
	Pharmacy Tech (shared)	5		5	5	0	5	-	
15	Physical Therapist Assistant	15	30	45	14	25	39	6	
	Supervisory Management	13		13			0	13	13
	Undecided			0	2	0	2	(2)	
40	Welding	40	14	54	39	12	51	3	
17	Direct-Entry Midwife (Jan Start)	15		15	17	0	17	(2)	
20	Welding - (Jan Start)	3		3				3	3
543	Totals	807	223	1030	774	237	1011	19	(4)
	YOY Change	33	(14)	19					

B. Chairperson's Report

1. Board Member of the Year Nominations

C. College President's Report

1. Conversations with Area Legislators
2. Out-of-State Online Tuition
3. State Board Meeting – September 9-10
4. Learning Center Dedication – September 10

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Marketing Report

B. Time and Place

Thursday, September 25, 2014, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

- A. Consideration of adjourning to closed session for the purpose of**
 - 1. Considering an employee's request.** *{Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}*
 - 2. Considering property issues.** *{Wis.Stats.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 bargains reasons require a closed session.}*
 - 3. Approval of Closed Session Minutes of July 14, 2014**

Reconvene to Open Session

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

Adjournment