



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 9, 2012

Held at

Rooms 492-493, College Connection
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Monday, July 9, 2012

5:30 p.m. – Annual Meeting – Room 492-493, College Connection
7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The July 9, 2012, 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 Melissa Fitzsimons and Donald Tuescher will sign the Oath of Office. Newly appointed Board Member Diane Messer is unable to attend the July meeting and will sign the Oath of Office at the August 2012 Board meeting.

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of June 18, 2012

Minutes of the June 18, 2012, regular meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

There were 97 contracts in June 2012 totaling \$496,870.10 for Board approval. The Contract Revenue Report is included with the electronic Board material.

Recommendation – Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Borrowing Resolutions

1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes

Bids received at Noon on July 9, 2012, will be available at the meeting for the sale of \$2,500,000 in General Obligation Promissory Notes. Caleb White will be available at the meeting for questions. The resolution is available electronically with all other materials.

Recommendation – Approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes.

B. Three-Year Facilities Plan

The Three-Year Facilities Plan 2012-2015 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Doug Pearson will present the report.

Recommendation – Approve the Three-Year Facilities Plan 2012-2015.

C. Personnel

1. Employment

Employment recommendations will be presented at the Board meeting for two Electromechanical Technology Instructors. The employment recommendations are available with all other electronic Board material.

Recommendation – Approve the employment recommendation for Mary Hudson for one of the Electromechanical Technology Instructor positions at a salary of \$51,378 for academic year 2012-13.

Recommendation – Approve the employment recommendation for Joshua Klass for one of the Electromechanical Technology Instructor positions at a salary of \$54,608 for academic year 2012-13.

D. Designate Official Newspaper for 2012-13

At the July 12, 2010, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2010-2013.

E. Designate Depository for 2012-13

Banking service capabilities and costs are subjected to periodic extensive reviews. Based on the most recent review on file and a continued good working relationship exhibited during the last year, recommendation is to continue with Citizen's Bank as the official depository for 2012-13. Caleb White will present the review at the Board meeting.

Recommendation – Designate Citizen's Bank, Fennimore, WI, as the official depository for 2012-13.

F. Designate College Legal Counsel for 2012-13

Letters of engagement have been received and will be available at the meeting for review.

Recommendation: 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.

G. Election of Officers

Election of Board officers for the 2012-13 fiscal year will be conducted at this time.

Governance Policy 1.6 - 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.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Board Monitoring Schedule

A copy of the proposed 2012-13 Board Monitoring Schedule is available electronically with all other materials. Your suggestions for additional reports or reviews are appreciated.

B. Facilities Update

A Facilities Update will be provided at the Board Meeting. Doug Pearson, Director of Facilities, will update the Board on current and new activities, future directions, and continuous improvement.

C. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

A current College comparison 2011-12 FTE Report and the 2012-13 comparison Application Report are available electronically with all other Board material. Caleb White will be present for any questions.

B. Chairperson's Report

1. Boards Association Committee Appointments

Board members will need to be appointed to the following Wisconsin Technical College District Boards Association committees:

- Bylaws, Policies, and Procedures
- Legislative
- Program
- Human Resources
- Marketing/Public Relations & Awards
- Interdistrict/Interagency Cooperation

Descriptions/objectives of each committee are available electronically with all other Board material.

C. College President's Report

1. New Workforce Investment Act (WIA) Operator
2. County Board Presentations

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Administrative Services Update

B. Time and Place

Thursday, August 23, 2012, in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

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

B. Approval of Closed Session Minutes of April 26, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The July 9, 2012, 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 Melissa Fitzsimons and Donald Tuescher will sign the Oath of Office. Newly appointed Board Member Diane Messer is unable to attend the July meeting and will sign the Oath of Office at the August 2012 Board meeting.

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Monday, July 9, 2012

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

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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 18, 2012

C. Financial Reports

1. Purchase Orders Greater than \$2,500

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Borrowing Resolutions
 - 1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Personnel
 - 1. Employment
- D. Designate Official Newspaper for 2012-13
- E. Designate Depository for 2012-13
- F. Designate College Legal Counsel for 2012-13
- G. 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. Consideration of adjourning to closed session for the purpose of
 - a. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of April 26, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Meeting of June 18, 2012

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JUNE 18, 2012

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:25 p.m. on June 18, 2012, in the Conference Room at Packers Chemical, Inc., 3729 Pebble Hollow Road, Kieler, Grant County, Wisconsin, with the following members present:

Melissa Fitzsimons, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, Donald Tuescher

Absent: Dean Isaacson

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

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

BOARD MEETING NOTICE/AGENDA

Monday, June 18, 2012

5:00 p.m. – Joint Board Dinner & Signing of Reciprocity Agreement

NICC Town Clock Center, 680 Main Street, Dubuque, IA

7:00 p.m. – Budget Hearing

7:30 p.m. – Regular Board Meeting

Conference Room

Packers Chemical, Inc., 3729 Pebble Hollow Road, Kieler, WI

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda

- B. Minutes of the Regular Meeting of May 24, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater Than \$2500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- A. 2012-13 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- C. Bid for Food Service Operations
- D. Bid for Public Safety Asphalt Upgrade
- E. Bid for Birthing Simulator for the Direct Entry Midwife Program
- F. Lease with Darlington Schools
- G. Program Viability Report
- H. Personnel
 - 1. Employment
 - 2. Layoff
 - 3. Resignation
 - 4. Retirement

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 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
 - H. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of May 24, 2012

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent Agenda including the Board agenda; the May 24, 2012, Board minutes; financial reports; and 30 contracts totaling \$64,454.66. Ms. Fitzsimons seconded the motion, which was unanimously approved.

Caleb White, Director of Fiscal Services, presented the 2012-13 Budget for approval. The budget had been outlined at the public hearing preceding the Board meeting. The budget was built on an increase of 3.8 percent in revenue, an estimated 1700 FTEs, and no change in tax levy. Mr. Tuescher moved to approve the budget as presented with an operating budget of \$21,618,000. Mr. Prange seconded the motion. Upon roll call vote, the budget was unanimously approved.

Mr. White also presented a resolution authorizing the issuance of up to \$2,500,000 in general obligation promissory notes. Mr. White explained that up to \$150,000 will be authorized for paying the cost of site improvements; \$1,032,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,318,000 for paying the cost of acquiring moveable equipment. Mr. Tuescher moved to approve the resolution authorizing the borrowing of up to \$2,500,000, and set the sale of the general obligation promissory notes for July 9, 2012. Ms. Nickels seconded the motion, which was unanimously approved.

The bid for food services operations was presented for approval. An RFP had been issued for food service and vending. Mr. White stated that six proposals were received with four proposals for the cafeteria service and two for vending service. Discussion followed on UW-Platteville Dining Services. Mr. White assured the Board that there is a 90-day out clause for either party and that the stipulations included in the RFP will be incorporated into a contract. Mr. Tuescher moved to award the contract for food service to include cafeteria and catering services to UW-Platteville Dining Services, Platteville, Wisconsin, for a three-year period commencing August 1, 2012, and to award a contract for snack vending services to Vendors Unlimited Corp., Dubuque, Iowa, for the same time period. Ms. Fitzsimons seconded the motion; motion carried.

The Board reviewed the summary of the one bid received for the Public Safety asphalt upgrade. This upgrade is to pave the parking lot at the Public Safety Building. Upon review, Mr. Moyer moved to award the bid for the Public Safety Asphalt Upgrade project to Iverson Construction of Kieler, WI, with the bid of \$96,020. The motion was seconded by Mr. Prange. The motion carried.

A summary of the bids received for the Birthing Simulator to be used in the Direct Entry Midwife program was reviewed. Mr. White explained four bids were received; however, the two low bids did not meet specifications. Mr. Tuescher moved to award the bid for the Birthing Simulator to Laerdal Medical Corporation of Wappingers Falls, NY, with the low bid of \$48,751.70. Ms. Nickels seconded the motion; motion carried.

Caleb White presented for approval a lease that will allow Southwest Tech to rent office and classroom space at the Darlington Schools. Dr. Ford explained that we currently provide adult basic education at the municipal building in Darlington. Due to the smallness of that facility and lack of broadband connectivity some services have already been moved to the Darlington High School. The plan is to house Joann Peterson, Farm Business & Production Management Instructor, and Sara Davis, Student Recruiter, at

the Darlington Schools. Mr. Tuescher moved to approve a lease with Darlington Schools for 780 square feet of floor space located at the Darlington High School in the amount of \$3,000 for the term of 12 months commencing on July 1, 2012, and ending June 30, 2013. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Ford updated the Board on the review of low-enrollment programs and plans for moving forward. The Deans Council has been tracking enrollment for Fall 2012 and have stopped enrollment in the IT-Computer Support Specialist, Marketing, and Bricklaying programs due to low enrollment. The Medical Transcription program will be suspended after the 2012-13 academic year. Capacity has been increased for the Graphic & Web Design program and the feasibility of increasing Ag Power & Equipment Technician's capacity is being reviewed.

Dr. Ford's plan includes reviewing all program enrollments for Fall 2012 prior to September 1. Any program that enrolls less than 15 new students for the upcoming fall will be given notice and the instructional staff will receive a preliminary layoff notice for the end of the academic year. This will allow instructors to take corrective action, participate more in student recruitment, and review/modify program curricula.

Dr. Ford noted there are no layoff notices to be given at this time. Don Borchert, Bricklaying & Masonry Instructor, is the only instructor affected by stopping enrollment in the three identified programs. Mr. Borchert will be given an alternative assignment for the 2012-13 academic year which may include some combination of the following: safety instruction, recruiting, coordinating, and facilities improvement at the College. Mr. Prange moved to approve a strategy whereby program staff are issued layoff notices as soon as possible after September 1 and effective at an appropriate time after the end of the academic year in any program with fewer than 15 new students enrolled on September 1. This strategy gives the College and staff members at least nine months to implement corrective action. The low-enrollment programs and the names of staff members projected to be given such notices will be presented at the August Board meeting. Ms. Fitzsimons seconded the motion; motion carried.

Under Personnel, Laura Bodenbender, Director of Human Resources, presented an employment recommendation and two retirements. The employment recommendation presented was for a Human Services Associate Instructor. Ms. Bodenbender explained that ten applications were received and three applicants interviewed for the position. She reviewed the qualifications of Julie Antonson. Mr. Tuescher moved to approve the employment recommendation of Julie Antonson for the position of Human Services Associate Instructor at a salary of \$58,198 for the 2012-13 academic year. Ms. Fitzsimons seconded the motion; motion carried.

Ms. Bodenbender presented the retirement of Connie Larson, a counselor in Student Services. Ms. Larson has been with the college for 22 years. Mr. Moyer moved to approve the acceptance of the retirement of Connie Larson, Counselor, effective July 12, 2012. Ms. Sutton seconded the motion; motion carried.

The second retirement presented was that of Doug Phillips. Mr. Phillips has been a longtime instructor in the Electromechanical Technology program, Electrician apprenticeship program, and Business & Industry Services. Mr. Tuescher moved to approve the acceptance of the retirement of Doug Phillips, Business & Industry

Services/Electromechanical Technology Instructor, effective June 8, 2012. Ms. Nickels seconded the motion; motion carried.

Under the Staffing Update, Ms. Bodenbender explained there are currently five vacant positions. Two offers have been extended for two Electromechanical Technology instructors and 115 individuals have applied for the two advisor positions. There is currently some bumping going on with support staff due to layoffs of two WIA personnel.

Mr. White presented the Enrollment Report noting that the FTE count for 2011-12 has not been finalized yet. The application report for Fall 2012 reflects a slight decrease in the total number of applications received.

Chairperson Kohlenberg reminded the Board of the upcoming July District Boards Association being held in Barneveld July 19-21. Under the President's Report, Dr. Ford presented the State-of-the-College Report. He reviewed the highlights for FY 2012. In looking forward, Dr. Ford has planned a retreat for this summer where the Cabinet will be discussing how we define success, how we measure success, and how we can do a better job of reaching adult students.

There were no items for closed session and with no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried and the meeting adjourned at 8:12 p.m.

Melissa Fitzsimons, Secretary

C. Financial Reports

1. Purchase Orders Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 6/12012 TO 6/30/2012**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
None this month				
			SUBTOTAL	\$ -
<u>CAPITAL FUND</u>				
06/21/12	5824	Creative Solutions	2,617.33	Building 200 Hallway Carpeting (2nd Phase)
06/26/12	5831	Fink Fencing Inc.	4,960.70	Fencing for Playground Project
06/26/12	5832	Creative Solutions	6,118.32	Building 200 Hallway Carpeting (2nd Phase)
			SUBTOTAL	\$ 13,696.35
<u>ENTERPRISE FUND</u>				
None this month				
			SUBTOTAL	\$ -
			TOTAL	\$ 13,696.35

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 6/30/12

Liability End of Month Balances		
FICA	-	
Federal Withholding	-	
State Withholding	37,403.89	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity	7,937.78	
Deferred Compensation	7,115.40	
American Family Insurance	-	
Foundation		
PSA Dues		
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	407,614.14	
Sick Leave Payable	437,793.27	
Other (Due To)	9,641,862.66	
Total Liability Adjustment	10,539,727.14	
Beginning Treasurers Balance		1,019,163.73
Receipt		
Fund		
1 General	851,632.74	
2 Special Revenue	-	
3 Capital Projects	560.65	
4 Debt Service	-	
5 Enterprise	87,636.60	
6 Internal Service	382,306.42	
7 Financial Aid/Activities	62,576.37	
Total Receipts	1,384,712.78	
Cash Available		2,403,876.51
Expenses		
Fund		
1 General	2,365,605.37	
2 Special Revenue	-	
3 Capital Projects	148,839.95	
4 Debt Service	2,899,365.64	
5 Enterprise	136,539.46	
6 Internal Service	307,830.64	
7 Financial Aid/Activities	36,469.78	
Total Expenses	5,894,650.84	
Treasurers Cash Balance		(3,490,774.33)
Liability Adjustment		10,539,727.14
Cash in Bank		7,048,952.81

3. Budget Control

Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 12 Months ended June 30, 2012

	<u>2011-12</u> <u>Budget</u>	<u>2011-12</u> <u>YTD Actual</u>	<u>2011-12</u> <u>Percent</u>	<u>2010-11</u> <u>Percent</u>	<u>2009-10</u> <u>Percent</u>	<u>2008-09</u> <u>Percent</u>	<u>2007-08</u> <u>Percent</u>
General Fund Revenue	20,585,000.00	19,084,729.77	92.71	93.08	91.07	89.94	87.92
General Fund Expenditures	20,585,000.00	20,090,096.93	97.60	94.26	97.83	95.62	101.54
Capital Projects Fund Revenue	2,550,000.00	2,600,189.97	101.97	94.43	99.68	99.83	99.13
Capital Projects Fund Expenditures	2,898,000.00	2,461,318.33	84.93	163.37	288.48	56.84	106.49
Debt Service Fund Revenue	4,657,000.00	204,984.94	4.40	-	-	-	-
Debt Service Fund Expenditures	4,714,000.00	4,907,459.72	104.10	98.62	84.46	90.55	99.51
Enterprise Fund Revenue	1,850,000.00	1,520,055.53	82.17	115.32	89.06	76.05	95.87
Enterprise Fund Expenditure	1,650,000.00	1,135,482.74	68.82	94.17	98.78	73.64	84.34
Internal Service Fund Revenue	3,900,000.00	3,703,317.31	94.96	97.05	97.04	98.17	88.39
Internal Service Fund Expenditures	3,900,000.00	3,740,574.53	95.91	101.49	99.53	99.71	90.15
Trust & Agency Fund Revenue	7,780,000.00	7,092,430.09	91.16	112.95	122.31	82.80	106.44
Trust & Agency Fund Expenditures	7,780,000.00	7,085,493.17	91.07	113.02	121.64	83.13	105.67
Grand Total Revenue	41,322,000.00	34,205,707.61	82.78	86.96	90.28	84.11	85.01
Grand Total Expenditures	41,527,000.00	39,420,425.42	94.93	102.16	133.40	84.46	100.20

D. Contract Revenue

There were 97 contracts for the month of June 2012 totaling \$496,870.10 for Board approval. The Contract Revenue Report follows.

Recommendation: Approve the consent agenda.

2011-12 (Close-outs) and 2012-2013 CONTRACTS

06/01/12 through 06/30/12

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2012-0001-I-11 Barneveld School District	Driver Education - Classroom Theory	Kris Wubben	16	1,406.24	No		x	
03-2012-0002-I-11 Barneveld School District	Driver Education - Behind the Wheel	Kris Wubben	13	3,900.00	No		x	
03-2012-0003-I-11 Benton School District	Driver Education - Classroom Theory	Kris Wubben	13	1,142.57	No			x
03-2012-0004-I-11 Benton School District	Driver Education - Behind The Wheel	Kris Wubben	10	3,000.00	No			x
03-2012-0005-I-11 Boscobel Area Schools	Driver Education - Classroom Theory	Kris Wubben	24	2,109.36	No			x
03-2012-0006-I-11 Boscobel Area Schools	Driver Education - Behind The Wheel	Kris Wubben	28	8,400.00	No			x
03-2012-0007-I-11 Cashton School District	Driver Education - Classroom Theory	Kris Wubben	35	3,076.15	No			x
03-2012-0008-I-11 Cashton School District	Driver Education - Behind The Wheel	Kris Wubben	35	10,500.00	No			x
03-2012-0009-I-11 Cassville School District	Driver Education - Behind The Wheel	Kris Wubben	18	5,400.00	No			x
03-2012-0010-I-11 Cuba City School District	Driver Education - Classroom Theory	Kris Wubben	53	4,658.17	No			x

03-2012-0011-I-11 Cuba City School District	Driver Education - Behind The Wheel	Kris Wubben	50	15,000.00	No	x
03-2012-0012-I-11 Dodgeville School District	Driver Education - Classroom Theory	Kris Wubben	70	6,152.30	No	x
03-2012-0013-I-11 Dodgeville School District	Driver Education - Behind The Wheel	Kris Wubben	68	20,400.00	No	x
03-2012-0014-I-11 Fennimore Community Schools	Driver Education - Classroom Theory	Kris Wubben	31	2,724.59	No	x
03-2012-0015-I-11 Fennimore Community Schools	Driver Education - Behind The Wheel	Kris Wubben	43	12,900.00	No	x
03-2012-0016-I-11 Highland School District	Driver Education - Classroom Theory	Kris Wubben	13	1,142.57	No	x
03-2012-0017-I-11 Highland School District	Driver Education - Behind The Wheel	Kris Wubben	13	3,900.00	No	x
03-2012-0018-I-11 Iowa Grant School District	Driver Education - Classroom Theory	Kris Wubben	52	4,570.28	No	x
03-2012-0019-I-11 Iowa Grant School District	Driver Education - Behind The Wheel	Kris Wubben	50	15,000.00	No	x
03-2012-0020-I-11 Kickapoo Area Schools	Driver Education - Classroom Theory	Kris Wubben	26	2,285.14	No	x
03-2012-0021-I-11 Kickapoo Area Schools	Driver Education - Behind The Wheel	Kris Wubben	25	7,500.00	No	x
03-2012-0022-I-11 Lancaster Community Schools	Driver Education - Classroom Theory	Kris Wubben	67	5,888.63	No	x

03-2012-0023-I-11 Lancaster Community Schools	Driver Education - Behind The Wheel	Kris Wubben	62	18,600.00	No	x
03-2012-0024-I-11 North Crawford School District	Driver Education - Classroom Theory	Kris Wubben	41	3,603.49	No	x
03-2012-0025-I-11 North Crawford School District	Driver Education - Behind the Wheel	Kris Wubben	34	10,200.00	No	x
03-2012-0026-I-11 Platteville School District	Driver Education - Classroom Theory	Kris Wubben	94	8,261.66	No	x
03-2012-0027-I-11 Platteville School District	Driver Education - Behind the Wheel	Kris Wubben	98	29,400.00	No	x
03-2012-0028-I-11 Potosi School District	Driver Education - Behind the Wheel	Kris Wubben	23	6,900.00	No	x
03-2012-0029-I-11 River Ridge School District	Driver Education - Classroom Theory	Kris Wubben	31	2,724.59	No	x
03-2012-0030-I-11 River Ridge School District	Driver Education - Behind the Wheel	Kris Wubben	25	7,500.00	No	x
03-2012-0031-I-11 Seneca School District	Driver Education - Classroom Theory	Kris Wubben	18	1,582.02	No	x
03-2012-0032-I-11 Seneca School District	Driver Education - Behind the Wheel	Kris Wubben	2	600.00	No	x
03-2012-0033-I-11 Southwestern WI Community Schools	Driver Education - Classroom Theory	Kris Wubben	26	2,285.14	No	x
03-2012-0034-I-11 Southwestern WI Community Schools	Driver Education - Behind the Wheel	Kris Wubben	28	8,400.00	No	x

03-2012-0039-I-41 Grant Regional Health Center	Friends and Family CPR CPR for Healthcare Provider CPR for Healthcare Provider Recertification Heartsaver First Aid w/ CPR and AED Cardiac Pulmonary Resuscitation	Rita Luna	111	4,110.00	Yes	x
03-2012-0040-I-41 Richland Hospital	Friends and Family CPR CPR for Healthcare Provider CPR for Healthcare Provider Recertification Heartsaver First Aid w/ CPR and AED Cardiac Pulmonary Resuscitation CPR Recertification CPR Instructor Recertification	Rita Luna	251	6,275.00	Yes	x
03-2012-0041-I-41 Southwest Health Center	CPR for Healthcare Provider Recertification	Rita Luna	93	2,325.00	Yes	x
03-2012-0042-I-42 Cuba City Rescue Squad	First Aid Heartsaver Pediatric 1st Aid CPR Recertification CPR for Healthcare Provider CPR for Healthcare Provider Recertification	Rita Luna	35	905.00	Yes	x
03-2012-0042-I-42 Cuba City Rescue Squad	CPR for Healthcare Provider Recertification	Rita Luna	4	100.00	No	x
03-2012-0044-I-41 Memorial Hospital of Lafayette County	CPR for Healthcare Provider CPR for Healthcare Provider Recertification	Rita Luna	98	2,450.00	Yes	x
03-2012-0045-I-21 Crawford County Health Department	Heartsaver First Aid w/ CPR and AED Cardiac Pulmonary Resuscitation CPR Recertification CPR for Healthcare Provider CPR for Healthcare Provider Recertification	Rita Luna	144	4,215.00	Yes	x

03-2012-0049-I-42 Platteville EMS	Cardiac Pulmonary Resuscitation CPR for Healthcare Provider Recertification	Rita Luna	28	700.00	Yes	x
03-2012-0052-I-21 Fennimore Police Department	DAAT Refresher	Kris Wubben	7	143.55	Yes	x
03-2012-0053-I-42 Mineral Point Rescue Squad	CPR for Healthcare Provider Recertification	Rita Luna				x
03-2012-0054-I-42 Potosi Rescue Squad	CPR Recertification Family & Friends CPR	Rita Luna	3 8	275.00	Yes	x
03-2012-0059-I-41 Boscobel Area healthcare	Heartsaver Pediatric 1st Aid CPR for Healthcare Provider CPR for Healthcare Provider Recertification	Rita Luna	179	4,475.00	Yes	x
03-2012-0063-I-32 Prairie du Chien Correctional Facility	CPR for Healthcare Provider Recertification	Rita Luna	15	375.00	Yes	x
03-2012-0066-I-42 Rural Medical Ambulance Service	First Aid Heartsaver 1st Aid w/ CPR and AED Cardiac Pulmonary Resuscitation CPR Recertification CPR for Healthcare Provider CPR for Healthcare Provider Recertification	Rita Luna	35	925.00	Yes	x
03-2012-0067-I-21 Spring Green Fire Department	BLS for Healthcare Provider	Rita Luna	19	475.00	Yes	x
03-2012-0070-I-11 Wauzeka-Steuben Public Schools	Driver Education - Behind the Wheel	Kris Wubben	13	3,900.00	No	x
03-2012-0073-I-21 Richland County Emergency Mgmt	Heartsaver 1st Aid w/ CPR and AED Cardiac Pulmonary Resuscitation CPR for Healthcare Provider Recertification	Rita Luna	12	420.00	Yes	x

03-2012-0076-I-21 South Wayne Fire Department	First Aid CPR for Healthcare Provider Recertification	Rita Luna	5	125.00	Yes	x
03-2012-0085-I-47 03-126-116-112 WAT Grant Dillman Equipment	Kaizen Principles - Fall Lean Culture - Fall Principles of Lean - Fall Process Mapping, Section Z001 - Fall Process Mapping, Section Z002 - Fall TPM/Quality - Fall Value Stream Mapping, Section Z001 - Fall Value Stream Mapping, Section Z002 - Fall 5S/Visual Workplace - Spring Kaizen Principles - Spring TPM/Quality - Spring	Derek Dachelet	9 9 9 10 9 9 9 9 10 10 10	3,247.01 3,233.58 3,297.56 3,233.58 3,247.01 3,224.06 3,297.56 3,224.06 3,734.61 3,725.31 3,770.55	No No No No No No No No No No No	x x x x x x x x x x x
03-2012-0086-I-11 Prairie du Chien Schools	Cardiac Pulmonary Resuscitation	Rita Luna	75	1,875.00	Yes	x
03-2012-0087-I-42 Mount Horeb Fire Department	CPR for Healthcare Provider CPR for Healthcare Provider Recertification	Rita Luna	3 9			x
03-2012-0088-I-42 Muscodas EMS	CPR for Healthcare Provider Recertification Heartsaver 1st Aid/CPR and AED Training	Rita Luna	9 6	225.00 150.00	Yes No	x x
03-2012-0091-I-16 Barneveld School District	Accounting 1, Part 1 Accounting 1, Part 2	Joyce Czajkowski	4 1	970.00 242.50	Yes	x
03-2012-0092-I-16 Belmont School District	Accounting 1, Part 1 Accounting 1, Part 2	Joyce Czajkowski	7 2	1,697.50 485.00	Yes	x
03-2012-0095-I-16 Iowa Grant School District	Accounting 1, Part 1 Applied Math Animal Science	Joyce Czajkowski	8 8 13	1,940.00 1,920.00 4,855.50	Yes	x
03-2012-0096-I-16 Lancaster Community Schools	Accounting 1, Part 1 Accounting 1, Part 2	Joyce Czajkowski	14 1	3,395.00 242.50	Yes	x

03-2012-0097-I-16 Mineral Point School District	Accounting 1, Part 1	Joyce Czajkowski	7	1,697.50	Yes	x
	Accounting 1, Part 2		1	242.50		
	Marketing Principles		3	1,074.00		
03-2012-0098-I-16 Pecatonica Area Schools	Accounting 1, Part 1	Joyce Czajkowski	3	727.50	Yes	x
	Accounting 1, Part 2		3	727.50		
	Applied Math		10	2,400.00		
03-2012-0099-I-16 River Ridge School District	Accounting 1, Part 1	Joyce Czajkowski	12	2,910.00	Yes	x
	Accounting 1, Part 2		10	2,425.00		
	Computer Applications		23	2,806.00		
03-2012-0100-I-16 Argyle School District	Accounting 1	Joyce Czajkowski	13	6,305.00	Yes	x
03-2012-0101-I-16 Boscobel School District	Accounting 1	Joyce Czajkowski	4	1,940.00	Yes	x
03-2012-102-I-16 Cassville School District	Accounting 1	Joyce Czajkowski	4	1,940.00	Yes	x
	Computer Applications		7	854.00		
03-2012-0103-I-16 Dodgeville School District	Accounting 1	Joyce Czajkowski	39	18,915.00	Yes	x
	Applied Math		8	1,920.00		
	Marketing Principles		36	12,888.00		
03-2012-0104-I-16 Fennimore Community Schools	Accounting 1	Joyce Czajkowski	5	2,425.00	Yes	x
	Computer Applications		22	2,684.00		
	Web Programming		13	6,305.00		
03-2012-0105-I-16 Kickapoo School District	Accounting 1	Joyce Czajkowski	11	5,335.00	Yes	x
03-2012-0106-I-16 North Crawford School District	Accounting 1	Joyce Czajkowski	6	2,910.00	Yes	x

03-2012-0107-I-16 Platteville School District	Accounting 1	Joyce Czajkowski	13	6,305.00	Yes	x
03-2012-0108-I-16 Prairie du Chien School District	Accounting 1 Computer Applications Marketing Principles	Joyce Czajkowski	15 52 1	7,275.00 6,344.00 358.00	Yes	x
03-2012-0109-I-16 Richland School District	Accounting 1	Joyce Czajkowski	9	4,365.00	Yes	x
03-2012-0110-I-16 Shullsburg School District	Accounting 1	Joyce Czajkowski	4	1,940.00	Yes	x
03-2012-0111-I-16 Southwestern School District	Accounting 1	Joyce Czajkowski	10	4,850.00	Yes	x
03-2012-0112-I-16 Wauzeka-Steuben School District	Accounting 1 Applied Math Computer Applications	Joyce Czajkowski	15 6 13	7,275.00 1,440.00 1,586.00	Yes	x
03-2012-0113-I-16 Holmen School District	Golf Course Design & Renovation	Joyce Czajkowski	5	1,342.50	Yes	x
03-2012-0114-I-16 River Valley School District	Animal Science	Joyce Czajkowski	15	5,602.50	Yes	x
03-2012-0115-I-47	Conflict Resolution	Derek Dachelet	33	3,268.52	No	x
03-131-116-112 WAT Grant	Time Management		34	3,233.25	No	x
Prairie du chien Memorial Hospital	Rounding and Coaching		34	3,227.37	No	x
03-2012-0117-I-16 Potosi School District	Accounting 1, Part 1	Joyce Czajkowski	2	485.00	Yes	x
03-2012-0123-I-42 West Grant EMS	CPR for Healthcare Provider Recertification	Rita Luna	3	75.00	Yes	x

03-2012-0131-I-41 Greg and Linda Pittz	Heartsaver First Aid w/ CPR and AED	Rita Luna	12	300.00	Yes	x
03-2012-0134-I-42 American Players Theatre	Heartsaver First Aid w/ CPR and AED	Rita Luna	6	240.00	Yes	x
03-2012-0150-I-42 Soldiers Grove Fire Department	CPR for Healthcare Provider Recertification	Rita Luna	4	100.00	Yes	x
03-2012-0153-I-16 Benton School District	Accounting 1	Joyce Czajkowski	7	3,395.00	Yes	x
03-2012-0154-I-42 Ridgeway Fire Department	BLS for Healthcare Provider	Rita Luna	7	175.00	Yes	x
03-2012-0163-I-42 Bagley Fire Department	Firefighter Training: Ice Rescue	Rita Luna	23	755.32	Yes	x
03-2012-0166-I-42 Lancaster Fire Department	Firefighter Training: Ice Rescue	Rita Luna	8	262.72	Yes	x
03-2012-0178-I-11 Boscobel School District	Family & Friends CPR	Rita Luna	5	125.00	Yes	x
	Heartsaver First Aid w/ CPR and AED	Rita Luna	20	800.00	No	x
03-2012-0179-I-42 Readstown EMS	CPR for Healthcare Provider	Rita Luna	13	325.00	Yes	x
	CPR for Healthcare Provider Recertification					
03-2012-0190-I-42 Blanchardville EMS	CPR for Healthcare Provider Recertification	Rita Luna	12	300.00	Yes	x
03-2012-0195-I-42 Highland Fire Department	CPR for Healthcare Provider Recertification	Rita Luna	13	325.00	No	x
03-2012-0196-I-41 Rockwell Automation	Schematics/Machine Control Training Curriculum Development	Derek Dachelet	145	10,763.48 2,076.10	No	x

03-2012-0198-I-21	MSHA Annual Refresher	Derek Dachelet				
City of Platteville - Water Department			4	188.00	No	x
City of Plattville - Street Department			10	470.00	No	x
Rural Excavating			15	705.00	No	x
Platteville Township			1	47.00	No	x
Lynch Excavating			2	94.00	No	x
Harrison Township			2	94.00	No	x
Jim Bottomley Trucking			1	47.00	No	x
New Horizons			5	47.00	No	x
Henry Schaaf			1	47.00	No	x
03-2012-0199-I-42	CPR for Healthcare Provider Recertification	Rita Luna	4	100.00	No	x
Highland Ambulance Service						
03-2012-0200-I-18	Heartsaver First Aid w/ CPR and AED	Rita Luna	23	575.00	Yes	x
University of WI - Platteville						
03-2012-0203-I-42	Family & Friends CPR	Rita Luna	5	100.00	Yes	x
Bloomington Fire Department						
03-2012-0206-T-41	Safety Video Production	Derek Dachelet	0*	746.00	No	x
Cummins Emission Solutions	*SWTC created a safety video					
03-2012-0213-I-21	MSHA Annual Refresher	Derek Dachelet	43	1,595.00	No	x
Grant County Highway Department						
03-2012-0214-I-21	MSHA Annual Refresher	Derek Dachelet	55	1,980.00	No	x
Crawford County Highway Department						
03-2012-0217-I-42	Cardiac Pulmonary Resuscitation Recert	Rita Luna	16	400.00	Yes	x
Shullsburg Fire Department						
03-2012-0227-I-21	Cardiac Pulmonary Resuscitation	Rita Luna	24	600.00	Yes	x
Iowa County Emergency Government						

03-2012-0230-I-42 Crescent Community Health Center	Cardiac Pulmonary Resuscitation	Rita Luna	2	50.00	Yes	x
03-2012-0231-I-42 Cuba City Fire Department	CPR for Healthcare Provider Recertification	Rita Luna	15	375.00	Yes	x
03-2012-0233-I-42 Verona Fire Department	CPR for Healthcare Provider	Rita Luna	33	825.00	Yes	x
03-2012-0235-I-41 Dean St. Mary's Venture	CPR for Healthcare Provider Recertification	Rita Luna	36	900.00	Yes	x
			Totals:	<u>3634</u>	<u>\$ 496,870.10</u>	

Other Items Requiring Board Action

A. Resolution Authorizing the Sale of \$2,500,000 General Obligation Promissory Notes

Bids received at Noon on July 9, 2012, will be available at the meeting for the sale of \$2,500,000 in General Obligation Promissory Notes. Caleb White will be available at the meeting for questions. The draft resolution to sell the promissory notes is below.

Recommendation: Approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes.

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF \$2,500,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, the District Board of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") has, by a resolution adopted on June 18, 2012 (the "Authorizing Resolution"), authorized the issuance of general obligation promissory notes in an amount not to exceed \$150,000 for the public purpose of paying the cost of site improvements, in an amount not to exceed \$1,032,000 for the public purpose of paying the cost of building remodeling and improvement projects and in an amount not to exceed \$1,318,000 for the public purpose of paying the cost of acquiring moveable equipment (the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Dodgeville Chronicle on June 21, 2012 and June 28, 2012 giving notice of the adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of moveable equipment within thirty (30) days of publication of the Notices with respect to those Projects;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition will expire on July 28, 2012;

WHEREAS, the District Board has found and determined that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated, Milwaukee, Wisconsin ("Baird") to take the steps necessary to sell the general obligation promissory notes (the "Notes") authorized by the Authorizing Resolution to pay the cost of the Project;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on July 9, 2012;

WHEREAS, the Secretary (in consultation with Baird) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on July 9, 2012;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The District Board of the District hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Authorization and Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted (subject to the condition that no valid petition for a referendum is filed by July 28, 2012 in connection with the Authorizing Resolution). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer until the closing of the note issue, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of \$2,500,000; shall be dated August 1, 2012; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on June 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest is payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2013. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2012 through 2016 for the payments due in the years 2013 through 2017 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted

accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$2,500,000 General Obligation Promissory Notes, dated August 1, 2012" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purposes for which the Notes have been issued

have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purposes shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures

appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Clerk or District Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the District and on file in the Secretary's office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as

"final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded July 9, 2012.

Chairperson

ATTEST:

Secretary

(SEAL)

DRAFT

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

UNITED STATES OF AMERICA
REGISTERED STATE OF WISCONSIN DOLLARS
NO. R-___SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT \$_____
GENERAL OBLIGATION PROMISSORY NOTE

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:

June 1, _____ August 1, 2012 _____%

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS (\$_____)

FOR VALUE RECEIVED, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2013 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$2,500,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of paying the cost of site improvements (\$150,000); building remodeling and improvement projects (\$1,032,000); and acquiring moveable equipment (\$1,318,000), all as authorized by resolutions of the District Board duly adopted by said governing body at meetings held on June 18, 2012 and July 9, 2012. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of

Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, upon surrender of this Note together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes after the Record Date. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT,
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND,
GREEN, DANE, SAUK AND VERNON COUNTIES, WISCONSIN

By: _____
Chairperson

(SEAL)

By: _____
Secretary

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

B. Three-Year Facilities Plan

The Three-Year Facilities Plan 2012-2015 is available below. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Doug Pearson will present the report.

Recommendation: Approve the Three-Year Facilities Plan 2012-2015.



**SOUTHWEST WISCONSIN
TECHNICAL COLLEGE**

THREE-YEAR FACILITIES PLAN

**To: Dan Scanlon
From: Dr. Duane Ford**

July 9, 2012

Section 1 – Executive Summary

Southwest Tech completed the construction of the Public Safety Complex and the Public Safety Building. Summer of 2012 work includes the Public Safety Building parking lot paving, replacement of the General Education Building roof, the General Education Annex HVAC replacement, the Cafeteria Patio renovation, and the replacement of the Child Care Center playground. Design is ongoing for the renovation of Student Services and the Administration area of the Koenecke Building.

Total estimated future values of remodeling, planning, and capital improvements are as follows:

2012-2013 - \$1,525,486

2013-2014 - \$986,000

2014-2015 - \$1,388,000

Details of the specific projects are shown in Section 3.

Southwest Tech's process for planning facilities begins with gathering needs from faculty and staff in order to project needs for new or expanding programs. This information is brought to the President's Cabinet for discussion. Projects are prioritized according to public appeal, number of people impacted, number of FTE's generated, potential job placements, community need, and opportunity to increase the college's competitiveness. This final plan is presented to staff for comment and taken to the Southwest Tech Board of Directors for approval.

Section 2 – Existing Facilities

Owned Facilities

Campus	Location/Address	Site Size	Total Area	Value
SWTC	1800 Bronson Boulevard Fennimore, WI 53809	48 acres	380,489 sq. ft.	\$54,330,874
	4179 US Hwy 18 Fennimore, WI 53809	82 Acres	23,254 sq. ft.	\$894,859

Leased Facilities

Location/Address	Lease Area	Lease Expiration
26220 Executive Lane, Richland Center, WI 53581	3,586 square feet	June 30, 2013
Darlington High School District Office, Darlington Community Schools, 11630 Center Hill Road, Darlington, WI 53530	780 square Feet	June 30, 2013

Section 3 – Three-Year Project Summary

2012-2013 Total - \$1,525,486

Remodeling - \$1,237,486

1. Site Improvements : \$237,312
2. Student Services Renovation: \$500,000
- ~~3. General Education Roof Replacement: \$252,791~~
4. General Education Carpet: \$50,000
5. Student Activity Center (415): \$450,174

Planning - \$88,000

1. Library, ASC, and CLI Renovation Design: \$88,000

Capital Improvements - \$200,000

1. Cosmetology HVAC Replacement: \$200,000
- ~~2. Pave Public Safety Building Parking Lot: \$102,060~~

2013-2014 Total - \$986,000

Remodeling - \$886,000

1. Kramer Building Renovation: \$350,000
2. Koenecke Building Roof Replacement: \$294,000
3. Tunnel Lighting and Flooring: \$80,000
4. Site Improvements: \$62,000
5. Lenz Center Carpet Replacement: \$50,000
6. Cafeteria Carpet Replacement: \$50,000

Capital Improvements - \$100,000

1. Public Safety Complex Internal Connector Road: \$100,000

2014-2015 Total - \$1,388,000

Remodeling - \$1,388,000

1. Library, ASC, and CLI Renovation: \$888,000
2. Building 700 Renovation: \$350,000
3. Site Improvements: \$150,000

C. Personnel

1. Employment

Employment recommendations will be presented at the Board meeting for two Electromechanical Technology Instructors. The employment recommendations are available with all other electronic Board material.

Recommendation – Approve the employment recommendation for Mary Hudson for one of the Electromechanical Technology Instructor positions at a salary of \$51,378 for academic year 2012-13.



The search and screen committee has completed the interview process for the Electromechanical Technician Instructor. Twelve applications were received and six candidates were interviewed.

Mary's Educational Background:

- Minnesota State University
 - Bachelor of Science, Electrical Engineering - 5/02
- Winona State University
 - Coursework

Mary's Occupational Experience:

- Fargo Automation – Controls Programmer (1yr)
- Vareberg Engineering – Electrical Engineer (4yrs)
- Supervalu/Store Design Services – Electrical Engineer (3yrs)
- Durrant Group, Inc – Electrical Engineer (1yr)

Other notes of importance:

- Registered Professional Engineer and Land Surveyor.
- Lighting Certification (National Council on qualification for the Lighting Professions (NCQLP))

Mary has accepted a salary \$51,378 for the 2012-2013 year.

The committee recommends the hiring of Mary Hudson.

Submitted by: Laura Bodenbender, Director of Human Resources

Recommendation – Approve the employment recommendation for Joshua Klaas for one of the Electromechanical Technology Instructor positions at a salary of \$54,608 for academic year 2012-13.



The search and screen committee has completed the interview process for the Electromechanical Technician Instructor. Twelve applications were received and six candidates were interviewed.

Joshua's Educational Background:

- Southwest Wisconsin Technical College
 - Electromechanical Technology - 5/97
- Northern Virginia Community College -
 - Electrical/Mechanical Engineering classes with Math and Physics – 12/02
- American Council on Education – 12/07 (Military Coursework)
 - Electrical coursework and certificates

Joshua's Occupational Experience:

- Liebert Field Service INC – Engineer (4yrs)
- US Navy –Electrician (9yrs)
 - Detachment Officer – installation, inspection, termination of deployed power generation
 - Power Plant Supervisor
 - Alfa Company Electrician
 - Prom Power Non-Commissioned Officer

Other notes of importance: Training Certificates:

- 2005 National Electric Code
- Transformer Maintenance Certificate
- Basic Protective Relay Certificate
- Caterpillar CEP Master Mechanic
- Uninterruptible Power Supply Certificate
- Electrical Safety – Low and High Voltage Certificate

Joshua has accepted a salary \$54,608 for the 2012-2013 year.

The committee recommends the hiring of Joshua Klaas.
Submitted by: Laura Bodenbender, Director of Human Resources

D. Designate Official Newspaper for 2012-13

At the July 12, 2010, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2010-2013.

E. Designate Depository for 2012-13

Banking service capabilities and costs are subjected to periodic extensive reviews. Based on the most recent review on file and a continued good working relationship exhibited during the last year, recommendation is to continue with Citizen's Bank as the official depository for 2012-13. Caleb White will present the review at the Board meeting.

Recommendation – Designate Citizen's Bank, Fennimore, WI, as the official depository for 2012-13.

F. Designate College Legal Counsel for 2012-13

Letters of engagement have been received and will be available at the meeting for review.

Recommendation: 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.

G. Election of Officers

Election of Board officers for the 2012-13 fiscal year will be conducted at this time.

Governance Policy 1.6 - 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.

Board Monitoring of College Effectiveness

A. Board Monitoring Schedule

SOUTHWEST TECH BOARD MONITORING SCHEDULE JULY 2012 – JUNE 2013

DATE	ACTIVITY/PURPOSE	LOCATION
July 9	Southwest Tech Annual Board Meeting <ul style="list-style-type: none"> ➤ Oath of Office ➤ Election of Officers ➤ Board Monitoring Schedule ➤ Approve Borrowing Resolutions ➤ Three-year Facilities Plan ➤ Facilities Report 	Southwest Tech
July 10-11 July 19-21	WTCS Board Meeting District Boards Association	WITC - Superior Southwest Tech - Barneveld
August 14	Foundation Board Meeting	Southwest Tech
August 23	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Administrative Services Report 	Southwest Tech
September 11-12	WTCS Board Meeting	WCTC - Pewaukee
September 27	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Marketing and Business & Industry Services Report 	Southwest Tech
October 9 October 10-13	Foundation Board Meeting Association of Community College Trustees Leadership Congress	Southwest Tech Boston, MA
October 18-20	District Boards Association	Wisconsin Dells
October 25	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Resolution for Adoption of 2012 Tax Levy ➤ Fund & Account Transfers (2011-12 Budget Modifications) ➤ Review of Purchasing Activity ➤ WI Code of Ethics Resolution ➤ Student Services Report ➤ Student Senate Report 	Southwest Tech

DATE	ACTIVITY/PURPOSE	LOCATION
November 13-14 November 15	WTCS Board Meeting Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Financial Audit ➤ 2011-12 Budget Process ➤ Strategic Plan Results ➤ Student Satisfaction Report 	NTC - Wausau Southwest Tech
December 11 December 14 December 20	Foundation Board Meeting Southwest Tech Winter Graduation Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Agriculture, Business & General Studies Report 	Southwest Tech Southwest Tech Southwest Tech
January 16-18, 2013 January 24**** January 29	District Boards Association Winter Meeting Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Grants Report ➤ Strategic Action Steps WTCS Board Meeting	Madison Southwest Tech Madison
February 12 February 11-14 February 28****	Foundation Board Meeting Association of Community College Trustees Legislative Summit Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Budget Assumptions & Parameters ➤ Student & Academic Affairs Report ➤ Industrial Occupations Report 	Southwest Tech Washington, DC Southwest Tech
March 19-20 March 28	WTCS Board Meeting Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Foundation Report ➤ Human Resources Report 	CVTC-Eau Claire Southwest Tech
April 5-9 April 9 April April 20-23 April 25	Higher Learning Commission Conference Foundation Board Meeting District Boards Association Spring Meeting American Association of Community Colleges Convention Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Out-of-State Tuition Waiver ➤ Teaching, Learning & Academic Outreach Report 	Chicago Southwest Tech San Francisco, CA Southwest Tech

DATE	ACTIVITY/PURPOSE	LOCATION
May 14 May 18 May 23	WTCS Board Meeting Southwest Tech Graduation Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Proposed Budget ➤ Health & Public Services Report ➤ State of College Report ➤ Evaluation of President 	Madison Southwest Tech Southwest Tech
June 11 June 20	Foundation Board Meeting Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Public Budget Hearing/Approval ➤ Information Technology Report ➤ President's Performance Report 	Southwest Tech Southwest Tech
July 8	Southwest Tech Board Meeting	Southwest Tech

**** Possibility of holding a Board Retreat in Conjunction with the Board Meeting in January/February

JUNE 26, 2012

B. Facilities Update

A Facilities Update will be provided at the Board Meeting. Doug Pearson, Director of Facilities, will update the Board on current and new activities, future directions, and continuous improvement.

C. Staffing Update

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

POSITION TRACKING July 2011 – June 2012

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

Name	Title	Status	Start Date
1. Randy Bussan (Ret)	Automotive Technician	No backfill - utilizing adjuncts	
2. Tom Sheehan (Ret)	Program Counselor	No backfill at this time	
3. Jeanette Nodorft (Ret)	Associate Degree Nursing	Internal transfer Darci Colsch	
4. Deb Warren (Ret)	Bookstore Asst/Parts Mgr	Internal transfer Jennifer Fonder	
5. Ron VanNatta (Ret)	Electrician/Maintenance	New hire - Dan Imhoff	
6. Janis Blackbourn(Ret)	UW-PVille Math	New hire - Michelle Iselin	
7. Don Tucker (Ret)	Ag Power & Equipment	New hire - John Kvigne	8/17/11
8. Jill Brechler (Ret)	Communications	New hire - Jessica Brogley	8/17/11
9. Paul Murphey (Ret)	Communications	Internal transfer Cindy Albrecht	
10. Patrick Hoffman (Ret)	Automotive Technician	New hire - Tyson Larson	8/17/11
11. Gene Medeke (Ret)	Ag – Farm Bus Prod Mgmnt	New hire - JoAnn Peterson	8/17/11
12. Janet Matthes (Ret)	Information Technology	Internal transfer Janet Weigel	
13. Marlene Klein (Tra)	Gen Ed.	Assumed Albrecht's position as Lead ASC	
14. Cindy Bruner (Ret)	Business Technology	Internal transfer Sondra Ostheimer	
15. Joan Senn (Ret)	VP of Learning	No Replacement	
16. New Position	Marketing & Pub Rel Asst	Internal transfer Jessica Helms	
17. New Position	Part Time Lab Asst.	Karl Sandry	7/1/11
18. Dan Thingvold (Res)	Evening Custodian	Internal transfer Dan Scullion	
19. New Position	Physical Therapist Asst.	Jaclyn Schultz-Sloan	8/17/11
20. New Position	Human Resources Asst.	New hire - Connie Haberkorn	6/27/11
21. Darci Colsch(Tra)	Nursing Assistant Instructor	New hire - Betty Frydenlund	8/17/11
22. New Position	Director of Development	Betsy Ralph	10/31/2011
23. New Position	Web Programmer/Analyst	Jackie Budd	10/31/2011
24. New Position	Accounting Clerk/Bursar	Internal transfer Jessica Brandes	9/2011

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

Name	Title	Status	Start Date
25. Mary Pilling (Ret)	EMS Coordinator	New hire - Ken Bartz	10/31/2011
26. Dan Scullion (Tra)	Lead Evening Custodian	New hire - Barbara Liska	11/7/2011
27. Ron Meissner (Ret)	ASC Lab Assistant	New hire - Brenda Schwarzmann	1/11/2012
28. New Position	Associate Degree Nursing	Rehire - Dana Oswald	1/11/2012
29. Joni Wedig (Res)	Medical Lab Tech Instr	New hire – Joan Young	1/11/2012
30. Diann Meissner (Ret)	Communications Instr.	No Replacement at this time	
31. Shirley Drake (Ret)	Acctg Asst. / Bursar	New hire – Kim Wolf	1/30/2012
32. Sheila Marmorstone (Ret)	ASC Instructor	New hire – Brenda Schwarzmann	1/17/2012
33. New Position	Recruitment Specialist	New hire – Sara Davis	2/1/2012
34. Adam Wisecup (Res)	ERP Systems Specialist	Internal transfer Jackie Budd	1/9/2012
35. New Position	Web Programmer/Analyst	New hire – Mike Steffel	1/30/2012
36. New Position	Project Based-Comp SuppSpec	New hire – Dave Friesen	1/30/2012
37. Brenda Schwarzmann(Tra)	ASC Lab Assistant	New hire – Kari Kabat	3/19/2012
38. New Position	Director of Student Services	New hire - Laura Nyberg	5/7/2012
39. New Position	VP for Student and Ac Aff	New hire – Available at Board Mtg.	7/2012
40. Barbara Liska (Res)	Lead Evening Custodian	New hire – Sherri Kreul	4/30/2012
41. Kevin Hoff (Res)	Dean of Gen Education	No Replacement at this time	6/30/2012
42. Andrew Calhoun (NonR)	Dean of Ag & Industry	Non-Renewal	6/30/2012
43. Linda Knapp (Ret)	Admin Asst for VP & Indus.	Internal transfer Jody Millin	5/14/2012
44. Becky Fernette (Res)	Human Services Instructor	New hire – Julie Antonson	8/6/2012
45. New Position	Electro Mechanical Instr.	New hire – Joshua Klaas	8/6/2012
46. New Position	Electro Mechanical Instr.	New hire – Mary Hudson	8/6/2012
47. New Position	PT Lab Asst. Up to 15 hrs/wk.	On hold	
48. Jaime Klein (Res)	Director of IT	No replacement at this time	
49. New Position	Advisor	Internal transfer Danielle Seippel	5/14/2012
50. New Position	Advisor	Internal transfer Kari Kabat	7/2/2012
51. New Position	Advisor	New hire – Stephanie Foster	6/28/2012
52. Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012
53. Kim Wolf (Res)	Fin. Aid/Bursar	Interviewing	
54. Helena Robinson (L/O)	WIA Account Manager	Bumped K.Kabat ASC Lab Asst.	7/1/2012
55. Brian Kitelinger (L/O)	WIA Account Manager	Internal transfer to Jody Millin's pos.	7/1/2012
56. George Schwarzmann (Ret)	Science Instructor	Internal transfer John Pluemer	
57. Connie Larson (Ret)	Guidance Counselor	No replacement / Advisor position	
58. Doug Phillips (Ret)	Business & Ind. Instructor	Internal transfer Jason Kolbe	7/1/2012

Information and Correspondence

A. Enrollment Report

A current College 2011-12 FTE Report and the 2012-13 comparison Application Report are available below. Caleb White will be present for any questions.



2010-2011 and 2011-2012 FTE Comparison

Program Type	Program Title	FINAL Students	07-02-12 Students	Student Change	FINAL FTE	07-02-12 FTE	FTE Change
10	Accounting	60	50	(10)	51.86	38.56	(13.30)
10	Administrative Professional	27	24	(3)	24.17	19.30	(4.87)
10	Agri-Business/Science Technology	43	40	(3)	34.10	32.60	(1.50)
10	Business Management	89	92	3	61.59	66.50	4.90
10	Medical Laboratory Technician	16	23	7	13.63	18.10	4.47
10	Criminal Justice - Law Enforcement	88	84	(4)	78.93	67.13	(11.80)
10	Culinary Management	38	33	(5)	30.40	21.83	(8.57)
10	Direct Entry Midwife	28	21	(7)	13.30	11.37	(1.93)
10	Early Childhood Education	46	54	8	35.63	42.67	7.03
10	Electro-Mechanical Technology	51	44	(7)	47.96	38.70	(9.27)
10	Engineering Technologist	18	18	-	16.07	16.73	0.66
10	Golf Course Management	35	31	(4)	36.00	29.33	(6.67)
10	Graphic and Web Design	64	51	(13)	48.68	40.26	(8.42)
10	Human Services Associate	105	72	(33)	64.03	45.20	(18.83)
10	IT-Computer Support Specialist	28	10	(18)	20.20	6.47	(13.73)
10	IT-Network Comm Spec	34	31	(3)	28.17	22.33	(5.84)
10	IT-Web Analyst/Programmer	29	21	(8)	26.33	18.13	(8.20)
10	Individualized Technical Studies	2	6	4	1.30	3.13	1.83
10	Mechanical Design Technician	12	2	(10)	9.50	2.13	(7.37)
10	Nursing - Associate Deg	327	219	(108)	135.38	97.28	(38.10)
10	Physical Therapist Assistant	11	21	10	5.17	12.53	7.37
10	Supervisory Management	18	6	(12)	10.33	2.33	(8.00)

Program Type	Program Title	FINAL Students	07-02-12 Students	Student Change	FINAL FTE	07-02-12 FTE	FTE Change
10	Technical Studies-Journeyworker	<u>2</u>		<u>(2)</u>	<u>0.73</u>		<u>(0.73)</u>
	Total Associate Degree	1,171	953	(218)	793.49	652.62	(140.86)
31	Accounting Assistant	14	15	1	8.20	12.47	4.27
32	Agricultural Power & Equipment Tech	42	45	3	38.57	43.24	4.67
31	Auto Collision Repair & Refinish Tech	29	32	3	23.93	18.77	(5.17)
32	Automotive Technician	58	54	(4)	54.74	49.00	(5.74)
31	Barber/Cosmetologist	40	41	1	38.47	32.31	(6.17)
31	Bricklaying and Masonry	22	9	(13)	19.01	7.60	(11.41)
30	Building Maintenance & Construction	1	4	3	0.50	1.57	1.07
31	Building Trades - Carpentry	17	13	(4)	14.24	12.90	(1.34)
30	CNC Setup/Operation	8	9	1	4.13	4.93	0.80
31	Child Care Services	16	16	-	8.63	12.37	3.73
30	Criminal Justice-Law Enf Acad	32	15	(17)	13.90	7.90	(6.00)
31	Culinary Specialist	15	13	(2)	12.08	9.97	(2.12)
31	Dairy Herd Management	22	21	(1)	21.27	18.70	(2.57)
30	Dental Assistant	20	17	(3)	8.53	9.07	0.53
31	Electrical Power Distribution	25	22	(3)	21.93	19.73	(2.20)
50	Electricity (Construction)	8	8	-	1.20	1.00	(0.20)
31	Esthetician	17	8	(9)	15.00	5.80	(9.20)
30	Farm Business & Production Manage	133	86	(47)	17.00	19.51	2.51
50	Industrial Electrician Apprentice	4	9	5	0.43	2.07	1.63
31	Medical Assistant	64	50	(14)	39.34	35.87	(3.47)
30	Medical Coding Specialist	79	69	(10)	23.50	25.37	1.87
31	Medical Transcription	45	30	(15)	19.83	14.50	(5.33)
30	Nursing Assistant	275	235	(40)	30.67	27.30	(3.37)
30	Office Aide	22	9	(13)	9.33	5.03	(4.30)
31	Office Support Specialist	27	10	(17)	21.97	8.23	(13.73)
50	Plumbing Apprentice	19	15	(4)	2.70	2.37	(0.33)
31	Welding	<u>25</u>	<u>41</u>	<u>16</u>	<u>20.97</u>	<u>39.60</u>	<u>18.63</u>
	Total Technical Diploma	1,079	896	(183)	490.08	447.16	(42.92)

Program Type	Program Title	FINAL Students	07-02-12 Students	Student Change	FINAL FTE	07-02-12 FTE	FTE Change
	Undeclared Majors			-	<u>198.79</u>	<u>278.51</u>	<u>79.72</u>
	Total	2,250	1,849	(401)	1,482.35	1,378.29	(104.06)
	Percent of Change						-7.02%
	Basic Skills/Voc Adult Students						
	Vocational Adult (Aid Codes 42-47)				94.33	101.77	7.44
	Community Services				-	0.58	0.58
	Basic Skills (Aid Codes 7x)				<u>190.85</u>	<u>162.74</u>	<u>(28.11)</u>
	Grand Total				<u>1,767.54</u>	<u>1,642.80</u>	<u>(124.73)</u>
	Total Percent of Change						-7.06%

APPLICATION COMPARISON

<u>Max</u>	<u>Program</u>	<u>2012-13 (7/2/12)</u>			<u>2011-12 (7/5/11)</u>			<u>YOY Change</u>
		<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
	Accounting	11		11	11		11	0
	Acct Assist	4		4	5		5	(1)
	Admin Professional	10		10	5		5	5
	Agribusiness/Science	18		18	20		20	(2)
20	Ag Power	20	19	39	20	15	35	4
22	Auto Collision	13		13	21	4	25	(8)
22	Auto Tech	22	4	26	20	9	29	(3)
24	Barber/Cosmetologist	24		24	24	5	29	(5)
	Bricklaying & Masonry	--		-	9		9	(9)
	Bldg Trades-Carpentry	12		12	20	3	25	(13)
	Business Management	36		36	21		21	15
	CC Services	8		8	6		6	2
15	CNC Setup/Operation	2		2	3		3	(1)
	Criminal Justice-LE	37		37	34		34	3
	Culinary Mgnt	11		11	15		15	(4)
	Culinary Spec	11		11	12		12	(1)
	Dairy Herd	14		14	17		17	(3)
20	Dental Assist	20	10	30	18	15	33	(3)
	DE Midwife (Jan start only)			10			9	1
	Early Child Educ	22		22	20		20	2
20	Electrical Power Distribution	27	3	30	20	24	44	(14)
24	Electro-mech Tech	24	3	27	16		16	9
	Engineering Technologist	12		12	6		6	6
14	Esthetician	12		12	8		8	4
	Food Production Assistant	-		-				-
	Golf Course Mgnt	14		14	8		8	6
25	Graphic & Web Design	21	4	25	20	7	27	(2)
36	Hum Serv Assoc	20		20	30		30	(10)
	Individual Tech Studies	-		-	4		4	(4)
	IT-Comp Sup Spec	1		1	0		0	1
	IT-Network Comm	11		11	13		13	(2)
	IT-Web Analyst/Program	7		7	10		10	(3)
	Marketing	-		-				-
32	Medical Asst	32	24	56	32	37	69	(13)
34	Med Coding Spec	30		30	30	8	38	(8)
16	Medical Laboratory Tech	8		8	3		3	5
28	Medical Trans	8		8	17		17	(9)
54	N-Assoc Degree	54	50	104	50	62	112	(8)

<u>Max</u>	<u>Program</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>YOY Change</u>
28	N-Assoc Degree P/T	28	6	34	25	22	47	(13)
	Office Aide (Jan start only)			5			19	(14)
	Office Sup Spec	2		2	6		6	(4)
15	Physical Therapist Asst	15	26	41	15	9	24	17
40	Welding	36	-	36	33	-	33	3
484	Totals	657	145	802	647	220	867	(65)
	YOY Change	10	(75)	(65)				

B. Chairperson's Report

1. Boards Association Committee Appointments

Board members will need to be appointed to the following Wisconsin Technical College District Boards Association committees:

- Bylaws, Policies, and Procedures
- Legislative
- Program
- Human Resources
- Marketing/Public Relations & Awards
- Interdistrict/Interagency Cooperation

Descriptions/objectives of each committee are available below.



June 5, 2012

To: District Board Chairs and College Presidents

From: Paul Gabriel

Re: Request for Board Organizational Meeting Appointments to District Boards Association Positions:

- Board of Directors (certain districts)
- Standing Committees (all districts)

Please include the following appointments as part of your July 9th district board organizational meeting agenda:

Association Board of Directors

Board of Director seats are staggered 2-year terms and association officers automatically serve as their district's delegate to the board.

The following districts are requested to select a member to be seated on the association's board of directors effective July 21, 2012, for a **two-year term**:

- Fox Valley
- Gateway
- Madison
- Moraine Park
- Nicolet
- Waukesha County
- Western

The remaining districts **DO NOT** need to select a member for the Board of Directors at this time:

- Blackhawk (mid-term)
- Chippewa Valley (Mona Mathews, Secretary/Treasurer-elect)
- Lakeshore (John Lukas, Past President)
- Mid-State (Pat Costello, President)
- Milwaukee (mid-term; Fred Royal continues to serve unless and until a new person is appointed and seated replacing him on the district board. We will request the MATC Board make a new appointment as necessary.)

- Northcentral (mid-term)
- Northeast Wisconsin (mid-term)
- Southwest Wisconsin (Russ Moyer, Vice President)
- Wisconsin Indianhead (mid-term)

Each district board uses its own process to select its representative to the board except that association officers automatically serve as their district's representative. There is no limit on the number of terms that may be served. A new member also may be appointed at mid-term at the district's discretion. New board of director members will be seated at the association's summer meeting in Barneveld on July 21st.

Standing Committee Membership – All districts are requested to review their members' assignment to the association's standing committees. Please assign new and continuing board members to standing committees as your board wishes. A description and current roster is enclosed for each committee.

A response sheet is included. ***Please email/fax this information to our office following your organizational meeting.*** As always, thank you for your assistance.

cc: Assistants to the College Presidents and Boards
2011-12 Association Board of Directors

*Co-Chairperson

2011-12 Committee Appointments

1/11/12

<u>District</u>	<u>Legislative</u>	<u>Human Resources</u>	<u>Program</u>	<u>Mktg/PR & Awards</u>	<u>ID/IA Cooperation</u>
Blackhawk	Westrick/Steeber	Tillman/Leavy/Thornton	Waelti	Steeber/Soddy/Gonzalez*	Carvin
Chippewa Valley	Mitchell/Hagness	Kucera/Brummeyer	Gullicksrud/Brummeyer	Mathews*/Southard-Schuppel	Bates/Kucera
Fox Valley	Wussow/Harris	Fitzpatrick/Hanson	Mielke*	Tierney/Hulce	Recktenwald
Gateway	Battle/Olsen	Zacharias/Scherrer	Scherrer	Deans	Olsen/Pierce/Richards
Lakeshore	Huhn/Sheehan/Fuentez	Voechting	Vang	Kluss	Chappy/Lukas
Madison	Oyama-Miller/Bales	Bultema/Cavanaugh	Stoner*/Riley	Winn	Radomski
Mid-State	Beaver*/Randlett	Costello	Mallek	Kinsella	Dhein
Milwaukee	Baker*	Royal	Holmes	Katz	Wilson
Moraine Park	Miller	Kitchen	Zimman	Mader	Jung*/Deppisch
Nicolet	Peters/Jacobs	Zimmerman/Bruguier	Bruguier/Jacobs	Metropulos/Pierpont	Reach/Hintz
Northcentral	Nall	Gray/Faragher	Rammer/Gustafson	Lee	Moquin*/Proulx/Gilmore
Northeast WI	Hedtke/Vanderbloemen	Davidson*/Rickaby	Worrick	Mayer	Villarruel
Southwest WI	Nickels	Tuescher*/Isaacson	Fitzsimons	Sutton	Prange
Waukesha County	Jaske	Evenson	Wehrheim	Jordon	Thelen/Baer
Western	Laehn	Hanson/Lukasek	Hanson/Laehn	Lukasek/Treu	Lister/Sandvick
WI Indianhead	Beistle/Minor	Veilleux	Serum	Curtis/Fitzgerald	Laberee/Yeakley

2011-12 Committee Appointments

*Co-Chairperson

<u>District</u>	<u>Bylaws, Policies & Procedures</u>	<u>2012 Nominations (appointed by Assn. President)</u>
Blackhawk	Leavy/Thornton	---
Chippewa Valley	Bucheger/Gullicksrud	Bates
Fox Valley	Dunlap	---
Gateway	Bhatia*/Simpson	---
Lakeshore	Crowley	---
Madison	Cooper	Stoner*
Mid-State	---	---
Milwaukee	Earle	Webber
Moraine Park	Prill	---
Nicolet	Metropulos	---
Northcentral	Proulx	---
Northeast WI	Hedtke	---
Southwest WI	---	---
Waukesha County	Bertieri*	---
Western	Erickson/Smith	Lukasek
WI Indianhead	Schultz	Beistle

District Boards Association Standing Committees

a. **Bylaws, Policies and Procedures**

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures and recommends changes to the Board of Directors when appropriate.

The Committee has additional specific assignments:

- 1) At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- 2) At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

b. **Legislative**

The Legislative Committee has the following objectives:

- 1) Serve as the cornerstone of the Association's legislative interaction.
- 2) Review, analyze and recommend positions on state and federal legislation.
- 3) Communicate with other Association members, college presidents and Wisconsin Technical College System Board on specific position and action required on/by a bill.
- 4) Develop and maintain effective relations with state and federal legislators.
- 5) Provide information and coordinate activities for individuals who will testify when necessary.
- 6) Coordinate with other groups on joint legislative efforts.

c. **Program**

The Program Committee will assist in establishing the quarterly in-service programs:

- 1) Research and identify in-service needs of the Wisconsin Technical College District Boards Association.
- 2) Establish an annual in-service topic agenda.
- 3) Assist and advise the staff in planning and developing the quarterly in-service programs.
- 4) Evaluate the effectiveness of the Association's in-service programs.

d. **Human Resources**

The Human Resources Committee has responsibility for:

- 1) Reviewing labor-related legislation that affects member districts.
- 2) Creating a coordinated bargaining focus for member districts.
- 3) Serving as the catalyst in group goal setting and the implementation of bargaining strategies.
- 4) Serving as the vehicle to better educate district board members on labor negotiations and labor relations.
- 5) Developing cost containment strategies and alternatives.
- 6) Promoting effective faculty and staff recruitment and retention strategies to meet technical college human resources needs in an increasingly competitive labor market.

e. **Marketing/Public Relations & Awards**

The Marketing/Public Relations & Awards Committee has responsibility for identifying and recognizing:

- 1) Board Member of the Year;
- 2) Technical Education Champion (TECh) Award recipients;
- 3) Media Award recipients;
- 4) Legislator recognition;
- 5) Outgoing officers;
- 6) Other individuals who have contributed to vocational, technical and adult education, Wisconsin Technical Colleges, and the Wisconsin Technical College District Boards Association; and
- 7) Distinguished Alumni of the Year.

The Committee's role includes marketing and public relations, with the expressed purpose of serving as the coordinating vehicle with the System's Statewide Marketing Committee. The Committee is also charged with marketing the Wisconsin Technical College District Boards Association to district board members and, through Association activities, the Committee makes the public aware of the benefits of the Wisconsin Technical College System.

f. **Interdistrict/Interagency Cooperation**

The Interdistrict/Interagency Cooperation Committee has the following purposes:

- 1) To promote a dialog among district boards concerning multiple-district policy and/or program initiatives that best promote the mission of Wisconsin Technical Colleges;
- 2) To promote identification of and education about initiatives that will likely result in significant resource savings if pursued on a multiple-district basis or between districts and external agencies or other partners;

- 3) To realize the leverage presented by pooled purchasing across districts or in conjunction with other agencies or partners, without eroding district-level decision making and control concerning such purposes;
- 4) To identify and promote opportunities in furtherance of the Technical Colleges' missions that take advantage of cross-agency partnerships;
- 5) To share knowledge among Association members concerning best practices and new ways of doing business while maximizing the good stewardship of college resources.

C. College President's Report

1. New Workforce Investment Act (WIA) Operator
2. County Board Presentations

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Administrative Services Update

B. Time and Place

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

B. Approval of Closed Session Minutes of May 24, 2012

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment