



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**June 25, 2015**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

## **Table of Contents**

<b>Annotated Agenda .....</b>	<b>2</b>
<b>Open Meeting .....</b>	<b>5</b>
A. Roll Call.....	5
B. Reports/ Forums/Public Input.....	5
<b>Consent Agenda.....</b>	<b>6</b>
A. Approval of Agenda.....	6
B. Minutes of the Regular Board Meeting of May 28, 2015.....	8
C. Financial Reports .....	13
1. Expenditures Greater Than \$2500 .....	13
2. Treasurer's Cash Balance .....	14
3. Budget Control .....	15
D. Contract Revenue .....	16
E. Personnel Items .....	20
F. Manpower Rental/Lease Agreement.....	21
<b>Other Items Requiring Board Action .....</b>	<b>22</b>
A. 2015-16 Budget Approval .....	22
B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale.....	73
C. First Reading of Revision to Governance Policy 3.3: Compensation & Benefits	78
D. 50 <sup>th</sup> Anniversary Celebration.....	79
<b>Board Monitoring of College Effectiveness .....</b>	<b>80</b>
A. Employee Benefit Consortium (Health Insurance) Update.....	80
B. Information Technology Update .....	80
C. Staffing Update .....	80
<b>Information and Correspondence.....</b>	<b>88</b>
A. Enrollment Report .....	88
B. Chairperson's Report .....	95
C. College President's Report .....	95
D. Other Information Items.....	95
<b>Establish Board Agenda Items for Next Meeting .....</b>	<b>96</b>
A. Agenda for Annual Board meeting .....	96
B. Time and Place .....	96
<b>Adjourn to Closed Session .....</b>	<b>97</b>
<b>Reconvene to Open Session.....</b>	<b>97</b>
<b>Adjournment.....</b>	<b>97</b>

## **Annotated Agenda**

### **BOARD MEETING NOTICE/AGENDA**

Thursday, June 25, 2015

6:00 p.m. – Light Supper

7:00 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Room 492-493 – College Connection

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The June 25, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

#### **A. Roll Call**

#### **B. Reports/Forums/Public Input**

- 1. Layla Merrifield, Executive Director for the WTC District Boards Association**

#### **CONSENT AGENDA**

##### **A. Approval of Agenda**

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

##### **B. Minutes of the Regular Board Meeting of May 28, 2015**

Minutes of the May 28, 2015, regular Board meeting are included with the electronic Board material.

##### **C. Financial Reports**

1. Purchase Orders Greater than \$2,500
2. Treasurer's Cash Balance
3. Budget Control

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

##### **D. Contract Revenue**

Twenty-six contracts totaling \$67,525.41 in May 2015 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

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

**F. Manpower Lease**

The 2015-16 rental/lease agreement between ManpowerGroup US and the College for lease of one on-campus office is included in the Consent Agenda. The proposed rental/lease agreement is included with the electronic Board material.

**Recommendation:** Approve the Consent Agenda.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. 2015-16 Budget Approval**

Caleb White will present the 2015-16 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

**Recommendation:** Approve the 2015-16 Budget as presented.

**B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale**

Up to \$755,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,745,000 for paying the cost of acquiring moveable equipment. A copy of the resolution is available with the electronic Board material.

**Recommendation:** Approve the resolution authorizing the borrowing of up to \$2,500,000.

**C. First Reading of Revision to Governance Policy 3.3: Compensation & Benefits**

Policy 3.3: Compensation and Benefits is being presented for revision. This is the first reading of the revision to the policy. The policy is available with all other Board meeting material.

**Recommendation:** Approve the first reading of the revision to Governance Policy 3.3: Compensation & Benefits.

**D. 50<sup>th</sup> Anniversary Celebration**

A 50<sup>th</sup> Anniversary Committee is working on the celebration of the 50<sup>th</sup> Anniversary on July 1, 2017. President Ford is requesting that \$12,500 be allocated to support the 50<sup>th</sup> Anniversary of the College in fiscal years 2016 and 2017. The Southwest Wisconsin Technical College Foundation Board has committed to an amount equal to this request.

**Recommendation:** Approve allocating \$12,500 in fiscal years 2016 and 2017 for the 50<sup>th</sup> Anniversary of the College.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Employee Benefit Consortium (Health Insurance Update)**

Caleb White and Krista Weber, Director of Human Resources, will provide an update on the Employee Benefit Consortium including the third party administrator, UMR.

**B. Information Technology Update**

Lisa Riley, Continuous Improvement Coordinator / Information Technology Supervisor, will present a report focusing on major activities in the department and how they help



the College achieve its seven Strategic Directions. The report will be available at the Board meeting.

**C. Staffing Update**

Krista Weber, Director of Human Resources, will provide an update on College staffing at the Board meeting. A summary is available electronically with all other Board material.

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2014-15 Comparison FTE, 2015-16 Comparison FTE, and 2015-16 Application Reports are available electronically with all other Board material.

**B. Chairperson's Report**

**C. College President's Report**

1. Entrepreneurship
2. Real Estate Foundation
3. WiSys Agreement

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. Oath of Office
2. Election of Officers
3. Board Monitoring Schedule
4. Approve Borrowing Resolutions
5. Three-year Facilities Plan
6. Facilities Report

**B. Time and Place**

Monday, July 13, 2015, at 5:30 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**

Discussing wage and compensation items per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.

**B. Approval of Closed Session Minutes of May 28, 2015**

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The June 25, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

### ***A. Roll Call***

### ***B. Reports/ Forums/Public Input***

- 1. Layla Merrifield, Executive Director for the WTC District Boards Association**

## **Consent Agenda**

### ***A. Approval of Agenda***

## **BOARD MEETING NOTICE/AGENDA**

Thursday, June 25, 2015

6:00 p.m. – Light Supper

7:00 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Room 492-493 – College Connection

### **OPEN MEETING**

The following statement will be read: "The June 25, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input
  - 1. Layla Merrifield, Executive Director for the WTC District Boards Association

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 28, 2015
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Manpower Lease

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. 2015-16 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- C. First Reading of Revision to Governance Policy 3.3: Compensation & Benefits
- D. Salary Advancement System

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Employee Benefit Consortium (Health Insurance) Update
- B. Information Technology Report
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report

- C. College President's Report
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing compensation items per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
  - 2. Approval of Closed Session Minutes of May 28, 2015

### **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](mailto:accom@swtc.edu)}

## ***B. Minutes of the Regular Board Meeting of May 28, 2015***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 28, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:03 p.m. on May 28, 2015, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Darlene Mickelson

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Penny Demert-Neal, Katie Garrity, Dan Imhoff, Mary Johannesen, Julie Pluemer, Phil Thomas, Colleen Watters, Krista Weber, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times, future College President Jason Wood, Marsha Parker, and four Nursing students.

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

### **BOARD MEETING NOTICE/AGENDA**

Thursday, May 28, 2015

5:30 p.m. – Tour of Student Housing

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 28, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

1. 2015 All-USA Community College Academic Team Recognition

2. Student Haiti Trip

## **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 23, 2015
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. WTC District Boards Association Annual Dues Assessment

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Platteville Outreach Site Lease (Platteville Schools)
- B. Darlington Outreach Site Lease (Darlington Schools)
- C. Request from the Foundation for Matching Funds for FY2016
- D. Bid for Welding Lab Renovation

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. FY2016 Budget Update
- B. Teaching, Learning & Academic Outreach Update
- C. Year-End College Performance Review
- D. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

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

## **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing Presidential Search Expenses per Wis. Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- B. Approval of Closed Session Minutes of April 23, 2015

## **RECONVENE TO OPEN SESSION**

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

## **ADJOURNMENT**

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Nursing Instructors Colleen Watters and Penny Demert-Neal along with four students who participated in the trip provided a presentation on their learning experience in Haiti.

Marsha Parker, IT-Programming/Software Developer recent graduate, was presented with the 2015 All-USA Community College Academic Team recognition.

Upon review of the Consent Agenda including the May 28, 2015, agenda; April 23 Board meeting minutes; financial reports; fifteen contracts totaling \$16,563.75; hiring of Randy Leibfried – Evening Custodian, Joe Randall – Electrical Power Distribution Instructor, Bart Wood – Electromechanical Instructor, and Rex Smith – Dining Services Manager; the resignation of Lena Robinson – Learning Services Assistant; the retirements of Beth Whitish – Early Childhood Education Instructor, Scott Swan – Engineering Technology Instructor, and Janet Weigel – Web and Software Development Instructor; and the 2015-16 Wisconsin Technical College District Boards Association Annual Dues Assessment in the amount of \$20,788.06, Ms. Messer moved to approve the Consent Agenda. Mr. Moyer seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented a rental agreement with Platteville School District for lease of two classroom spaces for 2015-16. Mr. White noted the cost increased slightly from \$325 per month to \$340 per month. Mr. Kohlenberg moved to approve the 2015-16 lease with Platteville School District for two classrooms to be used as an outreach site. Ms. Messer seconded the motion, which unanimously carried.

Mr. White presented a rental agreement with Darlington Community Schools for lease of one classroom space. He noted the rent remains the same as FY2015. Mr. Tuescher moved to approve the 2015-16 lease with Darlington Community Schools for one classroom to be used as an outreach site. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Duane Ford, College President, presented two requests from the College Foundation for matching funds from the College. Dr. Ford explained that the District Board approved a Foundation Board request to match the first \$15,000 of employee payroll deductions during FY 2015 designated to the Foundation. Given that such deductions exceeded \$15,000 in FY 2015, the Foundation Board's first request was that the District Board authorize payment of the \$15,000 match. Mr. Tuescher moved to authorize that payment to the Southwest Wisconsin Technical College Foundation. Mr. Prange seconded the motion; motion unanimously carried.

The second request was to increase the match to \$20,000 or \$25,000 if the percentage of employee payroll contributions increase to 40-49% or 50% or greater, respectively. Discussion followed. Mr. Tuescher moved to approve the requests to increase the match to \$20,000 if the percentage of employee's making contributions through payroll deduction increases to 40-49% or increase the match to \$25,000 if the percentage increases to 50% or greater. Mr. Kohlenberg seconded the motion; motion was approved.

Dan Imhoff, Director of Facilities, presented the bid results and recommendation for the Welding Lab renovation. Mr. Imhoff stated two bids were received and opened on May 26, and college administration is recommending the low bid from Rock Church Construction, Inc. Mr. Moyer moved to award the Welding Lab Renovation project to Rock Church Construction, Inc., of Livingston, WI, with the low bid of \$470,000. Ms. Messer seconded the motion; motion unanimously carried.

Mr. White provided an update on the development of the FY2016 budget and reviewed each of the six funds. The final budget will be presented to the Board in June for approval.

Julie Pluemer, Supervisor for Teaching, Learning & Academic Outreach, presented a report focused on major activities and how they help the College achieve its seven Strategic Directions. The department consists of two units – the Center for Teaching and Learning and Basic Education/Outreach. Ms. Pluemer reviewed the two units. The Center for Teaching and Learning includes staff development, curriculum development, articulation with four-year colleges, online learning, and K-12 initiatives. Basic Education/Outreach incorporates basic education at the outreach centers and GED/HSED as well as credit and non-credit offerings at the outreach centers.

President Ford presented a review of year-end College performance based on the seven Strategic Directions, the 2015 Strategic Projects including Facilities, Information Technology, and Fiscal Services projects, and Southwest Tech Foundation metrics.

Krista Weber, Director of Human Resources, provide an update on College staffing noting there are seven open positions, including three instructor positions, three hourly positions, and one salaried professional position.

The enrollment reports were reviewed by Caleb White. He noted the 2014-15 year-over-year comparison is forecasting a seven percent decrease while the 2015-16 year-over-year comparison report reflects a three percent decrease. The 2015-16 application comparison report for fall starts shows applications are slightly higher than a year ago.

Under the Chairperson's Report, Ms. Nickels reminded the Board of the annual Board dinner on July 13 and asked those interested in attending the ACCT Leadership Congress in October to notify Ms. Campbell.

Included in Dr. Ford's President's Report were updates on activities in the region and around campus.

- The College has partnered with two groups, one centered in the Madison area and one centered in the Dubuque area, each aimed at achieving regional designation as an IMCP (Investing in Manufacturing Communities Partnership) through the U.S. Department of Commerce.
- The WTCS State Board approved a two percent increase in tuition for fall and spring, with summer tuition remaining at FY2015 rates.
- The Medical Laboratory Technician reaccreditation portfolio was accepted by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- The Nick Kramer Bust will be transferred to the College from the City of Fennimore.
- The City of Fennimore approved increasing the police liaison hours to 20 hours per week and increased the per hour charge from \$25 to \$35.
- There will be a meeting in Prairie du Chien in June with manufacturers and educational partners to identify post-secondary training programs in Prairie and facility needs.
- The Foundation Board members and the Industrial Division are contributing \$10,000 to the Foundation for recruitment scholarships.
- Three players from the Charger Golf Team are competing in the National Golf competition.



- Five different school districts, manufacturers, and community members have come together in Richland County along with Southwest Tech and UW-Richland to address career and technical education and workforce needs in manufacturing.
- The Joint Finance Committee (JFC) has forwarded the shared services proposal for the WTC System Office with some modifications. The JFC has given the authority to the Wisconsin Technical Colleges to be able to award credit for teacher license renewal directly and Course Options has been repealed by JFC.

Mr. Tuescher moved to adjourn to Closed Session for discussion of presidential search expenses per Wis. Stats. 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 9:00 p.m. The Board meeting reconvened in Open Session at 9:16 p.m. Mr. Tuescher moved to adjust by \$6,000 the presidential search consultant fee with Michael Best & Friedrich, LLP, in time versus total fee quote for the presidential search. Mr. Prange seconded the motion; motion carried.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Messer seconding the motion. The motion carried and the meeting adjourned at 9:17 p.m.

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Darlene Mickelson, Secretary

## ***C. Financial Reports***

### ***1. Expenditures Greater Than \$2500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 05/01/2015 TO 05/31/2015**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
		non this month		
			<b>SUBTOTAL</b>	<b>\$ -</b>
<b><u>CAPITAL FUND</u></b>				
5/15/2015	6287	AT&T	14,946.34	Grant# 115: HDX 7000-1080 high definition video conferencing system
5/20/2015	6289	Unity Scientific	39,000.00	Grant# 109: NIR Instrument for use in Lab Science Tech Program
5/22/2015	6290	Conservation Demonstrations	4,386.72	Grant# 173: Rainfall Simulator Kit
			<b>SUBTOTAL</b>	<b>\$ 58,333.06</b>
<b><u>ENTERPRISE FUND</u></b>				
		none this month		
			<b>SUBTOTAL</b>	<b>\$ -</b>
			<b>TOTAL</b>	<b>\$ 58,333.06</b>

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 05/31/2015

#### Liability End of Month Balances

FICA	
Federal Withholding	-
State Withholding	21,323.27
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	
Deferred Compensation	
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	337,323.00
Sick Leave Payable	500,798.00
Other (Due To)	12,772,669.58
Total Liability Adjustment	13,632,113.85

Beginning Treasurers Balance 3,945,291.31

#### Receipt

Fund		
1 General	222,079.14	
2 Special Revenue	-	
3 Capital Projects	6,403.48	
4 Debt Service	177,414.53	
5 Enterprise	60,707.67	
6 Internal Service	310,692.07	
7 Financial Aid/Activities	17,152.63	
Total Receipts	794,449.52	
Cash Available		4,739,740.83

#### Expenses

Fund		
1 General	1,992,396.46	
2 Special Revenue	-	
3 Capital Projects	50,981.79	
4 Debt Service	4,332,805.13	
5 Enterprise	83,329.37	
6 Internal Service	369,014.29	
7 Financial Aid/Activities	52,274.66	
Total Expenses	6,880,801.70	
Treasurers Cash Balance		(2,141,060.87)
Liability Adjustment		13,632,113.85
Cash in Bank		\$11,491,052.98

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 11 Months ended May 2015**

	<b><u>2014-15 Budget</u></b>	<b><u>2014-15 YTD Actual</u></b>	<b><u>2014-15 Percent</u></b>	<b><u>2013-14 Percent</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>	<b><u>2010-11 Percent</u></b>
General Fund Revenue	24,456,000.00	23,005,127.12	94.07	88.12	92.89	90.93	86.52
General Fund Expenditures	24,756,000.00	19,720,509.31	79.66	85.24	88.42	86.10	84.20
Capital Projects Fund Revenue	2,550,000.00	2,581,578.54	101.24	101.35	102.58	101.95	94.42
Capital Projects Fund Expenditures	3,324,000.00	2,343,750.85	70.51	59.88	66.06	79.80	137.81
Debt Service Fund Revenue	5,132,000.00	355,671.94	6.93	8.22	-	4.40	-
Debt Service Fund Expenditures	5,180,000.00	5,059,474.53	97.67	99.42	39.56	42.60	47.71
Enterprise Fund Revenue	1,850,000.00	1,676,488.89	90.62	81.93	93.67	77.43	111.14
Enterprise Fund Expenditure	1,600,000.00	1,283,925.66	80.25	63.24	83.31	60.54	92.37
Internal Service Fund Revenue	4,100,000.00	3,668,746.19	89.48	88.28	91.82	85.15	87.30
Internal Service Fund Expenditures	4,050,000.00	3,943,807.38	97.38	88.00	86.17	88.02	93.17
Trust & Agency Fund Revenue	8,500,000.00	7,105,697.25	83.60	91.52	96.90	90.27	111.45
Trust & Agency Fund Expenditures	8,450,000.00	7,148,535.36	84.60	92.42	96.90	90.60	111.79
Grand Total Revenue	46,588,000.00	38,393,309.93	82.41	80.20	83.08	80.58	82.14
Grand Total Expenditures	47,360,000.00	39,500,003.09	83.40	86.41	82.25	80.73	88.49

#### ***D. Contract Revenue***

Twenty-six contracts totaling \$67,525.41 in May 2015 will be presented for Board approval. The Contract Revenue Report follows.

# 2014-2015 CONTRACTS

05/01/15 through 05/31/15

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
						<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0045-I-11 Boscobel School District	Heartsaver CPR/AED	Krist Wubben	23	\$ 1,031.00	Yes		X	
03-2015-0053-I-41 Southwest Health Center	BLS for Healthcare Provider-CPR	Kris Wubben	73	\$ 575.00	Yes		X	
03-2015-0054-I-41 Gunderson Boscobel Health & Clinics	BLS for Healthcare Provider-CPR	Kris Wubben	14	\$ 370.00	Yes		X	
03-2015-0061-T-18 Nicolet Area Technical College	eBrochure Development	Amy Charles		\$ 8,670.00	No	X		
03-2015-0073-I-11 Prairie du Chien School District	Heartsaver CPR/AED	Kris Wubben	40	\$ 1,480.00	Yes		X	
03-2015-0079-I-21 Iowa County Sheriff's Department	Adult Basic Education Instruction	Caleb White	10	\$ 1,793.10	No		X	
03-2015-0080-I-21 Grant County Sheriff's Department	Adult Basic Education Instruction	Caleb White	10	\$ 1,656.20	No		X	
03-2015-0091-F-41 Prosperity Southwest	Administrative & Financial Services	Amy Charles		\$ 1,036.00	No		X	
03-2015-0097-I-41 Universal AET	Organizational Influence Training	Amy Charles	62	\$ 15,065.24	No		X	
03-2015-0103-I-11 Iowa Grant School District	Heartsaver CPR/AED	Kris Wubben	12	\$ 635.00	Yes		X	
	Family & Friends CPR		24	\$ 840.00	Yes		X	
03-2015-0160-I-41 Cummins Emissions Solutions	MS Excel 2013 Training	Amy Charles	32	\$ 8,134.00	No		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0167-I-51 Army Corps of Engineers	Heartsaver CPR/AED w/ First Aid & Bloodborne P	Kris Wubben	12	\$ 660.00	No		X	
03-2015-0170-T-21 City of Cuba City	Social Media 101 Presentation	Amy Charles		\$ 775.00	No		X	
03-2015-0171-T-21 Potosi School District	Equipment Rental	Kris Wubben	30	\$ 145.00	No		X	
03-2015-0173-I-41 TDS Telecom	Safety Forklift Driver	Amy Charles	5	\$ 557.50	No		X	
03-2015-0174-I-41 Oak Park Dental	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	12	\$ 528.00	No		X	
03-2015-0175-I-41 Cummins Emissions Solutions	Heartsaver CPR/AED First Aid Training	Kris Wubben	28	\$ 1,620.00	No		X	
03-2015-0176-T-21 City of Fennimore	Equipment Rental	Kris Wubben		\$ 40.00	No		X	
03-2015-0455-I-11 Argyle School District	WI Statute 118.15	Julie Pluemer	1	\$ 756.80	No	X		
03-2015-0402-I-11 Boscobel School District	WI Statute 118.15	Julie Pluemer	1	\$ 2,068.25	No	X		
03-2015-0408-I-11 Fennimore School District	WI Statute 118.15	Julie Pluemer	3	\$ 4,932.98	No	X		
	WI Statute 118.15	Julie Pluemer	1	\$ 2,129.76	No		X	
03-2015-0412-I-11 Lancaster School District	WI Statue 118.15	Julie Pluemer	3	\$ 4,164.28	No	X		

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2015-0416-I-11 Platteville School District	WI Statue 118.15	Julie Pluemer	2	\$ 5,108.15	No	X		
03-2015-0424-I-11 Riverdale School District	WI Statue 118.15	Julie Pluemer	2	\$ 2,489.60	No	X		
03-2015-0432-I-11 Seneca Area School District	WI Statue 118.15	Julie Pluemer	1	\$ 775.55	No	X		
03-2016-0044-I-41 TDS Telecom	Safety for Forklift Driver	Amy Charles	4	\$ 520.00	No		X	
<b>TOTAL of all Contracts</b>			<b>405</b>	<b>\$ 67,525.41</b>				
Exchange of Services			186	\$ 3,900.00				
For Pay Service			219	\$ 63,625.41				



## ***E. Personnel Items***

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

### **PERSONNEL REPORT JUNE 25, 2015**

#### **Employment: NEW HIRE**

<b>Name</b>	Stephen Goss
<b>Title</b>	Instrumentation & Control Tech/Electromech Tech Instructor
<b>Number of Applicants and Number Interviewed</b>	5 Applicants / 3 Interviewed
<b>Start Date</b>	August 2015
<b>Salary/Wages</b>	\$61,000
<b>Classification</b>	Regular Full-Time Academic
<b>Education and/or Experience</b>	Associate Degrees in Technical Studies & Electro-Mechanical Technology from Southwest Tech. Electricity (construction) Apprentice and WI licensed Electrical Journeyman. Eight years of electrical/PLC programming experience.

<b>Name</b>	Teresa Stanek
<b>Title</b>	Administrative Assistant – FT-LTE
<b>Number of Applicants and Number Interviewed</b>	1 Applicant / 1 Interviewed
<b>Start Date</b>	June 1, 2015
<b>Salary/Wages</b>	\$14.50/hr
<b>Classification</b>	Regular Full Time -LTE
<b>Education and/or Experience</b>	Office Support Specialist Diploma from Southwest Tech. Over 20 years of customer service experience.

#### **PROMOTIONS/TRANSFERS**

None	
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#### **RETIREMENTS / RESIGNATIONS**

Dennis Cooley (Resignation 6/26/2015)	Executive Director of the Foundation
Laura Nyberg-Comins (Resignation 7/2015)	Dean of Students

## ***F. Manpower Rental/Lease Agreement***

The 2015-16 rental/lease agreement between ManpowerGroup US and the College for lease of one on-campus office is included in the Consent Agenda. The proposed rental/lease agreement is included below.

### **RENTAL/LEASE AGREEMENT**

**between**

**ManpowerGroup US Inc. (“Manpower”)**

**and Southwest Wisconsin Technical College**

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

1. Room 468 office including existing furniture: \$192.57 monthly.
2. Manpower is responsible for establishing and paying for separate lines for telephone and internet service.
3. Copy machine costs to be billed at the current rate of .10 per copy black and white and .25 per copy color.
4. Fax machine usage billed at .50 per page.
5. Postage to be billed as used.
6. Additional fees to be agreed upon if additional services are to be provided.

***All of the above will be billed on or before the 23<sup>rd</sup> of the following month, commencing July 1, 2015. This rental/lease agreement covers the fiscal year through June 30, 2016 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.***

s/ \_\_\_\_\_

ManpowerGroup US Inc.

s/ \_\_\_\_\_

Vice President for Administrative Services  
Southwest Wisconsin Technical College

**Recommendation:** Approve the Consent Agenda.

## **Other Items Requiring Board Action**

### ***A. 2015-16 Budget Approval***

Caleb White will present the 2015-16 budget document at the public hearing prior to the Board meeting. The budget document is available below.

**Recommendation:** Approve the 2015-16 Budget as presented.

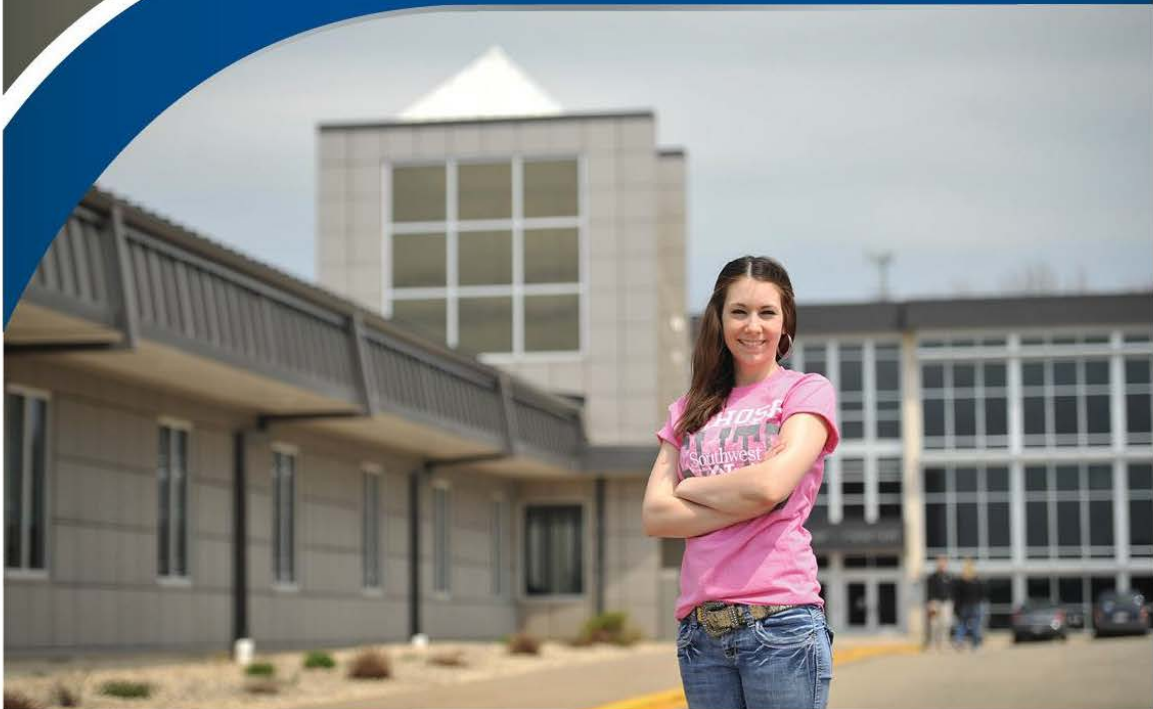


# BUDGET

JULY 1, 2015–JUNE 30, 2016

Southwest Wisconsin Technical College

1800 Bronson Blvd.  
Fennimore, WI 53809





# BUDGET

INTRODUCTION



## TABLE OF CONTENTS

	Page
<b>INTRODUCTION</b>	
Table of Contents .....	i
Letter of Transmittal .....	ii
Management Discussion and Analysis	
Mission/Vision/Values .....	1
Core Abilities.....	2
College Performance Review.....	3
College Budget Process.....	14
Current Environment.....	15
Wisconsin Technical College Districts.....	16
 <b>FINANCIAL</b>	
Position Summary .....	17
Basis of Accounting/Budgeting .....	18
Description of Functional Units .....	19
Pro Forma Balance Sheet .....	21
General Fund Budgetary Statement .....	22
Special Revenue - Non-Aidable Fund Budgetary Statement .....	23
Capital Projects Fund Budgetary Statement .....	24
Capital Equipment/Projects Summary .....	25
Debt Service Fund Budgetary Statement .....	26
Enterprise Fund Budgetary Statement.....	27
Internal Service Fund Budgetary Statement .....	28
Classification Breakdown by Fund.....	29
General – Operational Expenditures.....	29
General – Operational Revenues.....	30
Schedule of Long-term Obligations .....	31
Combined Schedule of Long-term Obligations .....	33
Legal Debt Limit .....	34
Combined Budget Summary .....	35
Combined Fund Summary.....	36
 <b>SUPPLEMENTAL</b>	
District Profile and Program Offerings .....	37
Equalized Valuations and Mill Rates .....	41
FTE and Head Count .....	42
Notice of Public Hearing .....	43





June 2015

Dear Friends:

Southwest Wisconsin Technical College is pleased to present its budget for 2015-2016. If you have questions as you review this document, please contact Southwest Tech's President (608.822.2300) or Fiscal Services Department (608.822.2446).

The section entitled "Current Environment" reports the key assumptions and priorities used in constructing this budget. It is a good place to begin your review.

Southwest Tech currently enjoys a sound fiscal position. All stakeholders should rejoice in that fact.

However, over the next few years I encourage us all to monitor the impacts of the statutory limit on Southwest Tech's property tax levy, flat state aid appropriations, and limited tuition rate increases. Though well-intended for the protection of taxpayers and students, these actions may result in the unintended consequence of limiting new College revenues to amounts less than the normal inflationary cost increases all business organizations annually experience and must cope with. If that happens, and if it continues for more than one or two years, stakeholders will see the College's responsiveness, flexibility, and programming diminish.

To combat that possibility, Southwest Tech will continue to make every effort to optimize enrollment as well as increase efficiency, take advantage of grant and contracting opportunities, solicit additional donations, and otherwise seek increased revenues from sources alternative to taxes and tuition. But property taxes, state aid, and tuition account for 84% of the College's budgeted revenues. If that portion of total revenue grows by less than inflationary cost increases, it is an open question if the College can increase alternative revenues fast enough and in sufficient amounts to keep up with costs and avoid reductions in its service to students, employers, and communities. I hope all stakeholders will watch what happens and, if this concern materializes, take proactive action to assist the College in dealing with.

The entire Southwest Tech community looks forward to a productive and rewarding 2015-2016! Please visit the College whenever you can, and when you do, please bring along a prospective student or two!!

Sincerely,

A handwritten signature in black ink that reads "Duane M. Ford".

Duane M. Ford  
President

A handwritten signature in black ink that reads "Eileen Nickels".

Eileen Nickels  
District Board Chairperson

## **College Mission**

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

## **College Vision**

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

## **College Purposes**

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses and other organizations.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education.
4. Provide career pathways and transfer opportunities that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.

## **College Values**

**Learning** – We value continuous learning for our diverse stakeholders provided through accessible, affordable, and caring delivery.

**Professionalism** – We value professionalism based on respect and integrity that creates a healthy environment, promoting open communication and commitment.

**Accountability** – We value the human and fiscal resources entrusted to us and will use them responsibly.

**Collaborative Partnerships** – We value partnerships with business, industry, labor, government, educational systems, and our communities.

**Innovation** – We value innovation that fosters creativity in solving problems and meeting future challenges unique to our rural setting.

**Continuous Improvement** – We value improvement of our programs, services, and processes in a team-based culture.



## **Core Abilities**

In cooperation with representatives from business and industry, Southwest Tech faculty and staff have identified six skills that are essential to a person's successful performance on the job. These six core abilities will be evaluated in all programs within the college.

Southwest Tech's core abilities provide graduates with lifelong skills that will assist them in obtaining and keeping a job. Employers have said they prefer to hire and promote person who exhibit the following characteristics.

**Act Professionally** – To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career.

**Communicate Clearly** – To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

**Value Learning** – The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

**Work Productively** – To work productively means an individual applies effective work habits and attitudes within a work setting.

**Work Cooperatively** – To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

**Solve Problems** – To solve problems means an individual is able to use all elements of problem solving strategies to generate realistic, practical, and workable solutions.

# College Performance Review

## 2012-2015 Strategic Goals

*Increase College Access*

*Improve Student Completion & Success*

*Strengthen Partnerships*

*Create a Cohesive Culture*

*Prioritize Customer Service*

*Advance Infrastructure (Facilities and Technology)*

*Promote Fiscal Efficiency and Sustainability*

## ***Increase College Access***

***(Bold and Italicized Data are Tied to Outcomes-Based Funding)***

	2012	2013	2014
<b><i>Student FTE's</i></b>	<b><i>1643.8</i></b>	<b><i>1637.75</i></b>	<b><i>1654.12</i></b>
Student Headcount	11,482	11,179	10,746
Student Headcount in Degree/Diploma/Certificate Programs	1840	1824	1658
<b><i>Number of Degree and Diploma Programs Offered</i></b>	<b><i>53</i></b>	<b><i>50</i></b>	<b><i>54</i></b>
<b><i>Number of ABE Students Enrolled in 12 Hours of Instruction</i></b>	<b><i>308</i></b>	<b><i>352</i></b>	<b><i>265</i></b>
<b><i>Headcount of Special Population Students</i></b>			
<b><i>Students of Color</i></b>	<b><i>631</i></b>	<b><i>631</i></b>	<b><i>613</i></b>
<b><i>Pell Grant Recipients</i></b>	<b><i>859</i></b>	<b><i>836</i></b>	<b><i>802</i></b>
<b><i>Veterans</i></b>	<b><i>43</i></b>	<b><i>32</i></b>	<b><i>30</i></b>
<b><i>Incarcerated</i></b>	<b><i>478</i></b>	<b><i>361</i></b>	<b><i>246</i></b>
<b><i>Dislocated Workers</i></b>	<b><i>154</i></b>	<b><i>110</i></b>	<b><i>72</i></b>
<b><i>Disabled Students</i></b>	<b><i>649</i></b>	<b><i>726</i></b>	<b><i>669</i></b>
<b><i>Displaced Homemaker</i></b>	<b><i>196</i></b>	<b><i>194</i></b>	<b><i>168</i></b>
<b><i>Single Parent</i></b>	<b><i>643</i></b>	<b><i>565</i></b>	<b><i>605</i></b>

## ***Improve Student Completion & Success***

*(Bold and Italicized Data are Tied to Outcomes-Based Funding)*

	2012	2013	2014
Graduation Rate**	39.89%	38.38%	40.7%
<b><i>Number of All Degrees and Certificates Awarded</i></b>	<b><i>734</i></b>	<b><i>700</i></b>	<b><i>675</i></b>
<b><i>Percent of Graduates Placed in Jobs Related to Program of Study</i></b>	<b><i>77.3%</i></b>	<b><i>77.6%</i></b>	<b><i>77.7%</i></b>
<b><i>Number of Degrees and Certificates Awarded in High Demand Fields</i></b>	<b><i>587</i></b>	<b><i>558</i></b>	<b><i>560</i></b>
<b><i>Number of Degree and Diploma Programs with TSA (Technical Skill Attainment)</i></b>	<b><i>0</i></b>	<b><i>1</i></b>	<b><i>13</i></b>
<b><i>Number of Students Enrolled in ABE, AHS, and ELL who Transition to Post-Secondary Training</i></b>	<b><i>54</i></b>	<b><i>56</i></b>	<b><i>17</i></b>
<b><i>Percent of ABE Students Showing Educational Gains</i></b>	<b><i>45%</i></b>	<b><i>41%</i></b>	<b><i>35%</i></b>

\*\*Graduation percentage is determined by dividing the number of degree and certificates awarded into the total headcount of students enrolled in degree/diploma/certificate programs for the year in question. This total includes headcounts of students who are first year and part-time who lack the credits necessary to be considered for graduation.

## **Strengthen Partnerships**

*(Bold and Italicized Data are Tied to Outcomes-Based Funding)*

	2012	2013	2014
Number of Grants per Year	55	52	50
Dollar Amount of Grants per Year *	\$ 2,385,214.31	\$ 2,950,072.21	\$ 3,737,059.00
*Amount of Dollars Awarded (does not include match dollars)			

	2011	2012	2013
<b>Contracts Per Year</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>
<i>Employer Paid</i>	<i>408.2</i>	<i>1120.5</i>	<i>946.55</i>
<i>Apprenticeship</i>	<i>117</i>	<i>150</i>	<i>178</i>
<i>Professional Development Seminars</i>	<i>96.7</i>	<i>174.3</i>	<i>373.8</i>
<i>Customized Instruction</i>	<i>6,810.30</i>	<i>8,022.75</i>	<i>9,698.70</i>
<i>Summary of all workforce training</i>	<i>7,432.20</i>	<i>9,467.55</i>	<i>10,926.05</i>

Dual Enrollment	2012	2013	2014	2015
Advanced Standing Agreements	112	115	97	79
Number of Students Recommended for Advanced Standing	397	749	337	TBD
Transcripted Credit Agreements	54	49	74	84
Number of Students Enrolled Transcripted Credit Agreements	482	614	1148	1263
<b>Total Credits Earned in All Dual Enrollment</b>	<b>1,554</b>	<b>1,961</b>	<b>3,010</b>	<i>Not Available</i>
Number of Students Enrolled in Youth Options	57	44	52	44
Number of Courses Taken through Youth Options	84	117	88	132
Number of Students Enrolled in Course Options	N/A	N/A	N/A	4
Number of Courses Taken through Course Options	N/A	N/A	N/A	5
<b>Four-year Articulation</b>				
Number of Agreements	113	115	122	124
Number of Universities with at Least One Program Agreement	27	27	29	30
All associate degree programs associated with one or more universities.				



## Create a Cohesive Culture

### 2014 College Employee Satisfaction Results Strengths & Challenges

#### Campus Culture and Policies

Top Strengths	Southwest Tech GAP	Comparison GAP (Two-Year Colleges)
Institution is well-respected in the community	0.96	0.90
Faculty take pride in their work	0.71	0.78
Institution does a good job of meeting the needs of students	1.04	1.03
Staff take pride in their work	0.62	0.81
Institution treats students as its top priority	1.12	1.01
Administrators take pride in their work	0.76	0.85
Institution promotes excellent employee-student relationships	0.76	0.87
<b>Top Challenges</b>		
There is a spirit of teamwork and cooperation at this institution	1.85	1.51
There is good communication between the faculty and the administration at this institution	1.85	1.36
There are effective lines of communication between departments	2.00	1.57
Administrators share information regularly with faculty/staff	1.76	1.33
This institution plans carefully	1.67	1.31
This institution involves its employees in planning for the future	1.66	1.32
There is good communication between staff and the administration at this institution	1.78	1.31
This institution consistently follows clear processes for selecting new employees	1.62	1.19
This institution does a good job of meeting the needs of staff	1.65	1.23
<b>Work Environment</b>		
<b>Top Strengths</b>		
The employee benefits available to me are valuable	0.85	0.78
I am proud to work at this institution	0.61	0.43
The work I do is valuable to the institution	0.82	0.57
The type of work I do on most days is personally rewarding	0.55	0.45
<b>Top Challenges</b>		
My department has the staff needed to do its job well	1.56	1.41
I have the information I need to do my job well	1.17	0.94
I am paid fairly for the work I do	1.35	1.38
<b>Strengths:</b> Identified as items at or above mid-point importance score and at or above top quartile satisfaction score. <b>Challenges:</b> Identified as items above mid-point in importance and in lower quartile of satisfaction scores or in top quartile of gap scores. <b>GAP:</b> Importance score minus Satisfaction score. The smaller the gap, the better the institution is doing at meeting employee expectations. The larger the gap, the greater the discrepancy between what employees expect and their level of satisfaction with the current situation.		

## ***Prioritize Customer Service***

<b>Southwest Tech - Noel Levitz Student Satisfaction Inventory (SSI) Three-Year Comparison</b>			
	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Organizational Strengths</b>	<b>Gap</b>	<b>Gap</b>	<b>Gap</b>
44. Campus item 4: I feel confident that the skills I have attained prepared me for my career goals.	0.68	0.67	0.73
43. Campus item 3: My overall experience at Southwest Tech has been positive.	0.55	0.59	0.68
42. Campus item 2: Staff on this campus are supportive of students.	0.66	0.6	0.68
20. Students are made to feel welcome here.	0.39	0.28	0.48
38. Most classes deal with practical experiences and applications.	0.55	0.55	0.59
1. The campus staff are caring and helpful.	0.53	0.52	0.51
13. The campus is safe and secure for all students.	0.27	0.31	0.78
34. Faculty are usually available to students outside of class (during office hours, by phone, or by e-mail).	0.4	0.35	0.50
39. On the whole, the campus is well-maintained.	0.12	0.15	0.20
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
24. The equipment in the lab facilities is kept up to date.	0.58	0.53	0.58
28. This campus provides online access to services I need.	0.29	0.31	0.38
36. Tuition paid is a worthwhile investment.	0.7	0.69	0.68
<b>Organizational Challenges</b>	<b>Gap</b>	<b>Gap</b>	<b>Gap</b>
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
9. I am able to register for the classes I need with few conflicts.	0.78	0.77	0.77
41. Campus item 1: Faculty take into consideration student learning styles as they teach a course.	0.85	0.91	1.08
49. Campus item 9: Textbooks and course materials were helpful.	0.74	0.72	0.90
25. Faculty provide timely feedback about my academic progress.	0.84	0.85	1.07
21. The amount of student parking space on campus is adequate.	1.81	1.69	2.18
2. Classes are scheduled at times that are convenient for me.	0.89	0.94	0.91
12. Faculty are fair and unbiased in their treatment of individual students.	0.81	0.74	0.91
37. I seldom get the "run-around" when seeking information on this campus.	0.92	0.97	0.89
35. I receive ongoing feedback about progress toward my academic goals.	0.79	0.91	1.09
3. My academic advisor is available when I need help.	0.79	0.79	0.82

**Employer Survey  
Three-Year Trend Summary  
ALL PROGRAMS**

	Number of Responses		
	2011	2012	2013
<b>Total Employers Contacted</b>	148	145	146
<b>Employer Responses</b>	44	59	77
<b>Mastery of knowledge in the field.</b>			
Exceeds / Meets	39	54	67
Nearly Meets / Does Not Meet	4	4	10
<b>Ability to perform technical skills of the profession.</b>			
Exceeds / Meets	39	54	69
Nearly Meets / Does Not Meet	4	5	8
<b>Effectively communicate with co-workers and/or customers.</b>			
Exceeds / Meets	37	55	68
Nearly Meets / Does Not Meet	7	4	9
<b>Relevancy of graduates' skill and/or knowledge base in relationship to real world applications within industry.</b>			
Exceeds / Meets	35	50	63
Nearly Meets / Does Not Meet	7	9	14
<b>Mastery of science, technology, engineering and math skills needed in the field.</b>			
Exceeds / Meets	33	51	57
Nearly Meets / Does Not Meet	4	3	13
<b>Overall preparedness for employment at your company.</b>			
Exceeds / Meets	39	52	67
Nearly Meets / Does Not Meet	5	6	10
<b>How satisfied are you with the graduates' technical</b>			
Very Satisfied / Satisfied	41	58	75
Unsatisfied / Very Unsatisfied	1	1	4
<b>Would you recommend graduates of this program to another employer?</b>			
Yes	41	52	72
No	1	1	1
Maybe	2	6	6
<b>Would you hire a technical college graduate again?</b>			
Yes	41	53	72
No	0	1	0
Maybe	3	5	6
<b>How important is your local technical college(s) to the overall success of your business?</b>			
Very Important / Important	38	49	62
Somewhat Important / Not Important	8	9	14



## ***Advance Infrastructure (Facilities & Information Technology)***

<b>Facilities Projects Completed in Last Three Years</b>	
2012-13	Renovated Culinary Kitchen / Dining Room and Human Resources Office
	Renovated College Connection to include Student Services, Financial Aid, Career Center, and Bursar's Office
	Renovated Room 415 into Charley's (Student Activity Center)
	Replaced Cracked Sidewalks and Completed Minor Landscaping Projects
2013-14	Replaced Donor Wall
	Replaced Building 200 Roof
	Completed Learning Center Renovation Design
	Moved Electromechanical Lab to Building 1100
	Constructed Shooting Range Storage Building
	Added Second Classroom to Platteville Outreach Site
	Moved to and Renovated Dodgeville Outreach Site
	Landscaped Former Playground Area and Digital Sign
	Closed Building 700 Due to HVAC Failure and Age of Building
	Paved Outdoor Walking Path
	Renovated Room 340 into an ITV Classroom
2014-15	Completed Karen R. Knox Learning Center Renovation
	Updated Emergency Response Plan
	Developing a Business Continuity Plan
	Developed Memorial Tree Program with the Foundation
	Converted Room 107 (formerly Academic Success Center) into Two Classrooms
	Replaced Existing Ceiling Tile in Building 600 Hallway

Information Technology Projects Completed in Last Three Years	
2012-13	Tested and Moved into Production the Application Portal
	Implemented UniTrends Backup Appliances
	Developed and Tested Continuing Education Portal
	Upgraded Student E-mail to Google Apps
	Upgraded Technology at Outreach Sites in Platteville and Dodgeville
	Worked on Development of New Website
	Purchased and Installed new Palo Alto Firewall
	Increased use of TeamViewer to remotely access computers at outreach sites to limit travel costs; also use it to access staff computers to assist with problems and improve resolution timeframe
2013-14	Rolled out new Website January 2014
	Rolled out Continuing Education Portal September 2014
	Installed Business Analytics Software and in Process of Implementation
	Researching and Testing of Greenshades, an online timesheet solution, that integrates with Dynamics GP; anticipated completion August 2014
	Expanding Offerings Available via ITV; Mobile Carts will be Setup at the Outreach Sites
	Set up Degree Audit and will be testing with Student Services before July 1
	Developed and Implemented E-brochure
	Enabled Financial Aid Module on MySWTC; Forms Available for Students to Complete
2014-15	Upgraded ITV Classroom to HD
	Rolled Out Sophos (antivirus software) to All Campus Computers
	Installed ITV Mobile Carts in Outreach Sites
	Awarded Enterprise Content Management (ECM) and Document Imaging Solution to Gordon Flesch for Laserfiche product to replace Image Now: Implementation 2015-16
	Moved Media and ITV Classroom as part of the Karen R. Knox Learning Center Renovation and Added an Additional ITV Classroom

## ***Promote Fiscal Efficiency & Sustainability***

<b>Employee FTE</b>			
<b>Employment Type</b>	<b>CY2013</b>	<b>CY2014</b>	<b>CY2015</b>
All Regular FTE	179	191	191
Faculty FTE	93	89	83
Support Staff FTE	64	74	79
Salaried Professionals FTE	22	28	29
Adjunct FTE	24	30	61
CY – Calendar Year			

<b>Average Cost Per Student FTE</b>			
	<b>2012</b>	<b>2013</b>	<b>2014</b>
Average Cost Per FTE	\$6,864.46	\$7,373.48	\$7,120.09

<b>Operational Budget</b>			
	<b>2013</b>	<b>2014</b>	<b>2015</b>
Total Revenue	\$22,416,183	\$22,548,000	\$24,456,000
Total Expenditures	\$22,800,612	\$22,848,000	\$24,756,000
Transfer In From Reserves	\$300,000	\$300,000	\$300,000

## ***Foundation Metrics***

<b>Metric</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
Scholarships Given	189	200	238
Scholarship Dollars	\$ 102,250	\$ 130,000	\$ 133,600
Students Housed	100	108	108
All Other Contributions	\$ 251,262	\$ 274,723	\$ 224,815

## **2015-2016 COLLEGE BUDGET PROCESS**

The Board shall oversee the development of the annual budget.

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

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

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



## CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2014-15 at 1525 full-time equivalent students (FTEs), a decrease of approximately 129 FTEs relative to 2013-14. Despite this recent decrease, over the ten-year period from 2005-06 through 2014-15 the college has grown total FTEs served by 5.5 percent. In the face of declining enrollment in the District's high schools, the College's enrollment growth is a significant accomplishment in service to regional students and employers. The budget for 2015-16 has incorporated expected growth of 2.6 percent to a total of 1,565 FTEs.

Budget Priorities / Strategic Projects for 2015-16 include the following:

- Continued implementation of new programming to include
  - Expand 1+1 AA/AS partnership with Nicolet
  - Expand 2+2 BS partnership with Franklin University
  - Supply Chain Management pathway programs
  - Create additional career pathways in existing programming to include Instrumentation, Laboratory Technician, Agriculture and Administrative Professional areas.
- Learn Your Way - Maximize access to training through flexible delivery option of courses and programs at both the Fennimore campus and extended campus sites outside of normal business hours/days
- Increase the number of adults served
- Enhance the look, feel and usability of outreach sites
- Create a system/dashboard to more easily access metrics to make more informed decisions
- Improve retention and completion
- Expand access to Credit for prior learning
- Organizational Development - Develop and implement a strategy to improve employee satisfaction
- Participate in successful implementation of the health insurance consortium
- Improve payroll processes including the implementation of paperless time keeping
- Improve and expand electronic document management system
- Intellectual property management
- AQIP accreditation: team to attend strategy forum
- Use continuous improvement process to improve efficiency and reduce expenditures

The operational budget (general and special revenue funds) for 2015-16 is projected to decrease revenue by \$27,000 over 2014-15. This is based on generating 1,565 FTEs and includes the associated student fees and state aids. Unadjusted, the local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .6240 or \$0.62 per \$1,000 of property valuation. However, given state investment in property tax reduction per 2013 Wisconsin Act 145, the actual adjusted operation levy is estimated to be .6201 or \$.62 per \$1,000 of property valuation. The \$723,000 General Fund budget increase represents a 3.1 percent increase from 2014-15. Wage adjustments for 217 full-time staff and approximately 288 part-time staff require approximately \$280,000 in additional budget. Additional estimated increases in, heat, electricity, general utilities, supplies, and advertising/printing accounts have also been accounted for. These increases coupled with costs of new initiatives included new positions required for expanded services and programming have been balanced with grant funding, reorganization savings and other adjustments to create a balanced budget.

The 5.5 percent growth in student FTEs over the past ten years has been a credit to the College's ability to balance priorities with limited resources and outside enrollment pressures. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on attracting additional students age 25 years and older.

Our challenge moving forward is how we garner the resources needed to meet the increased demand for technical college trained workers that are so vital to the health of our regional economy.

## Wisconsin Technical College Districts



**Southwest Wisconsin Technical College District** Barneveld School District, Belmont Community School District, School District of Benton, School District of Boscobel Area, School District of Cassville, School District of Cuba City, Darlington Community School District, Dodgeville School District, Fennimore Community School District, North Crawford School District, School District of Black Hawk, Southwestern Wisconsin Community School District, Highland School District, Iowa-Grant School District, School District of Ithaca, Lancaster Community School District, Mineral Point Unified School District, Pecatonica Area School District, School District of Platteville, School District of Potosi, Prairie du Chien Area School District, Kickapoo Area School District, Richland School District, Riverdale School District, School District of River Ridge, School District of Seneca, School District of Shullsburg, Joint School District, Villages of Wauzeka and Steuben, Towns of Wauzeka, Bridgeport, Eastman, Haney, Marietta and Prairie du Chien, School District of Weston, plus the portion of the School District of Argyle in Lafayette County

# BUDGET

FINANCIAL DATA





Southwest Wisconsin Technical College  
Schedule of Full-Time Staff Positions  
2015-2016 Budget Year

<b>Function</b>	<b>2014-2015*</b>	<b>2015-2016*</b>
Instructional	137	141
Instructional Resources	3	3
Student Services	20	25
General Institutional	25	28
Physical Plant	15	15
Auxiliary Services	<u>2</u>	<u>5</u>
<b>Total</b>	<b>202</b>	<b>217</b>

\*Does not include 43 regular part-time positions or approximately 245 part-time outreach positions.

Position Summary - FTE Basis

<b>Category</b>	<b>2013-14 Actual</b>	<b>2014-15 Budget</b>	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Total 2015-16 Budget</b>
Administrators/Supervisors	19	17	17			17
Teachers	133	141	141			139
Other Staff	<u>101</u>	<u>115</u>	<u>115</u>	<u>5</u>	<u>1</u>	<u>113</u>
<b>TOTAL</b>	<b>253</b>	<b>273</b>	<b>273</b>	<b>5</b>	<b>1</b>	<b>269</b>

NOTE: Above numbers include part-time instructors, students, and temporary staff.

\*Approximately 23 FTEs are supported through grant funding.

### **BASIS OF ACCOUNTING**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The governmental, expendable trust and agency funds, are accounted for on a modified accrual basis. Under the modified accrual basis of accounting, transactions are recorded in the following manner:

- Revenues are recognized when they become both measurable and available (susceptible to accrual). All revenues are considered susceptible to accrual except summer school tuition and fees that are recorded as deferred revenue. For debt service, property taxes levied to make principal and interest payments with due dates within the fiscal year are revenue. Any debt service property taxes levied to make principal and interest payments with due dates outside the fiscal year are deferred revenue.
- Expenditures are recognized on an encumbrance basis when the purchase commitment is made, except for interest and principal on general long-term obligation debt, which are recognized as expenditures when due. Expenditures for claims and judgments are recognized when it becomes probable that an asset has been impaired or a liability has been incurred.
- Expenditures for compensated absences, including vacation and sick leave, are recognized when the liability is incurred for past services of an employee that vest and accumulate.
- Fixed assets are recorded as capital outlays at the time of purchase.
- Proceeds of long-term obligations are treated as a financing source when received.

The proprietary funds are accounted for on an accrual basis, whereby revenues are recognized when measurable and earned and expenses are recorded as liabilities when incurred and, where applicable, depreciation expense is also included.

The Governmental Accounting Standards Board (GASB) Statement No. 20 "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting" provides that proprietary funds may apply all GASB pronouncements as well as the following pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements: Statements and interpretations of the Financial Accounting Standards Board (FASB), Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARBs) on the Committee on Accounting Procedure.

### **BASIS OF BUDGETING**

Southwest Wisconsin Technical College adopts an annual operating budget which is prepared on substantially the same basis as the financial statements, which are prepared in accordance with GAAP, except budgetary expenditures include encumbrances and budgetary revenues include all property taxes levied for the fiscal year.

## DESCRIPTION OF FUNCTIONAL UNITS

### Revenues

Southwest Wisconsin Technical College has a diversified funding base composed of property taxes, state aid, student fees, federal grants, and institutionally-generated revenues. Southwest Wisconsin Technical College believes that this diversity, the strength of the local economy, and its fiscal management will continue to provide the resources required to fulfill its mission now and in the future without significant changes in the level of services provided.

#### **Local Government**

Local Property Tax Levy Revenue. The debt service mill rate is added to the operational mill rate to get a total mill rate amount. The debt service tax levy is used to pay the principal and interest payments that are due that year. The operational tax levy is used to fund expenditures in the general fund.

#### **State Aids**

State Aids and any other revenue derived from State Government.

#### **Student Fees**

Fees are collected from students for tuition, materials, and miscellaneous items. Tuition and material fee rates are set annually by the Wisconsin Technical College System based upon estimated total operating expenditures of the districts.

**Program Fees:** A charge to recover a portion of the cost of operating the instructional areas other than books and consumable supplies.

**Material Fees:** Charges for instructional materials consumed by the student and/or instructor.

**Other Student Fees:** Other charges to students such as out-of-state tuition, application fees, and community services fees.

#### **Institutional Revenue**

Sales and services, investment income, rentals and other revenues derived from other than governmental sources, except for those more properly coded as other resources.

#### **Federal/State**

Grants, contracts, and any other reimbursements received from federal/state government sources.

## **Expenditures**

The Wisconsin Technical College System Board requires each technical college to classify expenditures by function to provide activity detail of our primary activity -- instruction. The following is a listing and description of the expenditure functions used by Southwest Wisconsin Technical College.

<b>Instruction</b> This function includes teaching, academic administration, including clerical support, and other activities related directly to the teaching of students, guiding the students in the educational program, and coordination and improvement of teaching.
<b>Instructional Resources</b> This function includes all learning resource activities such as the library and audio-visual aids center, learning resource center, instructional media center, instructional resources administration, and clerical support.
<b>Student Services</b> This function includes those non-instructional services provided for the student body such as student recruitment; student services administration and clerical support; admissions; registration; counseling, including testing and evaluation; health services; financial aids; placement; and follow-up. Non-instructional athletics such as intramural athletics are also included.
<b>General Institution</b> This function includes all services benefiting the entire College, exclusive of those chargeable directly to other functional categories. Examples of this type of expenditure are legal fees, external audit fees, general liability insurance, interest on operational borrowing, and public information. District Board, President's Office, Fiscal Services, Human Resources Services, and Information Technology are included in this function.
<b>Physical Plant</b> This function includes all services required for the operation and maintenance of the physical facilities. Principal and interest on long-term obligations are included under this function as are the general utilities such as heat, light, and power.
<b>Auxiliary Services</b> This function includes commercial-type activities such as the bookstore, child care center, and vending services.

SWTC PRO FORMA BALANCE SHEET - June 30, 2015

	<u>Governmental Fund Category</u>				<u>Proprietary Fund Cat.</u>		<u>Account Groups</u>		<u>Total</u>	
	<u>General</u>	<u>Spec. Rev Operational</u>	<u>Spec. Rev Non-Aidable</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Fixed Assets</u>	<u>Long-term Debt</u>	<u>Memorandum Only</u>
<u>Assets</u>										
Cash/Investments	5,368,268		253,155	1,273,859	637,529	2,389,427	779,164			10,701,402
Receivables:										
Property Taxes	3,000,000									3,000,000
Accounts	350,000					100,000				450,000
Due From Other Funds										
Inventory						717,000				717,000
Prepaid Expenses	100,000									100,000
Fixed Assets						50,000		68,000,000		68,050,000
Amount Available in										
Debt Service Fund(s)									1,273,859	1,273,859
Amount to be Provided										
for Long-term Debt									35,011,141	35,011,141
Total Assets	<u>8,818,268</u>	<u>-</u>	<u>253,155</u>	<u>1,273,859</u>	<u>637,529</u>	<u>3,256,427</u>	<u>779,164</u>	<u>68,000,000</u>	<u>36,285,000</u>	<u>119,303,402</u>
<u>Liabilities</u>										
Accounts Payable	250,000		1,000		600,000	60,000				911,000
Employee Related Payables	800,000		9,000			10,000				819,000
Due to Other Funds										
Deferred Revenues	800,000									800,000
Accrued Self-insurance							400,000			400,000
General Long-term Debt									30,285,000	30,285,000
Compensated Absences/ Unfunded Pension									6,000,000	6,000,000
Total Liabilities	<u>1,850,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>600,000</u>	<u>70,000</u>	<u>400,000</u>	<u>-</u>	<u>36,285,000</u>	<u>39,215,000</u>
<u>Fund Equity</u>										
Investment in Fixed Assets								68,000,000		68,000,000
Retained Earnings						3,186,427	379,164			3,565,591
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,273,859						1,273,859
Reserve for Self-insurance										
Reserve for Student Organizations			243,155							243,155
Unreserved:										
Designated for Operations	6,968,268									6,968,268
Designated for Fund Balance for Subsequent Year					37,529					37,529
Total Fund Equity	<u>6,968,268</u>	<u>-</u>	<u>243,155</u>	<u>1,273,859</u>	<u>37,529</u>	<u>3,186,427</u>	<u>379,164</u>	<u>68,000,000</u>	<u>-</u>	<u>80,088,402</u>
Total Liability & Fund Equity	<u>8,818,268</u>	<u>-</u>	<u>253,155</u>	<u>1,273,859</u>	<u>637,529</u>	<u>3,256,427</u>	<u>779,164</u>	<u>68,000,000</u>	<u>36,285,000</u>	<u>119,303,402</u>



Southwest Wisconsin Technical College  
General Fund  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
<b>REVENUES</b>				
Local Government	11,183,152	4,580,000	4,604,000	4,700,000
State Aids	3,531,440	10,850,000	11,065,000	10,940,000
Program Fees	4,127,479	4,623,000	4,140,000	4,080,000
Material Fees	325,729	350,000	335,000	320,000
Other Student Fees	386,638	375,000	455,000	400,000
Institutional	2,024,019	2,300,000	2,008,000	2,200,000
Federal	<u>1,422,004</u>	<u>1,378,000</u>	<u>988,000</u>	<u>928,000</u>
Total Revenues	23,000,461	24,456,000	23,595,000	23,568,000
<b>EXPENDITURES</b>				
Instruction	15,084,643	16,872,700	15,362,000	15,960,000
Instructional Resources	360,711	371,100	371,000	370,000
Student Services	1,657,388	1,632,000	1,632,000	1,817,000
General Institutional	3,430,105	3,483,900	3,484,000	3,630,000
Physical Plant	<u>1,911,448</u>	<u>2,396,300</u>	<u>2,396,000</u>	<u>2,191,000</u>
Total Expenditures	22,444,295	24,756,000	23,245,000	23,968,000
Net Revenue (Expenditures)	556,166	(300,000)	350,000	(400,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>267,268</u>	<u>300,000</u>	<u>230,000</u>	<u>400,000</u>
Total Resources (Uses)	823,434	-	580,000	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	823,434	-	580,000	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	823,434	-	580,000	-
Beginning Fund Balance	<u>5,564,834</u>	<u>5,614,833</u>	<u>6,388,268</u>	<u>6,968,268</u>
Ending Fund Balance	<u>6,388,268</u>	<u>5,614,833</u>	<u>6,968,268</u>	<u>6,968,268</u>

The General Fund is used to account for all financial activities except those required to be accounted for in another fund.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Special Revenue - Non-Aidable Fund  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
<b>REVENUES</b>				
State Aids	493,026	500,000	500,000	500,000
Other Student Fees	211,102	250,000	225,000	250,000
Institutional	304,898	250,000	225,000	250,000
Federal	<u>6,697,185</u>	<u>7,500,000</u>	<u>6,800,000</u>	<u>7,500,000</u>
Total Revenues	7,706,211	8,500,000	7,750,000	8,500,000
<b>EXPENDITURES</b>				
Student Services	<u>7,643,030</u>	<u>8,450,000</u>	<u>7,700,000</u>	<u>8,450,000</u>
Total Expenditures	7,643,030	8,450,000	7,700,000	8,450,000
Net Revenue (Expenditures)	63,181	50,000	50,000	50,000
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>
Total Resources (Uses)	13,181	-	-	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Student Organizations	<u>13,181</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	13,181	-	-	-
Beginning Fund Balance	<u>229,974</u>	<u>229,976</u>	<u>243,155</u>	<u>243,155</u>
Ending Fund Balance	<u>243,155</u>	<u>229,976</u>	<u>243,155</u>	<u>243,155</u>

Special Revenue - Non-Aidable Fund is used to account for assets held by a district in a trustee capacity or as an agent for individuals, private organizations, other government units, or other funds.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Capital Projects Fund  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
<b>REVENUES</b>				
Institutional	<u>45,162</u>	<u>50,000</u>	<u>33,000</u>	<u>30,000</u>
Total Revenues	<u>45,162</u>	<u>50,000</u>	<u>33,000</u>	<u>30,000</u>
<b>EXPENDITURES</b>				
Instruction	412,556	669,000	568,000	545,000
Instructional Resources	96,421	75,000	63,000	121,000
Student Services	-	-	-	-
General Institutional	154,892	600,000	594,000	477,000
Physical Plant	<u>1,422,425</u>	<u>1,980,000</u>	<u>1,836,000</u>	<u>1,214,000</u>
Total Expenditures	<u>2,086,294</u>	<u>3,324,000</u>	<u>3,061,000</u>	<u>2,357,000</u>
Net Revenue (Expenditures)	(2,041,132)	(3,274,000)	(3,028,000)	(2,327,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Operating Transfer In (Out)	<u>(217,268)</u>	<u>50,000</u>	<u>(230,000)</u>	<u>(50,000)</u>
Total Resources (Uses)	<u>241,600</u>	<u>(724,000)</u>	<u>(758,000)</u>	<u>123,000</u>
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Capital Projects	<u>241,600</u>	<u>(724,000)</u>	<u>(758,000)</u>	<u>123,000</u>
Total Transfers To (From) Fund Balance	<u>241,600</u>	<u>(724,000)</u>	<u>(758,000)</u>	<u>123,000</u>
Beginning Fund Balance	<u>553,929</u>	<u>786,929</u>	<u>795,529</u>	<u>37,529</u>
Ending Fund Balance	<u>795,529</u>	<u>62,929</u>	<u>37,529</u>	<u>160,529</u>

Capital Projects Funds are used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.



**Southwest Wisconsin Technical College**  
**Capital Projects Fund**  
Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$2,500,000 which is consistent with the previous year. Property tax (operational and debt) for the 2015-16 budget is projected to remain unchanged.

The amount of outstanding debt will be approximately thirty-three million. The majority of this debt is due to the capital expansion project that was completed as approved through the passage of \$31.9 million referendum on 4/1/08. The remaining outstanding debt of approximately seven million has remained relatively steady. A debt service strategy which sets the annual borrowing in close relationship to annual principal payments, accounts for the consistent level of debt. This capital borrowing plan affords the College the ability to maintain high quality in both equipment and physical plant.

**Equipment/Software Budget by Department**

Business and Management	45,000	
Agriculture and Industry	394,000	
Health and Service	<u>106,000</u>	
Subtotal Instruction		545,000

Library/Media/Distance Education	<u>121,000</u>	
Subtotal Instructional Resources		121,000

College-wide Computing/Network/Telecommunications and Office Operations	<u>477,000</u>	
Subtotal General Institutional		477,000

Custodial/Physical Plant/Fleet Vehicles and Grounds	200,000	
Signage	-	
New Construction Projects	-	
Remodeling/Maintenance Projects	755,000	
Engineering/Architect Fees	45,000	
Classroom/Office Furniture	<u>214,000</u>	
Subtotal for Physical Plant		<u>1,214,000</u>

<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 2,357,000</u></b>
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Southwest Wisconsin Technical College  
Debt Service Fund  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
<b>REVENUES</b>				
Local Government	4,640,000	4,740,000	4,740,000	4,840,000
State Aids	11,658	8,000	8,000	8,000
Federal Aids	-	1,000	355,000	345,000
Institutional	<u>416,539</u>	<u>383,000</u>	<u>1,000</u>	<u>1,000</u>
Total Revenues	5,068,197	5,132,000	5,104,000	5,194,000
<b>EXPENDITURES</b>				
Physical Plant	<u>5,030,588</u>	<u>5,180,000</u>	<u>5,164,000</u>	<u>5,261,000</u>
Total Expenditures	5,030,588	5,180,000	5,164,000	5,261,000
Net Revenue (Expenditures)	37,609	(48,000)	(60,000)	(67,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	37,609	(48,000)	(60,000)	(67,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Debt Service	<u>37,609</u>	<u>(48,000)</u>	<u>(60,000)</u>	<u>(67,000)</u>
Total Transfers To (From) Fund Balance	37,609	(48,000)	(60,000)	(67,000)
Beginning Fund Balance	<u>1,296,250</u>	<u>1,259,250</u>	<u>1,333,859</u>	<u>1,273,859</u>
Ending Fund Balance	<u>1,333,859</u>	<u>1,211,250</u>	<u>1,273,859</u>	<u>1,206,859</u>

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt and long-term lease purchase principal and interest.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Enterprise Fund  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
REVENUES				
Institutional	<u>1,636,041</u>	<u>1,850,000</u>	<u>1,700,000</u>	<u>2,132,000</u>
Total Revenues	1,636,041	1,850,000	1,700,000	2,132,000
EXPENDITURES				
Auxiliary Services	<u>1,464,867</u>	<u>1,600,000</u>	<u>1,500,000</u>	<u>1,966,000</u>
Total Expenditures	1,464,867	1,600,000	1,500,000	1,966,000
Net Revenue (Expenditures)	171,174	250,000	200,000	166,000
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>(300,000)</u>	<u>-</u>	<u>(300,000)</u>
Total Resources (Uses)	171,174	(50,000)	200,000	(134,000)
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>171,174</u>	<u>(50,000)</u>	<u>200,000</u>	<u>(134,000)</u>
Total Transfers To (From) Fund Balance	171,174	(50,000)	200,000	(134,000)
Beginning Fund Balance	<u>2,815,253</u>	<u>3,015,253</u>	<u>2,986,427</u>	<u>3,186,427</u>
Ending Fund Balance	<u>2,986,427</u>	<u>2,965,253</u>	<u>3,186,427</u>	<u>3,052,427</u>

Enterprise Funds are used to account for operations where the costs of providing goods or services to the student body, faculty and staff, or the general public are financed primarily through user fees.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Internal Service Fund\*\*\*  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
REVENUES				
Institutional	<u>4,011,339</u>	<u>4,100,000</u>	<u>4,000,000</u>	<u>4,100,000</u>
Total Revenues	4,011,339	4,100,000	4,000,000	4,100,000
EXPENDITURES				
Auxiliary Services	<u>3,917,942</u>	<u>4,050,000</u>	<u>4,300,000</u>	<u>4,100,000</u>
Total Expenditures	3,917,942	4,050,000	4,300,000	4,100,000
Net Revenue (Expenditures)	93,397	50,000	(300,000)	-
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	93,397	50,000	(300,000)	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>93,397</u>	<u>50,000</u>	<u>(300,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	93,397	50,000	(300,000)	-
Beginning Fund Balance	<u>585,767</u>	<u>485,767</u>	<u>679,164</u>	<u>379,164</u>
Ending Fund Balance	<u>679,164</u>	<u>535,767</u>	<u>379,164</u>	<u>379,164</u>

Internal Service Funds are used to account for the financing and related financial activity of goods and services provided by one department to other departments of the District on a cost reimbursement basis.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

\*\*\*Our self-funded health insurance and dental insurance programs are processed through the Internal Service Fund.

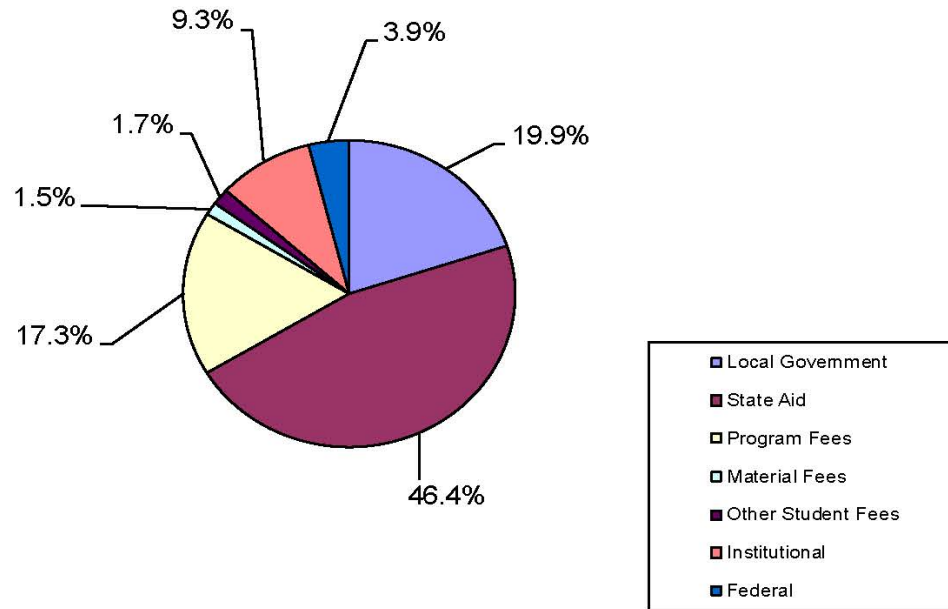
Southwest Wisconsin Technical College  
Classification Breakdown by Fund

	General	Spec. Rev. Operational	Spec. Rev. Non-Aidable	Capital Projects	Debt Service	Enterprise	Internal Service	Total
Personnel Services	18,793,969		61,900			552,100		19,407,969
<i>Salaries</i>	12,943,445		45,900			390,400		13,379,745
<i>Fringe</i>	5,850,524		16,000			161,700		6,028,224
Current Expense	5,174,031		8,388,100			31,400	4,025,000	17,618,531
Resale Merchandise						1,382,500	75,000	1,457,500
Capital				2,357,000				2,357,000
Debt Service					5,261,000			5,261,000
Total Expenditures	23,968,000	-	8,450,000	2,357,000	5,261,000	1,966,000	4,100,000	46,102,000

**2015-2016 Expenditures  
General - Operational**



**2015-2016 Revenue Sources  
General - Operational**



	2015-2016	
Revenues	Budget	Percent
Local Government	4,700,000	19.9
State Aid	10,940,000	46.4
Program Fees	4,080,000	17.3
Material Fees	320,000	1.5
Other Student Fees	400,000	1.7
Institutional	2,200,000	9.3
Federal	928,000	3.9
<b>Total Revenues</b>	<b>23,568,000</b>	<b>100.0</b>



Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2015-16 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
Bond (20 years) issued 10/15/08 to Sterne, Agee & Leach, Inc. of Birmingham, AL in the amount of \$8,000,000 for construction of new buildings and remodeling.				
2015-2016	340,000	50,588		390,588
2016-2017	355,000	34,438		389,438
2017-2018	<u>370,000</u>	<u>17,575</u>		<u>387,575</u>
Total Payments Due	1,065,000	102,600		1,167,600

Advanced refinancing of (20 years) issued 10/15/08 to Sterne, Agee & Leach, Inc.

2015-2016	55,000	140,300		195,300
2016-2017	55,000	139,200		194,200
2017-2018	55,000	138,100		193,100
2018-2019	445,000	137,000		582,000
2019-2020	450,000	128,100		578,100
2020-2021	465,000	119,100		584,100
2021-2022	475,000	109,800		584,800
2022-2023	490,000	95,550		585,550
2023-2024	505,000	80,850		585,850
2024-2025	525,000	65,700		590,700
2025-2026	540,000	49,950		589,950
2026-2027	550,000	33,750		583,750
2027-2028	<u>575,000</u>	<u>17,250</u>		<u>592,250</u>
Total Payments Due	5,185,000	1,254,650		6,439,650

Bond (20 years) issued 8/3/09 to Robert W. Baird of Milwaukee, WI in the amount of \$23,900,000 for construction of new buildings and remodeling.



2015-2016	985,000	1,057,168	(370,009)	1,672,159
2016-2017	1,040,000	1,012,843	(354,495)	1,698,348
2017-2018	1,100,000	963,443	(337,205)	1,726,238
2018-2019	1,155,000	909,543	(318,340)	1,746,203
2019-2020	1,220,000	851,792	(298,127)	1,773,665
2020-2021	1,285,000	788,352	(275,923)	1,797,429
2021-2022	1,335,000	720,247	(252,087)	1,803,160
2022-2023	1,385,000	648,157	(226,855)	1,806,302
2023-2024	1,440,000	571,982	(200,194)	1,811,788
2024-2025	1,495,000	490,982	(171,844)	1,814,138
2025-2026	1,555,000	403,151	(141,103)	1,817,048
2026-2027	1,615,000	308,296	(107,904)	1,815,392
2027-2028	1,680,000	209,781	(73,423)	1,816,358
2028-2029	<u>1,745,000</u>	<u>106,881</u>	<u>(37,408)</u>	<u>1,814,473</u>
Total Payments Due	19,035,000	9,042,618	(3,164,917)	24,912,701

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations, Continued  
2015-16 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
Promissory note (5 years) issued 8/2/11 to Robert W Baird of Milwaukee, WI in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2015-2016	<u>500,000</u>	<u>10,000</u>		<u>510,000</u>
Total Payments Due	500,000	10,000		510,000
Promissory note (5 years) issued 8/1/12 to UMB Bank, N.A. - Kansas City, MO in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2015-2016	500,000	10,000		510,000
2016-2017	<u>500,000</u>	<u>5,000</u>		<u>505,000</u>
Total Payments Due	1,000,000	15,000		1,015,000
Promissory note (5 years) issued 8/1/13 to BOSCO, Inc. in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2015-2016	500,000	30,000		530,000
2016-2017	500,000	20,000		520,000
2017-2018	<u>500,000</u>	<u>10,000</u>		<u>510,000</u>
Total Payments Due	1,500,000	60,000		1,560,000
Promissory note (5 years) issued 8/5/14 to Piper Jaffray in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2015-2016	500,000	43,750		543,750
2016-2017	500,000	31,250		531,250
2017-2018	500,000	18,750		518,750
2018-2019	<u>500,000</u>	<u>6,250</u>		<u>506,250</u>
Total Payments Due	2,000,000	100,000		2,100,000
Promissory note (5 years) to be issued 8/5/15 to the successful bidder in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2015-2016	500,000	92,500		592,500
2016-2017	500,000	52,500		552,500
2017-2018	500,000	37,500		537,500
2018-2019	500,000	22,500		522,500
2019-2020	<u>500,000</u>	<u>7,500</u>		<u>507,500</u>
Total Payments Due	2,500,000	212,500		2,712,500



Southwest Wisconsin Technical College  
Combined Schedule of Long-term Obligations  
Summary of Fiscal Year  
2015-2016 Budget

<b>Fiscal Year(s)</b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Federal Subsidy</u></b>	<b><u>Total</u></b>
2015-2016	3,880,000	1,434,306	(370,009)	4,944,297
2016-2017	3,450,000	1,295,231	(354,495)	4,390,736
2017-2018	3,025,000	1,185,368	(337,205)	3,873,163
2018-2019	2,600,000	1,075,293	(318,340)	3,356,953
2019-2024	9,550,000	4,121,430 	(1,253,186)	12,418,244
2024-2029	<u>10,280,000</u>	<u>1,685,741 </u>	<u>(531,682)</u>	<u>11,434,059</u>
Total Payments Due	\$ 32,785,000	\$ 10,797,368	\$ (3,164,917)	\$ 40,417,451

Southwest Wisconsin Technical College  
Debt Limit  
2015-2016 Budget Year

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2015, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2015-16 budget is \$32,785,000. The five (5) percent limit is \$376,612,905.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2015-16 budget is \$25,285,000. The two (2) percent limit is \$150,645,162.

Southwest Wisconsin Technical College  
Combined Budget Summary  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
<b>REVENUES</b>				
Local Government	15,823,152	9,320,000	9,344,000	9,540,000
State Aids	4,036,124	11,358,000	11,573,000	11,448,000
Program Fees	4,127,479	4,623,000	4,140,000	4,080,000
Material Fees	325,729	350,000	335,000	320,000
Other Student Fees	597,740	625,000	680,000	650,000
Institutional	8,437,998	8,933,000	7,967,000	8,713,000
Federal	<u>8,119,189</u>	<u>8,878,000</u>	<u>8,143,000</u>	<u>8,773,000</u>
Total Revenues	41,467,411	44,087,000	42,182,000	43,524,000
<b>EXPENDITURES</b>				
Instruction	15,497,199	17,541,700	15,930,000	16,505,000
Instructional Resources	457,132	446,100	434,000	491,000
Student Services	9,300,418	10,082,000	9,332,000	10,267,000
General Institutional	3,584,997	4,083,900	4,078,000	4,107,000
Physical Plant	8,364,461	9,556,300	9,396,000	8,666,000
Auxiliary Services	<u>5,382,809</u>	<u>5,650,000</u>	<u>5,800,000</u>	<u>6,066,000</u>
Total Expenditures	42,587,016	47,360,000	44,970,000	46,102,000
Net Revenue (Expenditures)	(1,119,605)	(3,272,000)	(2,788,000)	(2,578,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>(50,000)</u>	<u>-</u>
Total Resources (Uses)	1,380,395	(772,000)	(338,000)	(78,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	241,600	(724,000)	(758,000)	123,000
Reserve for Debt Service	37,609	(48,000)	(60,000)	(67,000)
Retained Earnings	264,571	-	(100,000)	(134,000)
Reserve for Student Organizations	13,181	-	-	-
Reserve for Operations	823,434	-	580,000	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	1,380,395	(772,000)	(338,000)	(78,000)
Beginning Fund Balance	<u>11,046,007</u>	<u>11,392,008</u>	<u>12,426,402</u>	<u>12,088,402</u>
Ending Fund Balance	<u>12,426,402</u>	<u>10,620,008</u>	<u>12,088,402</u>	<u>12,010,402</u>

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Combined Budget Summary  
2015-2016 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2013-14 <u>Actual*</u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate**</u>	2015-16 <u>Budget</u>
<b>REVENUES BY FUND</b>				
General Fund	23,000,461	24,456,000	23,595,000	23,568,000
Special Revenue-Non-Aidable Fund	7,706,211	8,500,000	7,750,000	8,500,000
Capital Projects Fund	45,162	50,000	33,000	30,000
Debt Service Fund	5,068,197	5,132,000	5,104,000	5,194,000
Enterprise Fund	1,636,041	1,850,000	1,700,000	2,132,000
Internal Service Fund	<u>4,011,339</u>	<u>4,100,000</u>	<u>4,000,000</u>	<u>4,100,000</u>
Total Revenue by Fund	<u>41,467,411</u>	<u>44,088,000</u>	<u>42,182,000</u>	<u>43,524,000</u>
<b>EXPENDITURES BY FUND</b>				
General Fund	22,444,295	24,756,000	23,245,000	23,968,000
Special Revenue-Non-Aidable Fund	7,643,030	8,450,000	7,700,000	8,450,000
Capital Projects Fund	2,086,294	3,324,000	3,061,000	2,357,000
Debt Service Fund	5,030,588	5,180,000	5,164,000	5,261,000
Enterprise Fund	1,464,867	1,600,000	1,500,000	1,966,000
Internal Service Fund	<u>3,917,942</u>	<u>4,050,000</u>	<u>4,300,000</u>	<u>4,100,000</u>
Total Expenditures by Fund	<u>42,587,016</u>	<u>47,360,000</u>	<u>44,970,000</u>	<u>46,102,000</u>

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

# BUDGET

SUPPLEMENTAL DATA





## DISTRICT PROFILE

Southwest Wisconsin Technical College District is located primarily within the counties of Crawford, Grant, Iowa, Lafayette, and Richland. The College is organized along public school district lines and encompasses 30 public school districts. There is one centrally located campus at Fennimore.

## PROGRAMS OFFERED

Accounting	Associate Degree
Accounting Assistant	One-year Technical Diploma
Administrative Professional	Associate Degree
Agri-business/Science Technology	Associate Degree
Agricultural Power & Equipment Technician	Two-year Technical Diploma
Auto Collision Repair & Refinish Technician	One-year Technical Diploma
Automotive Technician	Two-year Technical Diploma
Building Trades-Carpentry	One-year Technical Diploma
Business Management	Associate Degree
Cancer Information Management (Online)	Associate Degree
Child Care Services	One-year Technical Diploma
CNC Setup/Operator	Short-term Technical Diploma
Construction Electrician Apprenticeship	Technical Certificate of Apprenticeship
Cosmetology	One-year Technical Diploma
Criminal Justice – Law Enforcement	Associate Degree
Criminal Justice – Law Enforcement Academy	Short-term Technical Diploma
Culinary Arts	Associate Degree
Culinary Management	Associate Degree
Culinary Specialist	One-year Technical Diploma
Dairy Herd Management	One-year Technical Diploma
Dental Assistant	Short-term Technical Diploma
Early Childhood Education	Associate Degree
Electrical Power Distribution	One-year Technical Diploma
Electromechanical Technology	Associate Degree
Farm Business and Production Management	Short-term Technical Diploma
Food Production Assistant	Short-term Technical Diploma
Golf Course Management	Associate Degree
Graphic and Web Design	Associate Degree
Health Information Technology (HIT) (Online)	Associate Degree
Human Services Associate	Associate Degree
Individual Technical Studies	Associate Degree
Industrial Electrician Apprenticeship	Technical Certificate of Apprenticeship
Industrial Mechanic	One-year Technical Diploma
IT – Computer Support Technician	One-year Technical Diploma
IT - Network Communication Specialist	Associate Degree
Laboratory Science Technician	One-year Technical Diploma
Liberal Arts-Associate of Arts	Associate Degree
Liberal Arts-Associate of Science	Associate Degree
Medical Assistant	One-year Technical Diploma
Medical Coding Specialist (Online)	Short-term Technical Diploma
Medical Laboratory Technician	Associate Degree
Midwife (Direct Entry)	Associate Degree
Nursing Assistant	Short-term Technical Diploma
Nursing – Associate Degree	Associate Degree
Office Support Specialist	One-year Technical Diploma
Pharmacy Technician (collaborative w/Lakeshore Tech College)	One-year Technical Diploma

## PROGRAMS OFFERED, continued

Physical Therapist Assistant	Associate Degree
Plumbing Apprenticeship	Technical Certificate of Apprenticeship
Respiratory Therapist (collaborative w/WTC-La Crosse)	Associate Degree
Supervisory Management (Online)	Associate Degree
Supply Chain Management Technical Diploma	One-year Technical Diploma
Supply Chain Management	Associate Degree
Technical Studies-Journey-worker Apprenticeship	Technical Certificate of Apprenticeship
Universal Transfer-Liberal Arts	Associate Degree
Welding	One-year Technical Diploma

## SPECIAL OFFERINGS

- 3-Wheel Basic Rider Course
- Adverse Weather Driver Training
- Basic Hunting Shotgun, Rifle, or Semi-Auto Rifle Training
- Basic Revolver Training
- Basic Rider Course
- Basic Rider Course 2
- Beginning Microsoft Excel
- Beginner, Basic, Intermediate, or Advanced Handgun Training
- Birth Doula Labor Support
- Body Structure and Function
- Computer Applications
- Concealed Carry Training
- Cosmetologist Instructor Certificate
- Cosmetologist Manager's License
- CPR/AED/First Aid Training
- Driver Education (Theory, Behind-the-Wheel, and For Adults Over 18)
- Emergency Medical Services/First Responder Courses
- Farm Training Workshops/Seminars/Conferences
- Finance Certificate
- Firearms Safety and Awareness
- Fire Safety Courses
- Golf Technique Training
- Human Resources Certificate
- In-Home Care
- Insurance Continuing Education
- IV Therapy
- Jail Academy (160-hours)
- Juvenile AODA
- Law Enforcement Training
- Leadership Certificate
- Logistics Certificate
- Marketing Certificate
- Materials Management Certificate
- Real Estate Law Prelicensing
- Real Estate Broker Prelicensing



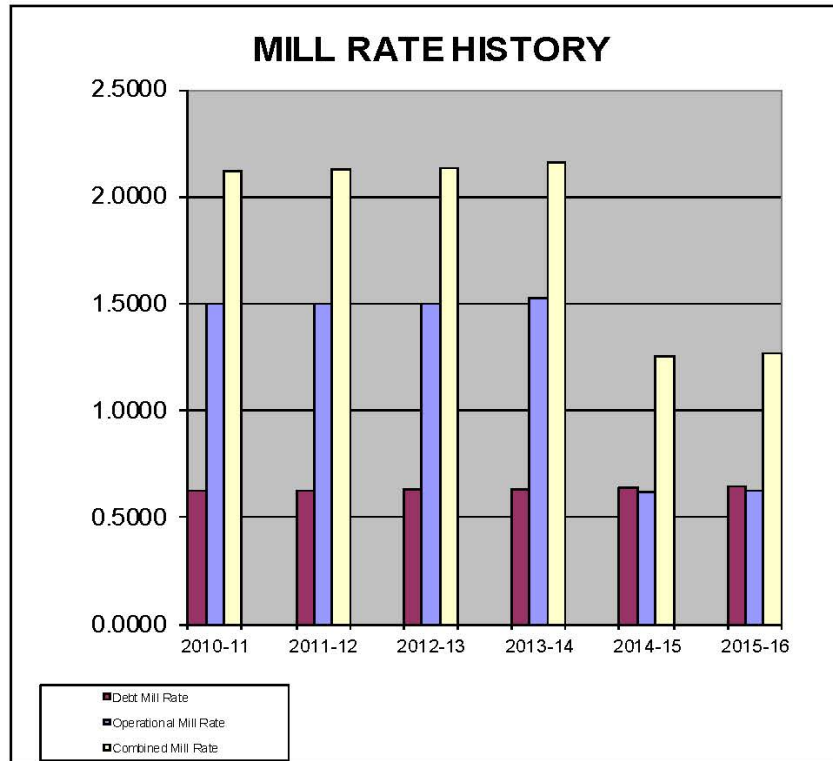
### **SPECIAL OFFERINGS, continued**

- Preschool Credential
- Quality Management Certificate
- QuickBooks
- Medical Terminology
- Motorcycle Safety
- Nail Technician/Manicurist Certificate
- OSHA Training
- Phlebotomy
- Real Estate Salesperson Pre-Licensing
- Real Estate Continuing Education
- Responsible Beverage Server
- Sales Certificate
- Traffic Safety – Group Dynamics
- Traffic Safety – Multiple Offender
- Traffic Safety – Point Reduction
- Traffic Safety – Wisconsin Traffic Right of Way
- Tractor Safety

## ONLINE LEARNING COURSES

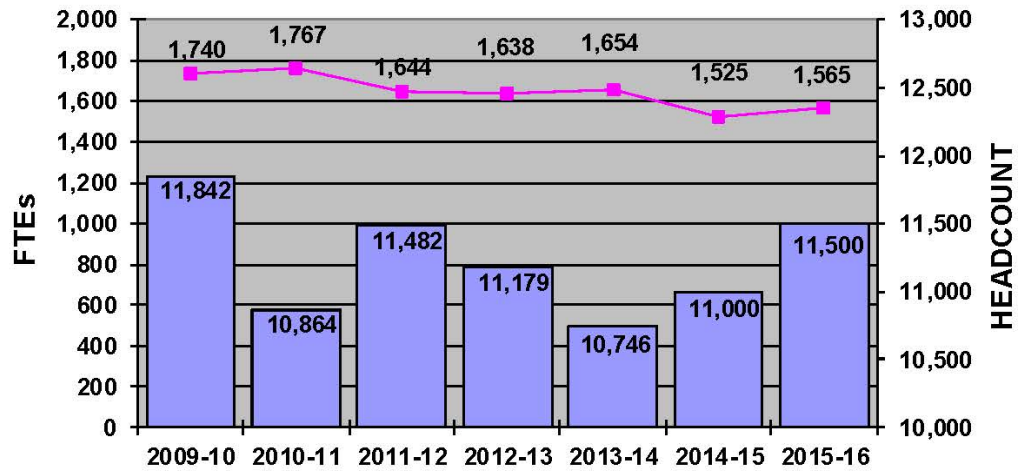
- Accounting 1
- Accounting 2
- Basic Business Law
- Beginning Microsoft Excel
- Body Structure and Function
- Budget Analysis
- Business Management Strategies
- Change Management
- College Algebra with Applications
- College Technical Math 1A
- Computer Applications
- Concepts of Problem Solving
- CPT Coding
- Creating Work Teams
- Developmental Psychology
- Driver Education Theory
- ECE: Admin an ECE Program
- ECE: Child Development
- ECE: Guiding Child Behavior
- ECE: Health, Safety & Nutrition
- Economics
- Elementary Algebra with Applications
- Employment Law
- Financial Management
- Financial Statements
- Fundamentals of Chemistry
- Global Business
- Health Care Reimbursement
- Health Data Management
- Human Diseases/Health Professions
- Human Resources
- ICD Diagnosis Coding
- ICD Procedure Coding
- Intermediate Algebra with Applications
- Intermediate Microsoft Excel
- Intro to American Government
- Intro to Ethics: Theory & Application
- Intro to Healthcare Computing
- Introduction to Business
- Introduction to Diversity Studies
- Introduction to the Health Record
- Introduction to Human Resource Mgmt
- Introduction to Psychology
- Introduction to Sociology
- Introductory Statistics
- Lean Principles
- Management Principles
- Managing Bias
- Managing Communication
- Marketing Principles
- Marriage & Family
- Math w/Business Applications
- Medical Terminology
- Microsoft Office 2013
- Nursing Assistant
- Nursing Pharmacology
- OB/Medication Management
- Oral/Interpersonal Communication
- Organizational Development
- Organizational Ethics
- Organizational Structure
- Orientation and Training
- Planning and Control
- Portfolio
- Process Management
- Production Management
- Professional Development Seminar
- Project Management 1
- Project Management 2
- Quality Management
- Recruitment and Hiring
- Risk Management
- Safety Application
- Safety Management
- Selling Principles
- Stress Management
- Supervisory Roles
- Technical Reporting
- Time Management
- Workplace Social Responsibility
- Written Communication

Southwest Wisconsin Technical College  
Equalized Valuations and Mill Rates



Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2010-11 Actual	7,443,586,863	1.5000	0.6234	2.1234
2011-12 Actual	7,392,536,724	1.5000	0.6277	2.1277
2012-13 Actual	7,307,828,856	1.5000	0.6349	2.1349
2013-14 Actual	7,313,252,611	1.5292	0.6345	2.1637
2014-15 Actual	7,457,681,284	0.6174	0.6356	1.2530
2015-16 Projected	7,532,258,097	0.6240	0.6426	1.2666

Southwest Wisconsin Technical College  
FTE and Head Count



	2009-10	2010-11	2011-12	2012-13	2013-14	Est 2014-15	Budget 2015-16
Post-Secondary	1,436	1,482	1,377	1,359	1,379	1,310	1,330
Vocational Adult	96	94	103	103	115	90	100
Non-Postsecondary	207	191	163	175	159	125	135
Community Services	1	0	1	1	1	0	0
<b>Total FTE</b>	<b>1,740</b>	<b>1,767</b>	<b>1,644</b>	<b>1,638</b>	<b>1,654</b>	<b>1,525</b>	<b>1,565</b>
<b>Headcount</b>	<b>11,842</b>	<b>10,864</b>	<b>11,482</b>	<b>11,179</b>	<b>10,746</b>	<b>11,000</b>	<b>11,500</b>

Southwest Wisconsin Technical College  
Notice of Public Hearing  
July 1, 2015 – June 30, 2016

A public hearing on the proposed 2015-2016 budget for Southwest Wisconsin Technical College will be held on June 25th at 7:00 p.m. in room 493 at Southwest Wisconsin Technical College, Fennimore, WI. The detailed budget is available for public inspection at the District Business Office.

**EXPENDITURE HISTORY**

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational (2)</u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2011-12	7,392,536,724	1.5000	0.6277	2.1277	(0.30)
2012-13	7,307,828,856	1.5000	0.6349	2.1349	0.34
2013-14	7,313,252,611	1.5292	0.6345	2.1637	1.35
2014-15	7,457,681,284	0.6174	0.6356	1.2530	(42.09)
2015-16 <sup>(1)</sup>	7,532,258,097	0.6240	0.6426	1.2666	1.08
<u>Fiscal Year</u> <sup>(3)</sup>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2011-12	41,177,980	(8.18)	15,728,800	(1.30)	212.77
2012-13	43,232,777	4.99	15,601,700	(0.81)	213.49
2013-14	42,587,016	(1.49)	15,823,080	1.42	216.37
2014-15	44,970,000	5.60	9,344,688	(40.94)	125.30
2015-16	46,102,000	2.52	9,540,000	2.09	126.66

(1) Fiscal year 2016 equalized valuation is projected to increase 1% from fiscal year 2015.

(2) Fiscal year 2015 mill rate reflects a change in Wisconsin Law as a result of ACT 145 providing for dollar-for-dollar reduction in the operational property tax funding with an increase in state aid funding.

(3) Fiscal years 2011 through 2013 represent actual amounts; 2014 is estimated; 2015 is the proposed budget.

**Budget/Fund Summary – All Funds**

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	4,700,000	-	-	-	4,840,000	-	-	9,540,000
Other Budgeted Revenues	18,868,000	-	8,500,000	30,000	354,000	2,132,000	4,100,000	33,984,000
Total Budgeted Revenues	23,568,000	-	8,500,000	30,000	5,194,000	2,132,000	4,100,000	43,524,000
Budgeted Expenditures	23,968,000	-	8,450,000	2,357,000	5,261,000	1,966,000	4,100,000	46,102,000
Excess of Revenues								
Over Expenditures	(400,000)	-	50,000	(2,327,000)	(67,000)	166,000	-	(2,578,000)
Operations Transfers	400,000	-	(50,000)	(50,000)	-	(300,000)	-	-
Proceeds from Debt	-	-	-	2,500,000	-	-	-	2,500,000
Est. Fund Balance 07/01/15	6,968,268	-	243,155	37,529	1,273,859	3,186,427	379,164	12,088,402
Est. Fund Balance 06/30/16	6,968,268	-	243,155	160,529	1,206,859	3,052,427	379,164	12,010,402

Southwest Wisconsin Technical College  
Notice of Public Hearing  
Budget Summary - General Fund  
Fiscal Year 2015-2016

	2013-14 <u>Actual<sup>(4)</sup></u>	2014-15 <u>Budget</u>	2014-15 <u>Estimate<sup>(5)</sup></u>	2015-16 <u>Budget</u>	
<b>REVENUES</b>					
Local Government	11,183,152	4,580,000	4,604,000	4,700,000	
State Aids	3,531,440	10,850,000	11,065,000	10,940,000	
Program Fees	4,127,479	4,623,000	4,140,000	4,080,000	
Material Fees	325,729	350,000	335,000	320,000	
Other Student Fees	386,638	375,000	455,000	400,000	
Institutional	2,024,019	2,300,000	2,008,000	2,200,000	
Federal	1,422,004	1,378,000	988,000	928,000	
Total Revenues	23,000,461	24,456,000	23,595,000	23,568,000	
<b>EXPENDITURES</b>					
Instruction	15,084,643	16,872,700	15,362,000	15,960,000	
Instructional Resources	360,711	371,100	371,000	370,000	
Student Services	1,657,388	1,632,000	1,632,000	1,817,000	
General Institutional	3,430,105	3,483,900	3,484,000	3,630,000	
Physical Plant	1,911,448	2,396,300	2,396,000	2,191,000	
Total Expenditures	22,444,295	24,756,000	23,245,000	23,968,000	
Net Revenue (Expenditures)	556,166	(300,000)	350,000	(400,000)	
<b>OTHER SOURCES (USES)</b>					
Operating Transfer In (Out)	267,268	300,000	230,000	400,000	
Total Resources (Uses)	823,434	-	580,000	-	
<b>TRANSFERS TO (FROM) FUND BALANCES</b>					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	823,434	-	580,000	-	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	823,434	-	580,000	-	
Beginning Fund Balance	5,564,834	5,614,833	6,388,268	6,968,268	
Ending Fund Balance	6,388,268	5,614,833	6,968,268	6,968,268	
<b>EXPENDITURES BY FUND</b>					
					%Change <sup>(6)</sup>
General Fund	22,444,295	24,756,000	23,245,000	23,968,000	(3.18)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,643,030	8,450,000	7,700,000	8,450,000	-
Capital Projects Fund	2,086,294	3,324,000	3,061,000	2,357,000	(29.09)
Debt Service Fund	5,030,588	5,180,000	5,164,000	5,261,000	1.56
Enterprise Fund	1,464,867	1,600,000	1,500,000	1,966,000	22.88
Internal Service Fund	3,917,942	4,050,000	4,300,000	4,100,000	1.23
Total Expenditures by Fund	42,587,016	47,360,000	44,970,000	46,102,000	(2.66)
<b>REVENUES BY FUND</b>					
General Fund	23,000,461	24,456,000	23,595,000	23,568,000	(3.63)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,706,211	8,500,000	7,750,000	8,500,000	-
Capital Projects Fund	45,162	50,000	33,000	30,000	(40.00)
Debt Service Fund	5,068,197	5,132,000	5,104,000	5,194,000	1.21
Enterprise Fund	1,636,041	1,850,000	1,700,000	2,132,000	15.24
Internal Service Fund	4,011,339	4,100,000	4,000,000	4,100,000	-
Total Revenue by Fund	41,467,411	44,088,000	42,182,000	43,524,000	(1.28)

Actual is presented on a budgetary basis.

Estimate is based upon 10 months of actual and 2 months of estimate  
(2015-16 Budget - 2014-15 Budget)/2014-15 Budget.

***B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale***

Up to \$755,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,745,000 for paying the cost of acquiring moveable equipment. A copy of the resolution is available with the electronic Board material.

**Recommendation:** Approve the resolution authorizing the borrowing of up to \$2,500,000.



RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF  
NOT TO EXCEED \$2,500,000 GENERAL OBLIGATION PROMISSORY NOTES; AND  
SETTING THE SALE

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of \$755,000 for the public purpose of paying the cost of building remodeling and improvement projects; and \$1,745,000 for the public purpose of paying the cost of acquiring moveable equipment; and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$755,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,745,000 for the public purpose of paying the cost of acquiring moveable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) from a purchaser to be determined by subsequent resolution of the District Board (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the

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Dodgeville Chronicle, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A and B and incorporated herein by this reference (collectively, the "Notice").

Section 3. Sale of the Notes. The Notes shall be offered for public sale. At a subsequent meeting, the District Board shall consider such bids as may have been received, take action on the bids and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. 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. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notice provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded June 25, 2015.

\_\_\_\_\_  
Eileen Nickels  
Chairperson

Attest:

\_\_\_\_\_  
Darlene Mickelson  
Secretary

(SEAL)

EXHIBIT A

NOTICE TO THE ELECTORS  
OF THE  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT  
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND  
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a regular meeting duly called, noticed, held and conducted on June 25, 2015, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$755,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin 53809, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 25th day of June, 2015.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
Secretary

EXHIBIT B

NOTICE TO THE ELECTORS  
OF THE  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT  
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND  
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a regular meeting duly called, noticed, held and conducted on June 25, 2015, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,745,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring moveable equipment.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin 53809, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(e)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 25th day of June, 2015.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
Secretary

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### ***C. First Reading of Revision to Governance Policy 3.3: Compensation & Benefits***

Policy 3.3: Compensation and Benefits is being presented for revision. This is the first reading of the revision to the policy. The policy is available below.

**Recommendation:** Approve the first reading of the revision to Governance Policy 3.3: Compensation & Benefits.

## **3.3 - COMPENSATION AND BENEFITS**

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

Accordingly, the President may not:

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

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

#### ***D. 50<sup>th</sup> Anniversary Celebration***

A 50<sup>th</sup> Anniversary Committee is working on the celebration of the 50<sup>th</sup> Anniversary on July 1, 2017. President Ford is requesting that \$12,500 be allocated to support the 50<sup>th</sup> Anniversary of the College in fiscal years 2016 and 2017. The Southwest Wisconsin Technical College Foundation Board has committee to an amount equal to this request.

**Recommendation:** Approve allocating \$12,500 in fiscal years 2016 and 2017 for the 50<sup>th</sup> Anniversary of the College.

## **Board Monitoring of College Effectiveness**

### ***A. Employee Benefit Consortium (Health Insurance) Update***

Caleb White and Krista Weber, Director of Human Resources, will provide an update on the Employee Benefit Consortium including the third party administrator, UMR.

### ***B. Information Technology Update***

Lisa Riley, Continuous Improvement Coordinator / Information Technology Supervisor, will present a report focusing on major activities in the department and how they help the College achieve its seven Strategic Directions. The report will be available at the Board meeting.

### ***C. Staffing Update***

Krista Weber, Director of Human Resources, will provide an update on College staffing at the Board meeting. A summary is available below.



### Staffing Update 2014/2015 Fiscal Year

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

### Staffing Update 2014/2015 Fiscal Year

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range</b>
12	New Position - Limited Term Employment (LTE)	Media Support Specialist	New Hire-Kyle Ebel	7/7/2014	Grant Funded Grade 6 Hourly \$20.74 - \$26.74
13	Replacement - Patti Obma	Nursing Assistant Instructor (1 FT or 2 PT)	New Hire - Jill Henry (1 Full time)	8/14/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
14	New Position - Limited Term Employment (LTE)	General Anatomy & Physiology Instructor (PT)	Decision to hire adjunct	8/21/2014	Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
15	Replacement-Dorie Hopkins Studnicka	Auto-Tutorial Lab Assistant	New Hire - Janet Giese	8/14/2014	Grade 4 Hourly \$16.09 - \$20.78
16	Replacement-Heidi Deininger Kinney	Associate Degree Nursing Instructor	New Hire - Nicole Schopf	8/14/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
17	Replacement-Sue Elliott	Child Care Lab Assistant	New Hire - Mikayla Bryant	8/14/2014	Grade 1 Hourly \$11.89 - \$15.36
18	Replacement - Mary Jo Sherman (Transfer)	Student Services Specialist	New Hire - Jennifer Taylor	9/2/2014	Grade 2 Hourly \$14.19 - \$18.34
19	Replacement - Tammie Engelke (Transfer)	Grants Accountant	Internal Transfer - Holly Crubel	8/25/2014	Grade 6 Hourly \$21.05 - \$27.14
20	Replacement - Holly Crubel (Transfer)	Accounts Payable	New Hire - Amy Campbell	10/20/2014	Grade 4 Hourly \$16.09 - \$20.78
21	Replacement - Helen Laufenberg	Grant/Finance Accountant	Internal Transfer - Samantha Redman	8/25/2014	Grade 6 Hourly \$21.05 - \$27.14

### Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
22	Replacement - Samantha Redman (Transfer)	Financial Aid Accounting/Bursar	Decision to defer replacement at this time.		Grade 4 Hourly \$16.09 - \$20.78
23	New Position	Online Specialist	New Hire - Amy Poteet	1/12/2015	Grant Funded the first year, then District Funded Grade 7 Salaried Professional \$52,190 - \$70,611
24	Replacement - Kathy Witzig (Retirement)	Counselor	New Hire - Heather McIlmans	12/15/2014	Grade 7 Salaried Professional \$52,190 - \$70,611
25	New Position (Limited Term Employment) LTE	Welding Instructor	New Hire - Edward Anderson	12/15/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
26	New Position	Administrative Asst. Part Time Business Management & General Studies	Decision to defer hire at this time and to temporarily use internal resources.		Grade 4 Hourly \$16.09 - \$20.78
27	Replacement - Betsy Ralph Tollefson (Resignation)	Executive Director of the Foundation	New Hire - Dennis Cooley	2/2/2015	Grade 6, Salaried Professional \$59,460 - \$80,641 ( Foundation)
28	Replacement - Kellie Knox (Retirement)	Math/Science Instructor	New Hire - Amanda Vissers	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
29	Replacement - Samantha Redman (Transfer)	Financial Aid Accounting/Bursar	New-Hire - Margaret Chubb	1/26/2015	Grade 4 Hourly \$16.09 - \$20.78
30	New Position	Adult Career Pathway Coordinator	New Hire - Kim Maier	2/27/2015	Grant Funded the first year, then District Funded Grade 7 Salaried Professional \$52,190 - \$70,611

### Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
31	New Positions (3)	Part Time (Limited Term Employment) Health Information Technology Virtual Tutors	New Hires - Cara Jones, Lisa Foust, Kandi Gillitzer	3/1/2015	Grant Funded, Grade 6 Hourly \$21.05 - \$27.14
32	Replacement - Laura Bodenbender (Resignation)	Director of Human Resources	New Hire - Krista Weber	2/23/2015	Grade 4, Salaried Professional \$74,431 - \$100,700
33	Replacement - JoAnn Peterson (Resignation)	Farm Business Production Management Instructor	New Hire - Matt Lansing	Spring 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
34	Replacement - Bill O'Herrin (Retirement)	Electrical Power & Distribution Instructor	New Hire - Joe Randall	Summer 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
35	Replacement - Mindy Johnson (Resignation)	Career Services Manager	Internal Transfer - Heather Fifrick	Spring 2015	Grade 7, Salaried Professional \$52,190 - \$70,611
36	Replacement - Brian Reuter (Resignation)	Evening Custodian	New Hire - Randy Leibfried	Spring 2015	Grade 1, Hourly \$12.07 - \$15.59
37	Replacement - Mary Hudson (Resignation)	Instrumental & Controls Technology/Electro-Mechanical Instructor	Stephen Goss	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437

### Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
38	New Position	Electro-Mechanical Technology Instructor	Bart Wood	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
39	New Position	Midwife Clinical Coordinator	Reposting - closes 6/28/2015	Spring 2015	Grade 4, Hourly \$16.09 - \$20.78
40	New Position	Dining Service Manager	Rex Smith	6/15/2015	Grade 8, Salaried Professional \$44,817 - \$60,580
41	New Position	Administrative Assistant-FT-LTE (Public Safety)	Teresa Stanek	6/1/2015	Grade 1, Hourly \$12.07 - \$15.59
42	Replacement-Beth Whitish (Retirement)	Early Childhood Education Instructor	Currently posted, closes 7/5/2015	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
43	Replacement-Marla Leibfried (Retirement)	Dental Assistant Instructor	Currently posted, closes 7/5/2015	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437

### Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
44	Replacement-Heather Fifrick	Resident & Student Life Coordinator	Interviews conducted on 6/11/2015	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580
45	Replacement-Lena Robinson (Resignation)	Learning Services Assistant	Posting being prepared	Summer 2015	
46	New Position	Grants Coordinator	Currently posted, closes 6/29/215	Summer 2015	Grade 7, Salaried Professional \$52,190 - \$70,611
47	New Position	Safety Instructor	Posting being prepared	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
48	New Position	Cook	Currently posted, closes 7/5/2015	Summer 2015	Grade 1, Hourly \$12.07 - \$15.59
49	Replacement - Laura Nyberg-Comins (Resignation)	Dean of Student Services	Currently posted, closes 7/12/2015	Summer 2015	Grade 2, Salaried Professional \$89,258 - \$120,763

### Staffing Update 2014/2015 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
50	Replacement - Dennis Cooley (Resignation)	Executive Director of the Foundation	Currently posted, closes 7/12/2015	Summer 2015	Grade 6, Salaried Professional \$59,604 - \$80,641
51	Replacement - Chase Varvil	Electrical Power & Distribution Lab Assistant-PT LTE	Reposting-closes 7/5/2015	Fall 2015	Grade 5 Hourly \$17.40 - \$22.42

Updated 6/17/2015



## **Information and Correspondence**

### **A. *Enrollment Report***

The 2014-15 Comparison FTE, 2015-16 Comparison FTE, and 2015-16 Application Reports are available below.

## 2013-2014 and 2014-2015 FTE Comparison

Program Code	Program Title	06-16-14 Students	06-15-15 Students	Student Change	06-16-14 FTE	06-15-15 FTE	FTE Change
10-101-1	Accounting	40	24	(16)	29.60	18.96	(10.63)
10-106-6	Administrative Professional	13	13	-	12.50	10.10	(2.40)
10-006-2	Agri-Business/Science Technology	44	66	22	41.77	62.74	20.97
10-102-3	Business Management	104	86	(18)	73.79	57.36	(16.44)
10-530-5	Cancer Information Management-New	-	9	9	-	4.67	4.67
10-504-1	Criminal Justice - Law Enforcement	60	64	4	54.33	46.73	(7.60)
10-316-1	Culinary Arts	11	14	3	7.84	9.70	1.87
10-317-1	Culinary Management	6	6	-	4.83	5.10	0.27
10-510-6	Direct Entry Midwife	26	35	9	14.20	14.93	0.73
10-307-1	Early Childhood Education	54	42	(12)	38.83	30.50	(8.33)
10-620-1	Electromechanical Technology	59	59	-	56.40	50.30	(6.10)
10-623-8	Engineering Technologist-Suspended	23	11	(12)	23.00	8.83	(14.17)
10-325-1	Golf Course Management	35	30	(5)	31.97	26.30	(5.67)
10-201-2	Graphic And Web Design	35	35	-	30.40	26.16	(4.23)
10-530-1	Health Information Technology-New	-	34	34	-	16.33	16.33
10-520-3	Human Services Associate	65	44	(21)	38.90	33.90	(5.00)
10-825-1	Individualized Technical Studies	6	5	(1)	5.53	2.97	(2.57)
10-154-3	IT-Computer Support Specialist	2	1	(1)	0.63	0.20	(0.43)
10-150-1	IT-Network Communications Specialist	31	23	(8)	22.80	14.50	(8.30)
10-152-7	IT-Web & Software Developer-Suspended	22	14	(8)	16.40	7.87	(8.53)
10-104-3	Marketing-Suspended	10	-	(10)	6.00	-	(6.00)
10-513-1	Medical Laboratory Technician	16	18	2	11.57	15.83	4.27
10-543-1	Nursing - Associate Degree	261	285	24	27.48	142.18	14.70
10-524-1	Physical Therapist Assistant	38	46	8	22.33	27.20	4.87
10-196-1	Supervisory Management	6	22	16	1.37	10.52	9.16
10-182-1	Supply Chain Management-New	-	8	8	-	2.63	2.63
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.20	0.20
<b>Total Associate Degree</b>		<b>967</b>	<b>995</b>	<b>28</b>	<b>672.47</b>	<b>646.73</b>	<b>(25.75)</b>
31-101-1	Accounting Assistant	8	14	6	4.03	10.13	6.10
32-070-1	Agricultural Power & Equipment Technician	44	42	(2)	42.20	41.17	(1.03)
31-405-1	Auto Collision Repair & Refinish Technician	24	21	(3)	15.83	12.97	(2.87)

Program Code	Program Title	06-16-14 Students	06-15-15 Students	Student Change	06-16-14 FTE	06-15-15 FTE	FTE Change
32-404-2	Automotive Technician	29	30	1	23.30	24.94	1.63
31-408-1	Bricklaying & Masonry-PDC Correctional	9	2	(7)	7.57	0.63	(6.94)
30-443-1	Building Maintenance & Construction-PDC Correctional	1	1	-	0.10	0.27	0.17
31-475-1	Building Trades - Carpentry	14	21	7	13.80	18.57	4.77
30-420-2	CNC Setup/Operation	12	9	(3)	6.13	4.87	(1.27)
31-307-1	Child Care Services	8	14	6	7.77	9.20	1.43
50-413-2	Electricity (Construction) Apprentice	18	19	1	2.85	2.57	(0.28)
31-502-1	Cosmetology	43	39	(4)	33.74	34.21	0.47
30-504-1	Criminal Justice-Law Enforcement 520 Academy	22	15	(7)	11.80	7.80	(4.00)
31-317-1	Culinary Specialist	8	17	9	4.87	14.34	9.47
31-091-1	Dairy Herd Management	18	20	2	18.27	18.97	0.70
30-508-2	Dental Assistant - Short Term	29	27	(2)	15.77	14.40	(1.37)
31-413-2	Electrical Power Distribution	30	26	(4)	25.73	23.70	(2.03)
31-502-2	Esthetician-Suspended	14	1	(13)	9.77	0.53	(9.23)
50-413-1	Industrial Electrician Apprentice	16	11	(5)	2.47	1.47	(1.00)
31-620-1	Industrial Mechanic-New	-	6	6	-	2.17	2.17
31-154-6	IT-Computer Support Technician	5	22	17	2.80	17.37	14.57
31-509-1	Medical Assistant	47	41	(6)	34.37	34.44	0.07
30-530-1	Medical Coding Specialist	65	49	(16)	22.17	16.80	(5.37)
31-106-7	Medical Transcription-Discontinued	3	-	(3)	1.27	-	(1.27)
30-543-1	Nursing Assistant	218	216	(2)	28.37	27.27	(1.10)
31-106-8	Office Support Specialist	14	11	(3)	9.97	8.00	(1.97)
50-427-5	Plumbing Apprentice	13	15	2	2.23	2.15	(0.07)
31-442-1	Welding	46	52	6	40.97	44.43	3.46
<b>Total Technical Diploma</b>		<b>758</b>	<b>741</b>	<b>(17)</b>	<b>388.13</b>	<b>393.34</b>	<b>5.20</b>
20-800-1	Liberal Arts - Associate of Arts	6	12	6	3.37	4.80	1.43
20-800-2	Liberal Arts - Associate of Science	4	15	11	2.50	6.27	3.77
Undeclared Majors		2,383	2,187	(196)	313.54	257.43	(56.11)
<b>Total</b>		<b>4,118</b>	<b>3,950</b>	<b>(168)</b>	<b>1,380.02</b>	<b>1,308.56</b>	<b>(71.46)</b>
<b>Percent of Change</b>							<b>5.18%</b>
Vocational Adult (Aid Codes 42-47)		6462	4,786	(1,676)	114.73	89.27	(25.46)
Community Services (Aid Code 60)		251	99	(152)	0.93	0.27	(0.67)
Basic Skills (Aid Codes 7x)		383	327	(56)	43.36	33.14	(10.22)
Basic Skills Remedial(Aid Code 78)		1872	1,519	(353)	111.57	74.30	(37.27)
<b>Grand Total</b>		<b>13,086</b>	<b>10,681</b>	<b>(2,405)</b>	<b>1,650.60</b>	<b>1,505.53</b>	<b>(145.08)</b>
<b>Total Percent of Change</b>							<b>-8.79%</b>

## 2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	06-16-14 Students	06-15-15 Students	Student Change	06-16-14 FTE	06-15-15 FTE	FTE Change
10-101-1	Accounting	17	15	(2)	8.43	6.43	(2.00)
10-106-6	Administrative Professional	9	8	(1)	3.47	3.37	(0.10)
10-006-2	Agri-Business/Science Technology	45	44	(1)	25.83	24.57	(1.27)
10-102-3	Business Management	47	36	(11)	20.43	16.23	(4.20)
10-530-5	Cancer Information Management	1	11	10	0.40	3.97	3.57
10-504-1	Criminal Justice - Law Enforcement	35	32	(3)	15.93	15.63	(0.30)
10-316-1	Culinary Arts	15	14	(1)	7.84	6.97	(0.87)
10-317-1	Culinary Management	1	4	3	0.60	1.80	1.20
10-510-6	Direct Entry Midwife	16	17	1	4.30	4.90	0.60
10-307-1	Early Childhood Education	26	29	3	12.30	13.03	0.73
10-620-1	Electromechanical Technology	42	27	(15)	20.30	13.30	(7.00)
10-623-8	Engineering Technologist-Suspended	9	-	(9)	3.80	-	(3.80)
10-325-1	Golf Course Management	13	11	(2)	6.00	4.80	(1.20)
10-201-2	Graphic And Web Design	22	21	(1)	9.03	10.57	1.53
10-530-1	Health Information Technology	15	24	9	5.77	8.23	2.47
10-520-3	Human Services Associate	28	29	1	13.83	14.33	0.50
10-825-1	Individualized Technical Studies	1	5	4	0.20	2.50	2.30
10-150-1	IT-Network Communications Specialist	21	19	(2)	8.73	9.43	0.70
10-152-7	IT-Web & Software Developer-Suspended	10	1	(9)	3.33	0.30	(3.03)
10-513-1	Medical Laboratory Technician	13	11	(2)	5.63	4.93	(0.70)
10-543-1	Nursing - Associate Degree	168	154	(14)	44.67	36.44	(8.23)
10-524-1	Physical Therapist Assistant	21	16	(5)	8.63	6.23	(2.40)
10-196-1	Supervisory Management	5	14	9	1.63	4.83	3.20
10-182-1	Supply Chain Management	-	4	4	-	1.27	1.27
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.50	0.50
<b>Total Associate Degree</b>		<b>580</b>	<b>547</b>	<b>(33)</b>	<b>231.10</b>	<b>214.57</b>	<b>(16.53)</b>
31-101-1	Accounting Assistant	5	3	(2)	1.93	1.47	(0.47)
32-070-1	Agricultural Power & Equipment Technician	29	37	8	16.77	20.30	3.53
31-405-1	Auto Collision Repair & Refinish Technician	11	12	1	3.67	4.37	0.70
32-404-2	Automotive Technician	19	24	5	9.20	11.47	2.27

Program Code	Program Title	06-16-14 Students	06-15-15 Students	Student Change	06-16-14 FTE	06-15-15 FTE	FTE Change
31-475-1	Building Trades - Carpentry	6	3	(3)	3.17	1.63	(1.53)
30-420-2	CNC Setup/Operation	-	3	3	-	1.30	1.30
31-307-1	Child Care Services	4	8	4	1.80	4.10	2.30
50-413-2	Electricity (Construction) Apprentice	16	1	(15)	1.07	0.07	(1.00)
31-502-1	Cosmetology	24	26	2	13.27	13.57	0.30
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	16	1	8.00	8.53	0.53
31-317-1	Culinary Specialist	1	2	1	0.07	1.00	0.93
31-091-1	Dairy Herd Management	10	8	(2)	5.30	3.80	(1.50)
30-508-2	Dental Assistant - Short Term	6	7	1	2.50	3.73	1.23
31-413-2	Electrical Power Distribution	12	17	5	6.30	8.53	2.23
31-502-2	Esthetician-Suspended	1	-	(1)	0.53	-	(0.53)
50-413-1	Industrial Electrician Apprentice	10	4	(6)	0.67	0.27	(0.40)
31-620-1	Industrial Mechanic	-	4	4	-	1.73	1.73
31-154-6	IT-Computer Support Technician	3	8	5	1.27	3.60	2.33
31-513-1	Laboratory Science Technician	-	1	1	-	0.57	0.57
31-509-1	Medical Assistant	19	19	-	9.84	8.90	
30-530-1	Medical Coding Specialist	15	15	-	3.87	3.77	
30-543-1	Nursing Assistant	53	47	(6)	5.43	4.80	
31-106-8	Office Support Specialist	4	4	-	1.53	2.00	0.47
50-427-5	Plumbing Apprentice	1	8	7	0.09	0.77	0.68
31-442-1	Welding	24	24	-	12.16	12.22	0.07
<b>Total Technical Diploma</b>		<b>288</b>	<b>301</b>	13	<b>108.42</b>	<b>122.49</b>	14.07
20-800-1	Liberal Arts - Associate of Arts	7	7	-	1.53	1.63	0.10
20-800-2	Liberal Arts - Associate of Science	9	4	(5)	1.93	0.43	(1.50)
Undeclared Majors		63	70	7	8.40	9.30	0.90
<b>Total</b>		<b>947</b>	<b>929</b>	(18)	<b>351.39</b>	<b>348.43</b>	(2.96)
<b>Percent of Change</b>							-0.84%
Vocational Adult (Aid Codes 42-47)		887	859	(28)	18.08	20.62	2.54
Community Services (Aid Code 60)		-	-	-	-	-	-
Basic Skills (Aid Codes 73,74,75,76)		24	25	1	0.80	0.83	0.03
Basic Skills (Aid Codes 77 & 78)		123	103	(20)	4.56	3.73	(0.83)
<b>Grand Total</b>		<b>1,981</b>	<b>1,916</b>	(65)	<b>374.83</b>	<b>373.61</b>	(1.22)
<b>Total Percent of Change</b>							-0.33%

## 2015-16 Application Comparison Report

### APPLICATION COMPARISON of 2015-16 vs 2014-15



2015-2016

2014-2015

Program	Cap	June 15, '15				June 12, '14			1st day 8-22-14			June
		Acpt.	W.L.	Jan	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total	
Accounting		13			13	15		15	14		14	-2
Accounting Assistant		6			6	8		8	10		10	-2
Administrative Professional		7			7	6		6	6		6	1
Agri-Business/Science Tech	36	35			35	40	2	42	34	2	36	-7
Ag Power & Equipment	22	22	14		36	22	9	31	21		21	5
Auto Collision Repair&Refinish	22	16			16	19		19	15		15	-3
Automotive Technician	22	22			22	22	2	24	21		21	-2
Building Trades- Carpentry	20	7			7	17		17	20		20	-10
Business Management		15		12	27	44		44	36		36	-17
Cancer Information Management		14			14				4		4	14
Child Care Services	13	13			13	13		13	8		8	0
CNC Setup/Operation	15	3			3	8		8	10		10	-5
Cosmetology	24	24			24	24		24	25		25	0
Criminal Justice-Law Enforce	48	31			31	27		27	31		31	4
Culinary Arts		3			3	19		19	16		16	-16
Culinary Management		3			3	2		2	8		8	1
Culinary Specialist		5			5	4		4	3		3	1
Dairy Herd Management	24	21			21	21		21	19		19	0
Dental Assistant	18	18	6		24	18	6	24	18		18	0
Early Childhood Education	28	23			23	16		16	15		15	7
Electrical Power Distribution	24	24	9		33	24	9	33	24		24	0
Electro-Mech Tech	24	16			16	23		23	21		21	-7
Golf Course Management		6			6	15		15	16		16	-9
Graphic and Web Design	25	24			24	17		17	21		21	7
Health Information Technology	22	22	8		30	16		16	18	7	25	14
Human Services Associate	31	25			25	32		32	32	1	33	-7
Industrial Mechanic	12	4		7	11			0			0	11
IT-Computer Support Tech		13			13	10		10	17		17	3
IT-Network Communication Spec		14			14	12		12	20		20	2
Laboratory Science Technician	15	1			1							1
Liberal Arts- Associate of Arts		2		3	5	10		10	12		12	-5
Liberal Arts-Associate of Science		4			4	8		8	9		9	-4
Medical Assistant	32	32	10		42	32	17	49	32	3	35	-7

Program	Cap	June 15, '15					June 12, '14			1st day 8-22-14			June
		Acpt .	W.L.	Jan	Total		Acpt .	W.L.	Total	Acpt .	W.L.	Total	
Medical Coding Specialist	23	23	12	5	40		30	2	32	21	7	28	8
Medical Laboratory Technician	16	10			10		10		10	10		10	0
Nail Technician	4				0				0	2		2	0
Nursing-Associate Degree	54	54	46	18	118		54	93	147	55	77	132	-29
Nursing-Assoc Degree- Part-time	28	28	10		38		28	10	38	29	15	44	0
Office Support Specialist		6			6		10		10	5		5	-4
Pharmacy Tech (shared)					0		2		2			0	-2
Physical Therapist Assistant	18	18	3		21		15	24	39	14	15	29	-18
Supervisory Management		8			8		2		2	13		13	6
Supply Chain Management					0				0			0	0
Undecided					0				0			0	0
Welding	40	28			28		40	13	53	39	2	41	-25
<b>TOTALS</b>		<b>663</b>	<b>118</b>	<b>45</b>	<b>826</b>		<b>735</b>	<b>187</b>	<b>922</b>	<b>744</b>	<b>129</b>	<b>873</b>	<b>-96</b>
Year Over Year		-72	-69	45	-96								
Current - Aug 22, 2014		-36	-11		-47								
June 15, 2014 - Aug, 2014		-9	58		49								



## ***B. Chairperson's Report***

## ***C. College President's Report***

4. Entrepreneurship
5. Real Estate Foundation
6. WiSys Agreement

## ***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda for Annual Board meeting***

7. Oath of Office
8. Election of Officers
9. Board Monitoring Schedule
10. Approve Borrowing Resolutions
11. Three-year Facilities Plan
12. Facilities Report

### ***B. Time and Place***

Monday, July 13, 2015, at 5:30 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**  
Discussing wage and compensation items per Wis. Statutes 19.85(1)(c)  
Considering employment, promotion, compensation or performance evaluation  
data of any public employee over which the governmental body has jurisdiction or  
exercises responsibility}.
- B. Approval of Closed Session Minutes of May 28, 2015**

### **Reconvene to Open Session**

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

### **Adjournment**