



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

December 17, 2015

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, December 17, 2015

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The December 17, 2015, Board regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of November 19, 2015

Minutes of the November 19, 2015, Board retreat and regular meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

Contract revenue totaled \$32,448.98 in November 2015. There are nine contracts being presented to the Board for approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Two employment recommendations, two internal transfers, and one retirement are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

OTHER ITEMS REQUIRING BOARD ACTION

A. FY2015 Financial Audit

Nick Allen of Wegner CPAs, Madison, WI, will present the audit report. The draft audit report is available electronically with all other Board material.

Recommendation: Approve the 2014-15 Financial Audit as presented.

B. Grant County Economic Development Corporation Lease for 2016

The 2016 office space lease with Grant County Economic Development Corporation is available with the Board material. A copy of the lease is available with the electronic Board material.

Recommendation: Approve the 2016 lease for Grant County Economic Development Corporation.

C. Concept Review: Farm Operations & Management: Ag Mechanics

Dean of Industry, Trades & Agriculture, Derek Dachelet, will present a Concept Review for approval of a two-year technical diploma program in Farm Operations & Management – Ag Mechanics, 32-080-4. The Concept Review is available electronically.

Recommendation: Approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Ag Mechanics.

D. Concept Review: Farm Operations & Management: Crops

Dean of Industry, Trades & Agriculture, Derek Dachelet, will present a Concept Review for approval of a two-year technical diploma program in Farm Operations & Management – Crops, 32-080-5. The Concept Review is available below.

Recommendation: Approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Crops.

E. Concept Review: Farm Operations & Management: Livestock

A Concept Review will be presented by Dean of Industry, Trades & Agriculture, Derek Dachelet, for approval of a two-year technical diploma program in Farm Operations & Management – Livestock, 32-080-6. The Concept Review is available below.

Recommendation: Approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Livestock.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Business, Management & General Studies Report

Included with the electronic Board material is a report on 2014-15 activities within the Business, Management & General Studies division. Richard Ammon, Dean of Business, Management & General Studies, will provide a report on 2015-16 activities within the division and measurements for success.

B. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2015-16 Comparison FTE and 2016-17 Application Reports are available electronically with all other Board material.

B. Chairperson's Report

C. College President's Report

1. Charger Dashboard
2. Board Retreat

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Employee Benefits Consortium Update
2. College Ends – Values Definitions
3. Institutional Advancement Report
4. Student Services Report
5. Marketing Report

B. Time and Place

Thursday, January 28, 2016, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

1. Discussion of property acquisition per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
2. Discussion of employment contracts per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Approval of October 22, 2015, Closed Session Minutes

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The December 17, 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

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

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6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

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

CONSENT AGENDA

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

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY2015 Financial Audit
- B. Grant County Economic Development Corporation Lease for 2016
- C. Concept Review: Farm Operations & Management – Ag Mechanics
- D. Concept Review: Farm Operations & Management – Crops
- E. Concept Review: Farm Operations & Management – Livestock

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Business, Management & General Studies Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson’s Report
- C. College President’s Report

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of property acquisition per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
 - 2. Discussion of employment contracts per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 3. Approval of October 22, 2015, Closed Session Minutes

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Board Meeting of November 19, 2015

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOVEMBER 19, 2015

The Board of Southwest Wisconsin Technical College met in open session of a Board regular meeting commencing at 7:01 p.m. on November 19, 2015, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Ken Bartz, Annette Biggin, Karen Campbell, Krista Weber, Kris Wubben, and Caleb White. Public present included Fennimore Times editor Rob Callahan.

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

BOARD MEETING NOTICE/AGENDA

Thursday, November 19, 2015

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7:00 p.m. – Board Meeting

Room 492-493 – College Connection

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 22, 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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Concept Review: Driver's Ed Instructor
- B. Concept Review: Paramedic Training

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2016-17 Budget Process
- B. Strategic Directions Prioritization
- C. President's Goals
- 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

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}

Mr. Tuescher moved to approve the Consent Agenda, as presented, including the October 22, 2015, agenda; October 22, 2015, Board minutes; financial reports; six contracts totaling \$230,263.88 in October 2015; the employment recommendation of David Wright, Student Success Tutor; and the retirement of Dave Hardyman, Network Specialist. Ms. Fitzsimons seconded the motion; motion carried.

Annette Biggin, Driver Education Coordinator, presented a Concept Review for a short-term technical diploma in Driver and Safety Education Certification. The program will provide the certification courses for driver's education instructors and will be delivered online as a collaborative effort between Southwest Tech and UW-Platteville. Mr. Tuescher moved to approve the Concept Review for a short-term technical diploma in Driver and Safety Education Certification. Ms. Nickels seconded the motion; motion unanimously carried.

The second Concept Review presented was for an associate degree program in Paramedic. Ken Bartz, Public Safety Outreach Coordinator and Lead Emergency Medical Services (EMS) Instructor, outlined the plan to expand EMS training to offer a paramedic course due to services in the district moving toward that level of care. Graduates will be eligible to take a national registration exam for certification that crosses state lines. Mr. Moyer moved to approve the Concept Review for an associate degree program in Paramedic with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Caleb White, Vice President for Administrative Services, outlined the 2016-17 budget process noting that initial information will be available in February with the budget parameters and assumptions being brought to the Board for approval in February 2016. The initial budget projection will be reviewed with the Board in April 2016. In June 2016, the final budget will be brought to the Board for approval.

President Wood reviewed the definition of the prioritized Strategic Direction - Increase Student Access and Improve Student Success. The intent is to work on goals and strategies campus-wide. Dr. Wood will define the other prioritized Strategic Directions – Cohesive Culture & Customer Service and Promote Fiscal Efficiency and Sustainability – and bring those back to the Board.

Dr. Wood presented ten areas of focus for his 2015-16 goals with student learning being the top priority. After discussion with the Board it was determined Dr. Wood would prioritize the goals and establish baselines for a multi-year plan to be brought back to the Board.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included an Advisor, Communications Instructor, Student Success Coach, Foundation Accounting & Payroll Administrator, and a Network Administrator.

The most current FTE comparison report and 2016 application report were reviewed. Board Chairperson Kohlenberg reminded the Board member about the ACCT National Legislative Summit in February. Included in the President's Report were an update from the Wisconsin Technical College System, a recap of College Preview Day, and information on guest speakers for the Diversity classes.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:09 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 11/01/2015 TO 11/30/2015**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
		None this month		
			SUBTOTAL	\$ -
<u>CAPITAL FUND</u>				
11/30/2015		Fisher Scientific	<u>\$ 5,419.78</u>	Natural Science: CMPD Microscope with HDMI
			SUBTOTAL	\$ 5,419.78
<u>ENTERPRISE FUND</u>				
		None this month		
			SUBTOTAL	\$ -
			TOTAL	\$ 5,419.78

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 11/30/2015

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	16,857.61
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	350,390.35
Sick Leave Payable	441,372.11
Other (Due To)	8,037,667.19
Total Liability Adjustment	8,846,287.26

Beginning Treasurers Balance	4,115,545.49
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Receipt

Fund	
1 General	470,730.42
2 Special Revenue	-
3 Capital Projects	132.69
4 Debt Service	
5 Enterprise	159,029.80
6 Internal Service	313,064.61
7 Financial Aid/Activities	184,178.30
Total Receipts	1,127,135.82
Cash Available	5,242,681.31

Expenses

Fund	
1 General	1,665,958.31
2 Special Revenue	-
3 Capital Projects	245,965.79
4 Debt Service	667,152.51
5 Enterprise	141,398.14
6 Internal Service	336,692.59
7 Financial Aid/Activities	229,826.57
Total Expenses	3,286,993.91

Treasurers Cash Balance	1,955,687.40
Liability Adjustment	8,846,287.26
Cash in Bank	\$10,801,974.66

3. Budget Control

**YTD Summary for Funds 1-7
For 5 Months ended November 2015**

	<u>2015-16 Budget</u>	<u>2015-16 YTD Actual</u>	<u>2015-16 Percent</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>
General Fund Revenue	23,568,000.00	6,462,428.32	27.42	23.83	23.69	26.75	25.33
General Fund Expenditures	23,968,000.00	9,219,150.98	38.46	35.49	38.03	36.50	35.81
Capital Projects Fund Revenue	2,530,000.00	2,508,192.34	99.14	100.57	100.99	100.96	101.82
Capital Projects Fund Expenditures	2,357,000.00	548,671.17	23.28	29.13	34.71	13.60	84.12
Debt Service Fund Revenue	5,194,000.00	44,575.00	0.86	3.47	-	-	-
Debt Service Fund Expenditures	5,261,000.00	667,152.51	12.68	14.03	10.14	7.39	8.08
Enterprise Fund Revenue	2,132,000.00	933,826.12	43.80	44.58	44.67	45.17	45.59
Enterprise Fund Expenditure	1,966,000.00	658,033.48	33.47	31.27	29.66	31.52	27.27
Internal Service Fund Revenue	4,100,000.00	1,722,778.01	42.02	39.60	38.49	39.04	30.82
Internal Service Fund Expenditures	4,100,000.00	2,325,214.33	56.71	48.79	39.77	43.01	47.72
Trust & Agency Fund Revenue	8,500,000.00	3,396,735.28	39.96	42.58	48.12	49.88	46.37
Trust & Agency Fund Expenditures	8,450,000.00	3,422,873.95	40.51	43.24	48.37	49.51	46.83
Grand Total Revenue	46,024,000.00	15,068,535.07	32.74	31.42	32.26	34.20	32.58
Grand Total Expenditures	46,102,000.00	16,841,096.42	36.53	35.08	36.47	34.23	38.88

D. Contract Revenue

Contract revenue totaled \$32,448.98 in November 2015. There are nine contracts being presented to the Board for approval. The Contract Revenue Report follows.

2015-2016 CONTRACTS

11/01/15 through 11/30/15

<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>
03-2016-0007-I-41 Universal AET	Quality Concepts	Amy Charles	58	\$ 17,821.48	No		X	
03-2016-0069-I-11 Cassville School District	Heartsaver CPR/AED First Aid Training	Kris Wubben	17	\$ 1,015.00	Yes		X	
03-2016-0074-I-21 Grant County	Principles of Lean Overview	Amy Charles	25	\$ 1,145.00	No		X	
	Principles of Lean		30	\$ 1,990.00	No		X	
	5S		30	\$ 1,990.00	No		X	
	Value Stream Mapping		30	\$ 1,990.00	No		X	
	Lean Culture		30	\$ 1,990.00	No		X	
03-2016-0078-F-23 Prosperity Southwest	Administrative & Financial Services	Amy Charles		\$ 1,162.50	No		X	
03-2016-0082-I-41 Cuba City Police Department	Heartsaver CPR/AED Training	Kris Wubben	8	\$ 405.00	No		X	
03-2016-0091-I-42 Boy Scout Troop #125	Heartsaver CPR/AED Training	Kris Wubben	8	\$ 455.00	Yes		X	
03-2016-0092-I-41 Nu-Pak Inc.	Heartsaver CPR/AED Training	Kris Wubben	37	\$ 1,665.00	No		X	
03-2016-0095-I-42 Muscoda EMS	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	7	\$ 280.00	Yes		X	
03-2016-0098-I-42 Shullsburg Ambulance Service	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	12	\$ 540.00	No		X	
TOTAL of all Contracts			292	\$ 32,448.98				
Exchange of Services			32	\$ 1,750.00				
For Pay Service			260	\$ 30,698.98				

E. Personnel Items

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

PERSONNEL REPORT December 17, 2015

Employment: NEW HIRE

Name	Kirsten Reichmann
Title	Student Success Coach
Number of Applicants and Number Interviewed	21 Applicants / 4 Interviewed
Start Date	December 1, 2015
Salary/Wages	\$32.00/Hr
Classification	Full-Time – Limited Term Employment (thru 6/30/16)
Education and/or Experience	BS in Biology from UW-Platteville. 5 years of instructor experience

Name	Yasmin Rioux
Title	Communications Instructor
Number of Applicants and Number Interviewed	35 Applicants / 5 Interviewed
Start Date	January 2016
Salary/Wages	\$51,000
Classification	Regular Full -Time Academic
Education and/or Experience	Ph.D in English, MA in Organizational Communication & Leadership, MA in English & Creative Writing and MA in Teaching English to Speakers of Other Languages. Author of several literature publications and 3 years of university instructor experience.

PROMOTIONS/TRANSFERS

Samantha Redman	Foundation Accountant & Payroll Administrator
Matt Schneider	Advisor

RETIREMENTS / RESIGNATIONS

Betty Frydenlund (retirement 12/31/2015)	Nursing Assistant Instructor
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Recommendation: Approve the Consent Agenda.

Other Items Requiring Board Action

A. FY 2015 Financial Audit

Nick Allen of Wegner CPAs, Madison, WI, will present the audit report. The draft audit report is available electronically with all other Board material.

Recommendation: Approve the 2014-15 Financial Audit as presented.



November 2, 2015

To the Board of Directors
Southwest Wisconsin Technical College
Fennimore, Wisconsin

We have audited the financial statements of the business-type activities and the aggregate remaining fund information of Southwest Wisconsin Technical College for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, OMB Circular A-133, and the *State Single Audit Guidelines*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 22, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Southwest Wisconsin Technical College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2015. We noted no transactions entered into by Southwest Wisconsin Technical College during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the other post employment benefits (OPEB) liability is based on the unit credit actuarial cost method. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 2, 2015. Attached is a copy of management's written representations.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Southwest Wisconsin Technical College's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Southwest Wisconsin Technical College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules of funding progress and employer contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

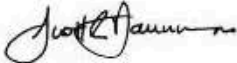
We were engaged to report on the other supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the requirements of OMB Circular A-133 §310.b, the *State Single Audit Guidelines*, and accounting principles generally accepted in the United States of America; the method of preparing it has not changed from the prior period; and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Southwest Wisconsin Technical College and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP

A handwritten signature in black ink, appearing to read "Scott R. Haumersen", with a stylized flourish at the end.

Scott R. Haumersen, CPA
Partner

November 2, 2015

To Wegner CPAs, LLP

This representation letter is provided in connection with your audit of the financial statements of Southwest Wisconsin Technical College, which comprise the respective financial position of the business-type activities and the aggregate remaining fund information as of June 30, 2015 and 2014, and the respective changes in financial position and, where applicable, cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 2, 2015, the following representations made to you during your audit.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 22, 2015, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

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- Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which Southwest Tech is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within Southwest Tech from whom you determined it necessary to obtain audit evidence.
 - Minutes of the meetings of board of directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects Southwest Tech and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting Southwest Tech's financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We have disclosed to you the identity of the Southwest Tech's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Southwest Tech has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal and state awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal and state awards.
- Except as made known to you, Southwest Tech has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- Southwest Tech has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.

- All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- Provisions for uncollectible receivables have been properly identified and recorded.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have appropriately disclosed Southwest Tech's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- With respect to the Identify supplementary information on which an in-relation-to opinion is issued.
 - We acknowledge our responsibility for presenting the combining and individual fund financial statements and schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the combining and individual fund financial statements, including their form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining and individual

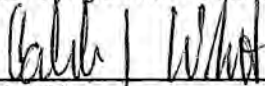
fund financial statements have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- If the combining and individual fund financial statements are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- With respect to federal and state award programs:
 - We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the *State Single Audit Guidelines*, including requirements relating to preparation of the schedule of expenditures of federal and state awards.
 - We acknowledge our responsibility for presenting the schedule of expenditures of federal and state awards (SEFSA) in accordance with the requirements of OMB Circular A-133 §310.b and the *State Single Audit Guidelines*, and we believe the SEFSA, including its form and content, is fairly presented in accordance with OMB Circular A-133 §310.b and the *State Single Audit Guidelines*. The methods of measurement or presentation of the SEFSA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement or presentation of the SEFSA.
 - If the SEFSA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFSA no later than the date we issue the SEFSA and the auditor's report thereon.
 - We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133 and the *State Single Audit Guidelines* and have included in the SEFSA expenditures made during the audit period for all awards provided by federal and state agencies in the form of grants, cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
 - We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal and major state program.
 - We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
 - We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.

- We have received no requests from a federal agency to audit one or more specific programs as a major program.
- We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement* and the appendices to and the *State Single Audit Guidelines*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal and state awards.
- We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- Amounts claimed or used for matching were determined in accordance with relevant guidelines in *OMB Circular A-87, Cost Principles for State, Local, and Tribal Governments*; *OMB's Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*; and the *State Single Audit Guidelines*.
- We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the date as of which compliance was audited.
- Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.

- We have charged costs to federal and state awards in accordance with applicable cost principles.
- We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of Southwest Wisconsin Technical College to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.


Caleb White
Vice President for Administrative Services


Kelly Kelly
Controller – Fiscal Services

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
Fennimore, Wisconsin

AUDITED FINANCIAL STATEMENTS

June 30, 2015 and 2014

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Southwest Wisconsin Technical College
Fennimore, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of Southwest Wisconsin Technical College, as of and for the years ended June 30, 2015 and 2014, and the related notes to the financial statements, which collectively comprise Southwest Wisconsin Technical College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to Southwest Wisconsin Technical College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Southwest Wisconsin Technical College's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate remaining fund information of Southwest Wisconsin Technical College, as of June 30, 2015 and 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the schedules of funding progress and employer contributions on pages 4-11 and 39-41 required to be presented to supplement the basic financial statements and related notes. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Southwest Wisconsin Technical College's basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the *State Single Audit Guidelines*, and is also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules, and schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 2, 2015 on our consideration of Southwest Wisconsin Technical College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southwest Wisconsin Technical College's internal control over financial reporting and compliance.

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
November 2, 2015

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

The discussion and analysis of the financial performance of Southwest Wisconsin Technical College (Southwest Tech) provides an overview of its financial activities, identifies changes in its financial position, and assists the reader of these financial statements in focusing on noteworthy financial issues for the fiscal year ended June 30, 2015.

Southwest Tech provides lifelong learning opportunities with an individualized focus for students and communities.

The analysis focuses on Southwest Tech's financial performance as a whole. It should be read in conjunction with Southwest Tech's financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

Southwest Tech's government-wide financial statements reflect the following:

- Received 64 federal, state, or local grants totaling \$2.85 million.
- Updated official statement for borrowing and maintained Southwest Tech's rating of Aa2 through Moody's.
- Borrowed \$2,500,000 at 1.10 percent interest rate.
- Refinanced \$5,215,000 at 2.37 percent interest rate.
- Continued participation in Districts Mutual Insurance (DMI), the insurance company formed by the colleges in the Wisconsin Technical College System.
- Increase purchase card activity to over 7,500 annual transactions. As a result, the number of accounts payable checks being issued continues to decrease, saving time and money for Southwest Tech and increasing vendor satisfaction with payment timing.
- Disbursed student financial aid totaling over \$3,136,674 in grants, \$3,584,784 in loans, and \$63,221 in college work study earnings.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

The Statement of Revenues, Expenses, and Changes in Net Position presents the revenues earned and expenses incurred during the year. Activities performed by Southwest Tech are classified as either operating or non-operating activities. Because Southwest Tech receives the majority of its revenue from the taxpayers and other state and local governments, Southwest Tech will always report an operating deficit or loss.

The utilization of capital assets is reflected in the financial statements as depreciation, which expenses the cost of an asset over its expected useful life.

Beginning net position has been restated \$3,851,302 for the implementation of GASB Statement No. 68, Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

The following summary shows a condensed version of the Statement of Revenues, Expenses, and Changes in Net Position:

Table 1
Condensed Statement of Revenues, Expenses, and Changes in Net Assets

	2015	2014	Change	% Change
OPERATING REVENUE				
Student fees	\$ 5,169,864	\$ 5,050,948	\$ 118,916	2.35
Federal grants	4,271,924	4,388,900	(116,976)	(2.67)
State grants	2,221,074	1,579,115	641,959	40.65
Contract revenues	2,393,146	2,682,670	(289,524)	(10.79)
Auxiliary revenues	1,813,337	1,636,041	177,296	10.84
Total operating revenues	15,869,345	15,337,674	531,671	3.47
OPERATING EXPENSES				
Instruction	14,958,528	16,154,063	(1,195,535)	(7.40)
Instructional resources	359,823	360,711	(888)	(0.25)
Student services	2,585,141	2,492,747	92,394	3.71
General institutional	3,447,868	3,430,105	17,763	0.52
Physical plant	1,933,290	1,911,448	21,842	1.14
Auxiliary enterprise services	1,870,994	1,326,957	544,037	41.00
Depreciation	2,583,745	2,569,388	14,357	0.56
Student aid	2,742,620	2,994,455	(251,835)	(8.41)
Total operating expenses	30,482,009	31,239,874	(757,865)	(2.43)
NON-OPERATING REVENUES (EXPENSES)				
Property taxes	9,353,372	15,823,152	(6,469,780)	(40.89)
State appropriations	8,818,033	2,457,009	6,361,024	258.89
Investment income	24,848	25,021	(173)	(0.69)
Loss on disposal of capital assets	(5,116)	(21,291)	16,175	-
Interest expense	(1,990,859)	(1,528,445)	(462,414)	30.25
Total non-operating revenues	16,200,278	16,755,446	(555,168)	(3.31)
Increase in net assets	1,587,614	853,246	\$ 734,368	
Net assets - beginning of year, as restated	26,061,190	21,356,642		
Net assets - end of year	\$ 27,648,804	\$ 22,209,888		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

Operating revenues are the charges for services offered by Southwest Tech. Total operating revenues increased \$531,671 or 3.47% for fiscal year 2015. These increases are primarily due to the following:

- During 2015 Southwest Tech generated \$5,169,864 for tuition and fees charged to students compared to \$5,050,948 in 2014. This was an increase of \$118,916 or 2.35%.
- The state increased tuition rates 2.0% and 3.0% in 2015 and 2014.
- Southwest Tech receives funding from the federal and state governments for specific purposes, including financial aid payments to students. Southwest Tech received \$6,492,998 for the federal and state governments for 2015 compared to \$5,968,015 for 2014. This figure is indicative of the continued efforts of Southwest Tech to seek out new sources of revenue.
 - ✓ State revenue increased \$641,959 or 40.65% in 2015 compared to 2014. State funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
 - ✓ Federal funding decreased \$116,976 or 11.25% in 2015 compared to 2014. The level of enrollment impacts the amount of federal financial aid that is awarded each year. Federal funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
- Revenue from industrial and technical assistance contracts with business and industry, local school districts, UW Platteville and the Department of Corrections was \$2,393,146 in 2015 and \$2,682,670 in 2014.
- Southwest Tech operates auxiliary enterprise operation such as the book store, parts store, and childcare center. Southwest Tech had sales of \$1,813,337 for 2015 compared to \$1,636,041 for these activities.

Operating expenses are costs incurred for providing education, training and services. Total expenses decreased \$757,865 or 2.43% compared to 2014. The majority of the Southwest Tech's expenses, 50%, are for instructional related costs. Student financial aid and general institutional accounts for an additional 20%, while auxiliary services and other expenses account for the remaining 30% of total operating expenses.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

The graph below depicts Southwest Tech's operating revenues by source:



The graph below categorizes operating expenses by function.



SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

Non-operating revenues (expenses) are revenue and expense items not related directly to providing instruction. Net non-operating revenues decreased \$555,168 or 3.31% compared to 2014.

- State operating appropriations increased \$6,361,024 or 258.89% in 2015. Final state aid payments are not received until November following the fiscal year end. State aid is determined by a formula that takes into consideration actual expenditures, student FTE's, and equalized property valuations of each of the sixteen technical colleges in Wisconsin.
- Property tax revenue decreased \$6,469,780 or 40.89% in 2015 compared to 2014. Property taxes are the biggest source of funding for Southwest Tech.

STATEMENT OF NET POSITION

The Statement of Net Position includes all assets, (items that Southwest Tech owns and amounts that are owed to Southwest Tech by others) and liabilities (amounts Southwest Tech owes to others and what has been collected from others prior to providing the services). This statement is prepared using the accrual basis of accounting whereby revenues and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service to Southwest Tech, regardless of when cash is exchanged.

Net position increased \$1,587,614 or 24.49% in 2015 compared to an increase of \$853,246 or 4.00% in 2014. Southwest Tech ended its fiscal year with net position of \$27,648,804 in 2015 of which \$14,668,216 was net investment in capital assets, \$250,662 was restricted for student financial aid, \$371,793 was restricted for capital projects, \$1,257,721 was restricted for debt service assistance, and \$11,100,413 was unrestricted net position. Unrestricted net position represents the amount of discretionary resources that can be used to fund general Southwest Tech operations.

Total assets increased \$2,553,302 or 4.14% in 2015 and \$1,117,459 or 1.85% in 2014. Other assets increased \$2,145,227 or 12.57%. Net capital assets increased \$408,075 or 0.9% in 2015 compared to a decrease of \$515,687 or 1.14% in 2014.

Southwest tech's current liabilities increased \$37,117 or 0.51% in 2015 compared to \$219,840 or 3.10% in 2014.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

STATEMENT OF NET POSITION (continued)

The components of the statement of net position are summarized in Table 2:

Table 2
Condensed Statements of Net Assets

	2015	2014	Change	% Change
ASSETS				
Cash and cash equivalents	\$ 11,266,084	\$ 9,123,735	\$ 2,142,349	23.48
Net pension asset	2,128,893	-	2,128,893	-
Net capital assets	44,953,216	44,545,141	408,075	0.92
Other assets	5,815,879	7,941,894	(2,126,015)	(26.77)
Total assets	\$ 64,164,072	\$ 61,610,770	\$ 2,553,302	4.14
DEFERRED OUTFLOWS OF RESOURCES				
Pension expected vs. actual experience	\$ 308,623	\$ -	\$ 308,623	-
Pension expected vs. actual investment income	1,030,913	-	1,030,913	-
Pension contributions after measurement date	415,377	-	415,377	-
Total deferred outflows of resources	\$ 1,754,913	\$ -	\$ 1,754,913	-
LIABILITIES				
Current liabilities	\$ 7,349,170	\$ 7,312,053	\$ 37,117	0.51
Long-term liabilities	30,921,011	32,088,829	(1,167,818)	(3.64)
Total liabilities	\$ 38,270,181	\$ 39,400,882	\$ (1,130,701)	(2.87)
NET POSITION				
Net invested in capital assets	\$ 14,668,216	\$ 13,485,141	\$ 1,183,075	8.77
Restricted for student financial aid	250,662	243,155	7,507	3.09
Restricted for capital projects	371,793	796,529	(423,736)	(53.26)
Restricted for debt service	1,257,720	1,244,645	13,075	1.05
Unrestricted	11,100,413	6,441,418	4,658,995	72.33
Total Net Position	\$ 27,648,804	\$ 22,209,888	\$ 5,438,916	24.49

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2015, Southwest Tech had \$72,562,095 in capital assets, including land, land improvements, buildings and improvements, and moveable equipment. Total accumulated depreciation on these assets was \$27,608,879. Asset acquisitions totaled \$3,653,398. Southwest Tech recognized depreciation expense of \$2,583,745. Detailed information about capital assets can be found in Note 3 to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

CAPITAL ASSET AND DEBT ADMINISTRATION (continued)

Long-term Debt

As of June 30, 2015, Southwest Tech had \$30,285,000 in general obligation debt outstanding compared to \$31,060,000 in 2014. Southwest Tech maintained its Aa2 rating from Moody's Investor service on its current and outstanding long-term debt. Debt service requirements of Southwest Tech are current and are secured by a tax levy adopted by the District Board. Wisconsin statutes require that the first property tax receipts be segregated for annual debt service payments. All general obligation debt for equipment is repaid in five years, while debt related to building and major remodeling is repaid in 10-20 years. The current debt adequately replaces and expands the equipment and facility needs of the College. Detailed information about Southwest Tech's long-term debt is presented in Note 4 to the financial statements.

FINANCIAL POSITION

Southwest Tech continues to maintain a strong financial position. Its major revenue sources are property taxes, state aids, student tuition and fees, federal and state grants and contracts with business and industry.

Moody's "Aa2" rating reflects Southwest Tech's:

- Solid financial operations resulting in improved reserves,
- Manageable debt burden and low unfunded pension liabilities,
- Southwest Tech's sizeable \$7.7 billion tax base will likely remain stable given improved residential valuation trends, as well as modest commercial growth throughout Southwest Tech's boundaries.

"...we expect the district's financial operations will remain sound due to a history of conservative budgeting practices resulting in improved reserves."

ECONOMIC FACTORS

The current state's economy coupled with the state's continuing budget challenges causes considerable concern for future funding levels. Southwest Tech's strengths in countering an economic downturn are summarized in the following statements:

- Southwest Tech has had moderate growth in FTE's of approximately 2.5% percent since 2004-05 (10 years ago).
- Southwest Tech has articulation agreements with other institutions of higher learning that provide options for students to fulfill program requirements locally and finish with minimal time elsewhere

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

ECONOMIC FACTORS (continued)

- Unique programs such as Golf Course Management, Midwifery and online programs/courses draw students from outside of the district and state.
- Southwest Tech is 1 of 2 colleges in the state technical college system that provide student housing on campus. This benefits students that decide not to commute or reside further than reasonable daily travel distances.
- The level of our fund balances affords us time and flexibility to adjust to changing conditions.
- Capital financing through debt service allows us to keep pace with current technology.
- A higher than average percentage of revenue is gained through grant opportunities.

Southwest Wisconsin Technical College faces challenges among which are:

- Historically below the state average in equalized valuation growth.
- Declining K-12 population equating to a smaller future customer base from high school graduates.
- Cost of operations continues to increase (wages, benefits, insurance, utilities, etc.)

These challenges make the execution of the budget a continuous work in progress as adjustments need to occur when revenue sources change. Southwest Tech has effectively survived previous difficult times and is a stronger institution as a result of it. The current financial position of the Southwest Tech allows us the flexibility to adjust to change and maintain this positive status in the future.

CONTACTING SOUTHWEST WISCONSIN TECHNICAL COLLEGE'S FINANCIAL MANAGEMENT

The financial report is designed to provide a general overview of Southwest Tech's finances for all those with an interest in Southwest Tech's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Caleb White, Vice President for Administrative Services, 1800 Bronson Boulevard, Fennimore, WI 53809.

Additional information about Southwest Wisconsin Technical College and its services can also be found at <http://www.swtc.edu>.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF NET POSITION
June 30, 2015 and 2014

	2015	2014
ASSETS		
CURRENT ASSETS		
Cash and investments	\$ 11,266,084	\$ 9,123,735
Taxes receivable	3,130,320	5,512,898
Accounts receivable, net	1,394,930	1,116,636
Student accounts receivable	542,479	474,788
Due from other governments	53,225	65,750
Inventories	539,308	648,355
Prepaid expenses	155,617	123,467
Total current assets	17,081,963	17,065,629
NONCURRENT ASSETS		
Net pension asset	2,128,893	-
Capital assets not being depreciated	813,962	813,445
Capital assets being depreciated, net	44,139,254	43,731,696
Total noncurrent assets	47,082,109	44,545,141
Total assets	64,164,072	61,610,770
DEFERRED OUTFLOWS OF RESOURCES		
Pension expected vs. actual experience	308,623	-
Pension expected vs. actual investment income	1,030,913	-
Pension contributions after measurement date	415,377	-
Total deferred outflows of resources	1,754,913	-
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and other current liabilities	1,177,729	1,187,509
Accrued salaries and benefits	1,043,108	1,162,512
Accrued interest	81,001	89,214
Accrued self-insurance	431,000	431,000
Compensated absences	791,762	838,122
Unearned revenue	444,570	443,696
Current portion of long-term debt	3,380,000	3,160,000
Total current liabilities	7,349,170	7,312,053
NONCURRENT LIABILITIES		
Long-term debt, net of current portion	26,905,000	27,900,000
Post-employment benefits	4,016,011	4,188,829
Total noncurrent liabilities	30,921,011	32,088,829
Total liabilities	38,270,181	39,400,882
NET POSITION		
Net investment in capital assets	14,668,216	13,485,141
Restricted		
Student financial assistance	250,662	243,155
Capital projects	371,793	795,529
Debt service	1,257,720	1,244,645
Unrestricted	11,100,413	6,441,418
Total net position	\$ 27,648,804	\$ 22,209,888

See accompanying notes to financial statements

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
Years Ended June 30, 2015 and 2014

	2015	2014
OPERATING REVENUES		
Tuition and fees		
Program fees (net of \$169,056 and \$181,251 scholarship allowances, respectively)	\$ 4,137,230	\$ 4,127,479
Material fees (net of \$13,575 and \$13,287 scholarship allowances, respectively)	332,211	325,729
Other student fees (net of \$28,621 and \$26,573 scholarship allowances, respectively)	700,423	597,740
Federal grants and contracts	4,271,924	4,388,900
State grants and contracts	2,221,074	1,579,115
Non-governmental grants and contracts	2,393,146	2,682,670
Auxiliary enterprise services	1,813,337	1,636,041
Total operating revenues	15,869,345	15,337,674
OPERATING EXPENSES		
Instruction	14,958,528	16,154,063
Instructional resources	359,823	360,711
Student services	2,585,141	2,492,747
General institution	3,447,868	3,430,105
Physical plant	1,933,290	1,911,448
Auxiliary enterprise services	1,870,994	1,326,957
Depreciation	2,583,745	2,569,388
Student aid	2,742,620	2,994,455
Total operating expenses	30,482,009	31,239,874
Operating loss	(14,612,664)	(15,902,200)
NONOPERATING REVENUES (EXPENSES)		
State appropriations	8,818,033	2,457,009
Local property taxes	9,353,372	15,823,152
Loss on disposal of capital assets	(5,116)	(21,291)
Investment income	24,848	25,021
Interest on capital asset-related debt	(1,990,859)	(1,528,445)
Total non-operating revenues (expenses)	16,200,278	16,755,446
Change in net position	1,587,614	853,246
Net position - beginning of year - as restated	26,061,190	21,356,642
Net position - end of year	<u>\$ 27,648,804</u>	<u>\$ 22,209,888</u>

See accompanying notes to financial statements

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2015 and 2014

	2015	2014
Cash flows from operating activities		
Tuition and fees received	\$ 5,103,047	\$ 5,138,383
Federal and state grants received	6,505,523	6,019,042
Business, industry and school district contract revenues received	2,114,852	2,532,867
Payments to employees, including related benefits	(22,442,673)	(20,650,558)
Payments to suppliers	(5,759,560)	(6,997,221)
Auxiliary enterprise revenues received	1,813,337	1,636,041
Net Cash Flows from Operating Activities	<u>(12,665,474)</u>	<u>(12,321,446)</u>
Cash flows from non-capital financing activities		
Local property taxes received	11,735,950	15,786,719
State appropriations received	8,818,033	2,457,009
Net Cash Flows from Non-Capital Financing Activities	<u>20,553,983</u>	<u>18,243,728</u>
Cash flows from capital and related financing activities		
Purchases of capital assets	(2,996,935)	(2,074,991)
Proceeds from issuance of capital debt	7,715,000	2,500,000
Principal paid on capital debt	(8,490,000)	(3,500,000)
Interest paid on capital debt	(1,999,073)	(1,530,589)
Net Cash Flows from Capital and Related Financing Activities	<u>(5,771,008)</u>	<u>(4,605,580)</u>
Cash flows from capital and related financing activities		
Investment income received	24,848	25,021
Net Increase in Cash and Cash Equivalents	2,142,349	1,341,723
Cash and Cash Equivalents - Beginning of Year	9,123,735	7,782,012
Cash and Cash Equivalents - End of Year	<u><u>\$ 11,266,084</u></u>	<u><u>\$ 9,123,735</u></u>
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (14,612,664)	\$ (15,902,200)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	2,583,745	2,569,388
Changes in assets and liabilities		
Accounts receivable, net	(278,294)	(149,803)
Student accounts receivable	(67,691)	(37,203)
Due from other governments	12,525	51,027
Inventories	109,047	(76,538)
Prepaid expenses	(32,150)	(42,473)
Net pension asset	(32,504)	-
Accounts payable and other current liabilities	(9,780)	258,558
Accrued salaries and benefits	(119,404)	(231,156)
Accrued self-insurance	-	56,000
Compensated absences	(46,360)	(146,056)
Unearned revenue	874	124,638
Post-employment benefits	(172,818)	1,204,372
Net cash used in operating activities	<u><u>\$ (12,665,474.00)</u></u>	<u><u>\$ (12,321,446.00)</u></u>

See accompanying notes to financial statements

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Southwest Wisconsin Technical College (Southwest Tech), is comprised of five full Southwest Wisconsin counties and portions of four others, became operational on July 1, 1967, pursuant to Chapter 292, Laws of Wisconsin of 1965. The geographic area of the Southwest Tech is comprised of most of Crawford, Grant, Iowa, Lafayette, and Richland counties and part of Dane, Green, Sauk, and Vernon counties covering 3,800 square miles. There are 30 public K-12 school districts within Southwest Tech boundaries.

Southwest Tech is governed by a nine-member District Board elected by the 30 school districts boards comprising Southwest Tech. Pursuant to Wisconsin Statute, the District Board consists of two employer members, two employee members, three additional members, one elected official member who holds a state or local office, and one school district administrator. Board members serve staggered three-year terms. The District Board powers are established under the provisions of Chapter 38 of the Wisconsin Statutes and include:

- Authority to borrow money and levy taxes;
- Budgetary authority; and
- Authority over other fiscal and general management of Southwest Tech, which includes, but is not limited to, the authority to execute contracts, to exercise control over facilities and properties, to determine the outcome or disposition of matters affecting the recipients of the services being provided and to approve the hiring or retention of key management personnel who implement board policies and directives.

The financial statements of Southwest Tech have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing accounting and financial reporting principles.

Effective July 1, 2014, the District implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*. GASB Statement No. 68 defines the pension liability as the difference between the total pension liability and the value of assets set aside to pay benefits. A description of the pension plan and the impact on the financial statements of the District is provided on page 29.

Reporting Entity

The reporting entity of Southwest Tech is based upon criteria set forth by GASB Statement No. 61 *The Financial Reporting Entity: Omnibus an Amendment* to GASB Statements No. 14 and No. 34. The reporting entity for Southwest Tech consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. If a primary government appoints a voting majority of an organization's officials or if the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or to impose specific financial burdens on, the primary government, the primary government is financially accountable for those organizations. An organization has a financial benefit or burden relationship with the primary government if, for example, any one of these conditions exists. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. The report does not contain any component units.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Southwest Tech is affiliated with SWTC Foundation, Inc. (Foundation), a not-for-profit corporation whose purpose is to solicit, hold, manage, invest and expend endowment funds and other gifts, grants, and bequests exclusively for the maintenance and benefit of Southwest Tech. The Foundation is managed by an independent board of directors. Southwest Tech provides office space, certain equipment and furnishings, most related utility services and some insurance coverage to the Foundation without charge. The financial resources of the Foundation are not significant to Southwest Tech as a whole and accordingly, financial information related to the Foundation is not included in these financial statements.

Basis of Accounting and Financial Statement Presentation

For financial reporting purposes, Southwest Tech is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements of Southwest Tech have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the years for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. All significant inter-governmental transactions have been eliminated.

Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires Southwest Tech to make estimates and assumptions that affect the reported amounts of assets, deferred inflows and outflows of revenues and liabilities, and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position

Cash and Cash Equivalents

Southwest Tech's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the Local Government Investment Pool, and short-term investments with original maturities less than ninety days from date of acquisition.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. The SIF is not rated. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At June 30, 2015 and 2014, the fair value of Southwest Tech's share of the LGIP's assets was substantially equal to the amount reported in these statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Inventories

Inventories of books and supplies reflected in the proprietary fund types are stated at the lower of cost or market; cost is determined using the first-in, first-out method. Instructional and administrative inventories are expensed as incurred.

Capital Assets

Capital assets are reported at historical cost, or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value at the time of receipt. Interest costs incurred during construction are not capitalized and are not considered material.

The costs of maintenance and repairs are charged to operations as incurred. Equipment assets having a cost of \$500 or more per unit and building or remodeling projects of \$15,000 or more are capitalized. Depreciation on buildings and equipment is provided in amounts sufficient to relate the cost of depreciable assets to operations on the straight-line basis over the estimated useful life of the asset, which range from four to ten years for equipment and fifty years for buildings and remodeling.

Property Tax and Taxes Receivable

The District Board, under Section 38.16 of the Wisconsin Statutes, may levy a tax not to exceed 1.5 mills on the full value of taxable property within the area served by Southwest Tech for the purposes of operating and maintaining schools. The mill rate limitation is not applicable to taxes levied for the purposes of paying principal and interest on general obligation debt issued by Southwest Tech that is used for capital improvements and equipment additions.

Southwest Tech's operational mill rate was .61744 and 1.52915 mills for fiscal years ending 2015 and 2014. The debt service mill rate for the fiscal years ending 2015 and 2014 was .63559 and .63447 respectively.

Southwest Tech communicates its property tax levy to city, village and town treasurers or clerks in October of the fiscal year for which the taxes are levied.

The following dates are pertinent to Southwest Tech's tax calendar:

Levy date	Month of October
Tax bills are mailed	Month of October
Payments	
Taxes paid in one installment	January 31
Taxes paid in two installments:	
First installment due	January 31
Second installment due	July 31

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Historically, Southwest Tech has received the majority of its property tax levy from municipalities in the fiscal year for which the taxes were levied. However, in most fiscal years, a portion of such revenues has been receivable at year-end because the second installment of real estate taxes and delinquent taxes is not required to be collected by the county treasurer until the month of August following Southwest Tech's year-end.

Compensated Absences

Southwest Tech employees are granted vacation, and sick leave benefits in varying amounts in accordance with Southwest Tech policies. In the event of retirement, death or resignation of an employee, Southwest Tech is obligated to pay for all unused vacation days. All vacation is accrued when incurred as accrued compensated absences in the statement of net position.

Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Post-Employment Benefits

For employees hired prior to July 1, 2006, Southwest Tech's employee fringe benefit program includes a provision which allows academic, administrative, and support staff to be carried with the group insurance plan or plans at their own expense after retirement or layoff. However, the Board will continue to pay health insurance premiums based on type of employee and years of service or number of accumulated hours of sick leave.

For employees, any academic staff, administrative staff, or support staff with less than thirteen years of service to Southwest Tech that retire under the Wisconsin Retirement System or are laid off, one-half of their unused accumulated sick leave at full pay will be used to continue the payment of health insurance premiums at the time of retirement or layoff.

At time of separation, support staff with thirteen or more years of service to Southwest Tech will have one years' worth of health insurance premiums banked to pay future post separation premiums. Those with fifteen or more years of service to Southwest Tech will have two years' worth of health insurance premiums banked to pay future post separation premiums. Those with seventeen or more years of service will have three years' worth of health insurance premiums banked to pay future separation premiums.

Academic and administrative staff with thirteen or more years of service to Southwest Tech will have three years' worth of health insurance premiums banked to pay future separation premiums. Those with fifteen or more years of service will have four years' worth of health insurance premiums banked to pay future post separation premiums. Those with seventeen or more years of service will have five years' worth of health insurance premiums banked to pay future post separation premiums.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Post-Employment Benefits (continued)

These benefits are financed on a pay-as-you-go basis. In the current year, Southwest Tech paid \$420,032 of health insurance for 71 former employees.

Deferred Outflows/Inflows of Resources

In addition to assets, the balance sheet will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. Southwest Tech has three items that meet this criterion, expected vs. actual experience of the pension plan, expected vs. actual investment income of the pension plan, and contributions after measurement date. All deferred inflows relate to the allocated of the pension activity that resulted from the implementation of GASB Statement 68.

Fees and Tuition

Fees and tuition are recorded as revenue in the period in which the related activity or instruction takes place. Revenues for the summer semester are prorated on the basis of student class days occurring before and after June 30. Southwest Tech's student fee receivable is stated at amounts due from students, net of an allowance for doubtful accounts. Amounts outstanding longer than the agreed upon payment terms are considered past due. Southwest Tech determines its allowance for doubtful accounts by considering a number of factors including length of time amounts are past due, Southwest Tech's previous loss history and the student's ability to pay his or her obligation. Southwest Tech writes off receivables when they become uncollectible, and payments subsequently collected on such receivables are credited to the allowance for doubtful accounts.

State and Federal Revenues

Southwest Tech receives funding from various federal and state contracts and grants. These revenues are earned as expenses are incurred. Such expenses may be incurred during the grantor's fiscal period, which may be different than that of Southwest Tech.

Southwest Tech participates in federally funded Pell Grants, SEOG Grants, Federal Work Study and Federal Direct Student Loan Programs. Federal and State programs are audited in accordance with *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*; and the *State Single Audit Guidelines*.

Scholarship Allowances and Student Aid

Financial aid to students is reported in the financial statements under the following method: All aid is reflected in the basic financial statements as operating expenses or scholarship allowances, which reduce revenues. Southwest Tech receives and disburses cash and, as a result, must record all federal and state loan funds as federal and state grants, and the crediting of the funds to the student's account as student aid expense. The amount reported as operating expenses represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Classification of Revenue and Expense

Southwest Tech has classified its revenue and expenses as either operating or non-operating according to the following criteria:

Operating revenue/expenses - Operating revenues and expenses include activities that have the characteristics of exchange transactions to provide goods or services related to Southwest Tech's principal ongoing operations. Operating revenues include (1) student tuition and fees, net of scholarship allowances, (2) sales and services of auxiliary enterprises, and (3) most federal, state and local grants and contracts that are essentially the same as contracts for services that finance programs of Southwest Tech. Operating expenses include the cost of providing educational services, student aid, administrative expenses and depreciation on capital assets.

Non-operating revenues/expenses - Non-operating revenues and expenses include activities that have the characteristics of non-exchange transactions. Non-operating revenues as defined by GASB Statement No.9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*, and GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. These revenues include gifts and contributions, and other revenue sources.

Self-Insurance

Southwest Tech is self-insured for health and dental coverage. Southwest Tech accounts for its medical self-insurance program in an internal service fund. The purpose of this fund is to pay medical insurance claims of Southwest Tech employees and their covered dependents and to minimize the total costs of annual insurance to Southwest Tech. The accrued liability for estimated claims represents an estimate of the eventual loss on claims arising prior to year-end, including claims incurred, but not yet reported. The amounts not reported to Southwest Tech were determined by the Plan administrator. As part of the health care coverage of the Plan, Southwest Tech purchases stop-loss coverage, which pays claims in excess of \$100,000 per individual and/or 125% of the annual estimated claims. Southwest Tech has no stop-loss coverage for dental care coverage of the Plan.

Change in the claims liability for the years ended June 30 is as follows:

		Estimated claims outstanding			
		Beginning Balance	Claims IBNR	Claim Payments	Ending Balance
2015	\$	431,000	\$ 4,258,096	\$ 4,258,096	\$ 431,000
2014		375,000	3,149,879	3,205,879	431,000

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Net Position

Net position is classified according to restrictions on availability of assets for satisfaction of Southwest Tech's obligations.

Net investment in capital assets: The value of capital assets (land, buildings and equipment) less the debt incurred to acquire or construct the assets plus the borrowed resources not yet expended, but restricted for capital purchases.

Restricted net position: Restricted net position includes resources in which Southwest Tech is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

- Restricted net position for debt service can only be used to repay debt service costs (principal and interest) as they are levied for that specific purpose.
- Restricted net position for student financial assistance can only be used for student financial assistance activities.
- Restricted net position for capital projects results from unspent from general obligation debt issued specifically for capital projects.

Unrestricted net position: Unrestricted net position represents resources derived from student tuition and fees, state appropriations, and sales and services provided by educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of Southwest Tech and may be used at the discretion of the governing board to meet current expenses. These resources also include auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty and staff.

When an expense is incurred that can be paid using either restricted or unrestricted resources, Southwest Tech's policy is to first apply the expense towards restricted resources and then towards unrestricted resources.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 2—CASH AND CASH EQUIVALENTS

Southwest Tech cash and cash equivalents consist of the following at June 30:

	2015	2014	Risk
Cash and cash equivalents:			
Cash on hand	\$ 1,600	\$ 1,750	
Deposit accounts	10,103,151	7,961,827	Custodial
Wisconsin Local Government Investment Pool	1,161,333	1,160,158	Credit and interest rate
Total cash and cash equivalents	<u>\$ 11,266,084</u>	<u>\$ 9,123,735</u>	

Southwest Tech voluntarily invests excess funds in the Wisconsin Local Government Investment Pool (LGIP), an external investment pool. The LGIP is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. The SIF is not rated. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At June 30, the fair value of the Southwest Tech's share of the LGIP's assets was substantially equal to the amounts reported above.

Southwest Tech is limited to investments authorized by Wisconsin State Statute 66.0603 including the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in the state if the time deposits mature in not more than three years.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board, or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state, as well as bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, the University of Wisconsin Hospitals and Clinics Authority, a local cultural arts district, or the Wisconsin Aerospace Authority.
4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's corporation, Moody's investors service, or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 2—CASH AND CASH EQUIVALENTS (continued)

5. Securities of an open-end management investment company or investment trust, with certain limitations:
 - a. Bonds or securities issued under the authority of the municipality;
 - b. The local government pooled-investment fund as established under Section 25.50 of the Wisconsin Statutes; the state of Wisconsin local government investment fund (LGIP)
 - c. Agreements in which a public depository agrees to repay funds advanced to it by Southwest Tech, plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.
 - d. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
 - e. Repurchase agreements with public depositories, with certain conditions.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, Southwest Tech would not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The bank balances were \$10,085,849 and \$8,176,599. Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of June 30, 2015, \$250,000 of Southwest Tech's deposits was covered by the FDIC, and \$9,836,400 was secured by pledged securities.

For investments, custodial credit risk is the risk that, in the event of failure of the counterparty (e.g. broker-dealer) to the transaction, Southwest Tech will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Southwest Tech's investment policy minimizes credit risk by limiting investments to the safest type of securities and diversifying the investment portfolio. Individual securities may not exceed 5% of the market value of the portfolio at the time of purchase with the exception of U.S. Government issues fully guaranteed as to both principal and interest by the U.S. government or agencies thereof, shares of open-ended investment companies, the LGIP, or the Wisconsin Investment Series Cooperative (WISC). The LGIP and WISC do not carry a credit quality rating.

Interest Rate Risk

As a means of limiting its exposure to fair value losses arising from rising interest rates, Southwest Tech's investment policy limits the maturity of any security to no more than five years from the date of purchase or in accordance with state and local statutes and ordinances, whichever is less. The policy indicates that the investment portfolio should be structured so that securities mature to meet the cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity. The policy sets a maximum duration range of two years with a target duration of one year. As of June 30, 2015, Wisconsin Local Government Investment Pool (LGIP) investments have a maturity of 12 months or less.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 3—CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2015:

	Balance 7/1/2014	Additions	(Deletions)	Balance 6/30/2015
Capital assets not being depreciated				
Land	\$ 813,445	\$ -	\$ -	\$ 813,445
Construction in progress	656,980	-	(656,463)	517
Total capital assets not being depreciated	1,470,425	-	(656,463)	813,962
Capital assets being depreciated				
Land improvements	1,046,567	21,410	-	1,067,977
Buildings & improvements	44,116,275	2,257,788	-	46,374,063
Equipment	23,032,312	1,374,200	(100,419)	24,306,093
Total capital assets being depreciated	68,195,154	3,653,398	(100,419)	71,748,133
Less accumulated depreciation for				
Land improvements	485,703	44,139	-	529,842
Buildings & improvements	8,233,898	1,147,499	-	9,381,397
Equipment	16,400,837	1,392,107	(95,304)	17,697,640
Total accumulated depreciation	25,120,438	2,583,745	(95,304)	27,608,879
Total capital assets being depreciated-net	43,074,716	1,069,653	(5,115)	44,139,254
Net capital assets	44,545,141	<u>\$ 1,069,653</u>	<u>\$ (661,578)</u>	44,953,216
Less general obligation debt	(31,060,000)			(30,285,000)
Total net investment in capital assets	<u>\$ 13,485,141</u>			<u>\$ 14,668,216</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 3—CAPITAL ASSETS (continued)

The following is a summary of changes in capital assets for the year ended June 30, 2014:

	Balance 7/1/2013	Additions	(Deletions)	Balance 6/30/2014
Capital assets not being depreciated				
Land	\$ 813,445	\$ -	\$ -	\$ 813,445
Constructions in progress	-	656,980	-	656,980
Total capital assets not being depreciated	813,445	656,980	-	1,470,425
Capital assets being depreciated				
Land improvements	1,053,467	-	(6,900)	1,046,567
Buildings & improvements	43,702,935	413,340	-	44,116,275
Equipment	22,187,195	1,004,671	(169,554)	23,032,312
Total capital assets being depreciated	66,943,597	1,418,011	(166,454)	68,195,154
Less accumulated depreciation for				
Land improvements	441,088	44,960	(345)	485,703
Buildings & improvements	7,186,011	1,047,887	-	8,233,898
Equipment	15,069,114	1,476,541	(144,818)	16,400,837
Total accumulated depreciation	22,696,213	2,569,388	(145,163)	25,120,438
Total capital assets being depreciated-net	44,247,384	(1,151,377)	(21,291)	43,074,716
Net capital assets	45,060,829	<u>\$ (494,397)</u>	<u>\$ (21,291)</u>	44,545,141
Less general obligation debt	(32,060,000)			(31,060,000)
Total net investment in capital assets	<u>\$ 13,000,829</u>			<u>\$ 13,485,141</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 4—LONG-TERM OBLIGATIONS

Long-term obligations of Southwest Tech consist of general obligation bonds, general obligation promissory notes and compensated absences for vacation and sick pay benefits.

Changes in long-term obligations for the years ended June 30, 2015 and 2014 was as follows:

	Balance 7/1/2014	Additions	Reductions	Balance 6/30/2015	Due Within One Year
Notes and bonds payable	\$ 31,060,000	\$ 7,715,000	\$ 8,490,000	\$ 30,285,000	\$ 3,380,000
Accrued compensated absences	838,122	373,672	420,032	791,762	791,762
Total long-term liabilities	<u>\$ 31,898,122</u>	<u>\$ 8,088,672</u>	<u>\$ 8,910,032</u>	<u>\$ 31,076,762</u>	<u>\$ 4,171,762</u>

	Balance 7/1/2013	Additions	Reductions	Balance 6/30/2014	Due Within One Year
Notes and bonds payable	\$ 32,060,000	\$ 2,500,000	\$ 3,500,000	\$ 31,060,000	\$ 3,160,000
Accrued compensated absences	984,178	528,765	674,821	838,122	838,122
Total long-term liabilities	<u>\$ 33,044,178</u>	<u>\$ 3,028,765</u>	<u>\$ 4,174,821</u>	<u>\$ 31,898,122</u>	<u>\$ 3,998,122</u>

All general obligation debt is secured by the full faith and credit and taxing powers of Southwest Tech. Long-term debt will be retired by future property tax levies and resources accumulated in the debt service fund.

Wisconsin State Statute 67.03 (1) limits total general obligation debt of Southwest Tech to 5% of the equalized value of taxable property located within the district. Wisconsin State Statute 67.03 (9) limits bonded indebtedness of Southwest Tech to 2% of the equalized value of taxable property, including tax incremental districts. The legal debt limit and the margin of indebtedness, as of June 30, 2015 is as follows:

	Bonds	Aggregate
Debt limit (2% for bonds, 5% for aggregate)	\$ 149,153,626	\$ 372,884,064
Debt outstanding at June 30, 2014 net of resources available to pay principle	<u>18,842,280</u>	<u>29,027,280</u>
Margin of indebtedness:	<u>\$ 130,311,346</u>	<u>\$ 343,856,784</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 4—LONG-TERM OBLIGATIONS (continued)

General obligation debt at June 30, 2015 and 2014 are as follows:

	<u>Buyer</u>	<u>2015</u>	<u>2014</u>
2008 \$8,000,000 general obligation school improvement bonds payable with annual principle payments of \$150,000 - \$585,000 through June 1, 2028, interest at 4.00%-4.75%, payable semi-annually in June 1 and December 1. Proceeds used to finance construction and remodeling.	Sterne, Agee & Leach, Inc.	\$ 1,065,000	\$ 6,190,000
2009 \$23,900,000 taxable general obligation Build America Bonds payable, authorized by the American Recovery and Reinvestment Act, with annual principle payments of \$600,000 - \$1,745,000 through June 1, 2029, interest at 1.65%-6.125%, payable semi-annually in June 1 and December 1. Interest payments are reduced by a 35% federal subsidy. Proceeds used to finance new construction and remodeling.	Robert W. Baird	19,035,000	19,970,000
2010 \$2,000,000 promissory notes payable with annual principle payments of \$400,000 through June 1, 2015, interest at 1.50%-2.00%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	M&I Marshall & Isley Bank	-	400,000
2011 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2016, interest at 1.0%-2.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Robert W. Baird	500,000	1,000,000
2012 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2017, interest at 0.40%-1.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	UMB Bank, N.A	1,000,000	1,500,000

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 4—LONG-TERM OBLIGATIONS (continued)

	<u>Buyer</u>	<u>2015</u>	<u>2014</u>
2013 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2018, interest at 1.75%-2%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Robert W. Baird	1,500,000	2,000,000
2014 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2019, interest at 0.5-2.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Robert W. Baird	2,000,000	-
2014 \$5,215,000 general obligation refunding bonds payable with annual principle payments of \$30,000-\$575,000 through June 1, 2028, interest at 2.0-3.0%, payable semi-annually June 1 and December 1.	Robert W. Baird	5,185,000	-
Total General Obligation Debt		<u>\$ 30,285,000</u>	<u>\$ 31,080,000</u>

Future debt service requirements as of June 30, 2015 are as follows:

<u>Year Ended June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 3,380,000	\$ 964,118	\$ 4,344,118
2017	2,950,000	886,807	3,836,807
2018	2,525,000	816,129	3,341,129
2019	2,100,000	738,203	2,838,203
2020	1,670,000	681,765	2,351,765
2021-2025	9,400,000	2,563,820	11,963,820
2026-2030	8,260,000	719,272	8,979,272
	<u>\$ 30,285,000</u>	<u>\$ 7,370,114</u>	<u>\$ 37,655,114</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM

General Information about the Pension Plan

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits provided. Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) are entitled to receive an unreduced retirement benefit. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor.

Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category.

Employees may retire at age 55 (50 for protective occupation employees) and receive reduced benefits. Employees terminating covered employment before becoming eligible for a retirement benefit may withdraw their contributions and forfeit all rights to any subsequent benefits.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)

The Core and Variable annuity adjustments granted during recent years are as follows:

<u>Year</u>	<u>Core Fund Adjustment</u>	<u>Variable Fund Adjustment</u>
2005	2.6%	7%
2006	0.8	3
2007	3.0	10
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$850,618 in contributions from the employer.

Contribution rates as of June 30, 2015 are:

	<u>Employee</u>	<u>Employer</u>
General (including teachers)	6.65%	6.65%
Executives and elected officials	7.00%	7.00%
Protective with Social Security	6.65%	9.75%
Protective without Social Security	6.65%	12.35%

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2015, Southwest Wisconsin Technical College reported an asset of \$2,128,894 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2014, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2013 rolled forward to December 31, 2014. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. Southwest Wisconsin Technical College's proportion of the net pension asset was based on Southwest Wisconsin Technical College's share of contributions to the pension plan relative to the contributions of all participating employers.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)

At December 31, 2014, Southwest Wisconsin Technical College's proportion was 0.087%, which was an increase of 0.0003% from its proportion measured as of December 31, 2013.

For the year ended June 30, 2015, Southwest Wisconsin Technical College recognized pension expense of \$834,129.

At June 30, 2015, Southwest Wisconsin Technical College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>
Differences between expected and actual experience	\$ 308,623
Net differences between projected and actual earnings on pension plan investments	1,030,913
Employer contributions subsequent to the measurement date	<u>415,377</u>
Total	<u>\$ 1,754,913</u>

\$415,377 reported as deferred outflows related to pension resulting from Southwest Wisconsin Technical College's contributions subsequent to the measurement date will be recognized as a reduction of the net pension asset in the year ended June 30, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended June 30:	<u>Deferred Outflows of Resources</u>
2015	\$ 263,482
2016	263,482
2017	263,482
2018	263,482
2019	263,482
Thereafter	22,129

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)

Actuarial assumptions. The total pension liability in the December 31, 2014, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2013
Measurement Date of Net Pension Liability (Asset)	December 31, 2014
Actuarial Cost Method:	Entry age
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	7.2%
Discount Rate:	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.8%
Mortality:	Wisconsin 2012 Mortality Table
Post-retirement Adjustments*	2.1%

* No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2012 using experience from 2009 – 2011. The total pension liability for December 31, 2014 is based upon a roll-forward of the liability calculated from the December 31, 2013 actuarial valuation.

Long-term expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Long-Term Real Rate of Return	Target Allocation
US Equities	5.3%	21%
International Equities	5.7	23
Fixed Income	1.7	36
Inflation Sensitive Assets	2.3	20
Real Estate	4.2	7
Private Equity/Debt	6.9	7
Multi-Asset	3.9	6
Cash	0.9	(20)

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

Single Discount rate. A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long term bond rate of 3.56%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of Southwest Wisconsin Technical College's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents Southwest Wisconsin Technical College's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.20 percent, as well as what Southwest Wisconsin Technical College's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.2%)	Current Discount Rate (7.2%)	1% Increase to Discount Rate (8.2%)
Southwest Wisconsin Technical College's proportionate share of the net pension liability (asset)	\$ 6,005,975	\$ (2,128,894)	\$ (8,553,484)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://legis.wisconsin.gov/lab/> and reference report number 15-11.

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS

Southwest Tech provides other post-employment benefits (OPEB) for its employees through a single-employer retiree benefit plan that provides postemployment health and dental insurance benefits to eligible employees and their spouses in accordance with employee contracts. There are approximately 181 active and 68 retired members in the plan as of June 30, 2015. Benefits and eligibility are established and amended by the governing body.

Funding Policy. Southwest Tech has no invested plan assets accumulated for payment of future benefits. The employer makes all contributions. Southwest Tech's funding policy is to provide annual contributions on a pay-as-you-go basis.

Annual OPEB Cost and Net OPEB Obligation. Southwest Tech's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 6 – OTHER POST-EMPLOYMENT BENEFITS (continued)

each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The following table shows the components of Southwest Tech's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in Southwest Tech's net OPEB obligation:

Annual required contribution	\$ 368,605
Interest on net OPEB obligation	57,499
Adjustment to annual required contribution	<u>(62,608)</u>
Annual OPEB cost (expense)	363,496
OPEB payments made	<u>(420,032)</u>
Increase in net OPEB obligation	(56,536)
Net OPEB obligation - beginning of year	<u>1,437,471</u>
Net OPEB obligation - end of year	<u><u>\$ 1,380,935</u></u>

Southwest Tech's annual OPEB costs, the percentage of the annual OPEB cost contributed to the plan, and the net OPEB obligation for June 30, 2015 and the preceding two years was as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed
6/30/2015	\$ 363,496	172.64%
6/30/2014	\$ 362,554	173.09%
6/30/2013	471,230	76.59%

Funded Status and Funding Progress. As of July 1, 2013, the most recent actuarial valuation date, Southwest Tech's actuarial accrued liability (AAL) for benefits was \$5,919,556 and the actuarial value of assets was \$0 resulting in an unfunded actuarial accrued liability (UAAL) of \$5,919,556. The annual payroll for active employees covered by the plan in the actuarial valuation for the fiscal year was \$5,795,408 for a ratio of the UAAL to covered payroll of 102.14%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future, such as assumptions about future terminations, mortality, and healthcare cost trends. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 6 – OTHER POST-EMPLOYMENT BENEFITS (continued)

Actuarial Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2013, actuarial valuation, the unit credit actuarial cost method was used. The actuarial assumptions included a 4.00% investment rate of return and an initial annual healthcare cost trend rate of 7.50%, reduced by decrements to an ultimate rate of 5%. Both rates include a 3% inflation assumption. The UAAL is being amortized on a level dollar basis. The remaining amortization period on July 1, 2013 was 27 years.

NOTE 7—COMMITMENTS AND CONTINGENCIES

Southwest Tech has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to request for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

From time to time Southwest Tech is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and Southwest Tech's legal counsel that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Southwest Tech's financial position.

Operating Leases

Southwest Tech leases various facilities as outreach center to off Adult Basic Education, GED/HSED and other course options. Current facilities are located in Richland Center, Fennimore, Platteville and Darlington. Future minimum lease payments for the years ending June 30, 2016, 2017, 2018, and 2019 are \$52,961, \$41,601, \$42,462, \$29,262, and \$30,122. Rent expenses under all operating leases for the years ended June 30, 2015 and 2014 were \$52,601 and \$48,281.

NOTE 8—RISK MANAGEMENT

Districts Mutual Insurance Company (DMI)

In July 2004 all sixteen WTCS technical colleges created Districts Mutual Insurance Company (DMI). Districts Mutual Insurance Company is a fully-assessable mutual company authorized under Wisconsin Statute 611 to provide property, casualty, and liability insurance and risk management services to its members. The scope of insurance protection provided by DMI is broad, covering property at \$350,000,000 per occurrence; general liability, auto, and educators' legal liability at \$5,000,000 per occurrence; and workers' compensation at the statutorily required limits.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 8 – RISK MANAGEMENT (continued)

At this time, settled claims have not approached the coverage limits as identified above. Southwest Tech's exposure to its layer of insurance is limited to its deductible amounts, which vary by coverage from \$2,500 to \$100,000 per occurrence. DMI purchases reinsurance for losses in excess of its retained layer of coverage.

DMI operations are governed by a five-member board of directors. Member colleges do not exercise any control over the activities of DMI beyond election of the board of directors at the annual meeting. The board has the authority to adopt its own budget, set policy matters, and control the financial affairs of the company.

Each member college is assessed an annual premium. Future premiums will be based on relevant rating exposure bases as well as the historical loss experience by members. DMI's ongoing operational expenses, other than loss adjustment expenses, are apportioned pro rata to each participant based on equity interest in the company. Since DMI is fully capitalized, member districts have not been assessed a capitalization amount for fiscal years 2015 and 2014.

The DMI financial statements can be obtained through Districts Mutual Insurance Co., 212 W. Pinehurst Trail, Dakota Dunes, SD 57049.

Supplemental Insurance

In July 1997, WTCS technical colleges formed the WTCS Insurance Trust to jointly purchase commercial insurance to provide coverage for losses from theft of, damages to, or destruction of assets. The trust is organized under Wisconsin Statutes 66.0301 and is governed by a board of trustees consisting of one trustee from each member college. Member entities include all sixteen Wisconsin Technical College System districts.

The WTCS Insurance Trust has purchased the following levels of coverage for its participating members:

- *Foreign travel liability:* \$2,000,000 aggregate general; \$1,000,000 auto per accident; \$1,000,000 employee benefits; includes benefit for accidental death and dismemberment, repatriation, and medical expenses \$1,000 deductible for employee benefits.
- *Crime:* \$750,000 coverage for employee dishonesty, forgery, computer fraud and funds transfer fraud; \$500,000 coverage for theft, robbery, burglary, disappearance and destruction of money and securities; \$25,000 coverage for investigation expenses; \$2,500 deductible for investigation, \$15,000 deductible for employee dishonesty, forgery, and fraud.
- *Business Travel Accident:* Coverage for Local Board of Trustee Members \$1,000,000 aggregate general; \$100,000 for scheduled losses, assistance services medical evacuation and repatriation.

The Trust financial statements can be obtained through Lakeshore Technical College, 1290 North Avenue, Cleveland, WI 53015.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2015 and 2014

NOTE 9—SUBSEQUENT EVENT

On August 5, 2015, Southwest Tech issued \$2,500,000 of General Obligation Promissory Notes, the proceeds of which are to be used for the public purpose of paying building remodeling and improvement costs and acquiring movable equipment. The interest rate on these bonds range from 0.05% to 2.00%.

NOTE 10—PRIOR PERIOD ADJUSTMENT

The Government Accounting Standards Board (GASB) issued Statement No. 68, Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27. Under GASB 68, Southwest Tech is required to disclose the net pension asset on the statement of net position. As a result, an adjustment of \$3,851,302 was made to increase the June 30, 2014 net position of the Government Activities on the statement of activities based on the net pension asset balance and the related deferred outflows of resources balances as of June 30, 2014.

REQUIRED SUPPLEMENTARY INFORMATION

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF NET PENSION ASSET - Wisconsin Retirement System
Last 10 Fiscal Years

	2015
Southwest Wisconsin Technical College's proportion of the net pension liability (asset)	0.086672%
Southwest Wisconsin Technical College's proportionate share of the net pension liability	(2,128,894)
Southwest Wisconsin Technical College's covered-employee payroll	12,149,964
Proportionate share as a percentage of covered payroll	-17.52%
Plan fiduciary net position as a percentage of the total pension liability (asset)	102.74%

SCHEDULE OF CONTRIBUTIONS - Wisconsin Retirement System
Last 10 Fiscal Years

Contractually required contributions	850,618
Contributions in relation to the contractually required contributions	850,618
Contribution deficiency (excess)	-
Southwest Wisconsin Technical College's covered-employee payroll	12,149,964
Contributions as a percentage of covered-employee payroll	7.00%

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF FUNDING PROGRESS - OTHER POST EMPLOYMENT BENEFITS
June 30, 2015 and 2014

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b) - (a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
7/1/2013	\$ -	\$ 5,919,556	\$ 5,919,556	0.00%	\$ 5,795,408	102.14%
7/1/2012	\$ -	\$ 6,699,033	\$ 6,699,033	0.00%	\$ 6,456,777	103.75%
7/1/2010	\$ -	\$ 11,936,782	\$ 11,936,782	0.00%	\$ 12,396,947	96.29%

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2015

NOTE 1—BUDGETS AND BUDGETARY ACCOUNTING

Southwest Tech's reporting structure used in the preparation of the basic financial statements is different than the fund structure used for budgetary accounting. Annual budgets are adopted for all funds in accordance with the requirements of the Wisconsin Technical College System Board. The process includes an administrative compilation and review of campus and departmental requests, public hearings, and approval by the District Board prior to June 30 of each year. Capital outlays for multi-year projects are budgeted annually in the Capital Projects Fund upon planned inception of the project.

Local property taxes are levied on a calendar year basis by various taxing municipalities located in Southwestern Wisconsin. Southwest Tech records as revenue its share of the local tax when levied.

Annual budgets are prepared on a different basis from the basic financial statements by recognizing encumbrances as expenditures and by recognizing revenues related to encumbrances.

The legal level of control for each budget is by function and within each fund. Budget amendments during the year are legally authorized. Budget transfers (between funds and functional areas within funds) and changes in expenditures (appropriations) require approval by the Board and require publishing a Class I public notice in the District's official newspaper within 10 days according to Wisconsin Statutes. The budget was modified during the year and also subsequent to the fiscal year end. These budget modifications reflect (1) actual property tax revenues in excess of estimates; (2) changes in expected state aid payments, both for the current year and prior year adjustments; (3) various other minor adjustments. Expenditures may not exceed appropriations. Unencumbered appropriations lapse at the end of each fiscal year. Management is authorized to transfer appropriations within functions without the approval of the Board.

NOTE 2—SCHEDULE OF CONTRIBUTIONS

Changes of benefit terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions. There were no changes in the assumptions.

OTHER SUPPLEMENTARY INFORMATION

The following supplementary information is provided to document Southwest Tech's compliance with budgetary requirements. This accountability is an essential requirement to maintain the public trust. The method of accounting used for budgetary compliance monitoring is substantially different from the method of preparing the basic financial statements of the Southwest Tech. At the end of this section is a reconciliation between the two methods.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2015 with Comparative Totals for Year Ended June 30, 2014

	2015				2014
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
REVENUES					
Local government - tax levy	\$ 4,580,000	\$ 4,580,000	\$ 4,613,372	\$ 33,372	\$ 11,183,152
Intergovernmental revenue					
State	10,850,000	10,850,000	10,556,155	(293,845)	3,531,440
Federal	1,378,000	1,378,000	1,199,187	(178,813)	1,422,004
Tuition and fees					
Statutory program fees	4,623,000	4,623,000	4,137,230	(485,770)	4,127,479
Materials fees	350,000	350,000	332,211	(17,789)	325,729
Other student fees	375,000	375,000	455,842	80,842	386,638
Institutional	2,300,000	2,300,000	2,061,555	(238,445)	2,024,019
Total revenues	24,456,000	24,456,000	23,355,552	(1,100,448)	23,000,461
EXPENDITURES					
Current:					
Instruction	16,872,700	16,872,700	15,068,728	1,803,972	15,084,643
Instructional resources	371,100	371,100	359,823	11,277	360,711
Student services	1,632,000	1,632,000	1,790,302	(158,302)	1,857,388
General institutional	3,483,900	3,483,900	3,447,868	36,032	3,430,105
Physical plant	2,396,300	2,396,300	1,933,290	463,010	1,911,448
Total expenditures	24,756,000	24,756,000	22,600,011	2,155,989	22,444,295
Excess (deficiency) of revenues over (under) expenditures	(300,000)	(300,000)	755,541	1,055,541	556,166
OTHER FINANCING SOURCES (USES)					
Transfers in	300,000	300,000	136,342	(163,658)	267,268
Net change in fund balance	-	-	891,883	891,883	823,434
Fund balance—beginning of year	5,614,833	5,614,833	6,388,269	773,436	5,564,834
Fund balance—end of year	\$ 5,614,833	\$ 5,614,833	\$ 7,280,152	\$ 1,665,319	\$ 6,388,268
FUND BALANCE					
Nonspendable - prepaid expenses			\$ 155,617		
Assigned for post-employment benefits			2,086,938		
Assigned for state aid fluctuations			200,000		
Unassigned			4,837,597		
Total fund balance		43	\$ 7,280,152		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SPECIAL REVENUE NON-AIDABLE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2015 with Comparative Totals for Year Ended June 30, 2014

	2015				2014
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
REVENUES					
Intergovernmental revenue					
State	\$ 500,000	\$ 500,000	\$ 464,933	\$ (35,067)	\$ 493,026
Federal	7,500,000	7,500,000	6,203,852	(1,296,148)	6,697,185
Student fees	250,000	250,000	244,581	(5,419)	211,102
Institutional	250,000	250,000	245,384	(4,616)	304,898
Total revenues	<u>8,500,000</u>	<u>8,500,000</u>	<u>7,158,750</u>	<u>(1,341,250)</u>	<u>7,706,211</u>
EXPENDITURES					
Student services	<u>8,450,000</u>	<u>8,450,000</u>	<u>7,101,243</u>	<u>1,348,757</u>	<u>7,643,030</u>
Excess (deficiency) of revenues over (under) expenditures	<u>50,000</u>	<u>50,000</u>	<u>57,507</u>	<u>(2,690,007)</u>	<u>63,181</u>
OTHER FINANCING SOURCES (USES)					
Transfers out	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>-</u>	<u>(50,000)</u>
Net change in fund balance	<u>-</u>	<u>-</u>	<u>7,507</u>	<u>(2,690,007)</u>	<u>13,181</u>
Fund balance—beginning of year	<u>229,976</u>	<u>229,976</u>	<u>243,155</u>	<u>13,179</u>	<u>229,974</u>
Fund balance—end of year	<u>\$ 229,976</u>	<u>\$ 229,976</u>	<u>\$ 250,662</u>	<u>\$ (2,676,828)</u>	<u>\$ 243,155</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2015 with Comparative Totals for Year Ended June 30, 2014

	2015			2014
	Original Budget	Final Budget	Actual on a Budgetary Basis	Actual (Budgetary Basis)
REVENUES				
Institutional	\$ 50,000	\$ 50,000	\$ 22,809	\$ (27,191)
				\$ 45,162
EXPENDITURES				
Current:				
Instruction	669,000	669,000	592,133	76,867
Instructional resources	75,000	75,000	62,017	12,983
General institutional	600,000	600,000	414,948	185,052
Physical plant	1,980,000	1,980,000	1,791,105	188,895
				1,422,425
Total expenditures	3,324,000	3,324,000	2,860,203	463,797
				2,086,294
Excess (deficiency) of revenues over (under) expenditures	(3,274,000)	(3,274,000)	(2,837,394)	436,606
				(2,041,132)
OTHER FINANCING SOURCES (USES)				
Promissory notes issued	2,500,000	2,500,000	2,500,000	-
Transfers in	50,000	50,000	50,000	-
Transfers out	-	-	(136,342)	(136,342)
				(267,268)
Total other financing sources (uses)	2,550,000	2,550,000	2,413,658	(136,342)
				2,282,732
Net change in fund balance	(724,000)	(724,000)	(423,736)	300,264
				241,600
Fund balance—beginning of year	786,929	786,929	795,529	8,600
				553,929
Fund balance—end of year	\$ 62,929	\$ 62,929	\$ 371,793	\$ 308,864
				\$ 795,529

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2015 with Comparative Totals for Year Ended June 30, 2014

	2015				2014
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
REVENUES					
Local government - tax levy	\$ 4,740,000	\$ 4,740,000	\$ 4,740,000	\$ -	\$ 4,640,000
Intergovernmental revenue					
Federal	1,000	1,000	354,829	353,829	-
State	8,000	8,000	18,019	10,019	11,658
Institutional	383,000	383,000	166,086	(216,914)	416,539
Total revenues	<u>5,132,000</u>	<u>5,132,000</u>	<u>5,278,934</u>	<u>146,934</u>	<u>5,068,197</u>
EXPENDITURES					
Debt service	<u>5,180,000</u>	<u>5,180,000</u>	<u>5,194,518</u>	<u>(14,518)</u>	<u>5,030,588</u>
Total expenditures	<u>5,180,000</u>	<u>5,180,000</u>	<u>5,194,518</u>	<u>(14,518)</u>	<u>5,030,588</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(48,000)</u>	<u>(48,000)</u>	<u>84,416</u>	<u>132,416</u>	<u>37,609</u>
OTHER FINANCING SOURCES (USES)					
Refunding debt issued	-	-	5,215,000	5,215,000	-
Payment to refunded bond escrow	<u>-</u>	<u>-</u>	<u>(5,294,554)</u>	<u>(5,294,554)</u>	<u>-</u>
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>(79,554)</u>	<u>(79,554)</u>	<u>-</u>
Net change in fund balance	<u>(48,000)</u>	<u>(48,000)</u>	<u>4,862</u>	<u>52,862</u>	<u>37,609</u>
Fund balance—beginning of year	<u>1,259,250</u>	<u>1,259,250</u>	<u>1,333,859</u>	<u>74,609</u>	<u>1,296,250</u>
Fund balance—end of year	<u>\$ 1,211,250</u>	<u>\$ 1,211,250</u>	<u>\$ 1,338,721</u>	<u>\$ 127,471</u>	<u>\$ 1,333,859</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PROPRIETARY FUNDS - ENTERPRISE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2015 with Comparative Totals for Year Ended June 30, 2014

	2015			2014
	Original Budget	Final Budget	Actual on a Budgetary Basis	Actual (Budgetary Basis)
OPERATING REVENUES				
Institutional	\$ 1,850,000	\$ 1,850,000	\$ 1,813,337	\$ 1,636,041
OPERATING EXPENSES				
Auxiliary services	1,600,000	1,600,000	1,576,960	1,464,867
Excess (deficiency) of revenues over (under) expenses	250,000	250,000	236,377	171,174
NON-OPERATING EXPENSES				
Transfers out	(300,000)	(300,000)	-	-
Net change in net position	(50,000)	(50,000)	236,377	171,174
Net Position—beginning of year	3,015,253	3,015,253	2,986,427	2,815,253
Net Position—end of year	<u>\$ 2,965,253</u>	<u>\$ 2,965,253</u>	<u>\$ 3,222,804</u>	<u>\$ 2,986,427</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PROPRIETARY FUNDS - INTERNAL SERVICE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2015 with Comparative Totals for Year Ended June 30, 2014

	2015				2014
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
OPERATING REVENUES					
Institutional	\$ 4,100,000	\$ 4,100,000	\$ 3,959,020	\$ (140,980)	\$ 4,011,339
OPERATING EXPENDITURES					
Auxiliary services	4,050,000	4,050,000	4,258,095	(208,095)	3,917,942
Net change in net position	50,000	50,000	(299,075)	(349,075)	93,397
Net Position—beginning of year	485,767	485,767	679,163	193,396	585,767
Net Position—end of year	\$ 535,767	\$ 535,767	\$ 380,088	\$ (155,679)	\$ 679,164

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS
TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended June 30, 2015

	Governmental Funds				Proprietary Funds				Statement of
	General	Special Revenue	Capital Projects	Debt Service	Enterprise Funds	Internal Service	Total	Reconciling Items	Revenues, Expenses and Changes in Net Position
REVENUES									
Local government - tax levy	\$ 4,613,372	\$ -	\$ -	\$ 4,740,000	\$ -	\$ -	\$ 9,353,372	\$ -	\$ 9,353,372
Intergovernmental revenue									
State	10,556,155	464,933	-	18,019	-	-	11,039,107	-	11,039,107
Federal	1,199,187	8,203,852	-	354,829	-	-	7,757,868	(3,485,944)	4,271,924
Tuition and fees									
Statutory program fees	4,137,230	-	-	-	-	-	4,137,230	-	4,137,230
Materials fees	332,211	-	-	-	-	-	332,211	-	332,211
Other student fees	455,842	244,581	-	-	-	-	700,423	-	700,423
Institutional	2,061,555	245,384	22,809	166,086	1,813,337	3,959,020	8,268,191	(4,036,880)	4,231,311
Total revenues	23,355,552	7,158,750	22,809	5,278,934	1,813,337	3,959,020	41,588,402	(7,522,804)	34,065,598
EXPENDITURES									
Current:									
Instruction	14,583,202	-	-	-	-	-	14,583,202	395,326	14,958,528
Instructional resources	359,823	-	-	-	-	-	359,823	-	359,823
Student services	1,790,302	7,101,243	-	-	-	-	8,891,545	(6,306,404)	2,585,141
General institutional	3,447,868	-	-	-	-	-	3,447,868	-	3,447,868
Physical plant	1,933,290	-	371,614	-	-	-	2,304,904	(371,614)	1,933,290
Auxiliary services	-	-	-	-	1,576,980	4,268,095	5,835,055	(3,964,061)	1,870,994
Capital outlay	505,526	-	2,488,589	-	-	-	2,994,115	(2,994,115)	-
Depreciation	-	-	-	-	-	-	-	2,583,745	2,583,745
Student aid	-	-	-	-	-	-	-	2,742,620	2,742,620
Debt service:									
Principal	-	-	-	3,890,000	-	-	3,890,000	(3,890,000)	-
Interest	-	-	-	1,504,518	-	-	1,504,518	486,341	1,990,659
Total expenditures	22,600,011	7,101,243	2,860,203	5,194,518	1,576,980	4,258,095	43,591,030	(11,118,162)	32,472,868
Excess (deficiency) of revenues over (under) expenditures	755,541	57,507	(2,837,394)	84,416	236,377	(299,075)	(2,002,628)	3,595,358	1,592,730
OTHER FINANCING SOURCES (USES)									
Long-term debt issued	-	-	2,500,000	5,215,000	-	-	7,715,000	(7,715,000)	-
Payment to refunded bond escrow	-	-	-	(5,294,554)	-	-	(5,294,554)	5,294,554	-
Transfers in	136,342	-	50,000	-	-	-	186,342	(186,342)	-
Transfer out	-	(50,000)	(136,342)	-	-	-	(186,342)	186,342	-
Loss on disposal of capital assets	-	-	-	-	-	-	-	(5,116)	(5,116)
Total other financing sources (uses)	136,342	(50,000)	2,413,658	(79,554)	-	-	2,420,446	(2,425,562)	(5,116)
Net change in fund balance/net position	891,883	7,507	(423,736)	4,862	236,377	(299,075)	417,818	1,169,796	1,587,614
Fund balance/Net Position - beginning of year	6,388,269	243,155	795,529	1,333,859	2,986,427	679,163	12,426,402	13,634,788	26,061,190
Fund balance/Net Position - end of year	\$ 7,280,152	\$ 250,662	\$ 371,793	\$ 1,338,721	\$ 3,222,804	\$ 380,088	\$ 12,844,220	\$ 14,804,584	\$ 27,648,804

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS
TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended June 30, 2015

- (a) State grant revenue is presented on the basic financial statement as follows

Operating	\$ 2,221,074
Non-operating	<u>8,818,033</u>
	<u>\$ 11,039,107</u>

- (b) Institutional revenue is reported on the basic financial statement as follows:

Non-governmental grants and contracts	\$ 2,393,146
Auxiliary enterprises	1,813,337
Investment income	24,848

- (c) Reconciliation of budgetary basis fund balance and net position as presented in the basic financial statements.

Budgetary basis fund balance	\$ 12,844,220
Capital assets capitalized - at cost	72,298,657
Accumulated depreciation on capital assets	(27,375,291)
Net pension asset and deferred items	3,883,806
General obligation notes payable	(30,285,000)
Other post employment benefits and long-term portion of retiree health insurance	(4,016,011)
Accrued interest on notes payable	(81,001)
Encumbrances outstanding at year end	<u>379,424</u>
Net position per basic financial statements	<u>\$ 27,648,804</u>

**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
AND OTHER AUDITORS' REPORTS**

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2015

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Project Identification Number	Grant Period	Federal Grant Amount	Expenditures		Total Expenditures
					Federal	Match	
Department of Agriculture							
Commodity Partnerships Small Sessions Program	10.459	03-119-000-004	7/1/14-6/30/15	\$ 14,231	\$ 5,007	\$ -	\$ 5,007
Commodity Partnerships Small Sessions Program	10.459	03-119-000-004	7/1/14-6/30/15	14,750	10,196	-	10,196
Pass-through Program from North Dakota							
Farm Business Management and Benchmarking Competitive Grants Program	10.319	03-120-000-013	9/1/12-8/31/14	5,452	5,452	-	5,452
Farm Business Management and Benchmarking Competitive Grants Program	10.319	03-149-000-004	7/1/13-8/31/13	41,486	28,046	-	28,046
Total Farm Business Management and Benchmarking Competitive Grants Program				46,938	33,498	-	33,498
Pass-through Program from University of Wisconsin - Platteville							
Capacity Building for Non-Land Grant Colleges of Agriculture (NLGCA)	10.326	03-173-000-013	7/1/14-6/30/15	45,364	16,453	-	16,453
Federal-State Marketing Improvement Program	10.156	03-108-000-015	7/1/14-6/30/15		6,630	-	6,630
Total Department of Agriculture				121,283	71,784	-	71,784
Department of the Interior							
Indian Education - Higher Education Grant Program	15.114		7/1/14-6/30/15	-	12,498	-	12,498
Department of Labor							
Pass-through Program from Northeast Iowa Community College							
H-1B Job Training Grants	17.268	03-156-000-012	7/1/14-9/30/14	58,602	58,602	-	58,602
H-1B Job Training Grants	17.268	03-156-000-012	4/2/12-4/1/16	378,765	33,189	-	33,189
Total H-1B Job Training Grants				437,367	91,790	-	91,790
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.282	03-109-000-015	10/1/14-6/30/15	288,870	63,714	-	63,714
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.282	03-174-000-013	7/1/14-9/30/14	39,639	39,639	-	39,639
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.282	03-174-000-013	10/1/14-6/30/15	318,036	185,526	-	185,526

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2015

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Project Identification Number	Grant Period	Federal Grant Amount	Expenditures		Total Expenditures
					Federal	Match	
Department of Labor (continued)							
Pass-through Program from Northeast Wisconsin Technical College							
Trade Adjustment Assistance Community College and Career Training (TAACCT) Grants	17.282	03-180-000-013	7/1/14-9/30/15	54,490	54,490	-	54,490
Trade Adjustment Assistance Community College and Career Training (TAACCT) Grants	17.282	03-180-000-013	10/1/14-6/30/15	126,390	67,955	-	67,955
Pass-through Program from Northeast Iowa Community College							
Trade Adjustment Assistance Community College and Career Training (TAACCT) Grants	17.282	03-152-000-012	7/1/14-9/30/14	11,740	11,740	-	11,740
Trade Adjustment Assistance Community College and Career Training (TAACCT) Grants	17.282	03-152-000-012	10/1/14-6/30/15	148,882	148,882	-	148,882
Total Trade Adjustment Assistance Community College and Career Training (TAACCT) Grants				968,047	571,946	-	571,946
Total Department of Labor				1,405,414	663,736	-	663,736
Department of Education							
Department of Education Direct Programs							
Student Financial Assistance Cluster							
Federal Supplemental Education Opportunity Grant	84.007		7/1/14-6/30/15	-	39,950	-	39,950
Federal College Work Study	84.033		7/1/14-6/30/15	-	63,221	-	63,221
Federal Pell Grant	84.063		7/1/14-6/30/15	-	2,602,239	-	2,602,239
Direct Student Loans							
Federal Student Stafford Loans	84.268		7/1/14-6/30/15	-	3,464,405	-	3,464,405
Federal Student Plus Loans	84.268		7/1/14-6/30/15	-	21,539	-	21,539
Total Direct Student Loans				-	3,485,944	-	3,485,944
Total Student Financial Assistance Cluster				-	6,191,354	-	6,191,354

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2015

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Project Identification Number	Grant Period	Federal Grant Amount	Expenditures		Total Expenditures
					Federal	Match	
Department of Education (continued)							
Pass-through program from Wisconsin Technical College Systems Board							
Adult Education Act							
Adult Basic Education - Basic Grants to States	84.002	03-111-146-165	7/1/14-6/30/15	13,753	13,753	-	13,753
Adult Basic Education - Basic Grants to States	84.002	03-110-146-125	7/1/14-6/30/15	79,381	79,381	110,600	189,981
Total Adult Education Act				93,134	93,134	110,600	203,734
Career and Technical Education Basic Grants to States							
Strengthening Career & Technical Program	84.048	03-193-150-254	7/1/14-6/30/15	28,105	28,105	-	28,105
NTC Connections to NTO Recruit	84.048	03-194-150-265	7/1/14-6/30/15	7,026	7,026	-	7,026
Student Success	84.048	03-196-150-234	7/1/14-6/30/15	70,263	70,263	165,400	235,663
Career Prep	84.048	03-106-150-215	7/1/14-6/30/15	39,127	39,127	-	39,127
High School to College Transition	84.048	03-137-150-244	7/1/14-6/30/15	35,131	35,131	-	35,131
Total Career and Technical Education Basic Grants to States				179,652	179,652	165,400	345,052
Total Department of Education				272,786	6,464,140	276,000	6,740,140
Department of Health & Human Services							
Rural Health Care Services Outreach, Rural Health Network Development and Small Health Care Provider Quality Improvement Program	83.912	03-172-000-013	9/15/13-8/31/15	448,722	189,431	-	189,431
Department of Homeland Security							
Pass-through program from Wisconsin Department of Justice Homeland Security Grant Program	97.067	03-151-000-005	7/1/14-6/30/15	1,450	1,450	-	1,450
Total Federal Awards				\$ 2,249,655	\$ 7,403,039	\$ 276,000	\$ 7,679,039

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2015

State Grant/Program	State Identifying Number	Project Identification Number	Grant Period	Grant Amount	Expenditures		Total Expenditures
					State	Match	
Wisconsin Higher Education Board							
Wisconsin Higher Education Grant	235.102		7/1/14-6/30/15	\$ 382,216	\$ 382,216	\$ -	\$ 382,216
Remissions of Fees for Veterans and Dependents	235.105		7/1/14-6/30/15	7,662	7,662	-	7,662
Minority Undergraduate Retention Grant	235.107		7/1/14-6/30/15	2,350	2,350	-	2,350
Minority Undergraduate Retention Grant	235.107		7/1/14-6/30/15	1,450	1,450	-	1,450
Talent Incentive Program Grant	235.114		7/1/14-6/30/15	29,267	29,267	-	29,267
Indian Student Assistance	235.132		7/1/14-6/30/15	1,100	1,100	-	1,100
Nursing	235.131		7/1/14-6/30/15	21,000	21,000	-	21,000
Wisconsin Covenant Scholars Grant Revenue	235.131		7/1/14-6/30/15	19,250	19,250	-	19,250
Wisconsin Covenant Foundation Grant Revenue	235.131		7/1/14-6/30/15	9,750	9,750	-	9,750
Total Wisconsin Higher Education Board				474,045	474,045	-	474,045
Wisconsin Department of Transportation							
Motorcycle Safety	266.7348	03-123-000-003	1/1/14-12/31/14	9,899	6,499	-	6,499
3 Wheel Safety	266.7348	03-127-000-004	11/1/13-12/31/14	9,133	1,248	-	1,248
Total Wisconsin Department of Transportation				19,032	7,747	-	7,747
Wisconsin Technical College Systems Board							
State Aids for Vocational Technical and Adult Education	292.105		7/1/14-6/30/15	8,736,292	8,736,292	-	8,736,292
State Aids Prior Years	292.105			-	46,200	-	46,200
Performance Based Aid	292.105			358,800	358,800	-	358,800
Workforce Advancement Training Grants							
Bemis	292.124	03-184-124-175	7/1/14-6/30/15	3,993	3,590	-	3,590
Cabela's	292.124	03-164-124-175	7/1/14-6/30/15	15,252	11,564	-	11,564
Community Health Services	292.124	03-126-116-114	7/1/14-6/31/14	2,950	2,950	-	2,950
Community Health Services	292.124	03-129-124-175	7/8/14-6/30/15	7,040	6,959	-	6,959
ContinuUS	292.124	03-168-124-175	8/28/15-6/30/15	2,453	2,250	-	2,250
Dillman Equipment	292.124	03-144-116-114	7/1/14-6/31/14	3,188	3,008	-	3,008
Dillman Equipment	292.124	03-170-124-175	8/23/14-6/30/15	2,145	2,006	-	2,006
Dillman Equipment	292.124	03-182-124-175	12/15/14-6/30/15	16,558	15,998	-	15,998
Foremost Farms	292.124	03-181-124-175	12/15/14-6/30/15	6,552	6,552	-	6,552
Grant Regional Health Center	292.124	03-130-124-175	7/8/14-6/30/15	23,700	2,775	-	2,775
3M	292.124	03-169-116-114	7/1/13-6/31/14	123,200	28,750	-	28,750
3M	292.124	03-165-124-175	7/1/14-6/30/15	56,806	2,107	-	2,107
Muscoda Multi-Company	292.124	03-197-116-114	7/1/14-6/31/14	27,659	27,659	-	27,659
Schreiber Foods	292.124	03-143-124-175	7/1/14-6/30/15	74,448	2,171	-	2,171

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2015

State Grantor/Program	State Identifying Number	Project Identification Number	Grant Period	Grant Amount	Expenditures		Total Expenditures
					State	Match	
Wisconsin Technical College Systems Board (continued)							
Faculty Development	292.124	03-161-124-185	7/1/14-6/30/15	47,808	47,808	-	47,808
Advanced Manufacturing	292.124	03-118-124-185	7/1/14-6/30/15	69,500	21,853	-	21,853
TSA Dairy Herd Management	292.124	03-192-124-185	7/1/14-6/30/15	14,448	13,787	-	13,787
Apprentice-Related Instruction	292.124	03-128-124-115	7/1/14-6/30/15	8,000	8,000	-	8,000
New Markets	292.124	03-145-124-145	7/1/14-6/30/15	119,950	119,950	-	119,950
Core Industry	292.124	03-1115-124-135	7/1/14-6/30/15	350,120	350,120	-	350,120
Breaking Down the Silos	292.124	03-101-124-125	7/1/14-6/30/15	143,827	85,084	47,942	133,006
Electromechanical Instrumentation	292.124	03-102-124-125	7/1/14-6/30/15	70,825	70,711	23,605	94,316
Total Workforce Advancement Training Grants:				1,190,422	835,602	71,547	907,149
Hazmat	292.372				5,998	-	5,998
Fire Schools	292.437				47,718	-	47,718
Total Wisconsin Technical College Systems Board				10,285,574	10,030,670	71,547	10,102,217
Wisconsin Department of Workforce Development							
Blueprint for Prosperity - Welding	445.109	03-114-000-015	7/1/14-6/30/15	200,112	131,880	-	131,880
Blueprint for Prosperity - LPN	445.109	03-117-000-015	7/1/14-6/30/15	231,054	146,817	-	146,817
Blueprint for Prosperity - PTA	445.109	03-155-000-015	7/1/14-6/30/15	161,202	174,180	-	174,180
Total Wisconsin Department of Workforce Development				592,368	452,877	-	452,877
Wisconsin Department of Justice							
Law Enforcement Training Fund - Local Assistance Program	455.231	03-103-000-015	6/1/15-6/6/15	8,308	8,340	-	8,240
Wisconsin Department of Natural Resources							
DNR payment in lieu of taxes			7/1/14-6/30/15	29,987	29,987	-	29,987
Wisconsin Department of Revenue							
State Aid Computers	835.108		7/1/14-6/30/15	35,541	35,541	-	35,541
Total State Awards				\$ 11,444,855	\$ 11,039,107	\$ 71,547	\$ 11,110,654

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
June 30, 2015 and 2014

NOTE 1—BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Southwest Tech under programs of the federal government and state agencies for the year ended June 30, 2015. The information in this schedule is presented in accordance with requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-profit Organizations*, and the *State Single Audit Guidelines*. Because the schedule presents only a selected portion of the operations of the Southwest Tech, it is not intended to and does not present the financial position, changes in net position, or cash flows of Southwest Tech.

NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Specifically, debt service expenditures, as well as expenditures related to claims and judgments, and compensated absences are recorded only when payment is due. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Costs Principles for State, Local and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

NOTE 3—RECONCILIATION OF FEDERAL AND STATE AWARDS TO THE BASIC FINANCIAL STATEMENTS

Federal Revenue reported in the basic financial statements is reconciled to the Schedule of Expenditures of Federal and State Awards as follows:

Federal revenues reported on the Schedule of Expenditures of Federal and State Awards	<u>\$ 7,403,039</u>
Federal Revenue reported in the Statement of Revenues, and Expenses and Changes in Net Position	\$ 4,271,924
Direct Student Loans included on the Schedule of Expenditures of Federal and State Awards	3,485,944
Federal Subsidy payment for Build America Bonds	<u>(354,829)</u>
Total Federal Revenues	<u>\$ 7,403,039</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
June 30, 2015 and 2014

NOTE 3—RECONCILIATION OF FEDERAL AND STATE AWARDS TO THE BASIC FINANCIAL STATEMENTS (continued)

State Revenue reported in the basic financial statements is reconciled to the Schedule of Expenditures of Federal and State Awards as follows:

State revenues reported on the Schedule of Expenditures of Federal and State Awards	<u>\$ 11,039,107</u>
State Revenue reported in the Statement of Revenues, and Expenses and Changes in Net Position	
Operating	\$ 2,221,074
Non-operating	<u>8,818,033</u>
Total State Revenues	<u><u>\$ 11,039,107</u></u>

NOTE 4—SUBRECIPIENT PAYMENTS

Southwest Tech did not pay federal and state awards to subrecipients.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Southwest Wisconsin Technical College
Fennimore, Wisconsin

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business type activities and the aggregate remaining fund information of Southwest Wisconsin Technical College (Southwest Tech) as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise Southwest Tech's basic financial statements, and have issued our report thereon dated November 2, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Southwest Tech's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southwest Tech's internal control. Accordingly, we do not express an opinion on the effectiveness of Southwest Wisconsin Technical College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Southwest Tech's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
November 2, 2015



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL AND
MAJOR STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
OMB CIRCULAR A-133 AND THE STATE SINGLE AUDIT GUIDELINES

To the Board of Directors
Southwest Wisconsin Technical College
Fennimore, Wisconsin

Report on Compliance for Each Major Federal and Major State Program

We have audited Southwest Wisconsin Technical College's (Southwest Tech's) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* and the *State Single Audit Guidelines* that could have a direct and material effect on each of Southwest Tech's major federal and major state programs for the year ended June 30, 2015. Southwest Tech's major federal and major state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal and state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Southwest Tech's major federal and major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and the *State Single Audit Guidelines*. Those standards, OMB Circular A-133, and the *Guidelines* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or major state program occurred. An audit includes examining, on a test basis, evidence about Southwest Tech's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and major state program. However, our audit does not provide a legal determination of Southwest Tech's compliance.

Opinion on Each Major Federal and Major State Program

In our opinion, Southwest Tech complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and major state programs for the year ended June 30, 2015.

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Report on Internal Control Over Compliance

Management of Southwest Tech is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southwest Tech's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal and major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal and major state program and to test and report on internal control over compliance in accordance with OMB Circular A-133 and the *State Single Audit Guidelines*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southwest Tech's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133 and the *State Single Audit Guidelines*. Accordingly, this report is not suitable for any other purpose.

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
November 2, 2015

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2015

Section I—Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?	No
Identification of major programs:	

CFDA Number(s)	Name of Federal Program or Cluster
Student Financial Assistance Cluster	
84.007	Federal Supplemental Education Opportunity Grant
84.033	Federal College Work Study
84.063	Federal Pell Grant
84.268	Federal Student Stafford Loans
84.268	Federal Student Plus Loans

Dollar threshold used to distinguish between type A and type B programs:	\$ 300,000
Auditee qualified as low-risk auditee?	Yes

State Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported?	No

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2015

Identification of state major programs:

State Identifying Number	Name of State Program
235.102	Wisconsin Higher Education Grant
292.105	State Aids for Vocational Technical and Adult Education
292.124	Workforce Advancement Training
445.109	Blueprint for Prosperity

Dollar threshold used to distinguish between type A and type B programs: \$ 100,000

Section II—Financial Statement Findings

None

Section III—Federal and State Award Findings and Questioned Costs

None

Section IV—Other Issues


Does the auditor's report or the notes to the financial statements include disclosure with regard to substantial doubt as to the auditee's ability to continue as a going concern? No

Does the audit report show audit issues (i.e., material non-compliance, non-material non-compliance, questioned costs, material weakness, significant deficiency, management letter comment, excess revenue, or excess reserve) related to grants/contracts with funding agencies that require audits to be in accordance with the *State Single Audit Guidelines*:

Technical College System Board	No
Higher Education Board	No
Department of Public Instruction	No
Department of Workforce Development	No
Department of Justice	No

Was a management letter or other document conveying audit comments issued as a result of this audit? No

Name and signature of partner



Scott R. Haumersen, CPA

Date of report

November 2, 2015

B. Grant County Economic Development Corporation Lease for 2016

The 2016 office space lease with Grant County Economic Development Corporation is available with the Board material. A copy of the lease is available with the electronic Board material.

Recommendation: Approve the 2016 lease for Grant County Economic Development Corporation.

RENTAL/LEASE AGREEMENT

between

Grant County Economic Development Corporation

and Southwest Wisconsin Technical College

This agreement between Southwest Wisconsin Technical College (college) and Grant County Economic Development Corporation (GCEDC) covers the following:

1. Director's office including credenza and storage shelf, side chair, table, one storage cabinet: \$185 monthly.
2. Secretary's office including side chair, credenza and storage shelf, three filing cabinets and: \$185 monthly.
3. GCEDC will be responsible for a separate line for all outgoing calls.
4. Copy machine costs to be billed at the current rate of .10 per copy or .20 for back to back.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

All of the above will be billed on or before the 23rd of the following month, commencing January 1, 2016. This rental/lease agreement covers the calendar year 2016 through December 31, 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/ 
Executive Director
Grant County Economic Development Corporation

s/ _____
District Board Chairperson
Southwest Wisconsin Technical College

s/ 
President
Grant County Economic Development Corporation

s/ _____
President
Southwest Wisconsin Technical College

C. Concept Review: Farm Operations & Management – Ag Mechanics

Dean of Industry, Trades & Agriculture, Derek Dachelet, will present a Concept Review for approval of a two-year technical diploma program in Farm Operations & Management – Ag Mechanics, 32-080-4. The Concept Review is available below.

Recommendation: Approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Ag Mechanics.

CONCEPT REVIEW/PROGRAM APPROVAL Wisconsin Technical

District Request (TC-OCCCRPA-1A)

College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and Apprenticeship (Code 50).

District: Southwest Wisconsin Technical College Date: 12/10/15

Program Title: **Farm Operations & Management – Ag Mechanics**

Program Aid Code and Number: 32-080-4

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Carrie Morgan Phone : 608-266-2654

For Program Approval Stage:

Date of State Board Concept Review Approval Date : _____

CONCEPT REVIEW CRITERIA and SIGNATURE

- a. Proposed Aid Code and Proposed Program Number : 32-080-4
- b. Proposed Program Title : Farm Operations & Management – Ag Mechanics
- c. Tentative Program Description: The Farm Operations & Management program with an emphasis in agriculture mechanics prepares students for entry into a production agriculture career focused on farm equipment maintenance. Graduates of the program will be qualified and capable of maintaining and operating the increasingly dynamic and technologically advanced machinery found on a modern farm. The program includes a broad mix of agriculture-related classes related to farm operation and management. Educational outcomes include developing technical skills in the operation, maintenance and repair of agriculture equipment used in tillage & planting, crop protection products application, foraging, harvesting, precision agriculture practices, and overall farm operations. Additionally, students are exposed to a variety of farm business management principles and practices as they embark on a career pathway in production agriculture.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 11-9013 Farmers, Ranchers, and Other Agricultural Managers; 45-2091 Agricultural Equipment Operators; 45-2092 Farmworkers and Laborers; 49-2092 Electric Motor, Power Tool, and Related Repairers; 49-2041 Farm Equipment Mechanics & Services Technicians
- e. Mean Starting Hourly Salary: \$12.27/hour Median Earnings
- f. Source of Single Source Request (If applicable): N/A
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached).
- j. Expected State Board "Program Approval" meeting date: 3/22-23/16 (If not the meeting

- immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)
 - Notification of districts with the same or similar program has been completed.

Signed: _____ Date _____
President or Instructional Services Administrator

Occupation Overview

Farm Operations: 2 year Technical Diploma-Ag Mechanics



1800 Bronson Boulevard
Fennimore, Wisconsin 53809

Parameters

Occupations

Code	Description
11-9013	Farmers, Ranchers, and Other Agricultural Managers
45-2091	Agricultural Equipment Operators
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
49-2092	Electric Motor, Power Tool, and Related Repairers
49-3041	Farm Equipment Mechanics and Service Technicians

Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

Timeframe

2013 - 2023

Occupation Summary for 5 Occupations

3,897 Jobs (2015) 225% above National average	8.3% % Change (2013-2023) Nation: -3.1%	\$12.27/hr Median Earnings Nation: \$11.42/hr
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Regional Trends



	Region	2013 Jobs	2023 Jobs	% Change
●	Region	3,818	4,135	8.3%
●	District plus borders	3,818	4,135	8.3%
■	Wisconsin	43,048	40,699	-5.5%
■	United States	1,390,605	1,347,423	-3.1%

Regional Breakdown

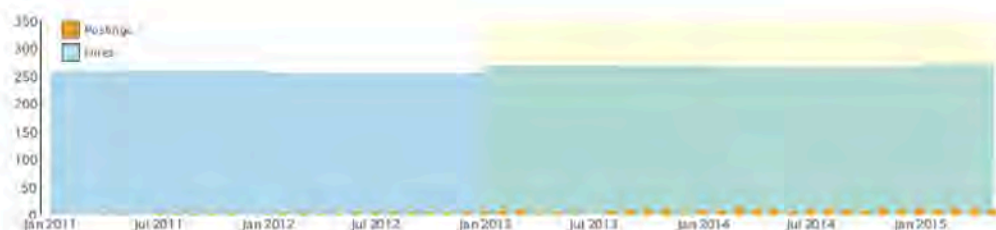
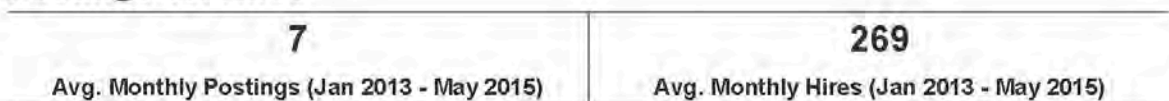


County	2023 Jobs
Grant County, WI	1,201
Lafayette County, WI	691
Iowa County, WI	613
Crawford County, WI	423
Dubuque County, IA	407

Job Postings Summary



Postings vs. Hires



Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Agricultural Equipment Operators	4	14
Farm Equipment Mechanics and Service Technicians	2	7
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1	136
Farmers, Ranchers, and Other Agricultural Managers	1	112
Electric Motor, Power Tool, and Related Repairers	0	0

Occupation Gender Breakdown



	Gender	2015 Jobs	2015 Percent	
■	Males	3,147	80.7%	
■	Females	751	19.3%	

Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent	
■	14-18	165	4.2%	
■	19-24	402	10.3%	
■	25-34	589	15.1%	
■	35-44	650	16.7%	
■	45-54	902	23.2%	
■	55-64	676	17.3%	
■	65+	513	13.2%	

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
	White	3,708	95.1%
	Hispanic or Latino	130	3.3%
	Black or African American	27	0.7%
	Asian	21	0.5%
	Two or More Races	7	0.2%
	American Indian or Alaska Native	3	0.1%
	Native Hawaiian or Other Pacific Islander	2	0.1%

Occupational Programs

7 Programs (2013)		152 Completions (2013)	147 Openings (2013)
CIP Code	Program	Completions (2013)	
01.0102	Agribusiness/Agricultural Business Operations	59	
01.0901	Animal Sciences, General	46	
01.0205	Agricultural Mechanics and Equipment/Machine Technology	17	
01.1102	Agronomy and Crop Science	15	
01.0306	Dairy Husbandry and Production	10	

Industries Employing these Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Animal Production and Aquaculture	2,382	61.1%	80.1%
Crop Production	814	20.9%	81.5%
Farm Labor Contractors and Crew Leaders	236	6.0%	71.0%
Farm and Garden Machinery and Equipment Merchant Wholesalers	215	5.5%	31.7%
Farm Supplies Merchant Wholesalers	60	1.5%	6.2%

Appendix A - Data Sources and Calculations

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce indicators (QWI) and American Community Survey (ACS).

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

Attachment H.

This new program is a result of the work done under the two "Career Pathways" GPR grants "Breaking Down the Silos-Career Pathways in Agriculture I & II". As seen in the attached minutes, the development of specific program emphasize enhancements (Agronomy, Animal Science, and Agribusiness Management) to the existing Agribusiness Science & Technology associate degree were developed over the course of this two-year grant project and included input from a diverse cross section of the agricultural industry. Farm Operations and Production Management program curriculum and industry need data was discussed at length. Additionally, between 2013 and 2015 Southwest Tech sought input from other WTCS districts and three highly respected agriculture colleges outside of Wisconsin (Lake Area Technical College, Ridgewater College, and South Central College). Additionally, Southwest Tech has sought input and partnerships with the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and the Wisconsin Association of Agricultural Educators.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

OFFICIAL MINUTES

MEETING OF: Agri-Business/Science Technology, Agricultural Power & Equipment Technician, Dairy Herd Management, and Farm Business & Production Management Joint Ag Department Advisory Committee Meeting

DATE & TIME: November 16, 2015 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

Meeting began at 12:35 p.m. following lunch.

Welcome: Derek Dachelet, Dean of Industry, Trades, & Ag welcomed the attendees and thanked everyone for being here. Enrollment is very good for our ag programs. What is talked about today is a direct result of input that you have provided over the past year.

Field Test Plot Update: The Ag Power and Agribusiness programs greatly appreciate the farmland demonstration lab we have at Southwest Tech. This onsite/on-hand lab component is a great resources for students to get real life opportunities. This is the 4th production year of the plot which consist of approximately 17 acres. Corn ran at 182 bushel to the acre and beans ran at 65 bushel to the acre. After expenses, the remaining money is used for student professional development (examples: professional clothing attire for interviews, state and national conferences, etc.). Finney Implement and CASE IH provide brand new equipment (combined and corn planter) for setup and use for planting and harvesting. Each student got an opportunity to plant and harvest crops with the machinery. Numerous employers at the Job Fair mentioned that the students were very well prepared, so it appears that the money is being well applied for student professional development.

Question was raised if we are doing forages or forage harvesting. Paul indicated that at this time we have done what we have, do to ease. He indicated we are looking at doing recover crops in the future.

Career Services: Matt Schneider, College Admissions Representative

The Career Center is available to students for career coaching and assistance with resume and cover letters. If employers have any jobs they would like to post, Heather Fifrick in the Career Center can assist with this.

Business & Industry Services: Amy Charles, Business & Industry Services Manager

Business & Industry Services can provide professional development training and customized training to meet the needs of business and industry. They can provide whatever you might need (examples are: excel training, supervisory management, hands on training, etc.).

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Present the new department changes
- Review the timeline of implementation

Handouts were provided with a flow chart of program offerings, courses and course descriptions, and curriculum maps. There was state grant support to allow us to do these program changes that we are very excited about.

All of our current Ag programs are very solid programs, but we would like to fill some holes. There are 4 umbrella area: Agribusiness Science & Technology, Farm Operations & Management, Agriculture Power & Equipment Technician, and Farm Business & Production Management. Agribusiness Science & Technology will have three associate degree programs, a one-year diploma in agronomy, a certificate in applicator technician, and the Animal Science track will have a pathway into Farm Ops. Farm Ops will have four two-year technical diploma programs in dairy, livestock, crop, and ag mechanics; four one-year programs in dairy technician, livestock technician, crop technician, and farm ag maintenance; as well as a certificate in reproduction technician. Ag Power & Equipment will continue to have the two year technical diploma program for those students that will be working in industry. Many of our students go back to the farm, so we created programs that will meet this need. Occupational experience (internship) will be part of every program for students to take.

During 2016-17, we will roll out the three agribusiness programs and the two-year dairy program under Farm Ops. We should be receiving state approval in January 2016 for those programs and at that time we will begin advertising. The general education requirement is the biggest difference between the associate degree and technical diploma programs. We have structured many of our courses so they can be transferrable. Conversation will be occurring with UW-Platteville regarding these offerings to work on transfer agreements. The remaining programs will not be coming on board until 2017-18. The CCA exam will be covered in the curriculum content.

With a more diverse group of students, we are looking at the following 7 individual certificates: CDL training, tractor driving safety training, skid loader safety training, farm business Spanish, artificial insemination-dairy, first aid, supply chain management. Following are some opportunities that the committee brainstormed and came up with:

- Seed conditioning workshop/seed analysis short courses
- Hoof trimming
- ArcView/GIS/Auto CAD
- Pesticide applicator license
- Custom manure hauler

- ET work and preg checking and ultrasounding
- Basic financial literacy
- Commodity marketing
- Drones
- Certification is coming to agriculture (organic/ISO/animal)
- Import/export
- 590 nutrient management planning
- First aid/basic EMT
- Basic electrical and safety element
- Plumbing
- Prioritizing/organization
- Animal handling/meat animal assurance training – meat animal quality insurance – transportation
- CDL - Class A ,class B, hazmat endorsement (we can't offer the test here, but we are looking at preparation for the test here)
- Employer/employee relations, payroll

In the individual program meetings later today, talk about advisory committees and what should the advisory board look like a year from now. Provide referrals of individuals that we should put on our list for advisory members.

SALT: Is a free financial literacy program through our Financial Office at Southwest Tech. Students that are coming in for financial assistance will activate their account and do a tutorial to come up with a basic budget for financial management and literacy. This is a wonderful tool that the advisors encourage students to utilize.

Each specific program advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to their program.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

OFFICIAL MINUTES

MEETING OF:	Agri-Business/Science Technology Advisory Committee Meeting	
DATE & TIME:	November 20, 2014 – 12 p.m.	
LOCATION:	Southwest Wisconsin Technical College, Room 493	
MEMBERS PRESENT:	Jerry Brunner Jamie Horsfall	Corey Hartbecke
MEMBERS ABSENT:	Jack Carlson Tracy Brunton Arin Crooks	Kory Stalsberg Kevin Raisbeck
STAFF PRESENT:	Paul Cutting	Christina Winch

**STUDENTS
PRESENT:**

Jared White

Chet Scott

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3rd production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking

at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agri-business/Science Technology advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Agri-business/Science Technology program.

Meeting was called to order at 2:30 p.m. Jamie Horsfall was elected as Chairperson.

Minutes from the December 4, 2013 meeting were presented. Motion by Jerry Brunner to accept the minutes as written, 2nd by Corey Hartbecke, motion passed.

Instructor Report & Program Review

Application numbers for next fall are good. Current numbers are: students in 4th semester = 0, students in 3rd semester = 24, students in 2nd semester = 4, students in 1st semester = 31, waiting list students enrolled in available students = 0, and Individual Technical Studies (ITS) students = 4. There are three new students to start in December. Discussed what an ITS student was and what they do. It is important for students to take the required courses for each semester and not go over and beyond that. There are a total of 25 students signed up for the program next year and are wondering if we will need to run two sections again or not. Decisions will be based upon the end of the second semester. We will also have to add more facility if we run two sections of each year.

Paul provided an overview sheet with data on activities that have or will be occurring, including marketing activities. Internships went well for summer 2014, and the plans are underway for next year 2015 internships. We have 35 possible homes to find for this group of individuals. Companies have already come in to do interviews and more to come. The field experience course should run for next summer. At this time, we have 12-15 people asking to go. At Fall Leadership conference, three of Southwest Tech Agribusiness students sought and were elected to the State Office.

The farmland lab demonstration was a great success. We are in a partnership with Reddy Ag in Stitzer. They donated items to make different row spacing's to see if there is more a less success with narrower rows. We made a profit of \$8800. The crops ran great. This money was put into the scholarship foundation to help any students entering an agriculture program.

Discussed next semester's classes and who will be teaching what. Paul will be teaching all second year Agribusiness students and then giving up Plant Science but will be teaching Nutrient Management and Precision Agriculture, Christina will be leaving the Animal Nutrition side and will be teaching Plant Science and Principles of Pest Management. Sue Price, retired teacher from the University of Wisconsin Platteville, will be teaching the Animal Nutrition class.

There was also talk about transfer students. There are many high schools around the area that are doing transcripted credit. These are credits that you can take in high school that apply towards college classes that we offer here. Some classes are Animal Science, Accounting and Plant Science.

Program Modification/General Education Report

Introductory Statistics seems to be a continuous problem with the Agribusiness students to graduate. More than one half of the class doesn't pass, preventing them from graduation. We have come up with an opportunity to change that. We are still going to offer Introductory Statistics for those who want to transfer to a four year college; and for those not pursuing the 4 year track will take Math with Business Applications. This course will help students gain knowledge about mortgages and interest. Jerry motioned to modify the curriculum to be Introductory Statistics or Math with Business Applications. Cory seconded it. Motion was passed.

Advisory Committee: Member Input

No specific items were discussed outside of the numerous items mentioned above.

Other Business:

Discussion regarding online classes. If there were to be a total of 25 students, could some of them take the classes online? How hard would it be? Time consuming?

Motion to adjourn, seconded, motion carried. Meeting adjourned at 4:10 p.m.

Minutes submitted by Chet Scott

MEETING OF:	Agricultural Power & Equipment Technician Advisory Committee Meeting	
DATE & TIME:	November 20, 2014 – 12 p.m.	
LOCATION:	Southwest Wisconsin Technical College, Room 493	
MEMBERS PRESENT:	Jerry Buening John Finney Steve Brogley	Kurt Lucey Jon Saleska
MEMBERS ABSENT:	Clint Freiburger Geoff Lee	Seth Oliver

STAFF PRESENT:	Pete Hoffman Amy Loy	John Kvigne Derek Dachelet
GUEST PRESENT:	Lee Fiedler (WITC) Josh Harris (Scott Implement)	Russell Lindner (Mid-State Equipment) Eric Johannesen (Iowa-Grant School District)

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator and Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

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synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O*Net related occupations.

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The Agricultural Power & Equipment Technician advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Ag Power program.

Minutes from the December 4, 2013 meeting were presented by Pete Hoffman. Motion by Steve Brogley to accept the minutes as written, 2nd by Jerry Buening, motion passed.

1. Program Report: Instructors

- a. Enrollment Report: John Kvigne reported that his first year program accepted 22 students and two dropped out of the program. Current enrollment is 20 students. Enrollment in the second year is currently at 20 students. This represents a 100% return from the previous year. Applications for 2015-16 are very strong and there is already a waiting list.
- b. Program Activities: A report was given during the lunch session on the various activities that the Ag Power students conduct within the Ag Demonstration Plot. National Ag Day within the WTCS was hosted in the Ag Power labs. Governor Walker and other dignitaries were in attendance along with industry partners and producers for the event. Pete and John also reported on industry tours that they incorporate into the curriculum. Various technical activity projects done within the curriculum were discussed and the importance of industry parts. The importance and interaction with the spare parts industry was a specific area of discussion. On December 10, 2014 both years of the program will be visiting the CASE IH Magnum Plant and taking an industry tour. It was recommended that the instructors consider visiting the SnapOn plant in Kenosha or the Briggs & Stratton plant while in Racine visiting with CASE IH.
- c. Program Promotion: Participate in every College recruitment and promotion activity. Additionally, the instructors have personal interaction with interested students both on campus and through high school activities. Pete reported on a new Hartung Brothers scholarship to benefit Ag Power students. Other donations largely go to supporting student club activities. In-kind donations continue to be important to offset costs associated with purchasing equipment and supplies.

- d. **Placement Opportunities:** Many students in the second year program are already employed and job opportunities are strong for graduates. Many internships are turning into full-time career opportunities. Employers interested in hiring students are encouraged to work with the program instructors to partner on placing students in internships.
 - e. **Program Budget:** Pete Hoffman reported that capital items and program operations budgets will be set in the next month. Pete solicited input on tools/equipment that the program should consider purchasing in the next budget. Donations of in-kind items were also solicited and good dialogue occurred on potential donations. Feedback was collected on training opportunities. The Briggs & Stratton "Master Service Tech" was discussed and the feedback is that these are transferable skills. Eric Johannesen from Iowa Grant High School also reported that he puts some of his high school students through the MST program. The employers present shared other program opportunities in small engine/consumer products by Kohler & Honda.
 - f. **Graduate Placement Report, Employer Survey, Student Satisfaction Survey, Score Cards:** Multiple job offers from employers and Pete and John both reported that employers are working to partner with the College and engage students through donations, job fairs, in-class donations.
 - g. **QRP Improvement Plan Progress:** This item was discussed at length during the day because the QRP is due for Ag Power. The group had met the entire day and an outside report out on QRP would be coming out after this meeting.
2. **General Education Report: Gen Ed Instructor(s):** Kelly Knox was not able to attend the meeting due to a teaching conflict. Her written report to the group was that the Ag Power students are responsive positively to the Gen Eds and this is a reflection of the program instructors supporting the importance of Gen Eds.
 3. **Technical Skills Attainment (TSA):** Amy Loy handed out TSA information and gave a report on the current progress of TSA in Ag Power. Amy shared the results from recent meetings that happened statewide with TSA. These items were validated by the advisory board and a motion was made by Jon Saleska to accept the TSA outcomes, seconded by Russell Lindner, motion passed. The one item of critical feedback was that "safety" did not appear in the welding curriculum area.

Target Program Outcomes

- 1 Repair electrical systems
- 2 Analyze an electronic system
- 3 Repair hydraulic systems
- 4 Repair internal combustion engines
- 5 Repair power trains/transmissions
- 6 Follow industry safety standards

Rating Scale

Value	Description
MET	Met the program outcome performance standard/criteria.
NOT MET	Did not meet the program outcome performance standard/criteria.

Scoring Standard

To meet the requirements of the technical skill outlined in the program outcome, all criterion must receive a "MET".

Scoring Guide

	Criteria	Ratings	
1	Repair electrical systems	Met	Not Met
	Learner diagnoses circuitry	Met	Not Met
	Learner diagnoses lighting and accessory circuits	Met	Not Met
	Learner diagnoses charging circuits	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds to manufacturer's specifications	Met	Not Met
2	Analyze an electronic system	Met	Not Met
	Learner uses computer-based diagnostics	Met	Not Met
	Learner verifies electrical communications within system	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
3	Repair hydraulic systems	Met	Not Met
	Learner diagnoses hydraulic flow and pressure	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner replaces or rebuilds hydraulic components to manufacturer's specifications	Met	Not Met
4	Repair internal combustion engines	Met	Not Met
	Learner diagnoses spark ignition engine	Met	Not Met
	Learner diagnoses diesel engine conditions	Met	Not Met
	Learner repairs engine to manufacturer's specifications	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
5	Repair power trains/transmissions	Met	Not Met
	Learner diagnoses power train conditions	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds a power train to manufacturer's specifications	Met	Not Met
6	Follow industry safety standards	Met	Not Met
	Learner adheres to campus and industry policy standards	Met	Not Met
	Learner practices electrical/electronic safety standards in the work place	Met	Not Met
	Learner practices hydraulic safety standards in the work place	Met	Not Met
	Learner practices power train safety standards in the work place	Met	Not Met
	Learner practices engine safety standards in the work place	Met	Not Met

4. Shop Safety: New safety concerns happening in industry were discussed and input solicited. Pete shared that he recently visited a local dealership that is limiting customer access to the shop floor. Industry partners shared that many shops are not allowing customer on the floor without escorts, steel toe shoes, and safety glasses. The feedback is that our program should mimic industry expectations. Steel toe shoes, prescription glasses that have a safety rating, etc. should be seen as a required purchase like tools. In short, the request was to find ways for the program to mimic the "real world".
5. Program Modifications: No program modifications were discussed.
6. Advisory Board Feedback/Future Trends: Industry feedback was that we need to be considering subjects like: Precision Agriculture/GPS, increases in safety requirements due to insurance requirements and OSHA. Some safety skillsets would be forklift training cards, MSDS/Fluids, lift training, etc.

Meeting adjourned. Minutes submitted by Derek Dachelet

MEETING OF: Dairy Herd Management Advisory Committee Meeting

DATE & TIME: November 20, 2014 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

MEMBERS PRESENT: Dan Steffensmeier Tom Friar
Suzie Jackson Peggy Breitsprecker

MEMBERS ABSENT: Mark Brown John Gile

STAFF PRESENT: Jeff Dornink Chantel Hampton

Meeting began at 12:20 p.m. following lunch.

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- Summary of Best Practices College Tour – Paul
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The Dairy Herd Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Dairy Herd Management program.

Meeting was called to order at 2:30 p.m.

Welcome and introductions were made.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

Instructor Report & Program Review

Group discussion centered on the GPR grant and future initiatives that are proposed through the grant. After clarification of some topics discussed in the round-table discussion, the group fully endorsed the proposal set forth by the grant.

Jeff advised the members that the 2015-2016 year would be the next QRP site visit. Updates on the last QRP visit is that we are on track to meet the revised QRP report.

December 12, 2014 is the date selected for TSA meetings to be held at the state office in Madison WI. Jeff will represent DHM at this meeting.

The final item for discussion was a capital budget purchase of a refractometer. The group suggested and voted unanimously to approve the purchase of 4 refractometers at the cost of \$650.00 per item.

Motion to adjourn, seconded, motion carried. Meeting adjourned at 3:30 p.m.

Minutes submitted by Jeff Dornink

MEETING OF: Farm Business & Production Management Advisory Committee Meeting

DATE & TIME: November 20, 2014 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

MEMBERS PRESENT: Laurie Makos Lynda Schweikert
Mike Ryan

MEMBERS ABSENT: Steve Achenbach Gretchen Kamps
Josh Bailie Troy Lobdell
Sarah Daugherty Joe Klein
Tim Jones Shari Zenz
Dennis Hottenstein
Ginger Jacobs

STAFF PRESENT: Deb Ihm Jody Millin
JoAnn Peterson

Meeting began at 12:20 p.m. following lunch.

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The Farm Business & Production Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Farm Business & Production Management program.

Meeting was called to order at 2:30 p.m.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

1. Conversation took place about farmers and what skills they should have to complete the Entry-Level Careers cluster document. Question was raised if we need to break these down into a Beginning Farmer or Advanced Farmer. It was determined we could have three levels that could be considered: Exploring, Target/Focused, and Transitioning Out.
 - a. Possibilities for the future that were mentioned: greenhouse or grow house at Southwest Tech; Hoop House – course on how to set it up; offer a program in Ag Finance; and CSA track (local food markets – develop a certificate for this).
2. All programs have a TSA and have outcomes that students need to meet. Last year, FBPM changed their model to Business & Industry. We have to approve what our program would like as an assessment. Last year, we approved the program outcomes at the advisory meeting. Each outcome has more specific skills/criteria that they have to meet. These skills/criteria have been set across the state for the FBPM programs. Do we approve these skills/criteria for the FBPM? Motion by Lynda to approve, seconded by Mike. Motion passed.
3. Current list of courses was shared which consists of: Beginning Farm Management will start in January; Advanced Farm Management is running right now; Guidelines for Farm Success might be pushed back; and Nutrient Management is currently running in Seneca and Fennimore. Individual on farm time to work with one of the FBPM instructors is also available for farmers. An email should be sent to all county agencies, including the County Executive Directors, with a list of FBPM course offerings.
4. FBPM is a Business & Industry Model and can charge differently. There are no expectations that we need to be a cost recovery program, but we need to recover more costs than we have in the past. We are making good strides in this direction, and recently have received a lot of grant funding that has impacted our revenue.
5. Grants:
 - a. DATCP Goats is a 2 year grant to explore the goat industry and educational needs. We are in year one of the grant in exploring the educational needs right now. We will be creating an advisory board. Looking for us to come out with some sort of curriculum/certificate to meet the needs for the Midwest, not just our area.
 - b. Nutrient Management Farmer-Written Plans – training producers to write their own nutrient management plans. Bulk of the dollars of the grant are given back to the producers to support their soil expenses and tuition. FBPM instructor salary/fringe is not part of this grant.
 - c. Rural Development Partners – Meister Cheese has received some money through Rural Development Partners for expanding their business. In turn, they have provided a grant opportunity which we have received. Grant activities include providing tuition assistance to our farmers enrolled in Advanced Farm Management, Beginning Farm Management, and individual assistance; providing a dairy financial seminar and farm succession course, and working with Riverdale HS on articulation with agriculture programs.
 - d. UW-P NIFA – last year wrote curriculum for a one-credit weeklong class for under grad students that have a non-Agriculture background but could likely be working in an agriculture field. In May, the class will be offered for four days on production ag at the UW Platteville Pioneer Farm.
 - e. Farm Benchmarking - Our college and other colleges in the WTCS contribute farm financial data to FINBIN database. The Wisconsin data is used to generate our annual report that benchmarks against other farmers.
6. Deb will be speaking on behalf of the FBPM program at the Ag Women Summit and WI Bankers Association in the spring of 2015.

7. Following are classes to consider teaching:
 - a. Livestock Management – facilities, housing & animal comfort
 - b. Financial Management – machinery management
 - c. Crop Management – nitrogen management/cover crops
 - d. Beginning Farm Management
 - e. Nutrient Management
 - i. If in the Farmland Preservation Program, individuals have to have a plan by 12/31/15.
 - f. Commodity Marketing
 - g. Dairy Financial Seminar (RDP Grant)
 - h. Goat classes
 - i. Local Food
 - j. Intermediate QuickBooks
8. Technology/Tools to consider implementing: GPS, drones, iPad

Motion to adjourn at 3:45 p.m., seconded, motion carried. Meeting adjourned.

Minutes submitted by Jody Millin

Minutes-Dairy Goat Advisory Committee Meeting

Thursday January 22, 2015 10:00 a.m.

Southwest Tech Campus Room 493

Members Present: Larry Hendrich, Patricia Lund, Norm Monsen, Barry Midtling, Dr. Chris Duemler, Cody Taft, Jeanne Meier, Joe Gingerch, Nathalie Schattner, Katlyne Hill, and Remy Colas

Staff Present: Deb Ihm, Edmund Ruff, and Clare Heberlein

Meeting was called to order. Welcome/introductions were given.

1. **Overview of Southwest Tech Dairy Goat Grant Project** – Deb Ihm began the meeting by telling the group about Southwest Tech's work on the DATCP Goat Grant thus far. The college received the grant in June of 2014 and immediately began dialog with producers, shadowing Montchevre's field representative, and visiting the Woolwich manufacturing facility. Clare Heberlein joined the project in December after the resignation of a previous faculty member and began organizing the Dairy Goat Advisory Committee.
2. **History of Southwest Tech Dairy Goat Work** – Previously Southwest Tech has offered a 2-day workshop to the goat industry in 2009, with approximately 20 participants. The Farm Business & Production Management instructor team has also worked with a few commercial dairy goat producers through the adult farm management classes and individual on-farm assistance. In 2014, Southwest Tech offered a Producer and Processor breakfast during the Focus on Goats Meeting and conducted a survey at that meeting to gain knowledge of the needs of the goat industry as a whole.

3. **Review of existing Wisconsin Technical College System (WTCS) Goat Curriculum**-Clare Heberlein presented two curriculum options currently available for use in a potential goat course.
 - The first curriculum option was a DACUM curriculum outline compiled by industry representatives, technical college instructors, and producers. Currently this is available for use in the technical college system. It covers the areas needed for instruction and the competencies that would go with each area. (See Attached DACUM Curriculum)
 - The second curriculum option was developed by Southwest Tech through another agriculture related grant. This curriculum outlines the whole goat industry including meat and mohair. It lists the course competencies and assessment strategies for each area. (See Attached Curriculum)
4. **Overview of producers and processors survey from Focus on Goats Breakfast** – Clare presented a power point presentation including the key eight areas that were listed as highest need from Southwest Tech's previously conducted producer and processors survey at the 2014 Focus on Goats Conference. (See Attached Power Point)
5. **Small group sessions** - The Advisory Board split into small groups and worked together to discuss and address in more detail the eight areas that were listed as highest need from the producer and processors survey. Each group recorded their notes for the eight topics. In a large group setting, the eight topics were reviewed again and confirmed to be viable areas of focus when developing curriculum for the dairy goat industry. (See Attached Notes on the 8 Topics)
6. **Dairy Goat Management Certificate proposal** –The Advisory Committee discussed what a dairy goat certificate might look like at the college. It was established that there should be two Dairy Goat Management Certificates, one for beginner producers and another for advanced producers.

Beginning	Advanced
Records	Records
Starting your business	
8 key topics referenced earlier	
Animal Welfare	Animal Welfare
Business Plan	Business Plan
Johne's – CAE – CL – Mycoplasma	
Herd Health Plan	
Consumers	
Legislation	Legislation

Skills: Beginning	Skills: Advanced
Hoof trimming	Year Herd Plan
Milking Standard Operating Procedures (SOPs)	Management Skills – SOPs
Labor and Delivery	Genetic Evaluation – Judging
Start kids – colostrum & milk	Breeding Plans
Dehorning	Dairy Comp
Vaccines	

Tubing	
DHIA	

The committee also identified the following key topics that impact profitability of commercial goat farms:

- Production levels on a per animal basis
- Minimizing feed cost – corn gluten – by products – growing own feed – (costs/working with others, on a share type operation)
- Animal health – udder health – lab information such as SSC and Plate Counts
- Employees – management, training, and profitability

Establishment of financial benchmarks for dairy goat farms: Deb led a discussion on FINPACK software from University of Minnesota Center for Farm Financial Management and how it would be of value to the dairy goat industry to have a database of financial information.

7. Highlight other activities in the grant

- Focus on Goats Conference-It was established through our discussion that Focus on Goats is a conference of value to the industry and should be continued on a semi-annual basis. It was also discussed that the previous Focus on Goats Committee had disbanded and a new one would need to be established. Southwest Tech is willing to offer some limited leadership and perhaps contracted employee services to help with the collaboration of another Focus on Goats Conference. Funding for the conference is limited and would need vendors to help supply the financial needs. The Advisory Committee established that the conference should be changed to one day only and should continue to include the cheese reception.
- Establishment of a Southwest Tech Foundation Dairy Goat Fund – Southwest Tech has the ability to start a fund for the goat project (to include scholarship funding, curriculum and workshop potential needs as well) through the Southwest Tech Foundation. It was decided that there is a need for such a fund and the question was posed as to how much money would be needed to open a fund. Deb Ihm agreed to find out more about what would be required to start a fund through the foundation and report back at the next advisory meeting.

A second Advisory Committee meeting will be scheduled in September or October of 2015.

Respectfully Submitted,

Clare Heberlein

Farm Business & Production Management Instructor

Attachment I.

Notification of districts with the same or similar program has been completed. Agriculture production and management program additions and changes were discussed amongst Ag program deans at the November 19, 2015 state-called meeting at Fox Valley Technical College. Curriculum maps and career pathway documentation was shared with staff from other colleges and discussed. Documentation is coming from the VTCS Office in the near future. There were no objections to the implementation of any of the production agriculture programs.

Attachment K

This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their December 17, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

PROGRAM APPROVAL CRITERIA and SIGNATURE

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attach).
- o. Documentation of costs: Fill in the worksheet. (*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	
3. Estimated Student FTEs	
4. Program Instructional Costs/FTE	
5. Average Cost/FTE (from Schedule B)	
6. Cost Analysis Indicator (CAI)*	

- p. Analysis of the cost/benefit to district stakeholders. (attach).

Signed: _____
President or Instructional Services Administrator

Date: _____

Signed: _____
Business Office
staff

Date: _____

☐ CONCEPT REVIEW
☐ PROGRAM APPROVAL

Wisconsin Technical
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: _____ Program Number: _____

Program Title: _____

District: _____

Date Routed: _____

Check One: _____ Technical Diploma (Code 30) _____

Associate Degree (Code 10) _____ Technical Diploma (Code 31) _____

Apprenticeship – New to
State _____ Technical Diploma (Code 32) _____

(Code 50) _____

Primary Education Director Recommendation: Approve _____ Disapprove _____

Comments: _____

Signed: _____ Date: _____

Primary Education Director

Associate Vice President

Date: _____

*Upon approval of Concept Review, district may continue with Program
Approval.*

*Upon Program Approval, District may submit electronic course
files.*

D. Concept Review: Farm Operations & Management – Crops

Dean of Industry, Trades & Agriculture, Derek Dachelet, will present a Concept Review for approval of a two-year technical diploma program in Farm Operations & Management – Crops, 32-080-5. The Concept Review is available below.

Recommendation: Approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Crops.

CONCEPT REVIEW/PROGRAM APPROVAL Wisconsin Technical

District Request (TC-OCCCRPA-1A)

College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and Apprenticeship (Code 50).

District: Southwest Wisconsin Technical College_ Date: 12/10/15

Program Title: **Farm Operations & Management – Crops**

Program Aid Code and Number: 32-080-5

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Carrie Morgan Phone : 608-266-2654

For Program Approval Stage:

Date of State Board Concept Review Approval Date : _____

CONCEPT REVIEW CRITERIA and SIGNATURE

- a. Proposed Aid Code and Proposed Program Number : 32-080-5
- b. Proposed Program Title : Farm Operations & Management – Crops
- c. Tentative Program Description: The Farm Operations & Management program with an emphasis in crops production prepares students for entry into a production agriculture career growing and marketing various commodity and specialty crops as sources of food or fiber. Graduates of the program will be qualified to manage production agriculture operations with a focus on crops production. The program includes learning outcomes tied to planting, harvesting, soil management, pest management, safety, plant structure, crop science, horticulture, plant genetics, operating heavy equipment, precision agriculture practices, and marketing. Additionally, students are exposed to a variety of farm business management principles and practices as they embark on a career pathway in production agriculture.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 11-9013 Farmers, Ranchers, and Other Agriculture Managers; 37-3012 Pesticide Handlers, Sprayers, and Applicators, Vegetation; 45-101: First-Line Supervisors of Farming, Fishing, and Forestry Workers; 45-2091 Agriculture Equipment Operators; 53-3032 Heavy and Tractor-Trailer Truck Drivers; 45-2092 Farmworkers and Laborers
- e. Mean Starting Hourly Salary: \$14.33/hour Median Earnings
- f. Source of Single Source Request (If applicable): N/A
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached).
- j. Expected State Board "Program Approval" meeting date: 3/22-23/16 (If not the meeting immediately following the Concept Review meeting, attach narrative)

k. Documentation of District Board Approval of the Concept Review (attached)

■ Notification of districts with the same or similar program has been completed.

Signed: _____ Date _____
President or Instructional Services Administrator

Occupation Overview

Farm Operations: 2 year Technical Diploma-Crop



1800 Bronson Boulevard
Fennimore, Wisconsin 53809

Parameters

Occupations

Code	Description
11-9013	Farmers, Ranchers, and Other Agricultural Managers
37-3012	Pesticide Handlers, Sprayers, and Applicators, Vegetation
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
45-2091	Agricultural Equipment Operators
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
53-3032	Heavy and Tractor-Trailer Truck Drivers

Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

Timeframe

2013 - 2023

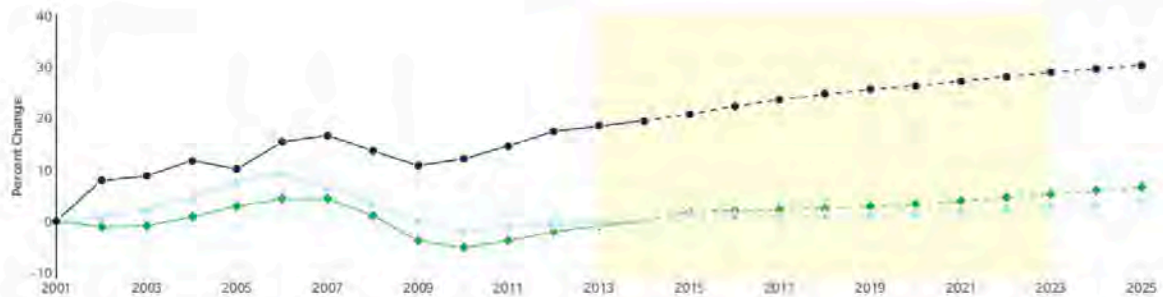
Datarun

2015.2 – QCEW Employees, Non-QCEW Employees, and Self-Employed

Occupation Summary for 6 Occupations

6,265 Jobs (2015) 119% above National average	8.8% % Change (2013-2023) Nation: 6.3%	\$14.33/hr Median Earnings Nation: \$15.60/hr
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Regional Trends



Region	2013 Jobs	2023 Jobs	% Change
Region	6,144	6,687	8.8%
District plus borders	6,144	6,687	8.8%
Wisconsin	92,917	96,193	3.5%
United States	3,219,602	3,421,512	6.3%

Regional Breakdown



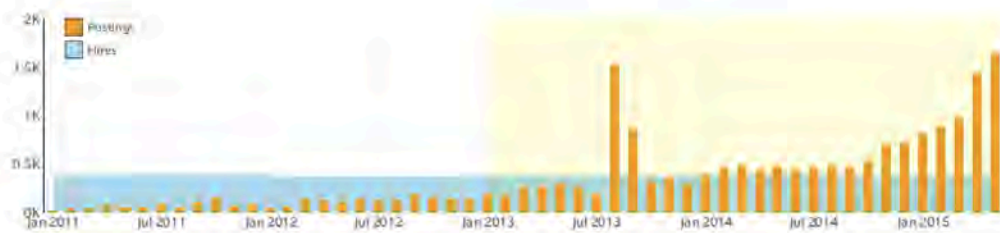
County	2023 Jobs
Grant County, WI	1,619
Dubuque County, IA	1,551
Lafayette County, WI	865
Iowa County, WI	768
Clayton County, IA	607

Job Postings Summary

1,633 Unique Postings (May 2015) 16,020 Total Postings	10 : 1 Posting Intensity (May 2015) Regional Average: 7 : 1
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Postings vs. Hires

573 Avg. Monthly Postings (Jan 2013 - May 2015)	393 Avg. Monthly Hires (Jan 2013 - May 2015)
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Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Heavy and Tractor-Trailer Truck Drivers	567	121
Agricultural Equipment Operators	4	14
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1	136
Farmers, Ranchers, and Other Agricultural Managers	1	112
First-Line Supervisors of Farming, Fishing, and Forestry Workers	1	7
Pesticide Handlers, Sprayers, and Applicators, Vegetation	0	3

Occupation Gender Breakdown



	Gender	2015 Jobs	2015 Percent
•	Males	5,397	86.2%
•	Females	868	13.8%

Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent
•	14-18	177	2.8%
•	19-24	469	7.5%
•	25-34	885	14.1%
•	35-44	1,144	18.3%
•	45-54	1,633	26.1%
•	55-64	1,237	19.7%
•	65+	721	11.5%

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
	White	6,009	95.9%
	Hispanic or Latino	159	2.5%
	Black or African American	53	0.8%
	Asian	24	0.4%
	Two or More Races	10	0.2%
	American Indian or Alaska Native	7	0.1%
	Native Hawaiian or Other Pacific Islander	2	0.0%

Occupational Programs

6 Programs (2013)		135 Completions (2013)	250 Openings (2013)
CIP Code	Program	Completions (2013)	
01.0102	Agribusiness/Agricultural Business Operations	59	
01.0901	Animal Sciences, General	46	
01.1102	Agronomy and Crop Science	15	
01.0306	Dairy Husbandry and Production	10	
01.1103	Horticultural Science	5	

Industries Employing these Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Animal Production and Aquaculture	2,445	39.0%	82.3%
Crop Production	837	13.4%	83.8%
General Freight Trucking, Long-Distance, Truckload	444	7.1%	72.2%
Specialized Freight (except Used Goods) Trucking, Local	268	4.3%	63.1%
General Freight Trucking, Local	251	4.0%	72.7%

Appendix A - Data Sources and Calculations

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce Indicators (QWI) and American Community Survey (ACS).

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

Attachment H.

This new program is a result of the work done under the two "Career Pathways" GPR grants "Breaking Down the Silos-Career Pathways in Agriculture I & II". As seen in the attached minutes, the development of specific program emphasize enhancements (Agronomy, Animal Science, and Agribusiness Management) to the existing Agribusiness Science & Technology associate degree were developed over the course of this two-year grant project and included input from a diverse cross section of the agricultural industry. Farm Operations and Production Management program curriculum and industry need data was discussed at length. Additionally, between 2013 and 2015 Southwest Tech sought input from other WTCS districts and three highly respected agriculture colleges outside of Wisconsin (Lake Area Technical College, Ridgewater College, and South Central College). Additionally, Southwest Tech has sought input and partnerships with the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and the Wisconsin Association of Agricultural Educators.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

OFFICIAL MINUTES

MEETING OF: Agri-Business/Science Technology, Agricultural Power & Equipment Technician, Dairy Herd Management, and Farm Business & Production Management Joint Ag Department Advisory Committee Meeting

DATE & TIME: November 16, 2015 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

Meeting began at 12:35 p.m. following lunch.

Welcome: Derek Dachelet, Dean of Industry, Trades, & Ag welcomed the attendees and thanked everyone for being here. Enrollment is very good for our ag programs. What is talked about today is a direct result of input that you have provided over the past year.

Field Test Plot Update: The Ag Power and Agribusiness programs greatly appreciate the farmland demonstration lab we have at Southwest Tech. This onsite/on-hand lab component is a great resources for students to get real life opportunities. This is the 4th production year of the plot which consist of approximately 17 acres. Corn ran at 182 bushel to the acre and beans ran at 65 bushel to the acre. After expenses, the remaining money is used for student professional development (examples: professional clothing attire for interviews, state and national conferences, etc.). Finney Implement and CASE IH provide brand new equipment (combined and corn planter) for setup and use for planting and harvesting. Each student got an opportunity to plant and harvest crops with the machinery. Numerous employers at the Job Fair mentioned that the students were very well prepared, so it appears that the money is being well applied for student professional development.

Question was raised if we are doing forages or forage harvesting. Paul indicated that at this time we have done what we have, do to ease. He indicated we are looking at doing recover crops in the future.

Career Services: Matt Schneider, College Admissions Representative

The Career Center is available to students for career coaching and assistance with resume and cover letters. If employers have any jobs they would like to post, Heather Fifrick in the Career Center can assist with this.

Business & Industry Services: Amy Charles, Business & Industry Services Manager

Business & Industry Services can provide professional development training and customized training to meet the needs of business and industry. They can provide whatever you might need (examples are: excel training, supervisory management, hands on training, etc.).

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Present the new department changes
- Review the timeline of implementation

Handouts were provided with a flow chart of program offerings, courses and course descriptions, and curriculum maps. There was state grant support to allow us to do these program changes that we are very excited about.

All of our current Ag programs are very solid programs, but we would like to fill some holes. There are 4 umbrella area: Agribusiness Science & Technology, Farm Operations & Management, Agriculture Power & Equipment Technician, and Farm Business & Production Management. Agribusiness Science & Technology will have three associate degree programs, a one-year diploma in agronomy, a certificate in applicator technician, and the Animal Science track will have a pathway into Farm Ops. Farm Ops will have four two-year technical diploma programs in dairy, livestock, crop, and ag mechanics; four one-year programs in dairy technician, livestock technician, crop technician, and farm ag maintenance; as well as a certificate in reproduction technician. Ag Power & Equipment will continue to have the two year technical diploma program for those students that will be working in industry. Many of our students go back to the farm, so we created programs that will meet this need. Occupational experience (internship) will be part of every program for students to take.

During 2016-17, we will roll out the three agribusiness programs and the two-year dairy program under Farm Ops. We should be receiving state approval in January 2016 for those programs and at that time we will begin advertising. The general education requirement is the biggest difference between the associate degree and technical diploma programs. We have structured many of our courses so they can be transferrable. Conversation will be occurring with UW-Platteville regarding these offerings to work on transfer agreements. The remaining programs will not be coming on board until 2017-18. The CCA exam will be covered in the curriculum content.

With a more diverse group of students, we are looking at the following 7 individual certificates: CDL training, tractor driving safety training, skid loader safety training, farm business Spanish, artificial insemination-dairy, first aid, supply chain management. Following are some opportunities that the committee brainstormed and came up with:

- Seed conditioning workshop/seed analysis short courses
- Hoof trimming
- ArcView/GIS/Auto CAD
- Pesticide applicator license
- Custom manure hauler

- ET work and preg checking and ultrasounding
- Basic financial literacy
- Commodity marketing
- Drones
- Certification is coming to agriculture (organic/ISO/animal)
- Import/export
- 590 nutrient management planning
- First aid/basic EMT
- Basic electrical and safety element
- Plumbing
- Prioritizing/organization
- Animal handling/meat animal assurance training – meat animal quality insurance – transportation
- CDL - Class A ,class B, hazmat endorsement (we can't offer the test here, but we are looking at preparation for the test here)
- Employer/employee relations, payroll

In the individual program meetings later today, talk about advisory committees and what should the advisory board look like a year from now. Provide referrals of individuals that we should put on our list for advisory members.

SALT: Is a free financial literacy program through our Financial Office at Southwest Tech. Students that are coming in for financial assistance will activate their account and do a tutorial to come up with a basic budget for financial management and literacy. This is a wonderful tool that the advisors encourage students to utilize.

Each specific program advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to their program.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

OFFICIAL MINUTES

MEETING OF:	Agri-Business/Science Technology Advisory Committee Meeting	
DATE & TIME:	November 20, 2014 – 12 p.m.	
LOCATION:	Southwest Wisconsin Technical College, Room 493	
MEMBERS PRESENT:	Jerry Brunner Jamie Horsfall	Corey Hartbecke
MEMBERS ABSENT:	Jack Carlson Tracy Brunton Arin Crooks	Kory Stalsberg Kevin Raisbeck
STAFF PRESENT:	Paul Cutting	Christina Winch

**STUDENTS
PRESENT:**

Jared White

Chet Scott

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3rd production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking

at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agri-business/Science Technology advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Agri-business/Science Technology program.

Meeting was called to order at 2:30 p.m. Jamie Horsfall was elected as Chairperson.

Minutes from the December 4, 2013 meeting were presented. Motion by Jerry Brunner to accept the minutes as written, 2nd by Corey Hartbecke, motion passed.

Instructor Report & Program Review

Application numbers for next fall are good. Current numbers are: students in 4th semester = 0, students in 3rd semester = 24, students in 2nd semester = 4, students in 1st semester = 31, waiting list students enrolled in available students = 0, and Individual Technical Studies (ITS) students = 4. There are three new students to start in December. Discussed what an ITS student was and what they do. It is important for students to take the required courses for each semester and not go over and beyond that. There are a total of 25 students signed up for the program next year and are wondering if we will need to run two sections again or not. Decisions will be based upon the end of the second semester. We will also have to add more facility if we run two sections of each year.

Paul provided an overview sheet with data on activities that have or will be occurring, including marketing activities. Internships went well for summer 2014, and the plans are underway for next year 2015 internships. We have 35 possible homes to find for this group of individuals. Companies have already come in to do interviews and more to come. The field experience course should run for next summer. At this time, we have 12-15 people asking to go. At Fall Leadership conference, three of Southwest Tech Agribusiness students sought and were elected to the State Office.

The farmland lab demonstration was a great success. We are in a partnership with Reddy Ag in Stitzer. They donated items to make different row spacing's to see if there is more a less success with narrower rows. We made a profit of \$8800. The crops ran great. This money was put into the scholarship foundation to help any students entering an agriculture program.

Discussed next semester's classes and who will be teaching what. Paul will be teaching all second year Agribusiness students and then giving up Plant Science but will be teaching Nutrient Management and Precision Agriculture, Christina will be leaving the Animal Nutrition side and will be teaching Plant Science and Principles of Pest Management. Sue Price, retired teacher from the University of Wisconsin Platteville, will be teaching the Animal Nutrition class.

There was also talk about transfer students. There are many high schools around the area that are doing transcripted credit. These are credits that you can take in high school that apply towards college classes that we offer here. Some classes are Animal Science, Accounting and Plant Science.

Program Modification/General Education Report

Introductory Statistics seems to be a continuous problem with the Agribusiness students to graduate. More than one half of the class doesn't pass, preventing them from graduation. We have come up with an opportunity to change that. We are still going to offer Introductory Statistics for those who want to transfer to a four year college; and for those not pursuing the 4 year track will take Math with Business Applications. This course will help students gain knowledge about mortgages and interest. Jerry motioned to modify the curriculum to be Introductory Statistics or Math with Business Applications. Cory seconded it. Motion was passed.

Advisory Committee: Member Input

No specific items were discussed outside of the numerous items mentioned above.

Other Business:

Discussion regarding online classes. If there were to be a total of 25 students, could some of them take the classes online? How hard would it be? Time consuming?

Motion to adjourn, seconded, motion carried. Meeting adjourned at 4:10 p.m.

Minutes submitted by Chet Scott

MEETING OF:	Agricultural Power & Equipment Technician Advisory Committee Meeting	
DATE & TIME:	November 20, 2014 – 12 p.m.	
LOCATION:	Southwest Wisconsin Technical College, Room 493	
MEMBERS PRESENT:	Jerry Buening John Finney Steve Brogley	Kurt Lucey Jon Saleska
MEMBERS ABSENT:	Clint Freiburger Geoff Lee	Seth Oliver

STAFF PRESENT:	Pete Hoffman Amy Loy	John Kvigne Derek Dachelet
GUEST PRESENT:	Lee Fiedler (WITC) Josh Harris (Scott Implement)	Russell Lindner (Mid-State Equipment) Eric Johannesen (Iowa-Grant School District)

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator and Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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The Agricultural Power & Equipment Technician advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Ag Power program.

Minutes from the December 4, 2013 meeting were presented by Pete Hoffman. Motion by Steve Brogley to accept the minutes as written, 2nd by Jerry Buening, motion passed.

1. Program Report: Instructors

- a. Enrollment Report: John Kvigne reported that his first year program accepted 22 students and two dropped out of the program. Current enrollment is 20 students. Enrollment in the second year is currently at 20 students. This represents a 100% return from the previous year. Applications for 2015-16 are very strong and there is already a waiting list.
- b. Program Activities: A report was given during the lunch session on the various activities that the Ag Power students conduct within the Ag Demonstration Plot. National Ag Day within the WTCS was hosted in the Ag Power labs. Governor Walker and other dignitaries were in attendance along with industry partners and producers for the event. Pete and John also reported on industry tours that they incorporate into the curriculum. Various technical activity projects done within the curriculum were discussed and the importance of industry parts. The importance and interaction with the spare parts industry was a specific area of discussion. On December 10, 2014 both years of the program will be visiting the CASE IH Magnum Plant and taking an industry tour. It was recommended that the instructors consider visiting the SnapOn plant in Kenosha or the Briggs & Stratton plant while in Racine visiting with CASE IH.
- c. Program Promotion: Participate in every College recruitment and promotion activity. Additionally, the instructors have personal interaction with interested students both on campus and through high school activities. Pete reported on a new Hartung Brothers scholarship to benefit Ag Power students. Other donations largely go to supporting student club activities. In-kind donations continue to be important to offset costs associated with purchasing equipment and supplies.

- d. **Placement Opportunities:** Many students in the second year program are already employed and job opportunities are strong for graduates. Many internships are turning into full-time career opportunities. Employers interested in hiring students are encouraged to work with the program instructors to partner on placing students in internships.
 - e. **Program Budget:** Pete Hoffman reported that capital items and program operations budgets will be set in the next month. Pete solicited input on tools/equipment that the program should consider purchasing in the next budget. Donations of in-kind items were also solicited and good dialogue occurred on potential donations. Feedback was collected on training opportunities. The Briggs & Stratton "Master Service Tech" was discussed and the feedback is that these are transferable skills. Eric Johannesen from Iowa Grant High School also reported that he puts some of his high school students through the MST program. The employers present shared other program opportunities in small engine/consumer products by Kohler & Honda.
 - f. **Graduate Placement Report, Employer Survey, Student Satisfaction Survey, Score Cards:** Multiple job offers from employers and Pete and John both reported that employers are working to partner with the College and engage students through donations, job fairs, in-class donations.
 - g. **QRP Improvement Plan Progress:** This item was discussed at length during the day because the QRP is due for Ag Power. The group had met the entire day and an outside report out on QRP would be coming out after this meeting.
2. **General Education Report:** Gen Ed Instructor(s): Kelly Knox was not able to attend the meeting due to a teaching conflict. Her written report to the group was that the Ag Power students are responsive positively to the Gen Eds and this is a reflection of the program instructors supporting the importance of Gen Eds.
 3. **Technical Skills Attainment (TSA):** Amy Loy handed out TSA information and gave a report on the current progress of TSA in Ag Power. Amy shared the results from recent meetings that happened statewide with TSA. These items were validated by the advisory board and a motion was made by Jon Saleska to accept the TSA outcomes, seconded by Russell Lindner, motion passed. The one item of critical feedback was that "safety" did not appear in the welding curriculum area.

Target Program Outcomes

- 1 Repair electrical systems
- 2 Analyze an electronic system
- 3 Repair hydraulic systems
- 4 Repair internal combustion engines
- 5 Repair power trains/transmissions
- 6 Follow industry safety standards

Rating Scale

Value	Description
MET	Met the program outcome performance standard/criteria.
NOT MET	Did not meet the program outcome performance standard/criteria.

Scoring Standard

To meet the requirements of the technical skill outlined in the program outcome, all criterion must receive a "MET".

Scoring Guide

	Criteria	Ratings	
1	Repair electrical systems	Met	Not Met
	Learner diagnoses circuitry	Met	Not Met
	Learner diagnoses lighting and accessory circuits	Met	Not Met
	Learner diagnoses charging circuits	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds to manufacturer's specifications	Met	Not Met
2	Analyze an electronic system	Met	Not Met
	Learner uses computer-based diagnostics	Met	Not Met
	Learner verifies electrical communications within system	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
3	Repair hydraulic systems	Met	Not Met
	Learner diagnoses hydraulic flow and pressure	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner replaces or rebuilds hydraulic components to manufacturer's specifications	Met	Not Met
4	Repair internal combustion engines	Met	Not Met
	Learner diagnoses spark ignition engine	Met	Not Met
	Learner diagnoses diesel engine conditions	Met	Not Met
	Learner repairs engine to manufacturer's specifications	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
5	Repair power trains/transmissions	Met	Not Met
	Learner diagnoses power train conditions	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds a power train to manufacturer's specifications	Met	Not Met
6	Follow industry safety standards	Met	Not Met
	Learner adheres to campus and industry policy standards	Met	Not Met
	Learner practices electrical/electronic safety standards in the work place	Met	Not Met
	Learner practices hydraulic safety standards in the work place	Met	Not Met
	Learner practices power train safety standards in the work place	Met	Not Met
	Learner practices engine safety standards in the work place	Met	Not Met

4. Shop Safety: New safety concerns happening in industry were discussed and input solicited. Pete shared that he recently visited a local dealership that is limiting customer access to the shop floor. Industry partners shared that many shops are not allowing customer on the floor without escorts, steel toe shoes, and safety glasses. The feedback is that our program should mimic industry expectations. Steel toe shoes, prescription glasses that have a safety rating, etc. should be seen as a required purchase like tools. In short, the request was to find ways for the program to mimic the "real world".
5. Program Modifications: No program modifications were discussed.
6. Advisory Board Feedback/Future Trends: Industry feedback was that we need to be considering subjects like: Precision Agriculture/GPS, increases in safety requirements due to insurance requirements and OSHA. Some safety skillsets would be forklift training cards, MSDS/Fluids, lift training, etc.

Meeting adjourned. Minutes submitted by Derek Dachelet

MEETING OF: Dairy Herd Management Advisory Committee Meeting

DATE & TIME: November 20, 2014 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

MEMBERS PRESENT: Dan Steffensmeier Tom Friar
Suzie Jackson Peggy Breitsprecker

MEMBERS ABSENT: Mark Brown John Gile

STAFF PRESENT: Jeff Dornink Chantel Hampton

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3rd production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school

agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Dairy Herd Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Dairy Herd Management program.

Meeting was called to order at 2:30 p.m.

Welcome and introductions were made.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

Instructor Report & Program Review

Group discussion centered on the GPR grant and future initiatives that are proposed through the grant. After clarification of some topics discussed in the round-table discussion, the group fully endorsed the proposal set forth by the grant.

Jeff advised the members that the 2015-2016 year would be the next QRP site visit. Updates on the last QRP visit is that we are on track to meet the revised QRP report.

December 12, 2014 is the date selected for TSA meetings to be held at the state office in Madison WI. Jeff will represent DHM at this meeting.

The final item for discussion was a capital budget purchase of a refractometer. The group suggested and voted unanimously to approve the purchase of 4 refractometers at the cost of \$650.00 per item.

Motion to adjourn, seconded, motion carried. Meeting adjourned at 3:30 p.m.

Minutes submitted by Jeff Dornink

MEETING OF:	Farm Business & Production Management Advisory Committee Meeting	
DATE & TIME:	November 20, 2014 – 12 p.m.	
LOCATION:	Southwest Wisconsin Technical College, Room 493	
MEMBERS PRESENT:	Laurie Makos Mike Ryan	Lynda Schweikert
MEMBERS ABSENT:	Steve Achenbach Josh Bailie Sarah Daugherty Tim Jones Dennis Hottenstein Ginger Jacobs	Gretchen Kamps Troy Lobdell Joe Klein Shari Zenz
STAFF PRESENT:	Deb Ihm JoAnn Peterson	Jody Millin

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

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We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

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The Farm Business & Production Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Farm Business & Production Management program.

Meeting was called to order at 2:30 p.m.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

1. Conversation took place about farmers and what skills they should have to complete the Entry-Level Careers cluster document. Question was raised if we need to break these down into a Beginning Farmer or Advanced Farmer. It was determined we could have three levels that could be considered: Exploring, Target/Focused, and Transitioning Out.
 - a. Possibilities for the future that were mentioned: greenhouse or grow house at Southwest Tech; Hoop House – course on how to set it up; offer a program in Ag Finance; and CSA track (local food markets – develop a certificate for this).
2. All programs have a TSA and have outcomes that students need to meet. Last year, FBPM changed their model to Business & Industry. We have to approve what our program would like as an assessment. Last year, we approved the program outcomes at the advisory meeting. Each outcome has more specific skills/criteria that they have to meet. These skills/criteria have been set across the state for the FBPM programs. Do we approve these skills/criteria for the FBPM? Motion by Lynda to approve, seconded by Mike. Motion passed.
3. Current list of courses was shared which consists of: Beginning Farm Management will start in January; Advanced Farm Management is running right now; Guidelines for Farm Success might be pushed back; and Nutrient Management is currently running in Seneca and Fennimore. Individual on farm time to work with one of the FBPM instructors is also available for farmers. An email should be sent to all county agencies, including the County Executive Directors, with a list of FBPM course offerings.
4. FBPM is a Business & Industry Model and can charge differently. There are no expectations that we need to be a cost recovery program, but we need to recover more costs than we have in the past. We are making good strides in this direction, and recently have received a lot of grant funding that has impacted our revenue.
5. Grants:
 - a. DATCP Goats is a 2 year grant to explore the goat industry and educational needs. We are in year one of the grant in exploring the educational needs right now. We will be creating an advisory board. Looking for us to come out with some sort of curriculum/certificate to meet the needs for the Midwest, not just our area.
 - b. Nutrient Management Farmer-Written Plans – training producers to write their own nutrient management plans. Bulk of the dollars of the grant are given back to the producers to support their soil expenses and tuition. FBPM instructor salary/fringe is not part of this grant.
 - c. Rural Development Partners – Meister Cheese has received some money through Rural Development Partners for expanding their business. In turn, they have provided a grant opportunity which we have received. Grant activities include providing tuition assistance to our farmers enrolled in Advanced Farm Management, Beginning Farm Management, and individual assistance; providing a dairy financial seminar and farm succession course, and working with Riverdale HS on articulation with agriculture programs.
 - d. UW-P NIFA – last year wrote curriculum for a one-credit weeklong class for under grad students that have a non-Agriculture background but could likely be working in an agriculture field. In May, the class will be offered for four days on production ag at the UW Platteville Pioneer Farm.
 - e. Farm Benchmarking - Our college and other colleges in the WTCS contribute farm financial data to FINBIN database. The Wisconsin data is used to generate our annual report that benchmarks against other farmers.
6. Deb will be speaking on behalf of the FBPM program at the Ag Women Summit and WI Bankers Association in the spring of 2015.

7. Following are classes to consider teaching:
 - a. Livestock Management – facilities, housing & animal comfort
 - b. Financial Management – machinery management
 - c. Crop Management – nitrogen management/cover crops
 - d. Beginning Farm Management
 - e. Nutrient Management
 - i. If in the Farmland Preservation Program, individuals have to have a plan by 12/31/15.
 - f. Commodity Marketing
 - g. Dairy Financial Seminar (RDP Grant)
 - h. Goat classes
 - i. Local Food
 - j. Intermediate QuickBooks
8. Technology/Tools to consider implementing: GPS, drones, iPad

Motion to adjourn at 3:45 p.m., seconded, motion carried. Meeting adjourned.

Minutes submitted by Jody Millin

Minutes-Dairy Goat Advisory Committee Meeting

Thursday January 22, 2015 10:00 a.m.

Southwest Tech Campus Room 493

Members Present: Larry Hendrich, Patricia Lund, Norm Monsen, Barry Midtling, Dr. Chris Duemler, Cody Taft, Jeanne Meier, Joe Gingerch, Nathalie Schattner, Katlyne Hill, and Remy Colas

Staff Present: Deb Ihm, Edmund Ruff, and Clare Heberlein

Meeting was called to order. Welcome/introductions were given.

1. **Overview of Southwest Tech Dairy Goat Grant Project** – Deb Ihm began the meeting by telling the group about Southwest Tech's work on the DATCP Goat Grant thus far. The college received the grant in June of 2014 and immediately began dialog with producers, shadowing Montchevre's field representative, and visiting the Woolwich manufacturing facility. Clare Heberlien joined the project in December after the resignation of a previous faculty member and began organizing the Dairy Goat Advisory Committee.
2. **History of Southwest Tech Dairy Goat Work** – Previously Southwest Tech has offered a 2-day workshop to the goat industry in 2009, with approximately 20 participants. The Farm Business & Production Management instructor team has also worked with a few commercial dairy goat producers through the adult farm management classes and individual on-farm assistance. In 2014, Southwest Tech offered a Producer and Processor breakfast during the Focus on Goats Meeting and conducted a survey at that meeting to gain knowledge of the needs of the goat industry as a whole.

3. **Review of existing Wisconsin Technical College System (WTCS) Goat Curriculum**-Clare Heberlein presented two curriculum options currently available for use in a potential goat course.
 - The first curriculum option was a DACUM curriculum outline compiled by industry representatives, technical college instructors, and producers. Currently this is available for use in the technical college system. It covers the areas needed for instruction and the competencies that would go with each area. (See Attached DACUM Curriculum)
 - The second curriculum option was developed by Southwest Tech through another agriculture related grant. This curriculum outlines the whole goat industry including meat and mohair. It lists the course competencies and assessment strategies for each area. (See Attached Curriculum)
4. **Overview of producers and processors survey from Focus on Goats Breakfast** – Clare presented a power point presentation including the key eight areas that were listed as highest need from Southwest Tech’s previously conducted producer and processors survey at the 2014 Focus on Goats Conference. (See Attached Power Point)
5. **Small group sessions** - The Advisory Board split into small groups and worked together to discuss and address in more detail the eight areas that were listed as highest need from the producer and processors survey. Each group recorded their notes for the eight topics. In a large group setting, the eight topics were reviewed again and confirmed to be viable areas of focus when developing curriculum for the dairy goat industry. (See Attached Notes on the 8 Topics)
6. **Dairy Goat Management Certificate proposal** –The Advisory Committee discussed what a dairy goat certificate might look like at the college. It was established that there should be two Dairy Goat Management Certificates, one for beginner producers and another for advanced producers.

Beginning	Advanced
Records	Records
Starting your business	
8 key topics referenced earlier	
Animal Welfare	Animal Welfare
Business Plan	Business Plan
Johnes – CAE – CL – Mycoplasma	
Herd Health Plan	
Consumers	
Legislation	Legislation

Skills: Beginning	Skills: Advanced
Hoof trimming	Year Herd Plan
Milking Standard Operating Procedures (SOPs)	Management Skills – SOPs
Labor and Delivery	Genetic Evaluation – Judging
Start kids – colostrum & milk	Breeding Plans
Dehorning	Dairy Comp
Vaccines	

Tubing	
DHIA	

The committee also identified the following key topics that impact profitability of commercial goat farms:

- Production levels on a per animal basis
- Minimizing feed cost – corn gluten – by products – growing own feed – (costs/working with others, on a share type operation)
- Animal health – udder health – lab information such as SSC and Plate Counts
- Employees – management, training, and profitability

Establishment of financial benchmarks for dairy goat farms: Deb led a discussion on FINPACK software from University of Minnesota Center for Farm Financial Management and how it would be of value to the dairy goat industry to have a database of financial information.

7. Highlight other activities in the grant

- Focus on Goats Conference-It was established through our discussion that Focus on Goats is a conference of value to the industry and should be continued on a semi-annual basis. It was also discussed that the previous Focus on Goats Committee had disbanded and a new one would need to be established. Southwest Tech is willing to offer some limited leadership and perhaps contracted employee services to help with the collaboration of another Focus on Goats Conference. Funding for the conference is limited and would need vendors to help supply the financial needs. The Advisory Committee established that the conference should be changed to one day only and should continue to include the cheese reception.
- Establishment of a Southwest Tech Foundation Dairy Goat Fund – Southwest Tech has the ability to start a fund for the goat project (to include scholarship funding, curriculum and workshop potential needs as well) through the Southwest Tech Foundation. It was decided that there is a need for such a fund and the question was posed as to how much money would be needed to open a fund. Deb Ihm agreed to find out more about what would be required to start a fund through the foundation and report back at the next advisory meeting.

A second Advisory Committee meeting will be scheduled in September or October of 2015.

Respectfully Submitted,

Clare Heberlein

Farm Business & Production Management Instructor

Attachment I.

Notification of districts with the same or similar program has been completed. Agriculture production and management program additions and changes were discussed amongst Ag program deans at the November 19, 2015 state-called meeting at Fox Valley Technical College. Curriculum maps and career pathway documentation was shared with staff from other colleges and discussed. Documentation is coming from the VTCS Office in the near future. There were no objections to the implementation of any of the production agriculture programs.

Attachment K

This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their December 17, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

PROGRAM APPROVAL CRITERIA and SIGNATURE

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attach).
- o. Documentation of costs: Fill in the worksheet. (*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	
3. Estimated Student FTEs	
4. Program Instructional Costs/FTE	
5. Average Cost/FTE (from Schedule B)	
6. Cost Analysis Indicator (CAI)*	

- p. Analysis of the cost/benefit to district stakeholders. (attach).

Signed: _____
President or Instructional Services Administrator

Date: _____

Signed: _____
Business Office
staff

Date: _____

☐ CONCEPT REVIEW
☐ PROGRAM APPROVAL

Wisconsin Technical
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: _____ Program Number: _____

Program Title: _____

District: _____

Date Routed: _____

Check One: _____ Technical Diploma (Code 30) _____

Associate Degree (Code 10) _____ Technical Diploma (Code 31) _____

Apprenticeship – New to State _____ Technical Diploma (Code 32) _____

(Code 50) _____

Primary Education Director Recommendation: Approve _____ Disapprove _____

Comments: _____

Signed: _____ Date: _____

Primary Education Director

Associate Vice President Date: _____

Upon approval of Concept Review, district may continue with Program Approval.

Upon Program Approval, District may submit electronic course files.

E. Concept Review: Farm Operations & Management – Livestock

A Concept Review will be presented by Dean of Industry, Trades & Agriculture, Derek Dachelet, for approval of a two-year technical diploma program in Farm Operations & Management – Livestock, 32-080-6. The Concept Review is available below.

Recommendation: Approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Livestock.

CONCEPT REVIEW/PROGRAM APPROVAL Wisconsin Technical
District Request (TC-OCCCRPA-1A)

College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and
Apprenticeship (Code 50).

District: Southwest Wisconsin Technical College Date: 12/10/15

Program Title: Farm Operations & Management – Livestock

Program Aid Code and Number: 32-080-6

District Contact Person : Derek Dachelet Phone : 608-822-2417

Primary Education Director : Carrie Morgan Phone : 608-266-2654

For Program Approval Stage:

Date of State Board Concept Review Approval Date : _____

CONCEPT REVIEW CRITERIA and SIGNATURE

- a. Proposed Aid Code and Proposed Program Number : 32-080-6
 - b. Proposed Program Title : Farm Operations & Management – Livestock
 - c. Tentative Program Description: The Farm Operations & Management program with an emphasis in livestock production prepares students for entry into a production agriculture career that focuses on animal care and management, production agriculture business management, and all facets of owning and operating a livestock enterprise. Graduates of the program will be qualified to manage production agriculture operations with a focus on livestock. Students choose a species specialization in beef cattle, small ruminants, or swine. The program includes learning outcomes tied to farm animal reproduction, animal nutrition, herd health, meat quality, feed and forage production, livestock housing and equipment, and product marketing. Additionally, students are exposed to a variety of farm business management principles and practices as they embark on a career pathway in production agriculture.
 - d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 11-9013 Farmers, Ranchers, and Other Agriculture Managers; 45-2021 Animal Breeders; 19-4011 Agricultural and Food Science Technicians; 45-2021 Animal Breeders; 45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals; 45-2091 Agricultural Equipment Operators; 45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse
 - e. Mean Starting Hourly Salary: \$12.11/hour Median Earnings
 - f. Source of Single Source Request (If applicable): N/A
 - g. Analysis of how this program supports employment demand: (attached)
 - h. Documentation of member participation and outcomes of the Ad Hoc group (attached)
 - i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached).
 - j. Expected State Board "Program Approval" meeting date: 3/22-23/16 (If not the meeting immediately following the Concept Review meeting, attach narrative)
 - k. Documentation of District Board Approval of the Concept Review (attached)
-

Notification of districts with the same or similar program has been completed.

Signed: _____ Date _____
President or Instructional Services Administrator

Occupation Overview

Farm Operations: 2 year Technical Diploma-Livestock



1800 Bronson Boulevard
Fennimore, Wisconsin 53809

Parameters

Occupations

Code	Description
11-9013	Farmers, Ranchers, and Other Agricultural Managers
19-4011	Agricultural and Food Science Technicians
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
45-2021	Animal Breeders
45-2091	Agricultural Equipment Operators
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
45-2093	Farmworkers, Farm, Ranch, and Aquacultural Animals

Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

Timeframe

2013 - 2023

Datarun

2015.2 – QCEW Employees, Non-QCEW Employees, and Self-Employed

Occupation Summary for 7 Occupations

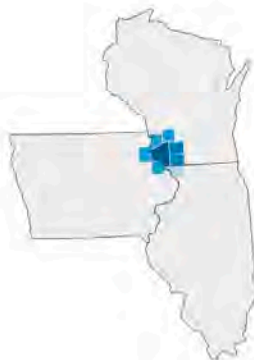
3,940 Jobs (2015) 206% above National average	9.0% % Change (2013-2023) Nation: -2.6%	\$12.11/hr Median Earnings Nation: \$11.61/hr
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Regional Trends



	Region	2013 Jobs	2023 Jobs	% Change
●	Region	3,859	4,207	9.0%
■	District plus borders	3,859	4,207	9.0%
■	Wisconsin	45,307	43,413	-4.2%
●	United States	1,490,279	1,452,227	-2.6%

Regional Breakdown



County	2023 Jobs
Grant County, WI	1,257
Lafayette County, WI	733
Iowa County, WI	606
Crawford County, WI	446
Clayton County, IA	370

Job Postings Summary

10 Unique Postings (May 2015) 10 Total Postings	1 : 1 Posting Intensity (May 2015) Regional Average: 7 : 1
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Postings vs. Hires

8 Avg. Monthly Postings (Jan 2013 - May 2015)	283 Avg. Monthly Hires (Jan 2013 - May 2015)
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Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Agricultural Equipment Operators	4	14
Agricultural and Food Science Technicians	1	2
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1	136
Farmers, Ranchers, and Other Agricultural Managers	1	112
First-Line Supervisors of Farming, Fishing, and Forestry Workers	1	7
Farmworkers, Farm, Ranch, and	0	11

Occupation	Avg Monthly Postings (Jan 2013 - May 2015)	Avg Monthly Hires (Jan 2013 - May 2015)
Aquacultural Animals		
Animal Breeders	0	1

Occupation Gender Breakdown



Gender	2015 Jobs	2015 Percent
Males	3,107	78.9%
Females	833	21.1%

Occupation Age Breakdown



Age	2015 Jobs	2015 Percent
14-18	181	4.6%
19-24	417	10.6%
25-34	597	15.1%
35-44	652	16.6%
45-54	897	22.8%
55-64	673	17.1%
65+	524	13.3%

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
	White	3,726	94.6%
	Hispanic or Latino	146	3.7%
	Black or African American	30	0.8%
	Asian	24	0.6%
	Two or More Races	8	0.2%
	American Indian or Alaska Native	4	0.1%
	Native Hawaiian or Other Pacific Islander	2	0.1%

Occupational Programs

6 Programs (2013)		135 Completions (2013)	142 Openings (2013)
CIP Code	Program	Completions (2013)	
01.0102	Agribusiness/Agricultural Business Operations	59	
01.0901	Animal Sciences, General	46	
01.1102	Agronomy and Crop Science	15	
01.0306	Dairy Husbandry and Production	10	
01.1103	Horticultural Science	5	

Industries Employing these Occupations

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Animal Production and Aquaculture	2,513	63.8%	84.6%
Crop Production	855	21.7%	85.6%
Farm Labor Contractors and Crew Leaders	242	6.1%	72.9%
Farm Supplies Merchant Wholesalers	59	1.5%	6.2%
Support Activities for Animal Production	37	0.9%	37.1%

Appendix A - Data Sources and Calculations

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce Indicators (QWI) and American Community Survey (ACS).

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

Attachment H.

This new program is a result of the work done under the two "Career Pathways" GPR grants "Breaking Down the Silos-Career Pathways in Agriculture I & II". As seen in the attached minutes, the development of specific program emphasize enhancements (Agronomy, Animal Science, and Agribusiness Management) to the existing Agribusiness Science & Technology associate degree were developed over the course of this two-year grant project and included input from a diverse cross section of the agricultural industry. Farm Operations and Production Management program curriculum and industry need data was discussed at length. Additionally, between 2013 and 2015 Southwest Tech sought input from other WTCS districts and three highly respected agriculture colleges outside of Wisconsin (Lake Area Technical College, Ridgewater College, and South Central College). Additionally, Southwest Tech has sought input and partnerships with the Wisconsin Department of Agriculture, Trade, and Consumer Protection, and the Wisconsin Association of Agricultural Educators.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

OFFICIAL MINUTES

MEETING OF: Agri-Business/Science Technology, Agricultural Power & Equipment Technician, Dairy Herd Management, and Farm Business & Production Management Joint Ag Department Advisory Committee Meeting

DATE & TIME: November 16, 2015 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

Meeting began at 12:35 p.m. following lunch.

Welcome: Derek Dachelet, Dean of Industry, Trades, & Ag welcomed the attendees and thanked everyone for being here. Enrollment is very good for our ag programs. What is talked about today is a direct result of input that you have provided over the past year.

Field Test Plot Update: The Ag Power and Agribusiness programs greatly appreciate the farmland demonstration lab we have at Southwest Tech. This onsite/on-hand lab component is a great resources for students to get real life opportunities. This is the 4th production year of the plot which consist of approximately 17 acres. Corn ran at 182 bushel to the acre and beans ran at 65 bushel to the acre. After expenses, the remaining money is used for student professional development (examples: professional clothing attire for interviews, state and national conferences, etc.). Finney Implement and CASE IH provide brand new equipment (combined and corn planter) for setup and use for planting and harvesting. Each student got an opportunity to plant and harvest crops with the machinery. Numerous employers at the Job Fair mentioned that the students were very well prepared, so it appears that the money is being well applied for student professional development.

Question was raised if we are doing forages or forage harvesting. Paul indicated that at this time we have done what we have, do to ease. He indicated we are looking at doing recover crops in the future.

Career Services: Matt Schneider, College Admissions Representative

The Career Center is available to students for career coaching and assistance with resume and cover letters. If employers have any jobs they would like to post, Heather Fifrick in the Career Center can assist with this.

Business & Industry Services: Amy Charles, Business & Industry Services Manager

Business & Industry Services can provide professional development training and customized training to meet the needs of business and industry. They can provide whatever you might need (examples are: excel training, supervisory management, hands on training, etc.).

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Present the new department changes
- Review the timeline of implementation

Handouts were provided with a flow chart of program offerings, courses and course descriptions, and curriculum maps. There was state grant support to allow us to do these program changes that we are very excited about.

All of our current Ag programs are very solid programs, but we would like to fill some holes. There are 4 umbrella area: Agribusiness Science & Technology, Farm Operations & Management, Agriculture Power & Equipment Technician, and Farm Business & Production Management. Agribusiness Science & Technology will have three associate degree programs, a one-year diploma in agronomy, a certificate in applicator technician, and the Animal Science track will have a pathway into Farm Ops. Farm Ops will have four two-year technical diploma programs in dairy, livestock, crop, and ag mechanics; four one-year programs in dairy technician, livestock technician, crop technician, and farm ag maintenance; as well as a certificate in reproduction technician. Ag Power & Equipment will continue to have the two year technical diploma program for those students that will be working in industry. Many of our students go back to the farm, so we created programs that will meet this need. Occupational experience (internship) will be part of every program for students to take.

During 2016-17, we will roll out the three agribusiness programs and the two-year dairy program under Farm Ops. We should be receiving state approval in January 2016 for those programs and at that time we will begin advertising. The general education requirement is the biggest difference between the associate degree and technical diploma programs. We have structured many of our courses so they can be transferrable. Conversation will be occurring with UW-Platteville regarding these offerings to work on transfer agreements. The remaining programs will not be coming on board until 2017-18. The CCA exam will be covered in the curriculum content.

With a more diverse group of students, we are looking at the following 7 individual certificates: CDL training, tractor driving safety training, skid loader safety training, farm business Spanish, artificial insemination-dairy, first aid, supply chain management. Following are some opportunities that the committee brainstormed and came up with:

- Seed conditioning workshop/seed analysis short courses
- Hoof trimming
- ArcView/GIS/Auto CAD
- Pesticide applicator license
- Custom manure hauler

- ET work and preg checking and ultrasounding
- Basic financial literacy
- Commodity marketing
- Drones
- Certification is coming to agriculture (organic/ISO/animal)
- Import/export
- 590 nutrient management planning
- First aid/basic EMT
- Basic electrical and safety element
- Plumbing
- Prioritizing/organization
- Animal handling/meat animal assurance training – meat animal quality insurance – transportation
- CDL - Class A ,class B, hazmat endorsement (we can't offer the test here, but we are looking at preparation for the test here)
- Employer/employee relations, payroll

In the individual program meetings later today, talk about advisory committees and what should the advisory board look like a year from now. Provide referrals of individuals that we should put on our list for advisory members.

SALT: Is a free financial literacy program through our Financial Office at Southwest Tech. Students that are coming in for financial assistance will activate their account and do a tutorial to come up with a basic budget for financial management and literacy. This is a wonderful tool that the advisors encourage students to utilize.

Each specific program advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to their program.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

OFFICIAL MINUTES

MEETING OF:	Agri-Business/Science Technology Advisory Committee Meeting	
DATE & TIME:	November 20, 2014 – 12 p.m.	
LOCATION:	Southwest Wisconsin Technical College, Room 493	
MEMBERS PRESENT:	Jerry Brunner Jamie Horsfall	Corey Hartbecke
MEMBERS ABSENT:	Jack Carlson Tracy Brunton Arin Crooks	Kory Stalsberg Kevin Raisbeck
STAFF PRESENT:	Paul Cutting	Christina Winch

**STUDENTS
PRESENT:**

Jared White

Chet Scott

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3rd production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking

at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Agri-business/Science Technology advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Agri-business/Science Technology program.

Meeting was called to order at 2:30 p.m. Jamie Horsfall was elected as Chairperson.

Minutes from the December 4, 2013 meeting were presented. Motion by Jerry Brunner to accept the minutes as written, 2nd by Corey Hartbecke, motion passed.

Instructor Report & Program Review

Application numbers for next fall are good. Current numbers are: students in 4th semester = 0, students in 3rd semester = 24, students in 2nd semester = 4, students in 1st semester = 31, waiting list students enrolled in available students = 0, and Individual Technical Studies (ITS) students = 4. There are three new students to start in December. Discussed what an ITS student was and what they do. It is important for students to take the required courses for each semester and not go over and beyond that. There are a total of 25 students signed up for the program next year and are wondering if we will need to run two sections again or not. Decisions will be based upon the end of the second semester. We will also have to add more facility if we run two sections of each year.

Paul provided an overview sheet with data on activities that have or will be occurring, including marketing activities. Internships went well for summer 2014, and the plans are underway for next year 2015 internships. We have 35 possible homes to find for this group of individuals. Companies have already come in to do interviews and more to come. The field experience course should run for next summer. At this time, we have 12-15 people asking to go. At Fall Leadership conference, three of Southwest Tech Agribusiness students sought and were elected to the State Office.

The farmland lab demonstration was a great success. We are in a partnership with Reddy Ag in Stitzer. They donated items to make different row spacing's to see if there is more a less success with narrower rows. We made a profit of \$8800. The crops ran great. This money was put into the scholarship foundation to help any students entering an agriculture program.

Discussed next semester's classes and who will be teaching what. Paul will be teaching all second year Agribusiness students and then giving up Plant Science but will be teaching Nutrient Management and Precision Agriculture, Christina will be leaving the Animal Nutrition side and will be teaching Plant Science and Principles of Pest Management. Sue Price, retired teacher from the University of Wisconsin Platteville, will be teaching the Animal Nutrition class.

There was also talk about transfer students. There are many high schools around the area that are doing transcripted credit. These are credits that you can take in high school that apply towards college classes that we offer here. Some classes are Animal Science, Accounting and Plant Science.

Program Modification/General Education Report

Introductory Statistics seems to be a continuous problem with the Agribusiness students to graduate. More than one half of the class doesn't pass, preventing them from graduation. We have come up with an opportunity to change that. We are still going to offer Introductory Statistics for those who want to transfer to a four year college; and for those not pursuing the 4 year track will take Math with Business Applications. This course will help students gain knowledge about mortgages and interest. Jerry motioned to modify the curriculum to be Introductory Statistics or Math with Business Applications. Cory seconded it. Motion was passed.

Advisory Committee: Member Input

No specific items were discussed outside of the numerous items mentioned above.

Other Business:

Discussion regarding online classes. If there were to be a total of 25 students, could some of them take the classes online? How hard would it be? Time consuming?

Motion to adjourn, seconded, motion carried. Meeting adjourned at 4:10 p.m.

Minutes submitted by Chet Scott

MEETING OF:	Agricultural Power & Equipment Technician Advisory Committee Meeting	
DATE & TIME:	November 20, 2014 – 12 p.m.	
LOCATION:	Southwest Wisconsin Technical College, Room 493	
MEMBERS PRESENT:	Jerry Buening John Finney Steve Brogley	Kurt Lucey Jon Saleska
MEMBERS ABSENT:	Clint Freiburger Geoff Lee	Seth Oliver

STAFF PRESENT:	Pete Hoffman Amy Loy	John Kvigne Derek Dachelet
GUEST PRESENT:	Lee Fiedler (WITC) Josh Harris (Scott Implement)	Russell Lindner (Mid-State Equipment) Eric Johannesen (Iowa-Grant School District)

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator and Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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The Agricultural Power & Equipment Technician advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Ag Power program.

Minutes from the December 4, 2013 meeting were presented by Pete Hoffman. Motion by Steve Brogley to accept the minutes as written, 2nd by Jerry Buening, motion passed.

1. Program Report: Instructors

- a. Enrollment Report: John Kvigne reported that his first year program accepted 22 students and two dropped out of the program. Current enrollment is 20 students. Enrollment in the second year is currently at 20 students. This represents a 100% return from the previous year. Applications for 2015-16 are very strong and there is already a waiting list.
- b. Program Activities: A report was given during the lunch session on the various activities that the Ag Power students conduct within the Ag Demonstration Plot. National Ag Day within the WTCS was hosted in the Ag Power labs. Governor Walker and other dignitaries were in attendance along with industry partners and producers for the event. Pete and John also reported on industry tours that they incorporate into the curriculum. Various technical activity projects done within the curriculum were discussed and the importance of industry parts. The importance and interaction with the spare parts industry was a specific area of discussion. On December 10, 2014 both years of the program will be visiting the CASE IH Magnum Plant and taking an industry tour. It was recommended that the instructors consider visiting the SnapOn plant in Kenosha or the Briggs & Stratton plant while in Racine visiting with CASE IH.
- c. Program Promotion: Participate in every College recruitment and promotion activity. Additionally, the instructors have personal interaction with interested students both on campus and through high school activities. Pete reported on a new Hartung Brothers scholarship to benefit Ag Power students. Other donations largely go to supporting student club activities. In-kind donations continue to be important to offset costs associated with purchasing equipment and supplies.

- d. **Placement Opportunities:** Many students in the second year program are already employed and job opportunities are strong for graduates. Many internships are turning into full-time career opportunities. Employers interested in hiring students are encouraged to work with the program instructors to partner on placing students in internships.
 - e. **Program Budget:** Pete Hoffman reported that capital items and program operations budgets will be set in the next month. Pete solicited input on tools/equipment that the program should consider purchasing in the next budget. Donations of in-kind items were also solicited and good dialogue occurred on potential donations. Feedback was collected on training opportunities. The Briggs & Stratton "Master Service Tech" was discussed and the feedback is that these are transferable skills. Eric Johannesen from Iowa Grant High School also reported that he puts some of his high school students through the MST program. The employers present shared other program opportunities in small engine/consumer products by Kohler & Honda.
 - f. **Graduate Placement Report, Employer Survey, Student Satisfaction Survey, Score Cards:** Multiple job offers from employers and Pete and John both reported that employers are working to partner with the College and engage students through donations, job fairs, in-class donations.
 - g. **QRP Improvement Plan Progress:** This item was discussed at length during the day because the QRP is due for Ag Power. The group had met the entire day and an outside report out on QRP would be coming out after this meeting.
2. **General Education Report:** Gen Ed Instructor(s): Kelly Knox was not able to attend the meeting due to a teaching conflict. Her written report to the group was that the Ag Power students are responsive positively to the Gen Eds and this is a reflection of the program instructors supporting the importance of Gen Eds.
 3. **Technical Skills Attainment (TSA):** Amy Loy handed out TSA information and gave a report on the current progress of TSA in Ag Power. Amy shared the results from recent meetings that happened statewide with TSA. These items were validated by the advisory board and a motion was made by Jon Saleska to accept the TSA outcomes, seconded by Russell Lindner, motion passed. The one item of critical feedback was that "safety" did not appear in the welding curriculum area.

Target Program Outcomes

- 1 Repair electrical systems
- 2 Analyze an electronic system
- 3 Repair hydraulic systems
- 4 Repair internal combustion engines
- 5 Repair power trains/transmissions
- 6 Follow industry safety standards

Rating Scale

Value	Description
MET	Met the program outcome performance standard/criteria.
NOT MET	Did not meet the program outcome performance standard/criteria.

Scoring Standard

To meet the requirements of the technical skill outlined in the program outcome, all criterion must receive a "MET".

Scoring Guide

	Criteria	Ratings	
1	Repair electrical systems	Met	Not Met
	Learner diagnoses circuitry	Met	Not Met
	Learner diagnoses lighting and accessory circuits	Met	Not Met
	Learner diagnoses charging circuits	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds to manufacturer's specifications	Met	Not Met
2	Analyze an electronic system	Met	Not Met
	Learner uses computer-based diagnostics	Met	Not Met
	Learner verifies electrical communications within system	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
3	Repair hydraulic systems	Met	Not Met
	Learner diagnoses hydraulic flow and pressure	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner replaces or rebuilds hydraulic components to manufacturer's specifications	Met	Not Met
4	Repair internal combustion engines	Met	Not Met
	Learner diagnoses spark ignition engine	Met	Not Met
	Learner diagnoses diesel engine conditions	Met	Not Met
	Learner repairs engine to manufacturer's specifications	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
5	Repair power trains/transmissions	Met	Not Met
	Learner diagnoses power train conditions	Met	Not Met
	Learner uses diagnostic tools and resources	Met	Not Met
	Learner repairs and rebuilds a power train to manufacturer's specifications	Met	Not Met
6	Follow industry safety standards	Met	Not Met
	Learner adheres to campus and industry policy standards	Met	Not Met
	Learner practices electrical/electronic safety standards in the work place	Met	Not Met
	Learner practices hydraulic safety standards in the work place	Met	Not Met
	Learner practices power train safety standards in the work place	Met	Not Met
	Learner practices engine safety standards in the work place	Met	Not Met

4. Shop Safety: New safety concerns happening in industry were discussed and input solicited. Pete shared that he recently visited a local dealership that is limiting customer access to the shop floor. Industry partners shared that many shops are not allowing customer on the floor without escorts, steel toe shoes, and safety glasses. The feedback is that our program should mimic industry expectations. Steel toe shoes, prescription glasses that have a safety rating, etc. should be seen as a required purchase like tools. In short, the request was to find ways for the program to mimic the "real world".
5. Program Modifications: No program modifications were discussed.
6. Advisory Board Feedback/Future Trends: Industry feedback was that we need to be considering subjects like: Precision Agriculture/GPS, increases in safety requirements due to insurance requirements and OSHA. Some safety skillsets would be forklift training cards, MSDS/Fluids, lift training, etc.

Meeting adjourned. Minutes submitted by Derek Dachelet

MEETING OF: Dairy Herd Management Advisory Committee Meeting

DATE & TIME: November 20, 2014 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

MEMBERS PRESENT: Dan Steffensmeier Tom Friar
Suzie Jackson Peggy Breitsprecker

MEMBERS ABSENT: Mark Brown John Gile

STAFF PRESENT: Jeff Dornink Chantel Hampton

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

Field Experience in Agri-Business Report: About 10 years ago, Paul Cutting began offering an option for students to enroll in a 3 credit summer course for industry exposure in other regions across the country. This course is like a classroom on wheels, as students spend 7 or 8 days in a van. As a group, the students select one of the following options for the course theme: animal industry, value added in sustainable agriculture, emerging technology and trends, or agricultural diversity production and marketing. Agricultural diversity production and marketing was the focus course the students chose this year and 10 students traveled from Fennimore to New Orleans. The students shared a PowerPoint demonstration of places they visited during their trip. This summer course is optional and not required for graduation, and students pay for 3 credits of tuition and expenses.

Field Test Plot Update: This is the 3rd production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist Technical Skill Attainment (TSA) is a state initiative of direct measures to see if students are ready for employment. Dairy Herd will start phase 1 and Ag Power is starting phase 2. When reviewing Phase 2 in the advisory meeting, it needs to be documented in the minutes as approved if you like it.

Discussion on GPR Grant: *Breaking Down the Silos-Career Pathways in Agriculture*

- Summary of Best Practices College Tour – Paul
- Discussion to identify agriculture job opportunities and corresponding skill sets needed

We applied for a GRP grant and received additional funding to look at other career pathways for entry level jobs in our industry. Today, we are going to consider what we should be doing over the next couple of years to focus on career opportunities for our students/programs. Our current programs are built in a silo, and we should be looking at the synergies between all the programs and maybe break down these silos. We will be holding two more meetings to collect feedback from other individuals outside of the advisory committees.

How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school

agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O*Net related occupations.

In August Paul, Pete, Jeff, Derek, and Sue Price from UW-Platteville did a 3-day road trip to three other colleges outside of Wisconsin for some best practices on how they structured their ag programs and to help us determine where Southwest Tech could go. The three colleges visited were Ridgewater College, Lake Area Technical Institute, and South Central Technical College. These were all three very good colleges doing the same thing, but differently. The main focus is: what are our student needs, employer needs, and how can our college meet these needs. If we can have offerings that complement each other, it would be a strength for all involved. We would like some initial direction and thoughts from you as to where the college should go. Meeting attendees were broken into four groups to complete the ag career pathways-entry level careers for industry clusters.

The Dairy Herd Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Dairy Herd Management program.

Meeting was called to order at 2:30 p.m.

Welcome and introductions were made.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

Instructor Report & Program Review

Group discussion centered on the GPR grant and future initiatives that are proposed through the grant. After clarification of some topics discussed in the round-table discussion, the group fully endorsed the proposal set forth by the grant.

Jeff advised the members that the 2015-2016 year would be the next QRP site visit. Updates on the last QRP visit is that we are on track to meet the revised QRP report.

December 12, 2014 is the date selected for TSA meetings to be held at the state office in Madison WI. Jeff will represent DHM at this meeting.

The final item for discussion was a capital budget purchase of a refractometer. The group suggested and voted unanimously to approve the purchase of 4 refractometers at the cost of \$650.00 per item.

Motion to adjourn, seconded, motion carried. Meeting adjourned at 3:30 p.m.

Minutes submitted by Jeff Dornink

MEETING OF: Farm Business & Production Management Advisory Committee Meeting

DATE & TIME: November 20, 2014 – 12 p.m.

LOCATION: Southwest Wisconsin Technical College, Room 493

MEMBERS PRESENT: Laurie Makos Lynda Schweikert
Mike Ryan

MEMBERS ABSENT: Steve Achenbach Gretchen Kamps
Josh Bailie Troy Lobdell
Sarah Daugherty Joe Klein
Tim Jones Shari Zenz
Dennis Hottenstein
Ginger Jacobs

STAFF PRESENT: Deb Ihm Jody Millin
JoAnn Peterson

Meeting began at 12:20 p.m. following lunch.

Welcome/College Update/Shop Safety: Deb Ihm, Ag Coordinator & Derek Dachelet, Dean of Industry, Trades, & Ag Glad you are here today and appreciate your involvement with the advisory committee. Enrollment is very good for our ag programs. The Learning Center will be opening soon on campus to provide academic services, support services, library services, and learning services. Shop safety is always a concern for our students, so if you are seeing things in your shops or industry that are important, please let us know. Industry connection for our programs is huge, and we want to ensure you have quality employees for the future. We are always looking at new things to make our programs better and stronger.

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Field Test Plot Update: This is the 3rd production year of the plot which consisted of 10 acres soybeans and 7 acres corn. \$10,000 dollars for 2014 crops. After paying rent to the college, the remaining money is used for student professional development at the college. A Career Center staff member, Pete, and Paul went to the Lands End summer sale and purchased clothes so students in the Ag programs have a set of clothes for interviews. Finney Implement and CASE IH provides equipment for setup and use for planting and harvesting. Reddy Ag Service provides crop inputs. Every student is going to harvest some corn before they leave the program. This fall some deep tilling was done to see how it works for next year's crops.

Technical Skill Attainment-Program Outcomes: Kristal Davenport, Instructional Technology Support Specialist
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How do we get students from outside of our district? With declining K-12 enrollments, we need to look at other avenues and continue to grow within agriculture. Results were shared of a survey that was sent to our high school agriculture instructors to answer some questions relating to students that are sitting in their classrooms currently. Feedback was also provided relating to job opportunities within our district and if there are any gaps that Southwest Tech is not meeting the needs of.

Program curriculum was shared for Agri-business/Science Technology, Agricultural Power & Equipment Technician, and Dairy Herd Management. Job posting analytics was shared for 15 counties surrounding our area for 21 O*Net related occupations.

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The Farm Business & Production Management advisory committee met immediately following the joint Ag Department meeting to continue the discussion pertaining to the Farm Business & Production Management program.

Meeting was called to order at 2:30 p.m.

Minutes from the December 4, 2013 meeting were presented. Motion to accept the minutes as written, seconded, motion passed.

1. Conversation took place about farmers and what skills they should have to complete the Entry-Level Careers cluster document. Question was raised if we need to break these down into a Beginning Farmer or Advanced Farmer. It was determined we could have three levels that could be considered: Exploring, Target/Focused, and Transitioning Out.
 - a. Possibilities for the future that were mentioned: greenhouse or grow house at Southwest Tech; Hoop House – course on how to set it up; offer a program in Ag Finance; and CSA track (local food markets – develop a certificate for this).
2. All programs have a TSA and have outcomes that students need to meet. Last year, FBPM changed their model to Business & Industry. We have to approve what our program would like as an assessment. Last year, we approved the program outcomes at the advisory meeting. Each outcome has more specific skills/criteria that they have to meet. These skills/criteria have been set across the state for the FBPM programs. Do we approve these skills/criteria for the FBPM? Motion by Lynda to approve, seconded by Mike. Motion passed.
3. Current list of courses was shared which consists of: Beginning Farm Management will start in January; Advanced Farm Management is running right now; Guidelines for Farm Success might be pushed back; and Nutrient Management is currently running in Seneca and Fennimore. Individual on farm time to work with one of the FBPM instructors is also available for farmers. An email should be sent to all county agencies, including the County Executive Directors, with a list of FBPM course offerings.
4. FBPM is a Business & Industry Model and can charge differently. There are no expectations that we need to be a cost recovery program, but we need to recover more costs than we have in the past. We are making good strides in this direction, and recently have received a lot of grant funding that has impacted our revenue.
5. Grants:
 - a. DATCP Goats is a 2 year grant to explore the goat industry and educational needs. We are in year one of the grant in exploring the educational needs right now. We will be creating an advisory board. Looking for us to come out with some sort of curriculum/certificate to meet the needs for the Midwest, not just our area.
 - b. Nutrient Management Farmer-Written Plans – training producers to write their own nutrient management plans. Bulk of the dollars of the grant are given back to the producers to support their soil expenses and tuition. FBPM instructor salary/fringe is not part of this grant.
 - c. Rural Development Partners – Meister Cheese has received some money through Rural Development Partners for expanding their business. In turn, they have provided a grant opportunity which we have received. Grant activities include providing tuition assistance to our farmers enrolled in Advanced Farm Management, Beginning Farm Management, and individual assistance; providing a dairy financial seminar and farm succession course, and working with Riverdale HS on articulation with agriculture programs.
 - d. UW-P NIFA – last year wrote curriculum for a one-credit weeklong class for under grad students that have a non-Agriculture background but could likely be working in an agriculture field. In May, the class will be offered for four days on production ag at the UW Platteville Pioneer Farm.
 - e. Farm Benchmarking - Our college and other colleges in the WTCS contribute farm financial data to FINBIN database. The Wisconsin data is used to generate our annual report that benchmarks against other farmers.
6. Deb will be speaking on behalf of the FBPM program at the Ag Women Summit and WI Bankers Association in the spring of 2015.

7. Following are classes to consider teaching:
 - a. Livestock Management – facilities, housing & animal comfort
 - b. Financial Management – machinery management
 - c. Crop Management – nitrogen management/cover crops
 - d. Beginning Farm Management
 - e. Nutrient Management
 - i. If in the Farmland Preservation Program, individuals have to have a plan by 12/31/15.
 - f. Commodity Marketing
 - g. Dairy Financial Seminar (RDP Grant)
 - h. Goat classes
 - i. Local Food
 - j. Intermediate QuickBooks
8. Technology/Tools to consider implementing: GPS, drones, iPad

Motion to adjourn at 3:45 p.m., seconded, motion carried. Meeting adjourned.

Minutes submitted by Jody Millin

Minutes-Dairy Goat Advisory Committee Meeting

Thursday January 22, 2015 10:00 a.m.

Southwest Tech Campus Room 493

Members Present: Larry Hendrich, Patricia Lund, Norm Monsen, Barry Midtling, Dr. Chris Duemler, Cody Taft, Jeanne Meier, Joe Gingerch, Nathalie Schattner, Katlyne Hill, and Remy Colas

Staff Present: Deb Ihm, Edmund Ruff, and Clare Heberlein

Meeting was called to order. Welcome/introductions were given.

1. **Overview of Southwest Tech Dairy Goat Grant Project** – Deb Ihm began the meeting by telling the group about Southwest Tech's work on the DATCP Goat Grant thus far. The college received the grant in June of 2014 and immediately began dialog with producers, shadowing Montchevre's field representative, and visiting the Woolwich manufacturing facility. Clare Heberlein joined the project in December after the resignation of a previous faculty member and began organizing the Dairy Goat Advisory Committee.
2. **History of Southwest Tech Dairy Goat Work** – Previously Southwest Tech has offered a 2-day workshop to the goat industry in 2009, with approximately 20 participants. The Farm Business & Production Management instructor team has also worked with a few commercial dairy goat producers through the adult farm management classes and individual on-farm assistance. In 2014, Southwest Tech offered a Producer and Processor breakfast during the Focus on Goats Meeting and conducted a survey at that meeting to gain knowledge of the needs of the goat industry as a whole.
3. **Review of existing Wisconsin Technical College System (WTCS) Goat Curriculum**-Clare Heberlein presented two curriculum options currently available for use in a potential goat course.

- The first curriculum option was a DACUM curriculum outline compiled by industry representatives, technical college instructors, and producers. Currently this is available for use in the technical college system. It covers the areas needed for instruction and the competencies that would go with each area. (See Attached DACUM Curriculum)
 - The second curriculum option was developed by Southwest Tech through another agriculture related grant. This curriculum outlines the whole goat industry including meat and mohair. It lists the course competencies and assessment strategies for each area. (See Attached Curriculum)
4. **Overview of producers and processors survey from Focus on Goats Breakfast** – Clare presented a power point presentation including the key eight areas that were listed as highest need from Southwest Tech's previously conducted producer and processors survey at the 2014 Focus on Goats Conference. (See Attached Power Point)
 5. **Small group sessions** - The Advisory Board split into small groups and worked together to discuss and address in more detail the eight areas that were listed as highest need from the producer and processors survey. Each group recorded their notes for the eight topics. In a large group setting, the eight topics were reviewed again and confirmed to be viable areas of focus when developing curriculum for the dairy goat industry. (See Attached Notes on the 8 Topics)
 6. **Dairy Goat Management Certificate proposal** –The Advisory Committee discussed what a dairy goat certificate might look like at the college. It was established that there should be two Dairy Goat Management Certificates, one for beginner producers and another for advanced producers.

Beginning	Advanced
Records	Records
Starting your business	
8 key topics referenced earlier	
Animal Welfare	Animal Welfare
Business Plan	Business Plan
Johnes – CAE – CL – Mycoplasma	
Herd Health Plan	
Consumers	
Legislation	Legislation

Skills: Beginning	Skills: Advanced
Hoof trimming	Year Herd Plan
Milking Standard Operating Procedures (SOPs)	Management Skills – SOPs
Labor and Delivery	Genetic Evaluation – Judging
Start kids – colostrum & milk	Breeding Plans
Dehorning	Dairy Comp
Vaccines	
Tubing	
DHIA	

The committee also identified the following key topics that impact profitability of commercial goat farms:

- Production levels on a per animal basis
- Minimizing feed cost – corn gluten – by products – growing own feed – (costs/working with others, on a share type operation)
- Animal health – udder health – lab information such as SSC and Plate Counts
- Employees – management, training, and profitability

Establishment of financial benchmarks for dairy goat farms: Deb led a discussion on FINPACK software from University of Minnesota Center for Farm Financial Management and how it would be of value to the dairy goat industry to have a database of financial information.

7. Highlight other activities in the grant

- Focus on Goats Conference-It was established through our discussion that Focus on Goats is a conference of value to the industry and should be continued on a semi-annual basis. It was also discussed that the previous Focus on Goats Committee had disbanded and a new one would need to be established. Southwest Tech is willing to offer some limited leadership and perhaps contracted employee services to help with the collaboration of another Focus on Goats Conference. Funding for the conference is limited and would need vendors to help supply the financial needs. The Advisory Committee established that the conference should be changed to one day only and should continue to include the cheese reception.
- Establishment of a Southwest Tech Foundation Dairy Goat Fund – Southwest Tech has the ability to start a fund for the goat project (to include scholarship funding, curriculum and workshop potential needs as well) through the Southwest Tech Foundation. It was decided that there is a need for such a fund and the question was posed as to how much money would be needed to open a fund. Deb Ihm agreed to find out more about what would be required to start a fund through the foundation and report back at the next advisory meeting.

A second Advisory Committee meeting will be scheduled in September or October of 2015.

Respectfully Submitted,

Clare Heberlein

Farm Business & Production Management Instructor

Attachment I.

Notification of districts with the same or similar program has been completed. Agriculture production and management program additions and changes were discussed amongst Ag program deans at the November 19, 2015 state-called meeting at Fox Valley Technical College. Curriculum maps and career pathway documentation was shared with staff from other colleges and discussed. Documentation is coming from the VTCS Office in the near future. There were no objections to the implementation of any of the production agriculture programs.

Attachment K

This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their December 17, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

PROGRAM APPROVAL CRITERIA and SIGNATURE

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attach).
- o. Documentation of costs: Fill in the worksheet. (*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	
3. Estimated Student FTEs	
4. Program Instructional Costs/FTE	
5. Average Cost/FTE (from Schedule B)	
6. Cost Analysis Indicator (CAI)*	

- p. Analysis of the cost/benefit to district stakeholders. (attach).

Signed: _____
President or Instructional Services Administrator

Date: _____

Signed: _____
Business Office
staff

Date: _____

☐ CONCEPT REVIEW
☐ PROGRAM APPROVAL

Wisconsin Technical
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: _____ Program Number: _____

Program Title: _____

District: _____

Date Routed: _____

Check One: _____ Technical Diploma (Code 30) _____

Associate Degree (Code 10) _____ Technical Diploma (Code 31) _____

Apprenticeship – New to State _____ Technical Diploma (Code 32) _____

(Code 50) _____

Primary Education Director Recommendation: Approve _____ Disapprove _____

Comments: _____

Signed: _____ Date: _____

Primary Education Director

Associate Vice President Date: _____

Upon approval of Concept Review, district may continue with Program Approval.

Upon Program Approval, District may submit electronic course files.

Board Monitoring of College Effectiveness

A. Business Management & General Studies Report

Included with the electronic Board material is a report on 2014-15 activities within the Business, Management & General Studies division. Richard Ammon, Dean of Business, Management & General Studies, will provide a report on 2015-16 activities within the division and measurements for success.

Division Update Business, Management and General Education

Report to District Board
Dr. Richard Ammon
Dean of Business, Management, and General Studies
December 17, 2015

Division Priorities – Business/Management

- ▶ Integrate career pathways into curriculum
 - Create degrees/sub-degrees that lead to gainful employment
- ▶ Use the College Quality Review Process (QRP) to improve student success
 - Focus on program completion/retention
 - Focus on student success in general education courses
- ▶ Develop programming appealing to adult learners



Career Pathways

- New Offerings 2015/2016
 - Medical Office Receptionist Embedded Pathway Certificate
 - Receptionist Embedded Pathway Certificate
 - Supply Chain Management Associate Degree
 - Supply Chain Assistant Diploma
 - Logistics Embedded Pathway Certificate
 - Materials Management Embedded Pathway Certificate
- New Offerings 2016/2017 (Proposed)
 - Tax Preparer Embedded Pathway Certificate
 - Payroll Embedded Pathway Certificate
 - Front-line Supervisor Embedded Pathway Certificate



2015–2020 Quality Review Process (QRP) Schedule

Updated: 9-22-2015

BUSINESS		<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Accounting	10-101-1	X				
Administrative Professional	10-106-6		X			
Business Management/Finance	10-102-3		X			
IT-Network Communications	10-150-1					X
Culinary Arts	10-316-1	X				
Culinary Management	10-317-1				X	
Golf Course Management	10-325-1					X
Graphic & Web Design	10-201-2		X			
Supervisory Management	10-196-1				X	
Individual Technical Studies	10-825-1	X				
Supply Chain Management	10-182-1			X		
Liberal Arts–Associate of Arts	20-800-1					
Liberal Arts–Associate of Science	20-800-2					
Accounting Assistant	31-101-1	X				
Office Support Specialist	31-106-8					
IT-Computer Support Technician	31-154-6					X
Supply Chain Management	31-182-2			X		
Culinary Specialist	31-317-1				X	
Cosmetologist	31-502-1		X			
Office Aide	30-106-9					
Food Production Assistant	30-317-1				X	
Receptionist	61-106-3					
Medical Office Receptionist	61-106-4					
Logistics	61-182-1					
Materials Management	61-182-2					

Program Data analyzed for QRP

Program enrollment history

Student demographic data

Course completion data

WTCS Indicator data–Retention, Graduation, Placement (5 year trends and benchmarked against other colleges)

Certification/Registry attainment data unique to accredited programs

Noel Levitz Student Satisfaction

Graduate Success Report

Employer Satisfaction Report

Previous QRP Report and Improvement Plan

EMSI – Industry/Occupation Projection Trend Report

Develop Offerings Appealing to Adult Learners

- ▶ Developed evening/weekend programs/certificates for delivery at outreach locations.
 - Face-to-Face Delivery
 - ITV – From SWTC to Outreach Site
 - Blended and Online Delivery
- ▶ Cohort model
 - Recruit from population sector
 - ITV
 - Partner with Upper Iowa University 2+2
- ▶ Create/convert online courses
 - Created/converted 27 courses (20 new/7 converted) to online format



FTE Headcount

2015-16 Business Division

Data source: MRS Registration Headcount & FTE X Program 12-9-15

BUSINESS	Headcount	Credits	FTEs
Accounting	30	586	19.5333
Administrative Professional	14	349	11.6333
Business Management/Finance	79	1604	53.4667
IT-Network Communication Specialist	40	1047	34.9
Culinary Arts	19	497	16.5667
Culinary Management	7	148	4.9333
Golf Course Management	20	583	19.4333
Graphic & Web Design	34	851	28.3667
Supervisory Management	22	352	11.7333
Individual Technical Studies	6	129	4.3
Supply Chain Management	9	142	4.7333
Liberal Arts-Associate of Arts	12	123	4.1
Liberal Arts-Associate of Science	8	53	1.7667
Accounting Assistant	4	98	3.2667
Office Support Specialist	6	168	5.6
IT-Computer Support Technician	15	347	11.5667
Supply Chain Assistant	1	15	0.5
Culinary Specialist	8	178	5.9333
Cosmetologist	38	832	27.7333
IT-Web & Software Developer	2	19	0.6333
	374	8121	270.7

WTCS Indicators

WTCS Program Indicators

data source: WTCS QRP Scorecard data, 3 year averages (2013-14-15)

BUSINESS				
2 year Associate Degrees		2nd year Retention	150% time Graduation (within 3 years)	Related Placement
Accounting	10-101-1	60%	40%	44%
Administrative Professional	10-106-6	69%	56%	73%
Business Management	10-102-3	55%	21%	69%
IT-Network Communications	10-150-1	56%	37%	77%
Culinary Arts	10-316-1	*	*	*
Culinary Management	10-317-1	46%	31%	78%
Golf Course Management	10-325-1	71%	44%	92%
Graphic & Web Design	10-201-2	49%	36%	71%
Supervisory Management	10-196-1	*	*	*
Individual Technical Studies	10-825-1	*	*	*
Supply Chain Management	10-182-1	*	*	*
Liberal Arts-Associate of Arts	20-800-1	*	*	*
Liberal Arts-Associate of Science	20-800-2	*	*	*
1 year Technical Diploma		Fall to Spring Retention	200% time Graduation (within 2 years)	Related Placement
Accounting Assistant	31-101-1	83%	63%	67%
Office Support Specialist	31-106-8	72%	53%	58%
IT-Computer Support Technician	31-154-6	*	*	*
Supply Chain Management	31-182-2	*	*	*
Culinary Specialist	31-317-1	81%	43%	78%
Cosmetologist	31-502-1	88%	65%	65%
Short Term Certificate		Fall to Spring Retention	150% time Graduation (within 1 year)	Related Placement
Office Aide	30-106-9	*	*	*
Food Production Assistant	30-317-1	*	*	*

** Insufficient data*

2nd year Retention = % of First Time Program Students who started the program in the previous year and are still enrolled or graduated from the program in either year.

Fall to Spring Retention = % of First Time Program Students who started in the fall semester and are still enrolled or graduated from the program the second semester.

150% time Graduation = % of First Time Program Students who graduated within 150% of the expected graduation time.

200% time Graduation = % of First Time Program Students who graduated within 200% of the expected graduation time.

Related Placement = % of most recent graduates responding to the graduate follow-up survey, in the labor market and reporting employment related to training.

Division Priorities – General Education

- ▶ Monitor the completion rates of general education courses as part of the College Quality Review (QRP) process
- ▶ Work collaboratively with program faculty to introduce best practices that increase the overall completion rates in general education courses
 - Integrate contextual learning into the general education courses
 - Strengthen the links between general education and program faculty
- ▶ Support at-risk students through “intrusive advising/tutoring”



General Education Completion Data

			2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Total students achieved 2014-15
CG04 AAS Course Completion / mathematics			71.32%	71.15%	68.01%	63.72%	72.62%	252
CG05 AAS Course Completion / communications			73.26%	68.79%	68.28%	71.64%	69.61%	355
CG06 AAS Course Completion / social-behavioral			67.97%	64.40%	65.79%	64.44%	67.92%	504
CG07 AAS Course Completion / Natural sciences			67.29%	73.17%	73.05%	83.52%	81.05%	201
								1312
CG04	Math Course Completion	Percent of students that pass 100% of the math courses attempted in a year.						
CG05	Communication Course Completion	Percent of students that pass 100% of the communication courses attempted in a year.						
CG06	Social Science Course Completion	Percent of students that pass 100% of the social science courses attempted in a year.						
CG07	Natural Science Course Completion	Percent of students that pass 100% of the natural science courses attempted in a year.						

B. 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 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Midwife Clinical Coordinator	Marijke van Roojen	Summer 2015	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$20.78/hour
2	Replacement-Beth Whitish (Retirement)	Early Childhood Education Instructor	Renae Blaschke	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$64,000
3	Replacement-Marla Leibfried (Retirement)	Dental Assistant Instructor	Krista Demo	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$45,000
4	Replacement-Heather Fifrick	Resident & Student Life Coordinator	Stephanie Brown	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$49,000 (internal)
5	Replacement-Lena Robinson (Resignation)	Learning Services Assistant	Position being reviewed	Summer 2015	
6	New Position	Grants Coordinator	Damell Hendricks	Summer 2015	Grade 7, Salaried Professional \$52,190 - \$70,611; Hired at current salary (internal)
7	New Position	Safety Instructor	Hold - not hiring	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
8	New Position	Cook	Tim Evans	7/23/2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
9	Replacement - Laura Nyberg-Comins (Resignation)	Dean of Student Services	Holly Bigelow	Summer 2015	Grade 2, Salaried Professional \$89,258 - \$120,763 Hired at \$93,000
10	Replacement - Dennis Cooley (Resignation)	Executive Director of the Foundation	Holly Clendenen	8/19/2015	Grade 4, Salaried Professional \$74,431 - \$100,700 Hired at \$93,000
11	Replacement - Chase Varvil	Electrical Power & Distribution Lab Assistant-PT LTE	Bill O'Herrin	Fall 2015	Grade 5 Hourly \$17.40 - \$22.42
12	Replacement - Stephanie Brown (transfer)	Advisor	Matt Schneider	Jan. 2016	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$45,000 (internal)
13	New Position	Cook - PT Regular	Susan Friederick	Summer 2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
14	Replacement - George Dulzo (Retirement-12/15)	Criminal Justice Instructor	Gary Roberts	12/1/2015	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$48,000 (BS)

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
15	Replacement - Cindy Albrecht (Resigned)	Communications Instructor	Yasmin Rioux	1/1/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$51,000 (MS)
16	New Position	IT Instructional/Lab Assistant-LTE	Kelly Flynn (KJ)	8/8/2015	Grade 3 Support Staff \$15.25-\$20.19 Hired at \$18.75
17	New Position	Coordinator of Annual Giving & Donor Relations	Gina Udelhofen	10/26/2015	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$59,000
18	New Position	Student Success Tutors 2 Part-time/LTE	David Wright	11/12/2015	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
19	New Position	Student Success Coach LTE	Kirsten Reichmann	12/7/2015	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$32.00
20	New Position	Director of External Relations & Alumni Development	Kim Schmelz	10/14/2015	Grade 5, Salaried Professional \$67,017 - \$90,671 Hired at \$67,500
21	New Position	Foundation Accounting & Payroll Administrator	Samantha Redman	Jan. 2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$52,000 (internal)

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
22	Replacement Dave Hardyman (Retired 11/4/2015)	Network Administrator	Interviews Completed	Jan. 2016	Grade 7, Support Staff \$23.38-\$36.20
23	Replacement -Matt Schneider (Transfer)	Student Success Coach (formerly College Admissions Representative)	Posting closes 12/23/2015	Jan. 2016	Grade 8, Salaried Professional \$44,115-\$59,685
24	Replacement-Samantha Redman (Transfer)	Grant & Finance Accountant	Interviews Scheduled	Jan. 2016	Grade 6, Support Staff \$21.05-\$27.24
25	New Position	Midwifery Instructor	Posting closes 12/17/2015	Jan. 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
26	New Position - (2 Part-time)	Midwife Onsite Clinical Coordinator	Posting closes 12/17/2015	Jan. 2016	Grade 4, Hourly \$16.33 - \$21.09
27	New Position (Part-time, LTE, Grant Funded)	Basic Computer Skills Coordinator (Part-time, LTE, Grant Funded)	Posting closes 12/17/2015	Jan. 2016	Grade 6, Support Staff \$21.05-\$27.24
28	Replacement-Betty Frydenlund (retirement 12/31/15)	Nursing Assistant Instructor	Posting being prepared	Spring 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554

Updated 12/10/2015

Information and Correspondence

A. *Enrollment Report*

The year-over-year 2015-16 Comparison FTE Report and 2016 Application Report are available below.

2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	12-08-14 Students	12-07-15 Students	Student Change	12-08-14 FTE	12-07-15 FTE	FTE Change
10-101-1	Accounting	22	29	7	18.66	19.23	0.57
10-106-6	Administrative Professional	12	14	2	9.10	11.67	2.57
10-006-2	Agri-Business/Science Technology	61	64	3	59.84	59.97	0.13
10-102-3	Business Management	74	79	5	51.06	52.63	1.57
10-530-5	Cancer Information Management	6	20	14	3.37	10.30	6.93
10-504-1	Criminal Justice - Law Enforcement	57	49	(8)	43.13	42.07	(1.06)
10-316-1	Culinary Arts	20	19	(1)	17.17	16.30	(0.87)
10-317-1	Culinary Management	9	7	(2)	8.60	4.93	(3.67)
10-510-6	Direct Entry Midwife	30	43	13	13.70	20.80	7.10
10-307-1	Early Childhood Education	36	37	1	26.53	26.57	0.03
10-620-1	Electromechanical Technology	60	38	(22)	49.40	30.80	(18.60)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	9.23	-	(9.23)
10-325-1	Golf Course Management	30	20	(10)	24.10	19.43	(4.67)
10-201-2	Graphic And Web Design	31	34	3	23.87	28.17	4.30
10-530-1	Health Information Technology	27	40	13	15.30	20.30	5.00
10-520-3	Human Services Associate	42	53	11	31.40	38.83	7.43
10-825-1	Individualized Technical Studies	5	6	1	2.90	4.30	1.40
10-154-3	IT-Computer Support Specialist	2	-	(2)	0.53	-	(0.53)
10-150-1	IT-Network Communications Specialist	29	40	11	20.00	35.10	15.10
10-152-7	IT-Web & Software Developer-Suspended	10	1	(9)	6.40	0.30	(6.10)
10-513-1	Medical Laboratory Technician	17	18	1	14.50	16.50	2.00
10-543-1	Nursing - Associate Degree	280	208	(72)	144.65	104.47	(40.18)
10-524-1	Physical Therapist Assistant	44	43	(1)	24.17	27.70	3.53
10-196-1	Supervisory Management	18	22	4	7.69	11.67	3.97
10-182-1	Supply Chain Management	1	9	8	0.43	4.73	4.30
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.50	0.50
Total Associate Degree		933	894	(39)	25.74	607.27	(18.47)
31-101-1	Accounting Assistant	12	4	(8)	8.10	3.27	(4.83)
30-531-6	Advanced EMT	-	7	7	-	0.93	0.93
32-070-1	Agricultural Power & Equipment Technician	40	43	3	38.24	41.00	2.76
31-405-1	Auto Collision Repair & Refinish Technician	20	18	(2)	13.63	13.93	0.30

Program Code	Program Title	12-08-14 Students	12-07-15 Students	Student Change	12-08-14 FTE	12-07-15 FTE	FTE Change
32-404-2	Automotive Technician	32	35	3	27.60	31.97	4.36
31-475-1	Building Trades - Carpentry	20	11	(9)	15.67	10.40	(5.27)
30-420-2	CNC Setup/Operation	8	4	(4)	3.87	2.13	(1.73)
31-307-1	Child Care Services	15	19	4	10.20	15.00	4.80
50-413-2	Electricity (Construction) Apprentice	19	21	2	1.97	2.87	0.90
31-502-1	Cosmetology	39	38	(1)	32.51	27.40	(5.11)
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	5	8	3	3.67	5.93	2.27
31-091-1	Dairy Herd Management	17	18	1	17.10	14.60	(2.50)
30-508-2	Dental Assistant - Short Term	26	14	(12)	13.10	7.50	(5.60)
31-413-2	Electrical Power Distribution	26	24	(2)	24.23	22.27	(1.96)
30-531-3	Emergency Medical Technician	-	15	15	-	2.70	2.70
50-413-1	Industrial Electrician Apprentice	10	12	2	0.87	2.00	1.13
31-620-1	Industrial Mechanic	1	8	7	0.50	5.83	5.33
31-154-6	IT-Computer Support Technician	18	15	(3)	12.23	11.57	(0.67)
31-513-1	Laboratory Science Technician	-	5	5	-	3.57	3.57
31-509-1	Medical Assistant	37	36	(1)	33.54	29.27	(4.27)
30-530-1	Medical Coding Specialist	40	33	(7)	11.80	11.03	(0.77)
30-543-1	Nursing Assistant	136	131	(5)	16.87	16.13	(0.73)
31-106-8	Office Support Specialist	11	6	(5)	8.57	5.60	(2.97)
50-427-5	Plumbing Apprentice	12	19	7	1.38	2.50	1.12
31-182-1	Supply Chain Assistant	-	1	1	-	0.50	0.50
31-442-1	Welding	46	52	6	38.83	41.73	2.90
	Total Technical Diploma	605	615	10	342.26	341.23	(1.03)
20-800-1	Liberal Arts - Associate of Arts	13	12	(1)	4.70	3.90	(0.80)
20-800-2	Liberal Arts - Associate of Science	13	8	(5)	4.97	1.77	(3.20)
	Undeclared Majors	1,583	1,452	(131)	167.31	158.77	(8.54)
	Total	3,147	2,981	(166)	1,144.98	1,112.94	(32.04)
	Percent of Change						-2.80%
	Vocational Adult (Aid Codes 42-47)	2,886	2,745	(141)	53.08	52.87	(0.21)
	Community Services (Aid Code 60)	57	42	(15)	0.14	0.09	(0.05)
	Basic Skills (Aid Codes 73,74,75,76)	194	246	52	12.95	20.33	7.38
	Basic Skills (Aid Codes 77 & 78)	481	1,184	703	22.78	52.67	29.89
	Grand Total	6,765	7,198	433	1,233.92	1,238.89	4.97
	Total Percent of Change						0.40%

APPLICATION COMPARISON of 2016-17 vs 2015-16



		2016-2017			2015-2016							
Program	Cap	Dec 10, 2015			Dec 9, 2014			1st day 8-24-15				YOY
		Acpt	W.L.	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total		Nov
Accounting		9		9	2		2	16		16		7
Accounting Assistant		1		1	3		3	3		3		-2
Administrative Professional		1		1	3		3	9		9		-2
Agri-Business/Science Tech	36	12		12	10		10	36	1	37		2
Ag Power & Equipment	22	22		22	21		21	22		22		1
Auto Collision Repair&Refinish	22	3		3	5		5	10		10		-2
Automotive Technician	22	6		6	5		5	22	1	23		1
Building Trades- Carpentry	20	2		2	1		1	9		9		1
Business Management		3		3	5		5	37		37		-2
Cancer Information Management		3		3	1		1	16		16		2
Child Care Services	13	7		7	5		5	13	3	16		2
CNC Setup/Operation	5			0	1		1	6		6		-1
Cosmetology	24	3		3	3		3	23		23		0
Criminal Justice-Law Enforce	48	4		4	13		13	31		31		-9
Culinary Arts		4		4	3		3	6		6		1
Culinary Management				0			0	4		4		0
Culinary Specialist				0			0	8		8		0
Dairy Herd Management	24	9		9	4		4	19		19		5
Dental Assistant	18	14		14	6		6	17		17		8
Early Childhood Education	28	8		8	10		10	28		28		-2
Electrical Power Distribution	24	18		18	24	2	26	24		24		-8
Electro-Mech Tech	12	5		5	2		2	17		17		3
Golf Course Management		1		1	2		2	8		8		-1
Graphic and Web Design	25	5		5	4		4	25		25		1
Health Information Technology	22	16		16	16		16	22	5	27		0
Human Services Associate	31	8		8	7		7	29		29		1
Industrial Mechanic	12			0			0	5		5		0
Instrumentation & Controls Tech				0			0			0		0
IT-Computer Support Tech		1		1	1		1	15		15		0
IT-Network Communication Spec		2		2	1		1	24		24		1
Laboratory Science Technician	15	1		1			0	5		5		1
Liberal Arts- Associate of Arts		1		1			0	8		8		1
Liberal Arts-Associate of Science				0			0	4		4		0
Medical Assistant	32	15		15	24		24	32	2	34		-9
Medical Coding Specialist	23	21		21	10		10	23	5	28		11
Medical Laboratory Technician	16			0	2		2	15		15		-2
Nail Technician	4			0			0			0		0
Nursing-Associate Degree	54	43		43	54	60	114	54	30	84		-71
Nursing-Assoc Degree- Part-time	28	13		13	28	12	40	28	3	31		-27
Office Support Specialist		1		1	2		2	5		5		-1
Pharmacy Tech (shared)				0	1		1			0		-1

Physical Therapist Assistant	18		10	10		39	39	16	10	26	-29
Precision Machining Technology		1		1			0			0	1
Supervisory Management		2		2			0	9		9	2
Supply Chain Assistant				0			0	1		1	0
Supply Chain Mgt				0			0	3		3	0
Undecided		1		1			0			0	1
Welding	40	8		8		7	7	33		33	1
Sub Total 8/22/2016		274	10	284		286	113	399	740	60	-
											115
Business Management		6		6		3	3			12	3
Direct-Entry Midwife (Jan Start)	32	32	7	39		18	1	19	9	2	20
Liberal Arts - Arts				0		1	1			0	-1
Liberal Arts - Science				0			0			0	0
Supervisory Management		2		2		2	2			0	0
Supply Chain Management		2		2		2	2			0	0
Welding - (Jan Start)	20	13		13		16	16	1		1	-3
Sub Total 1/11/2016		55	7	62		42	1	43	10	2	19
TOTALS		329	17	346		328	114	442	750	62	19

B. Chairperson's Report

C. College President's Report

1. Charger Dashboard
2. Board Retreat
3. ACCT National Legislative Summit
4. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board meeting

1. Employee Benefits Consortium Update
2. College Ends – Values Definitions
3. Institutional Advancement Report
4. Student Services Report
5. Marketing Report

B. Time and Place

Thursday, January 28, 2016, at 7:00 p.m. in Rooms 492-493, College Connection,
Southwest Tech Campus

Adjourn to Closed Session

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

1. Discussion of property acquisition per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
2. Discussion of employment contracts per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Approval of October 22, 2015, Closed Session Minutes

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment