



Southwest Wisconsin Technical College
District Board Meeting

Regular Meeting

June 28, 2016

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Tuesday, June 28, 2016

5:30 p.m. – Light Supper

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting
Room 3608 – Health/Science Center

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The June 28, 2016, 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 Board Meeting of May 26, 2016

Minutes of the April 28, 2016, regular Board meeting are included with the electronic Board material.

C. Financial Reports

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

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

D. Contract Revenue

Contract revenue totaled \$1,000,758.22 in May 2016. There are 80 contracts being presented to the Board for approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One internal transfer, four resignations, 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. 2016-17 Budget Approval

Caleb White will present the 2016-17 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

Recommendation: Approve the 2016-17 Budget as presented.

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

Up to \$430,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$2,070,000 for paying the cost of acquiring moveable equipment. A copy of the resolution is available with the electronic Board material.

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

C. Second Reading of Compensation Philosophy to be included in Governance Policy 3.3: Compensation & Benefits

The College Council has made revisions to the Compensation Philosophy based on feedback from the District Board. Krista Weber, Director of Human Resources, will present the philosophy. The revised Compensation Philosophy is included with the electronic Board material.

Recommendation: Approve the Compensation Philosophy as presented for it to be included in Governance Policy 3.3: Compensation & Benefits.

D. Bid for Outdoor Enclosed Cultivation Unit

Bid specifications and information were sent to four vendors for an outdoor enclosed cultivation unit for use in the Agri-Business programs. The bid opening was held on June 16, 2016, with one bid being received. Dan Imhoff, Director of Facilities, will present the bid summary, which is included with the electronic Board material.

Recommendation: Accept the low bid from CEA Advisors for the Outdoor Enclosed Cultivation Unit in the amount of \$95,700.

E. Bid for Mobile Welding Lab

Bid specifications and information were sent to four vendors for a mobile welding lab. The bid opening was held on June 22, 2016, with two bids being received. The bid summary is included with the electronic Board material. Dan Imhoff, Director of Facilities, will present the bid summary.

Recommendation: Accept the low bid from ITD-Innovative Trailer Design, Toronto, Ontario, for the Mobile Welding Lab in the amount of \$279,000.

F. Prairie du Chien Outreach Site Lease with Workforce Connections

Included with the material in the electronic Board packet is a lease agreement with Workforce Connections, Inc., LaCrosse, WI, for the lease of one room at 1305 Marquette Road, Prairie du Chien, WI. The College uses this space for an outreach site in Prairie du Chien. Caleb White will be available at the Board meeting for any questions.

Recommendation: Approve the one-year lease with Workforce Connections, Inc., LaCrosse, WI, for an outreach site in Prairie du Chien, WI.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Information Technology Report

Information Technology staff will present their Board Monitoring report including strengths and areas for improvement as well as major activities which help the College achieve its eight Strategic Directions. Information is included in the electronic Board material.

B. Accreditation Update

Jason Wood will provide an update on the November 2016 accreditation visit by the Higher Learning Commission. An overview of accreditation is included with the other electronic material in the Board packet.

C. 2016-17 Board Monitoring Schedule

A draft of the FY2017 Board Monitoring Schedule is included with the electronic Board material. This will be reviewed at the Board meeting.

D. Staffing Update

An update on College staffing will be provided at the Board meeting. A summary is available with the electronic Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

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

B. Chairperson's Report

C. College President's Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

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

B. Time and Place

Monday, July 11, 2016, at 5:30 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

1. Discussing Other Post-Employment Benefits (OPEB), President's Evaluation, and President's Contract per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
2. Discussing Property Acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session}.
3. Approval of Closed Session Minutes of May 26, 2016

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The June 28, 2016, 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

Tuesday, June 28, 2016

5:30 p.m. – Light Supper

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Room 3608 – Health/Science Center

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 26, 2016
- 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. 2016-17 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale
- C. Second Reading of Compensation Philosophy to be included in Governance Policy 3.3: Compensation & Benefits
- D. Bid for Outdoor Enclosed Cultivation Unit
- E. Bid for Mobile Welding Lab
- F. Prairie du Chien Outreach Site Lease with Workforce Connections

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Information Technology Report
- B. Accreditation Update
- C. 2016-17 Board Monitoring Schedule
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Discussing Other Post-Employment Benefits (OPEB), President's Evaluation, and President's Contract per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 2. Discussing Property Acquisition per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session.
 3. Approval of Closed Session Minutes of May 26, 2016

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 May 26, 2016

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 26, 2016

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:09 p.m. on May 26, 2016, in Room 2013, Public Safety Complex, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, Melissa Fitzsimons, and Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Holly Miller, Caleb White, Kim Schmelz, Gina Udelhofen, Tammie Engelke, Ken Bartz, Annette Biggin, Karl Sandry, Kris Wubben, Gary Roberts, Tom Kretschman, Mandy Henkel, Dan Schildgen, Penny Demert-Neal, and Colleen Watters. Public present included Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, and nursing students and former public safety students.

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, May 26, 2016

5:30 p.m. – Dinner and Public Safety Complex Shooting Range

7:00 p.m. – Board Meeting

Room 2013 – Public Safety Complex

AGENDA

OPEN MEETING

The following statement will be read: "The May 26, 2016, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

1. Student Haiti Trip

2. Phi Theta Kappa All USA Community College Academic Team

3. Layla Merrifield, WTC District Boards Association

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 28, 2016
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2016-17 WTC District Boards Association Fee Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Compensation Philosophy – First Reading of Governance Policy 3.3 – Compensation and Benefits
- B. Request for Proposals: Compensation Analysis
- C. Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and SWTC Real Estate Foundation
- D. Feasibility Study for Entrepreneurial Components of Facilities Master Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. FY2017 Budget Update
- B. Foundation Report
- C. Public Safety Report
- D. Year-End College Performance Review
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing compensation items per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 - 2. Discussing Presidential evaluation per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes of April 28, 2016

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}

Nursing Instructors Colleen Watters and Penny Demert-Neal along with three students who participated in a trip to Haiti for clinical learning experience provided the Board with an overview of the trip.

Layla Merrifield, the Executive Director for the Wisconsin Technical College District Boards Association, addressed the Board on legislative and other activities happening in the State of Wisconsin. Ms. Merrifield noted the Summer District Boards Association meeting will be held in Wausau on July 15-16, the legislature is currently adjourned and the legislators are in campaign season, and a budget development work group has started to meet.

Mr. Tuescher moved to approve the Consent Agenda, as presented, including:

- the May 26, 2016, agenda;
- April 28, 2016, minutes of the regular Board meeting;
- financial reports;
- 23 contracts totaling \$42,131.06 in April 2016;
- new hires of Katie (Friar) Glass, Marketing Specialist, and Katharine Caywood, Marketing Specialist;
- the resignations of Dana O'Brien – Nursing Instructor, Nicole Schopf – Nursing Instructor, Kirsten Reichmann – Academic Success Coach Lead, and Sue Reukauf – Marketing & Public Relations Manager;
- the retirements of Barb Kennedy – Basic Education Instructor, Marlene Klein – Reading Instructor, and Kathy Yanna – Evening Custodian; and
- the 2016-17 Wisconsin Technical College District Boards Association fee assessment in the amount of \$19,655.31.

Ms. Nickels seconded the motion; motion carried.

Dan Schildgen and Mandy Henkel, members of the College Council, presented a proposed compensation philosophy to be included in Governance Policy 3.3 – Compensation & Benefits. They reviewed the process used to develop the philosophy, reviewed the broad statements of Externally Competitive Salary and Benefits, Equitable, Excellence, Emphasis on Student Success, and Easy to Communicate. After discussion with the Board, the College Council will revise the philosophy to include a section on sustainability.

Caleb White reviewed the Compensation Analysis Request for Proposals. The scope of the RFP included providing an analysis of the College's current pay structure and assist in establishing compensation practices that are equitable, competitive, align with strategic priorities, and support the mission, vision and values of the College. Mr. White presented the RFP summary noting that two proposals were received. An evaluation team made up of members of the College Council reviewed the proposals. The two firms participated in interviews with the evaluation team and all college staff were invited as well. After discussion,

Mr. Tuescher moved to award the contract for a compensation analysis to Gallagher Benefit Services, Inc., St. Paul, MN in the amount of \$52,000. Mr. Prange seconded the motion. The motion unanimously carried.

Dr. Wood presented the final draft of the Memorandum of Understanding (MOU) between the College, the Southwest Wisconsin Technical College Foundation, and the SWTC Real Estate Foundation. Dr. Wood explained the need for the MOU in that with the development of the Real Estate Foundation it was essential a formal document be prepared to outline the responsibilities of the three different entities. Legal counsel has reviewed the document, and the two foundation Boards have approved the MOU. Mr. Tuescher moved to approve the Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and the SWTC Real Estate Foundation. Ms. Mickelson seconded the motion. Upon a voice vote with all voting affirmatively, the motion was approved.

Jason Wood updated on the May 17 Vision for the Future event. He noted priorities explored at the event were expanded student housing with the possibility of hotel and multi-purpose facilities. Dr. Wood felt the community showed interest for a public/private foundation venture. He noted the next step would be to get expertise involved in this type of endeavor to determine the feasibility and business plan. Mr. Tuescher moved to authorize the College to move forward with identifying partners who will complete a feasibility student and business plan for entrepreneurial components of the Facilities Master Plan. Ms. Nickels seconded the motion; motion carried.

Caleb White provided an update on the FY2017 budget. The six fund summaries were presented to the Board as well as a tentative outlook on how the College will finish the budget for FY2016. Mr. White does not foresee the information presented changing drastically before the budget hearing in June.

The Board heard a report on the Foundation activities, strengths, and priorities; projects; fundraising results; the 50th anniversary; and the newly formed Real Estate Foundation. Holly Clendenen, Executive Director of the Foundation & Real Estate Foundation; Kim Schmelz, External Relations & Alumni Development; and Gina Udelhofen, Coordinator of Annual Giving & Donor Relations, presented the report.

Public Safety staff presented their Board Monitoring report including strengths and areas for improvement as well as major activities which help the College achieve its eight Strategic Directions. Staff present included Kris Wubben, Public Safety Supervisor; Tammie Engelke, Administrative Assistant; Gary Roberts, Criminal Justice Instructor; Tom Kretschman, Criminal Justice Instructor; Annette Biggin, Driver Education Coordinator; Karl Sandry, Lab Assistant – Public Services & Lead Fire Instructor; and Ken Bartz, PSC Outreach Coordinator & Lead EMS Instructor. Former students Justin McLimans (Criminal Justice), Caleb Aloisi (Criminal Justice), Erica Traver (Emergency Medical Services), and Zack Hake (Fire) shared experiences they had as students and how the experiences have helped them in their careers.

The 2015-16 College Performance Review was presented by Dr. Wood. The report included information on enrollment, learning, financial, strategic directions, and strengthening our service culture.

Jason Wood provided an update on College staffing noting that two positions are in various stages of the hiring process. The positions included a Communications Instructor and an LTE Academic Success Coach – Lead.

Enrollment reports were reviewed including the 2015-16 Comparison FTE, 2016-17 Comparison FTE, and 2016-17 Application Reports. Enrollment for FY2016 is up slightly from the previous year and preliminary data shows the FY2017 FTE count increased by eight percent from one year ago.

Mr. Tuescher moved to convene to Closed Session for the purpose of discussion of compensation items per Wis. Stats. 19.85(1)(c) and the approval of the April 28, 2016, Closed Session Minutes. Mr. Prange seconded the motion. Upon roll call vote with all members voting affirmatively, the Board meeting adjourned to Closed Session at 9:10 p.m.

The Board meeting reconvened to open session at 10:12 p.m. Mr. Tuescher moved to approve the administration's recommendation on salary as presented in Closed Session. Ms. Mickelson seconded the motion; the motion unanimously carried.

Ms. Nickels moved to adjourn the Board meeting. Mr. Tuescher seconded the motion; motion unanimously carried. With no further business to come before the Board, the meeting adjourned at 10:14 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchase Orders Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 05/01/2016 TO 05/31/2016**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
5/6/2016	6391	Nelson-Jameson	\$ 6,340.50	Lab Science: HygroLab Humidity & Water Activity Analyzer (grant)
		SUBTOTAL	\$ 6,340.50	
<u>CAPITAL FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
<u>ENTERPRISE FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
		TOTAL	\$ 6,340.50	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 05/31/2016

Liability End of Month Balances		
FICA	-	
Federal Withholding	-	
State Withholding	23,493.81	
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)	5,861,512.24	
Total Liability Adjustment	<u>6,676,768.51</u>	
Beginning Treasurers Balance		12,388,956.85
Receipt		
Fund		
1 General	240,754.77	
2 Special Revenue		
3 Capital Projects	-	
4 Debt Service	172,424.02	
5 Enterprise	68,540.56	
6 Internal Service	320,798.31	
7 Financial Aid/Activities	5,752.23	
Total Receipts		<u>808,269.89</u>
Cash Available		13,197,226.74
Expenses		
Fund		
1 General	2,121,246.46	
2 Special Revenue	-	
3 Capital Projects	37,992.43	
4 Debt Service	4,588,263.61	
5 Enterprise	113,386.67	
6 Internal Service	348,599.57	
7 Financial Aid/Activities	30,170.32	
Total Expenses		<u>7,239,659.06</u>
Treasurers Cash Balance		5,957,567.68
Liability Adjustment		<u>6,676,768.51</u>
Cash in Bank		<u>\$12,634,336.19</u>

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 11 Months ended May 2016**

	<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	20,322,420.59	86.23	94.07	88.12	92.89	90.93
General Fund Expenditures	23,968,000.00	20,242,489.46	84.46	79.66	85.24	88.42	86.10
Capital Projects Fund Revenue	2,530,000.00	2,527,193.12	99.89	101.24	101.35	102.58	101.95
Capital Projects Fund Expenditures	2,357,000.00	1,147,350.30	48.68	70.51	59.88	66.06	79.80
Debt Service Fund Revenue	5,194,000.00	3,590,991.32	69.14	6.93	8.22	0.00	4.40
Debt Service Fund Expenditures	5,261,000.00	5,255,416.12	99.89	97.67	99.42	39.56	42.60
Enterprise Fund Revenue	2,132,000.00	2,028,338.30	95.14	90.62	81.93	93.67	77.43
Enterprise Fund Expenditure	1,966,000.00	1,653,120.77	84.09	80.25	63.24	83.31	60.54
Internal Service Fund Revenue	4,100,000.00	3,796,408.25	92.60	89.48	88.28	91.82	85.15
Internal Service Fund Expenditures	4,100,000.00	4,131,591.52	100.77	97.38	88.00	86.17	88.02
Trust & Agency Fund Revenue	8,500,000.00	6,892,792.98	81.09	83.60	91.52	96.90	90.27
Trust & Agency Fund Expenditures	8,450,000.00	6,842,773.38	80.98	84.60	92.42	96.90	90.60
Grand Total Revenue	46,024,000.00	39,158,144.56	85.08	82.41	80.20	83.08	80.58
Grand Total Expenditures	46,102,000.00	39,272,741.55	85.19	83.40	86.41	82.25	80.73

D. Contract Revenue

Contract revenue totaled \$1,000,758.22 in May 2016. There are 80 contracts being presented to the Board for approval. The Contract Revenue Report follows.

2015-2016 CONTRACTS

5/01/16 through 5/31/16

<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>
03-2016-0009-I-11 Barneveld School District	Driver Education - Classroom	Kris Wubben	32	\$ 3,200.00	No		X	
03-2016-0010-I-11 Barneveld School District	Driver Education - Behind The Wheel	Kris Wubben	35	\$ 11,375.00	No		X	
03-2016-0011-I-11 Benton School District	Driver Education - Classroom	Kris Wubben	10	\$ 1,000.00	No		X	
03-2016-0012-I-11 Benton School District	Driver Education - Behind The Wheel	Kris Wubben	18	\$ 5,850.00	No		X	
03-2016-0013-I-11 Boscobel School District	Driver Education - Classroom	Kris Wubben	45	\$ 4,500.00	No		X	
03-2016-0014-I-11 Boscobel School District	Driver Education - Behind The Wheel	Kris Wubben	50	\$ 16,250.00	No		X	
03-2016-0015-I-11 Cassville School District	Driver Education - Behind The Wheel	Kris Wubben	13	\$ 4,225.00	No		X	
03-2016-0016-I-11 Cuba City School District	Driver Education - Classroom	Kris Wubben	56	\$ 5,600.00	No		X	
03-2016-0017-I-11 Cuba City School District	Driver Education - Behind The Wheel	Kris Wubben	59	\$ 19,175.00	No		X	
03-2016-0018-I-11 Dodgeville School District	Driver Education - Classroom	Kris Wubben	70	\$ 7,000.00	No		X	
03-2016-0019-I-11 Dodgeville School District	Driver Education - Behind The Wheel	Kris Wubben	84	\$ 27,300.00	No		X	
03-2016-0020-I-11 Fennimore Community Schools	Driver Education - Classroom	Kris Wubben	38	\$ 3,800.00	No		X	
03-2016-0021-I-11 Fennimore Community Schools	Driver Education - Behind The Wheel	Kris Wubben	76	\$ 24,700.00	No		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2016-0022-I-11 Highland School District	Driver Education - Classroom	Kris Wubben	10	\$ 1,000.00	No		X	
03-2016-0023-I-11 Highland School District	Driver Education - Behind The Wheel	Kris Wubben	15	\$ 4,875.00	No		X	
03-2016-0024-I-11 Iowa Grant School District	Driver Education - Classroom	Kris Wubben	31	\$ 3,100.00	No		X	
03-2016-0025-I-11 Iowa Grant School District	Driver Education - Behind The Wheel	Kris Wubben	37	\$ 12,025.00	No		X	
03-2016-0026-I-11 Lancaster Community Schools	Driver Education - Classroom	Kris Wubben	83	\$ 8,300.00	No		X	
03-2016-0027-I-11 Lancaster Community Schools	Driver Education - Behind The Wheel	Kris Wubben	83	\$ 26,975.00	No		X	
03-2016-0028-I-11 Mineral Point School District	Driver Education - Classroom	Kris Wubben	39	\$ 3,900.00	No		X	
03-2016-0029-I-11 Mineral Point School District	Driver Education - Behind The Wheel	Kris Wubben	41	\$ 13,325.00	No		X	
03-2016-0030-I-11 Platteville School District	Driver Education - Classroom	Kris Wubben	90	\$ 9,000.00	No		X	
03-2016-0031-I-11 Platteville School District	Driver Education - Behind The Wheel	Kris Wubben	103	\$ 33,475.00	No		X	
03-2016-0032-I-11 Potosi School District	Driver Education - Behind The Wheel	Kris Wubben	34	\$ 11,050.00	No		X	
03-2016-0033-I-11 River Ridge School District	Driver Education - Classroom	Kris Wubben	32	\$ 3,200.00	No		X	
03-2016-0034-I-11 River Ridge School District	Driver Education - Behind The Wheel	Kris Wubben	37	\$ 12,025.00	No		X	
03-2016-0036-I-11 Seneca School District	Driver Education - Behind The Wheel	Kris Wubben	1	\$ 325.00	No		X	
03-2016-0037-I-11 Southwestern School District Southwest Wisconsin Technical College	Driver Education - Classroom	Kris Wubben	35	\$ 3,500.00	No		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2016-0038-I-11 Southwestern School District	Driver Education - Behind The Wheel	Kris Wubben	41	\$ 13,325.00	No		X	
03-2016-0039-I-11 Wauzeka-Steuben School District	Driver Education - Classroom	Kris Wubben	20	\$ 2,000.00	No		X	
03-2016-0040-I-11 Wauzeka-Steuben School District	Driver Education - Behind The Wheel	Kris Wubben	24	\$ 7,800.00	No		X	
03-2016-0050-I-21 Grant Co Sheriff's Dept	Adult Basic Education	Julie Pluemer		\$ 1,053.88	No		X	
03-2016-0051-I-21 Iowa Co Sheriff's Dept	Adult Basic Education	Julie Pluemer		\$ 1,501.20	No		X	
03-2016-0052-I-21 Crawford Co Sheriff's Dept	Adult Basic Education	Julie Pluemer		\$ 1,774.80	No		X	
03-2016-0059-T-18 Nicolel College	E-Brochure Technical Assistance	Amy Charles		\$ 2,084.00	No		X	
03-2016-0078-F-23 Prosperity Southwest	Administrative & Financial Services	Amy Charles		\$ 1,162.50	No		X	
03-2016-0087-I-21 Richland Co Sheriff's Dept	Adult Basic Education	Julie Pluemer		\$ 354.45	No		X	
03-2016-0104-I-32 WI Department of Corrections	Prairie Du Chien (Fall Term) Professional Development Seminar Professional Development Seminar Bricklaying/Masonry I Bricklaying/Masonry II Bricklaying/Masonry III Bricklaying/Masonry IV Sketching and Print Reading Estimating Construction Safety and Health Workplace Communications Applied Mathematics Applied Mathematics	Richard Ammon	15 9 8 8 4 4 4 4 4 8 11 10 5	\$ 2,116.50 \$ 1,269.90 \$ 5,744.00 \$ 5,744.00 \$ 2,872.00 \$ 2,872.00 \$ 1,148.80 \$ 1,148.80 \$ 1,128.80 \$ 3,054.70 \$ 2,777.00 \$ 1,388.50	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		X X X X X X X X X X X X X	
Southwest Wisconsin Technical College	Boscobel (Fall Term) Basic Hair Design		2	\$ 1,471.00	Yes		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
	Nail Technology I		2	\$ 882.60	Yes		X	
	Salon Services 6		2	\$ 1,471.00	Yes		X	
	Salon/Spa Science		2	\$ 555.40	Yes		X	
	Chemical Services		2	\$ 1,471.00	Yes		X	
	Salon Services 1		2	\$ 1,471.00	Yes		X	
	Basic Facials		2	\$ 588.40	Yes		X	
	Salon Services 2		2	\$ 1,471.00	Yes		X	
	Salon Services 3		2	\$ 1,471.00	Yes		X	
	Salon Services 4		2	\$ 1,471.00	Yes		X	
	Salon Services 5		2	\$ 1,471.00	Yes		X	
	Salon/Spa Management		2	\$ 555.40	Yes		X	
	Slate Board Preparation		2	\$ 294.20	Yes		X	
	<i>Prairie Du Chien (Spring Term)</i>							
	Human Elements-Quality on the Job Mod A		6	\$ 846.60	Yes		X	
	Professional Development Seminar		9	\$ 1,269.90	Yes		X	
	Elem Algebra With Apps		2	\$ 828.60	Yes		X	
	Bricklaying/Masonry I		9	\$ 6,462.00	Yes		X	
	Bricklaying/Masonry II		9	\$ 6,462.00	Yes		X	
	Bricklaying/Masonry III		4	\$ 2,872.00	Yes		X	
	Bricklaying/Masonry IV		4	\$ 2,872.00	Yes		X	
	Sketching and Print Reading		4	\$ 1,148.80	Yes		X	
	Estimating		4	\$ 1,148.80	Yes		X	
	Construction Safety and Health		9	\$ 1,269.90	Yes		X	
	Workplace Communication		12	\$ 3,332.40	Yes		X	
	Applied Mathematics		16	\$ 4,443.20	Yes		X	
	<i>Boscobel (Spring Term)</i>							
	Basic Hair Design		1	\$ 735.50	Yes		X	
	Salon/Spa Science		1	\$ 277.70	Yes		X	
	Chemical Restructuring		1	\$ 294.20	Yes		X	
	Haircoloring and Techniques		1	\$ 441.30	Yes		X	
	Nail Technology I		1	\$ 441.30	Yes		X	
	Basic Facials		1	\$ 294.20	Yes		X	
	Salon/Spa Management		1	\$ 277.70	Yes		X	
	Salon Services I		1	\$ 441.30	Yes		X	
	Salon Services II		1	\$ 588.40	Yes		X	
	Salon Services III		1	\$ 588.40	Yes		X	
	Salon Services IV		1	\$ 588.40	Yes		X	
	Salon Services V		1	\$ 735.50	Yes		X	
	Salon Services VI		1	\$ 735.50	Yes		X	
03-2016-0118-I-21	Supply Chain Management	Amy Charles	5	\$ 5,786.00	No		X	

SW WI Workforce Development Board
Southwest Wisconsin Technical College

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2016-0130-I-16 Barneveld High School	Transcribed Credits	Julie Pluemer						
	Accounting 1, Part 1		5	\$	1,401.00	Yes		X
	Accounting 1, Part 2		2	\$	560.40	Yes		X
03-2016-0131-I-16 Blackhawk High School	Transcribed Credits	Julie Pluemer						
	Oral/Interpersonal Communication		19	\$	7,871.70	Yes		X
	Written Communication		19	\$	7,871.70	Yes		X
03-2016-0132-I-16 Boscobel High School	Transcribed Credits	Julie Pluemer						
	Accounting 1		8	\$	4,483.20	Yes		X
	Computer Applications		34	\$	4,797.40	Yes		X
	Speech		19	\$	7,871.70	Yes		X
	Written Communication		19	\$	7,871.70	Yes		X
03-2016-0133-I-16 Cassville High School	Transcribed Credits	Julie Pluemer						
	Accounting 1		3	\$	1,681.20	Yes		X
	Computer Applications		19	\$	2,680.90	Yes		X
	Speech		15	\$	6,214.50	Yes		X
	Written Communication		28	\$	11,600.40	Yes		X
03-2016-0134-I-16 Cuba City High School	Transcribed Credits	Julie Pluemer						
	Oral/Interpersonal Communication		11	\$	4,557.30	Yes		X
03-2016-0135-I-16 Dodgeville High School	Transcribed Credits	Julie Pluemer						
	Accounting 1		28	\$	15,691.20	Yes		X
	Applied Math		19	\$	5,276.30	Yes		X
	Computer Applications		36	\$	5,079.60	Yes		X
	Marketing Principles		22	\$	9,114.60	Yes		X
	Introduction to Psychology		59	\$	24,443.70	Yes		X
03-2016-0136-I-16 Fennimore High School	Transcribed Credits	Julie Pluemer						
	Accounting 1		10	\$	5,604.00	Yes		X
	Applied Math		20	\$	5,554.00	Yes		X
	Computer Applications		20	\$	2,822.00	Yes		X
	Web Programming w/ XHTML & Java Script		20	\$	11,208.00	Yes		X
	Java Programming		8	\$	4,483.20	Yes		X
	Oral/Interpersonal Communication		21	\$	8,700.30	Yes		X
Automotive Maintenance	14	\$	6,325.20	Yes		X		
03-2016-0137-I-16 Highland High School	Transcribed Credits	Julie Pluemer						
	Applied Math		7	\$	1,943.90	Yes		X
Southwest Wisconsin Technical College								

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2016-0138-I-16 Iowa Grant High School	Transcripted Credits	Julie Pluemer						
	Accounting 1, Part 1		18	\$ 5,043.60	Yes		X	
	Applied Math		22	\$ 6,109.40	Yes		X	
	Consumer Equipment Maintenance and Repair		11	\$ 5,200.80	Yes		X	
03-2016-0139-I-16 Ithaca High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		7	\$ 3,922.80	Yes		X	
	Computer Applications		19	\$ 2,680.90	Yes		X	
	Written Communication		21	\$ 8,700.30	Yes		X	
	Introduction to Business		11	\$ 4,557.30	Yes		X	
03-2016-0140-I-16 Kickapoo High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		18	\$ 10,087.20	Yes		X	
	Applied Math		7	\$ 1,943.90	Yes		X	
03-2016-0142-I-16 Lancaster High School	Transcripted Credits	Julie Pluemer						
	Accounting 1, Part 1		21	\$ 5,884.20	Yes		X	
	Accounting 1, Part 2		5	\$ 1,401.00	Yes		X	
	Computer Applications		60	\$ 8,466.00	Yes		X	
	Introduction to Psychology		53	\$ 21,957.90	Yes		X	
	Speech		56	\$ 23,200.80	Yes		X	
	Written Communication		39	\$ 16,157.70	Yes		X	
Economics	23	\$ 9,528.90	Yes		X			
03-2016-0143-I-16 North Crawford High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		9	\$ 5,043.60	Yes		X	
03-2016-0144-I-16 Pardeeville High School	Transcripted Credits	Julie Pluemer						
	Plant Science		16	\$ 6,892.80	Yes		X	
03-2016-0145-I-16 Pecatonica High School	Transcripted Credits	Julie Pluemer						
	Accounting 1, Part 1		17	\$ 4,763.40	Yes		X	
	Accounting 1, Part 2		2	\$ 560.40	Yes		X	
	Oral/Interpersonal Communication		14	\$ 5,800.20	Yes		X	
	College Mathematics		12	\$ 4,971.60	Yes		X	
03-2016-0146-I-16 Potosi High School	Transcripted Credits	Julie Pluemer						
	Accounting 1, Part 1		7	\$ 1,961.40	Yes		X	
03-2016-0147-I-16 Poynette High School	Transcripted Credits	Julie Pluemer						
	Animal Science		7	\$ 3,015.60	Yes		X	
Southwest Wisconsin Technical College								

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2016-0148-I-16 Prairie du Chien High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		21	\$ 11,768.40	Yes		X	
	Computer Applications		13	\$ 1,834.30	Yes		X	
	Marketing Principles		17	\$ 7,043.10	Yes		X	
03-2016-0149-I-16 Richland Center High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		18	\$ 10,087.20	Yes		X	
	Introduction to Psychology		38	\$ 15,743.40	Yes		X	
	Speech		70	\$ 29,001.00	Yes		X	
	Written Communication		27	\$ 11,186.10	Yes		X	
03-2016-0150-I-16 River Ridge High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		8	\$ 4,483.20	Yes		X	
	Computer Applications		30	\$ 4,233.00	Yes		X	
	Marketing Principles		7	\$ 2,900.10	Yes		X	
	Oral/Interpersonal Communication		11	\$ 4,557.30	Yes		X	
	Written Communication		19	\$ 7,871.70	Yes		X	
03-2016-0151-I-16 River Valley High School	Transcripted Credits	Julie Pluemer						
	Animal Science		12	\$ 5,169.60	Yes		X	
	Speech		40	\$ 16,572.00	Yes		X	
03-2016-0152-I-16 Riverdale High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		4	\$ 2,241.60	Yes		X	
	Applied Math		12	\$ 3,332.40	Yes		X	
	Plant Science		13	\$ 5,600.40	Yes		X	
03-2016-0153-I-16 Shullsburg High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		5	\$ 2,802.00	Yes		X	
03-2016-0154-I-16 Southwestern High School	Transcripted Credits	Julie Pluemer						
	Accounting 1		4	\$ 2,241.60	Yes		X	
	Applied Math		4	\$ 1,110.80	Yes		X	
	College Mathematics		9	\$ 3,728.70	Yes		X	
03-2016-0155-I-16 Sun Prairie School District	Transcripted Credits	Julie Pluemer						
	Animal Science		18	\$ 7,754.40	Yes		X	
03-2016-0156-I-16 Wauzeka-Stueben School District	Transcripted Credits	Julie Pluemer						
	Accounting 1		16	\$ 8,966.40	Yes		X	
	Applied Math		10	\$ 2,777.00	Yes		X	
Southwest Wisconsin Technical College	Computer Applications		1	\$ 141.10	Yes		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2016-0157-I-16 Weston High School	Transcribed Credits Accounting 1, Part 1 Accounting 1, Part 2 Introduction to Psychology Oral/Interpersonal Communication Speech	Julie Pluemer	6 9 13 17 11	\$ \$ \$ \$ \$	1,681.20 2,521.80 5,385.90 7,043.10 4,557.30	Yes Yes Yes Yes Yes	X X X X X	
03-2016-0158-I-21 Lancaster Fire Department	BLS for Healthcare Provider-CPR Training	Kris Wubben	13	\$	445.00	Yes	X	
03-2016-0164-I-41 Livingston State Bank	Heartsaver CPR/AED First Aid	Kris Wubben	14	\$	888.00	No	X	
03-2016-0165-I-41 St. Dominic Villa	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	4	\$	212.00	No	X	
03-2016-0166-T-42 Rebecca McBee	Equipment Rental	Kris Wubben		\$	45.00	No	X	
03-2016-0406-I-11 Dodgeville School District	WI Statute 118.15	Julie Pluemer	2	\$	3,969.45	No	X	
03-2016-0408-I-11 Fennimore School District	WI Statute 118.15	Julie Pluemer	2	\$	3,287.60	No	X	
03-2016-0410-I-11 Iowa Grant School District	WI Statute 118.15	Julie Pluemer	1	\$	2,771.45	No	X	
03-2016-0412-I-11 Lancaster School District	WI Statute 118.15	Julie Pluemer	3	\$	6,763.80	No	X	
03-2016-0416-I-11 Platteville School District	WI Statute 118.15	Julie Pluemer	3	\$	3,525.85	No	X	
03-2016-0426-I-11 Southwestern School District	WI Statute 118.15	Julie Pluemer	3	\$	4,748.15	No	X	
03-2016-0457-I-11 Barneveld School District	WI Statute 118.15	Julie Pluemer	1	\$	1,014.05	No	X	
03-2017-0008-I-11 Boscobel School District Southwest Wisconsin Technical College	Heartsaver CPR/AED First Aid Training	Kris Wubben	22	\$	550.00	Yes	X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2017-0047-I-41 Hughes Dental Clinic	BLS for Healthcare Provider-CPR Recert Training	Kris Wubben	4	\$ 324.54	No		X	
03-2017-0053-I-42 Unified Community Services	Crisis Intervention Partners & Crisis Intervention Team Training	Kris Wubben		\$ 32,120.00	No		X	
TOTAL of all Contracts			3,079	\$ 1,000,758.22				
Exchange of Services			1,695	\$ 624,196.50				
For Pay Service			1,384	\$ 376,561.72				

E. Personnel Items

One internal transfer, four resignations, and one retirement are being presented for approval in the Personnel Report. The report is available below.

**PERSONNEL REPORT
June 28, 2016**

Employment: NEW HIRE

PROMOTIONS / TRANSFERS

Doris Pulvermacher	Process Improvement Analyst/Supply Chain Management Instructor
--------------------	--

RETIREMENTS / RESIGNATIONS

Garry Kirk (Resignation 6/30/2016)	Accounting Instructor
Yasmin Rioux (Resignation 6/30/216)	Communication Instructor
Randy Leibfried (Resignation 6/2/2016)	Evening Custodian
Mark Randall (Retirement 6/30/2016)	Business Mgt/Communication Instructor
Amy Poteet (Resignation 6/30/2016)	Online Specialist

Recommendation: Approve the Consent Agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. 2016-17 Budget Approval

Caleb White will present the 2016-17 budget document at the public hearing prior to the Board meeting. The budget document is available below.

Recommendation: Approve the 2016-17 Budget as presented.

Southwest  Tech
Here. Now.

BUDGET

JULY 1, 2016–JUNE 30, 2017

Southwest Wisconsin Technical College

1800 Bronson Blvd.
Fennimore, WI 53809



Southwest Wisconsin Technical College District 2016-2017 Budget

The Board is comprised of nine members (two employer members, two employee members, three additional members, one elected official member and one school district administrator). The Board is appointed by the K-12 School Board Chairpersons within the District and is confirmed by the Wisconsin Technical College System Board. The members are appointed for staggered three-year terms and elect a Chairperson, Vice Chairperson, Secretary and Treasurer for a one-year term.

The members of the Board and the expiration of their respective terms of office are as follows:

<u>Board Members</u>	<u>Employer and Position</u>	<u>Expiration of Term</u>
James D. Kohlenberg	Jim's Building Center, Inc., President	June, 2019
Charles Bolstad	Retired	June, 2019
Darlene Mickelson	Grant County Economic Development Corporation, Executive Assistant	June, 2019
Chris Prange	American Bank & Trust, President & CEO	June, 2017
Melissa J. Fitzsimons	Dean Clinic, Registered Nurse	June, 2018
Linda Erickson	Iowa-Grant School District, District Administrator	June, 2018
Russell R. Moyer	Moyer Dairy, Owner	June, 2017
Eileen Nickels	Retired	June, 2017
Donald L. Tuescher	Tuescher Electric & Refrigeration, President	June, 2018

Administration

The District Board is empowered to employ a President to conduct the District's day-to-day operations. Dr. Jason Wood became the President effective July 1, 2015. Dr. Wood previously served as the Executive Vice President for Student & Academic Services at Central Wyoming College in Riverton, WY for 3 years. The other Administrative team members are listed below:

<u>Name</u>	<u>Title</u>	<u>Years of Service</u>
Caleb White	Vice President for Administrative Services	12.0
Katie Garrity	Chief Academic Officer/Executive Dean	11.5
Krista Weber	Director of Human Resources	1.5*

* Ms. Weber was previously employed by Dupaco Community Credit Union as Director of Human Resources.

Budget prepared by: Caleb White, Vice President for Administrative Services and Kelly Kelly, Controller.

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Southwest  Tech
Here. Now.

BUDGET

INTRODUCTION





June 2016

Dear Friends:

Southwest Wisconsin Technical College is pleased to present its budget for 2016-2017. If you have questions as you review this document, please contact me (608.822.2300) or the Fiscal Services Department (608.822.2446).

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

Southwest Tech is in a sound fiscal position due to very difficult decisions reflecting our prioritization of resources. Budget reallocations and reductions were due to a loss in revenue-producing contracts and FTE generating partnerships. While continuing to prioritize operational excellence, we are also investing in strategic priorities related to increasing student access and improving student success; pursuing entrepreneurial endeavors to strengthen our long-term viability; and investing in our internal college culture.

We will continue to monitor the impacts of the statutory limit on Southwest Tech's property tax levy, flat state aid appropriations, and limited tuition rate increases. Though well-intended for the protection of taxpayers and students, these actions may result in the unintended consequence of limiting new College revenues to amounts less than the normal inflationary cost increases all business organizations annually experience. If that happens, and if it continues for more than one or two years, stakeholders will see the College's responsiveness, flexibility, and programming diminish, unless we are able to find alternative sources of revenue.

Southwest Tech will continue to make every effort to optimize enrollment as well as increase efficiency, take advantage of grant and contracting opportunities, solicit additional donations, and otherwise seek increased revenues from sources alternative to taxes and tuition. But property taxes, state aid, and tuition account for approximately 85 percent of the College's budgeted revenues. If that portion of total revenue grows by less than inflationary cost increases, it is an open question if the College can increase alternative revenues fast enough and in sufficient amounts to keep up with costs and avoid reductions in its service to students, employers, and communities. I hope all stakeholders will watch what happens and, if this concern materializes, take proactive action to assist the College.

The entire Southwest Tech community looks forward to a productive and rewarding 2016-2017! Please visit the College whenever you can, and when you do, please bring along a prospective student or two!!

Sincerely,

A handwritten signature in black ink that reads "Jason S. Wood".

Jason S. Wood, Ph.D.
President

College Mission

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

College Vision

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

College Purposes

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

College Values

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

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

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

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

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

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

Core Abilities

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

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

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

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

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

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

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

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

2016-2017 COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

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

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

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

CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2015-16 at 1581 full-time equivalent students (FTEs), an increase of approximately 47 FTEs relative to 2014-15. Over the ten-year period from 2006-07 through 2015-16 the college has grown total FTEs served by 7.3 percent. In the face of declining enrollment in the District's high schools, the College's enrollment growth is a significant accomplishment in service to regional students and employers. The budget for 2016-17 has incorporated expected growth of 1.2 percent to a total of 1,600 FTEs.

Budget Priorities / Strategic Projects for 2016-17 include the following:

- Increase Student Access and Improve Student Success
 - Increase Adult Student Enrollments
 - Recruitment Investment
 - Alternative Delivery
 - K-12 partnership
 - SWTC "Promise"
 - Improve Student Success
 - Reform remediation/developmental/ABE
- Entrepreneurial Sustainability
 - Charger Enterprises
 - Master Facilities Plan: Economic Revitalization Initiative
 - Intellectual Property Office
 - Real Estate Foundation
 - Expand Business and Industry trainings
 - 50th Anniversary: Celebrate, Thank, and Fundraise
- Service Culture
 - Restructure/Implementation of the Leadership and Network governance model
 - Transparency through improved communication
 - Employee engagement through empowerment
 - Achieve excellence through accountability
 - Speed of Trust
 - Institutional Values embedded in the employee evaluation process

The operational budget (general and special revenue funds) for 2016-17 is projected to decrease revenue by \$562,000 over 2015-16. This is based on generating 1,600 FTEs and includes the associated student fees and state aids. Unadjusted, the local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .6154 or \$0.62 per \$1,000 of property valuation. The \$416,000 General Fund budget increase represents a 1.8 percent increase from 2015-16. Wage adjustments for 205 full-time staff and approximately 300 part-time staff require approximately \$138,000 in additional budget. Additional estimated increases in, heat, electricity, general utilities, supplies, and advertising/printing accounts have also been accounted for. These increases coupled with costs of new initiatives included new positions required for expanded services and programming have been balanced with grant funding, reorganization savings and other adjustments to create a balanced budget.

The 7.3 percent growth in student FTEs over the past ten years has been a credit to the College's ability to balance priorities with limited resources and outside enrollment pressures. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on attracting additional students age 25 years and older.

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

Wisconsin Technical College Districts



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

BUDGET

FINANCIAL DATA



Southwest Wisconsin Technical College
 Schedule of Full-Time Staff Positions
 2016-2017 Budget Year

Function	2015-2016*	2016-2017*
Instructional	141	141
Instructional Resources	3	2
Student Services	18	16
General Institutional	25	28
Physical Plant	15	14
Auxiliary Services	5	5
Total	207	206

*Does not include 43 regular part-time positions or approximately 257 part-time outreach positions.

Position Summary - FTE Basis

Category	2014-15 Actual	2015-16 Budget	General Fund	Enterprise Fund	Trust & Agency Fund	Total 2016-17 Budget
Administrators/Supervisors	17	17	19			19
Teachers	141	139	141			141
Other Staff	115	113	98	11	1	110
TOTAL	273	269	258	11	1	270

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

*Approximately 23 FTEs are supported through grant funding.

BASIS OF ACCOUNTING

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

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

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

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

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

BASIS OF BUDGETING

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

DESCRIPTION OF FUNCTIONAL UNITS

Revenues

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

Local Government

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

State Aids

State Aids and any other revenue derived from State Government.

Student Fees

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

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

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

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

Institutional Revenue

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

Federal/State

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

Expenditures

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

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

SWTC PRO FORMA BALANCE SHEET - June 30, 2018

	Governmental Fund Category				Proprietary Fund Cat.		Account Groups		Total Memorandum Only	
	General	Spec. Rev Operational	Spec. Rev Non-Aidable	Debt Service	Capital Projects	Enterprise	Internal Service	Fixed Assets		Long-term Debt
Assets										
Cash/Investments	6,301,152		260,662	1,295,721	928,793	2,605,804	380,088			11,772,220
Receivables:										
Property Taxes	3,000,000									3,000,000
Accounts	350,000					100,000				450,000
Due From Other Funds										
Inventory						717,000				717,000
Prepaid Expenses	100,000									100,000
Fixed Assets						50,000		45,000,000		45,050,000
Amount Available in Debt Service Fund(s)										
Amount to be Provided for Long-term Debt									1,295,721	1,295,721
Total Assets	9,751,152	-	260,662	1,295,721	928,793	3,472,804	380,088	45,000,000	34,905,000	95,894,220
Liabilities										
Accounts Payable	250,000		1,000		250,000	60,000				561,000
Employee Related Payables	800,000		9,000			10,000				619,000
Due to Other Funds										
Deferred Revenues	800,000									800,000
Accrued Self-insurance										-
General Long-term Debt									28,905,000	28,905,000
Compensated Absences/Unfunded Pension									6,000,000	6,000,000
Total Liabilities	1,850,000	-	10,000	-	250,000	70,000	-	-	34,905,000	37,085,000
Fund Equity										
Investment in Fixed Assets								45,000,000		45,000,000
Retained Earnings						3,402,804	380,088			3,782,892
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,295,721						1,295,721
Reserve for Self-insurance										
Reserve for Student Organizations			250,662							250,662
Unreserved:										
Designated for Operations	7,901,152									7,901,152
Designated for Fund Balance for Subsequent Year					678,793					678,793
Total Fund Equity	7,901,152	-	250,662	1,295,721	678,793	3,402,804	380,088	45,000,000	-	58,909,220
Total Liability & Fund Equity	9,751,152	-	260,662	1,295,721	928,793	3,472,804	380,088	45,000,000	34,905,000	95,894,220

Southwest Wisconsin Technical College
General Fund
2016-2017 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2014-15 <u>Actual*</u>	2015-16 <u>Budget</u>	2015-16 <u>Estimate**</u>	2016-17 <u>Budget</u>
REVENUES				
Local Government	4,613,372	4,700,000	4,727,000	4,775,000
State Aids	10,556,155	10,940,000	10,714,000	10,844,000
Program Fees	4,137,230	4,080,000	4,224,000	4,390,000
Material Fees	332,211	320,000	342,000	333,000
Other Student Fees	455,842	400,000	441,000	423,000
Institutional	2,061,555	2,200,000	1,855,000	1,972,000
Federal	<u>1,199,187</u>	<u>928,000</u>	<u>1,647,000</u>	<u>651,000</u>
Total Revenues	23,355,552	23,568,000	23,950,000	23,388,000
EXPENDITURES				
Instruction	15,068,728	15,960,000	15,713,000	15,082,200
Instructional Resources	359,823	370,000	370,000	299,000
Student Services	1,790,302	1,817,000	1,817,000	1,900,000
General Institutional	3,447,868	3,630,000	3,600,000	4,442,800
Physical Plant	<u>1,933,290</u>	<u>2,191,000</u>	<u>2,000,000</u>	<u>2,192,000</u>
Total Expenditures	22,600,011	23,968,000	23,500,000	23,916,000
Net Revenue (Expenditures)	755,541	(400,000)	450,000	(528,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>136,342</u>	<u>400,000</u>	<u>171,000</u>	<u>528,000</u>
Total Resources (Uses)	891,883	-	621,000	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	891,883	-	621,000	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	891,883	-	621,000	-
Beginning Fund Balance	<u>6,388,269</u>	<u>6,968,268</u>	<u>7,280,152</u>	<u>7,901,152</u>
Ending Fund Balance	<u>7,280,152</u>	<u>6,968,268</u>	<u>7,901,152</u>	<u>7,901,152</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Special Revenue - Non-Aidable Fund
2016-2017 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2014-15 <u>Actual*</u>	2015-16 <u>Budget</u>	2015-16 <u>Estimate**</u>	2016-17 <u>Budget</u>
REVENUES				
State Aids	464,933	500,000	486,000	500,000
Other Student Fees	244,581	250,000	249,000	250,000
Institutional	245,384	250,000	263,000	250,000
Federal	<u>6,203,852</u>	<u>7,500,000</u>	<u>5,895,000</u>	<u>7,000,000</u>
Total Revenues	<u>7,158,750</u>	<u>8,500,000</u>	<u>6,893,000</u>	<u>8,000,000</u>
EXPENDITURES				
Student Services	<u>7,101,243</u>	<u>8,450,000</u>	<u>6,843,000</u>	<u>7,950,000</u>
Total Expenditures	<u>7,101,243</u>	<u>8,450,000</u>	<u>6,843,000</u>	<u>7,950,000</u>
Net Revenue (Expenditures)	57,507	50,000	50,000	50,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>
Total Resources (Uses)	7,507	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>7,507</u>	-	-	-
Total Transfers To (From) Fund Balance	<u>7,507</u>	-	-	-
Beginning Fund Balance	<u>243,155</u>	<u>243,155</u>	<u>250,662</u>	<u>250,662</u>
Ending Fund Balance	<u>250,662</u>	<u>243,155</u>	<u>250,662</u>	<u>250,662</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
 Capital Projects Fund
 2016-2017 Budgetary Statement of
 Resources, Uses, and Changes in Fund Balance

	<u>2014-15</u> <u>Actual*</u>	<u>2015-16</u> <u>Budget</u>	<u>2015-16</u> <u>Estimate**</u>	<u>2016-17</u> <u>Budget</u>
REVENUES				
Institutional	<u>22,809</u>	<u>30,000</u>	<u>27,000</u>	<u>20,000</u>
Total Revenues	22,809	30,000	27,000	20,000
EXPENDITURES				
Instruction	592,133	545,000	780,000	1,285,000
Instructional Resources	62,017	121,000	85,000	75,000
General Institutional	414,948	477,000	533,000	443,000
Physical Plant	<u>1,791,105</u>	<u>1,214,000</u>	<u>872,000</u>	<u>952,000</u>
Total Expenditures	2,860,203	2,357,000	2,270,000	2,755,000
Net Revenue (Expenditures)	(2,837,394)	(2,327,000)	(2,243,000)	(2,735,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Operating Transfer In (Out)	<u>(86,342)</u>	<u>(50,000)</u>	<u>50,000</u>	<u>(78,000)</u>
Total Resources (Uses)	(423,736)	123,000	307,000	(313,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>(423,736)</u>	<u>123,000</u>	<u>307,000</u>	<u>(313,000)</u>
Total Transfers To (From) Fund Balance	(423,736)	123,000	307,000	(313,000)
Beginning Fund Balance	<u>795,529</u>	<u>37,529</u>	<u>371,793</u>	<u>678,793</u>
Ending Fund Balance	<u><u>371,793</u></u>	<u><u>160,529</u></u>	<u><u>678,793</u></u>	<u><u>365,793</u></u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
 Capital Projects Fund
 Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$2,500,000 which is consistent with the previous year. Property tax (operational and debt) for the 2016-17 budget is projected to remain unchanged.

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

Equipment/Software Budget by Department

Business and Management	256,000	
Agriculture and Industry	720,000	
Health and Service	<u>309,000</u>	
Subtotal Instruction		1,285,000
Library/Media/Distance Education	<u>75,000</u>	
Subtotal Instructional Resources		75,000
College-wide Computing/Network/Telecommunications and Office Operations	<u>443,000</u>	
Subtotal General Institutional		443,000
Custodial/Physical Plant/Fleet Vehicles and Grounds	200,000	
Remodeling/Maintenance Projects	435,000	
Engineering/Architect Fees	45,000	
Classroom/Office Furniture	<u>272,000</u>	
Subtotal for Physical Plant		<u>952,000</u>
TOTAL CAPITAL PROJECTS		<u>\$ 2,755,000</u>

Southwest Wisconsin Technical College
Debt Service Fund
2016-2017 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	<u>2014-15</u> <u>Actual*</u>	<u>2015-16</u> <u>Budget</u>	<u>2015-16</u> <u>Estimate**</u>	<u>2016-17</u> <u>Budget</u>
REVENUES				
Local Government	4,740,000	4,840,000	4,840,000	4,950,000
State Aids	18,019	8,000	8,000	8,000
Institutional	166,086	1,000	45,000	1,000
Federal Aids	<u>354,829</u>	<u>345,000</u>	<u>345,000</u>	<u>329,000</u>
Total Revenues	5,278,934	5,194,000	5,238,000	5,288,000
EXPENDITURES				
Physical Plant	<u>5,194,518</u>	<u>5,261,000</u>	<u>5,281,000</u>	<u>5,356,000</u>
Total Expenditures	5,194,518	5,261,000	5,281,000	5,356,000
Net Revenue (Expenditures)	84,416	(67,000)	(43,000)	(68,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>(79,554)</u>	-	-	-
Total Resources (Uses)	4,862	(67,000)	(43,000)	(68,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>4,862</u>	<u>(67,000)</u>	<u>(43,000)</u>	<u>(68,000)</u>
Total Transfers To (From) Fund Balance	4,862	(67,000)	(43,000)	(68,000)
Beginning Fund Balance	<u>1,333,859</u>	<u>1,273,859</u>	<u>1,338,721</u>	<u>1,295,721</u>
Ending Fund Balance	<u>1,338,721</u>	<u>1,206,859</u>	<u>1,295,721</u>	<u>1,227,721</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Enterprise Fund
2016-2017 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	<u>2014-15</u> <u>Actual*</u>	<u>2015-16</u> <u>Budget</u>	<u>2015-16</u> <u>Estimate**</u>	<u>2016-17</u> <u>Budget</u>
REVENUES				
Institutional	<u>1,813,337</u>	<u>2,132,000</u>	<u>2,030,000</u>	<u>2,100,000</u>
Total Revenues	1,813,337	2,132,000	2,030,000	2,100,000
EXPENDITURES				
Auxiliary Services	<u>1,576,960</u>	<u>1,966,000</u>	<u>1,850,000</u>	<u>2,000,000</u>
Total Expenditures	1,576,960	1,966,000	1,850,000	2,000,000
Net Revenue (Expenditures)	236,377	166,000	180,000	100,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>(300,000)</u>	<u>-</u>	<u>(400,000)</u>
Total Resources (Uses)	236,377	(134,000)	180,000	(300,000)
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>236,377</u>	<u>(134,000)</u>	<u>180,000</u>	<u>(300,000)</u>
Total Transfers To (From) Fund Balance	236,377	(134,000)	180,000	(300,000)
Beginning Fund Balance	<u>2,986,427</u>	<u>3,186,427</u>	<u>3,222,804</u>	<u>3,402,804</u>
Ending Fund Balance	<u><u>3,222,804</u></u>	<u><u>3,052,427</u></u>	<u><u>3,402,804</u></u>	<u><u>3,102,804</u></u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Internal Service Fund***
2016-2017 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	<u>2014-15</u> <u>Actual*</u>	<u>2015-16</u> <u>Budget</u>	<u>2015-16</u> <u>Estimate**</u>	<u>2016-17</u> <u>Budget</u>
REVENUES				
Institutional	<u>3,959,020</u>	<u>4,100,000</u>	<u>4,100,000</u>	<u>4,200,000</u>
Total Revenues	3,959,020	4,100,000	4,100,000	4,200,000
EXPENDITURES				
Auxiliary Services	<u>4,258,095</u>	<u>4,100,000</u>	<u>4,100,000</u>	<u>4,200,000</u>
Total Expenditures	4,258,095	4,100,000	4,100,000	4,200,000
Net Revenue (Expenditures)	(299,075)	-	-	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(299,075)	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(299,075)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	(299,075)	-	-	-
Beginning Fund Balance	<u>679,163</u>	<u>379,164</u>	<u>380,088</u>	<u>380,088</u>
Ending Fund Balance	<u>380,088</u>	<u>379,164</u>	<u>380,088</u>	<u>380,088</u>

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

*Actual is presented on a budgetary basis.

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

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

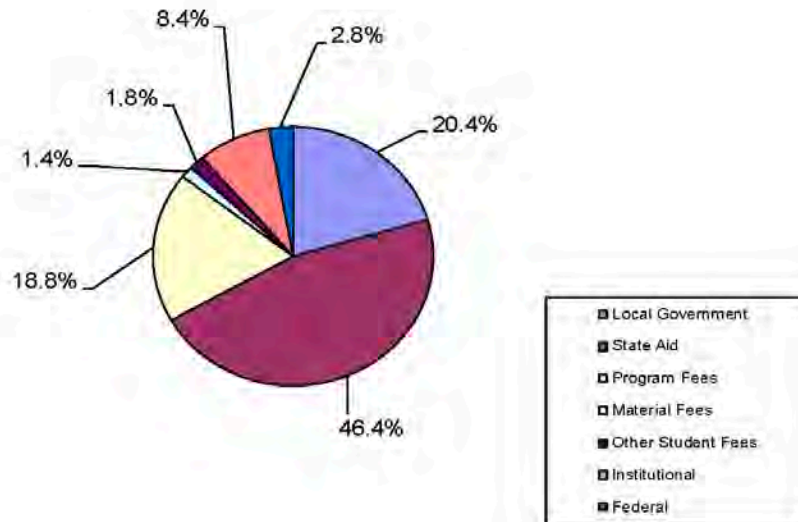
**Southwest Wisconsin Technical College
Classification Breakdown by Fund**

	General	Spec. Rev. Operational	Spec. Rev. Non-Aidable	Capital Projects	Debt Service	Enterprise	Internal Service	Total
Personnel Services	18,470,375		79,900			770,300		19,320,575
<i>Salaries</i>	12,669,250		63,900			551,700		13,284,850
<i>Fringe</i>	5,801,125		16,000			218,600		6,035,725
Current Expense	5,445,625					62,100	4,150,000	9,657,725
Resale Merchandise			7,870,100			1,167,600	50,000	9,087,700
Capital				2,755,000				2,755,000
Debt Service					5,356,000			5,356,000
Total Expenditures	23,916,000	-	7,950,000	2,755,000	5,356,000	2,000,000	4,200,000	46,177,000

**2016-2017 Expenditures
General - Operational**



Southwest Wisconsin Technical College
 2016-2017 Revenue Sources
 General – Operational



	2016-2017	
Revenues	Budget	Percent
Local Government	4,775,000	20.4
State Aid	10,844,000	46.4
Program Fees	4,390,000	18.8
Material Fees	333,000	1.4
Other Student Fees	423,000	1.8
Institutional	1,972,000	8.4
Federal	651,000	2.8
Total Revenues	23,388,000	100.0

Southwest Wisconsin Technical College
Schedule of Long-term Obligations
2016-17 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
Bond (20 years) issued 10/15/08 to Sterne, Agee & Leach, Inc. of Birmingham, AL in the amount of \$8,000,000 for construction of new buildings and remodeling.				
2016-2017	355,000	34,438		389,438
2017-2018	<u>370,000</u>	<u>17,575</u>		<u>387,575</u>
Total Payments Due	725,000	52,013		777,013
Advanced refinancing of (20 years) issued 10/15/08 to Sterne, Agee & Leach, Inc.				
2016-2017	55,000	139,200		194,200
2017-2018	55,000	138,100		193,100
2018-2019	445,000	137,000		582,000
2019-2020	450,000	128,100		578,100
2020-2021	465,000	119,100		584,100
2021-2022	475,000	109,800		584,800
2022-2023	490,000	95,550		585,550
2023-2024	505,000	80,850		585,850
2024-2025	525,000	65,700		590,700
2025-2026	540,000	49,950		589,950
2026-2027	550,000	33,750		583,750
2027-2028	<u>575,000</u>	<u>17,250</u>		<u>592,250</u>
Total Payments Due	5,130,000	1,114,350		6,244,350
Bond (20 years) issued 8/3/09 to Robert W. Baird of Milwaukee, WI in the amount of \$23,900,000 for construction of new buildings and remodeling.				
2016-2017	1,040,000	1,012,843	(354,495)	1,698,348
2017-2018	1,100,000	963,443	(337,205)	1,726,238
2018-2019	1,155,000	909,543	(318,340)	1,746,203
2019-2020	1,220,000	851,793	(298,127)	1,773,666
2020-2021	1,285,000	788,353	(275,923)	1,797,430
2021-2022	1,335,000	720,248	(252,087)	1,803,161
2022-2023	1,385,000	648,158	(226,855)	1,806,303
2023-2024	1,440,000	571,983	(200,194)	1,811,789
2024-2025	1,495,000	490,983	(171,844)	1,814,139
2025-2026	1,555,000	403,151	(141,103)	1,817,048
2026-2027	1,615,000	308,296	(107,904)	1,815,392
2027-2028	1,680,000	209,781	(73,423)	1,816,358
2028-2029	<u>1,745,000</u>	<u>106,881</u>	<u>(37,408)</u>	<u>1,814,473</u>
Total Payments Due	18,050,000	7,985,453	(2,794,908)	23,240,545

Southwest Wisconsin Technical College
Schedule of Long-term Obligations, Continued
2016-17 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
Promissory note (5 years) issued 8/1/12 to UMB Bank, N.A. - Kansas City, MO in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2016-2017	500,000	5,000		505,000
Total Payments Due	500,000	5,000		505,000
Promissory note (5 years) issued 8/1/13 to BOSCO, Inc. in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2016-2017	500,000	20,000		520,000
2017-2018	500,000	10,000		510,000
Total Payments Due	1,000,000	30,000		1,030,000
Promissory note (5 years) issued 8/5/14 to Piper Jaffray in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2016-2017	500,000	36,250		536,250
2017-2018	500,000	20,000		520,000
2018-2019	500,000	10,000		510,000
Total Payments Due	1,500,000	66,250		1,566,250
Promissory note (5 years) issued 8/5/15 to Piper Jaffray in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2016-2017	500,000	40,000		540,000
2017-2018	500,000	30,000		530,000
2018-2019	500,000	20,000		520,000
2019-2020	500,000	10,000		510,000
Total Payments Due	2,000,000	100,000		2,100,000
Promissory note (5 years) to be issued 8/5/16 to the successful bidder in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2016-2017	500,000	92,500		592,500
2017-2018	500,000	52,500		552,500
2018-2019	500,000	37,500		537,500
2019-2020	500,000	22,500		522,500
2020-2021	500,000	7,500		507,500
Total Payments Due	2,500,000	212,500		2,712,500

Southwest Wisconsin Technical College
 Combined Schedule of Long-term Obligations
 Summary of Fiscal Year
 2016-2017 Budget

Fiscal Year(s)	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
2016-2017	3,950,000	1,380,231	(354,495)	4,975,736
2017-2018	3,525,000	1,231,618	(337,205)	4,419,413
2018-2019	3,100,000	1,114,043	(318,340)	3,895,703
2019-2024	10,550,000	4,153,933	(1,253,186)	13,450,747
2024-2029	<u>10,280,000</u>	<u>1,685,742</u>	<u>(531,682)</u>	<u>11,434,060</u>
Total Payments Due	\$ 31,405,000	\$ 9,565,566	\$ (2,794,908)	\$ 38,175,658

**Southwest Wisconsin Technical College
Debt Limit
2016-2017 Budget Year**

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2016, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2016-17 budget is \$31,405,000. The five (5) percent limit is \$387,947,596.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2016-17 budget is \$23,905,000. The two (2) percent limit is \$155,179,039.

Southwest Wisconsin Technical College
 Combined Budget Summary
 2016-2017 Budgetary Statement of
 Resources, Uses, and Changes in Fund Balance

	2014-15 <u>Actual*</u>	2015-16 <u>Budget</u>	2015-16 <u>Estimate**</u>	2016-17 <u>Budget</u>
REVENUES				
Local Government	9,353,372	9,540,000	9,567,000	9,725,000
State Aids	11,039,107	11,448,000	11,208,000	11,352,000
Program Fees	4,137,230	4,080,000	4,224,000	4,390,000
Material Fees	332,211	320,000	342,000	333,000
Other Student Fees	700,423	650,000	690,000	673,000
Institutional	8,456,934	9,057,000	8,620,000	8,871,000
Federal	<u>7,569,125</u>	<u>8,428,000</u>	<u>7,587,000</u>	<u>7,652,000</u>
Total Revenues	41,588,402	43,523,000	42,238,000	42,996,000
EXPENDITURES				
Instruction	15,660,861	16,505,000	16,493,000	16,367,200
Instructional Resources	421,840	491,000	455,000	374,000
Student Services	8,891,545	10,267,000	8,660,000	9,850,000
General Institutional	3,862,816	4,107,000	4,133,000	4,885,800
Physical Plant	8,918,913	8,666,000	8,153,000	8,500,000
Auxiliary Services	<u>5,835,055</u>	<u>6,066,000</u>	<u>5,950,000</u>	<u>6,200,000</u>
Total Expenditures	43,591,030	46,102,000	43,844,000	46,177,000
Net Revenue (Expenditures)	(2,002,628)	(2,578,000)	(1,606,000)	(3,181,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>(79,554)</u>	<u>-</u>	<u>171,000</u>	<u>-</u>
Total Resources (Uses)	417,818	(78,000)	1,065,000	(681,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	(423,736)	123,000	307,000	(313,000)
Reserve for Debt Service	4,862	(67,000)	(43,000)	(68,000)
Retained Earnings	(62,698)	(134,000)	180,000	(300,000)
Reserve for Student Organizations	7,507	-	-	-
Reserve for Operations	891,883	-	621,000	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	417,818	(78,000)	1,065,000	(681,000)
Beginning Fund Balance	<u>12,426,402</u>	<u>12,088,402</u>	<u>12,844,220</u>	<u>13,909,220</u>
Ending Fund Balance	<u>12,844,220</u>	<u>12,010,402</u>	<u>13,909,220</u>	<u>13,228,220</u>

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
 Combined Budget Summary
 2016-2017 Budgetary Statement of
 Resources, Uses, and Changes in Fund Balance

	<u>2014-15</u> <u>Actual*</u>	<u>2015-16</u> <u>Budget</u>	<u>2015-16</u> <u>Estimate**</u>	<u>2016-17</u> <u>Budget</u>
REVENUES BY FUND				
General Fund	23,355,552	23,568,000	23,950,000	23,388,000
Special Revenue-Non-Aidable Fund	7,158,750	8,500,000	6,893,000	8,000,000
Capital Projects Fund	22,809	30,000	27,000	20,000
Debt Service Fund	5,278,934	5,194,000	5,238,000	5,288,000
Enterprise Fund	1,813,337	2,132,000	2,030,000	2,100,000
Internal Service Fund	<u>3,959,020</u>	<u>4,100,000</u>	<u>4,100,000</u>	<u>4,200,000</u>
Total Revenue by Fund	<u>41,588,402</u>	<u>43,524,000</u>	<u>42,238,000</u>	<u>42,996,000</u>
EXPENDITURES BY FUND				
General Fund	22,600,011	23,968,000	23,500,000	23,916,000
Special Revenue-Non-Aidable Fund	7,101,243	8,450,000	6,843,000	7,950,000
Capital Projects Fund	2,860,203	2,357,000	2,270,000	2,755,000
Debt Service Fund	5,194,518	5,261,000	5,281,000	5,356,000
Enterprise Fund	1,576,960	1,966,000	1,850,000	2,000,000
Internal Service Fund	<u>4,258,095</u>	<u>4,100,000</u>	<u>4,100,000</u>	<u>4,200,000</u>
Total Expenditures by Fund	<u>43,591,030</u>	<u>46,102,000</u>	<u>43,844,000</u>	<u>46,177,000</u>

*Actual is presented on a budgetary basis.

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

BUDGET

SUPPLEMENTAL DATA



DISTRICT PROFILE

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

PROGRAMS OFFERED

Associate Degree

Agri-Business/Science Technology
Agribusiness Science & Technology - Agronomy
Agribusiness Science & Technology - Animal Science
Agribusiness Science & Technology - AgBus Mgmt
Accounting
Business Management
Administrative Professional
IT-Network Communications Specialist
IT-Computer Support Specialist
Supply Chain Management
Supervisory Management
Graphic And Web Design
Early Childhood Education
Culinary Arts
Culinary Management
Golf Course Management
Technical Studies-Journey Worker
Criminal Justice Studies
Criminal Justice - Law Enforcement 2
Direct Entry Midwife
Medical Laboratory Technician
Human Services Associate
Physical Therapist Assistant
Health Information Technology
Cancer Information Management
Paramedic Technician
Nursing - Associate Degree
Electromechanical Technology
Instrumentation and Controls Technology
Individualized Technical Studies
Liberal Arts - Associate Of Arts
Liberal Arts - Associate Of Science
Respiratory Therapist-collaborative w/ Western Tech

Short-Term Technical Diploma

Farm Business & Production Management
Food Production Assistant
CNC Setup/Operation
Building Maintenance & Construction
Criminal Justice-Law Enforcement 720 Academy
Dental Assistant-Short Term
Medical Coding Specialist
Emergency Medical Technician
Advanced EMT
Nursing Assistant
Driver and Safety Education Certification

One Year Technical Diploma

Farm Operations & Management-Dairy Technician
Dairy Herd Management
Accounting Assistant
Office Support Specialist
IT-Computer Support Technician
Supply Chain Assistant
Industrial Mechanic
Building Trades-Carpentry
Cosmetology
Security Operations
Medical Assistant
Laboratory Science Technician
Medical Coding Specialist
Practical Nursing
Child Care Services
Culinary Specialist
Auto Collision Repair & Refinishing Technician
Bricklaying & Masonry - WI Secure Program Facility
Electrical Power Distribution
Precision Machining Technology
Welding
Pharmacy Technician-collaborative w/ Lakeshore Tech

PROGRAMS OFFERED, continued

Two-Year Technical Diploma

Agricultural Power & Equipment Technician
Farm Operations & Management - Dairy
Farm Operations & Management - Ag Mechanics
Farm Operations & Management - Crops
Farm Operations & Management - Livestock
Automotive Technician

Apprentice

Industrial Electrician Apprentice
Electricity (Construction) Apprentice
Plumbing Apprentice

Pathway Certificates

Tax Preparer Assistant
Payroll Assistant
Receptionist
Medical Office Receptionist
Logistics
Materials Management
Emergency Telecommunications

SPECIAL OFFERINGS

3-Wheel Basic Rider Course	IV Therapy
Adverse Weather Driver Training	Jail Academy (160 Hours)
Basic Rider Course	Juvenile AODA
Basic Rider 2 Course	Law Enforcement Training
Basic Hunting Shotgun, Rifle, or Semi-Auto Rifle Training	Leadership Certificate
Basic Revolver Training	Logistics Certificate
Basic Rider Course	Materials Management Certificate
Basic Rider 2 Course	Real Estate Law Prelicensing
Beginning Microsoft Excel	Preschool Credential
Beginner, Basic Intermediate, or Advanced Handgun Training	Quality Management Certificate
Birth Doula Labor Support	QuickBooks
Computer Applications	Motorcycle Safety
Concealed Carry Training	Nail Technician/Manicurist Certificate
Cosmetologist Instructor Certificate	OSHA Training
Cosmetologist Manager's License	Real Estate Salesperson Pre-Licensing
CPR/AED/First Aid Training	Real Estate Continuing Education
Driver Education(Theory, Behind-the-Wheel, and for Adults Over 18)	Responsible Beverage Server
Emergency Medical Services/First Responder Courses	Traffic Safety-Group Dynamics
Farm Training Workshops/Seminars/Conferences	Traffic Safety-Multiple Offender
Finance Certificate	Traffic Safety-Point Reduction
Firearms Safety Awareness	Traffic Safety-Wisconsin Traffic Right of Way
Fire Safety Courses	Tractor Safety
Golf Technique Training	
Human Resources Certificate	

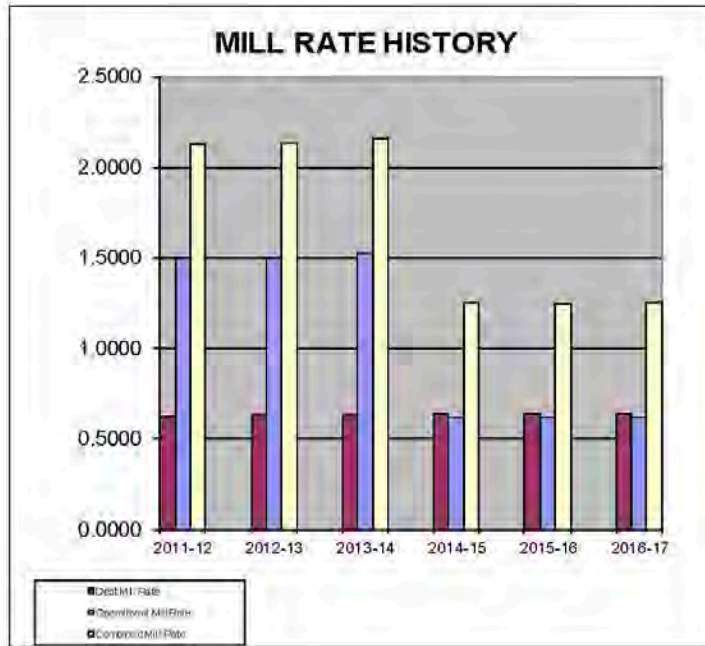
Online Learning Courses

Abstracting Principles and Practice I	Health Data Management
Accounting 1	Healthcare Informatics
Accounting 1, Part 1	Human Resources
Accounting 2	ICD Diagnosis Coding
Applied Problem Solving	Intermediate Algebra with Applications
Basic Anatomy	Intermediate Microsoft Excel
Beginning Microsoft Excel	Intro to Ethics: Theory & App
Beginning Microsoft Word	Intro to Healthcare Computing
Budget Analysis	Intro to Psychology
Business Law I	Intro to Sociology
Business Management Strategies	Intro to the Health Record
Cancer Statistics and Epidemiology	Introduction to Business
Change Management	Introduction to Diversity Studies
Change Process	Introductory Statistics
College Algebra with Applications	IT Concepts
College Mathematics	Labor Force Issues
Concepts of Problem Solving	Leadership
Conflict Resolution	Lean Six Sigma
CPT Coding	Lean Tools
Creating Work Teams	Logistics
Developmental Psychology	Management Principles
Driver Education Theory - Online	Managing Communication
Diversity	Managing Work Teams
Driver Education Theory - Online	Manufacturing Practices for Food Industry
ECE: Admin an ECE Program	Marketing and Customer Service
ECE: Art Music & Lang Arts	Marketing Principles
ECE: Child Development	Marriage & Family
ECE: Guiding Child Behavior	Math with Business Applications
ECE: Health Safety & Nutrition	Medical Terminology
Economics	Microeconomics
Elem Algebra With Apps	OB/Medication Management
Employee Discipline	Oncology Coding and Staging
Employee Performance	Oral/Interpersonal Communication
English Composition 1	Organizational Ethics
Ethics	Orientation and Training
Event Planning - Coursework	Personal Ethics
Event Planning - Field Study	Planning and Control
Financial Management	Portfolio
Fundamentals of Chemistry	Principles of Negotiations
General Anatomy & Physiology	Process Management
Global Business	Professional Development Seminar
Global Supply Chain Management	Professional Practice 1
Health Care Reimbursement	Psychology of Human Relations

Online Learning Courses, Continued

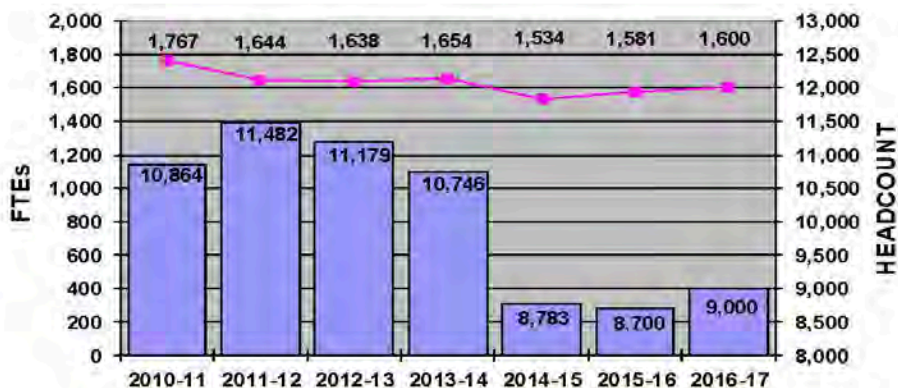
Risk Management
Safety Application
Selling Principles
Speech
Stress Management
Supply Chain Management
Supply Chain Management Internship
Supply Chain Management Career Planning
Technical Reporting
Time Management
Written Communication

**Southwest Wisconsin Technical College
Equalized Valuations and Mill Rates**



Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2011-12 Actual	7,392,536,724	1.5000	0.6277	2.1277
2012-13 Actual	7,307,828,856	1.5000	0.6349	2.1349
2013-14 Actual	7,313,252,611	1.5292	0.6345	2.1637
2014-15 Actual	7,457,681,284	0.6174	0.6356	1.2530
2015-16 Actual	7,682,130,623	0.6154	0.6356	1.2454
2016-17 Projected	7,758,951,929	0.6154	0.6380	1.2534

Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	Budget 2016-17
Post-Secondary ⁽¹⁾	1,482	1,377	1,359	1,379	1,322	1,320	1,330
Vocational Adult ⁽²⁾	94	103	103	115	89	90	94
Non-Postsecondary ⁽³⁾	191	163	175	159	122	170	175
Community Services ⁽⁴⁾	0	1	1	1	1	1	1
Total FTE	1,767	1,644	1,638	1,654	1,534	1,581	1,600
Headcount	10,864	11,482	11,179	10,746	8,783	8,700	9,000

(1) Post-Secondary: Students enrolled in courses at the associate degree, technical diploma, apprenticeship and certificate levels.

(2) Vocational Adult: Students enrolled in courses for personal development in increasing their job skills or learning new skills.

(3) Non-Postsecondary: Students enrolled in remedial and basic education courses.

(4) Community Services: Students enrolled in self-enrichment activities.

Southwest Wisconsin Technical College
 Notice of Public Hearing
 July 1, 2016 – June 30, 2017

A public hearing on the proposed 2016-2017 budget for Southwest Wisconsin Technical College will be held on June 28th at 6:30 p.m. in room 493 at Southwest Wisconsin Technical College, Fennimore, WI. The detailed budget is available for public inspection at the District Business Office.

EXPENDITURE HISTORY

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational (2)</u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2012-13	7,307,828,856	1.5000	0.6349	2.1349	(0.30)
2013-14	7,313,252,611	1.5292	0.6345	2.1637	1.35
2014-15	7,457,681,284	0.6174	0.6356	1.2530	(42.09)
2015-16	7,682,130,623	0.6154	0.6300	1.2454	(0.61)
2016-17 ⁽¹⁾	7,758,951,929	0.6154	0.6380	1.2534	0.64

<u>Fiscal Year</u> ⁽³⁾	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2012-13	43,232,777	4.99	15,601,700	(0.81)	213.49
2013-14	42,587,016	(1.49)	15,823,080	1.42	216.37
2014-15	43,591,030	2.36	9,344,688	(40.94)	125.30
2015-16	43,844,000	0.58	9,567,729	2.39	124.54
2016-17	46,177,000	5.32	9,725,000	1.64	125.34

- (1) Fiscal year 2017 equalized valuation is projected to increase 1% from fiscal year 2016.
- (2) Fiscal year 2015 mill rate reflects a change in Wisconsin Law as a result of ACT 145 providing for dollar-for-dollar reduction in the operational property tax funding with an increase in state aid funding.
- (3) Fiscal years 2013 through 2015 represent actual amounts; 2016 is estimated; 2017 is the proposed budget.

Budget/Fund Summary – All Funds

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	4,775,000	-	-	-	4,950,000	-	-	9,725,000
Other Budgeted Revenues	18,613,000	-	8,000,000	20,000	338,000	2,100,000	4,200,000	33,271,000
Total Budgeted Revenues	23,388,000	-	8,000,000	20,000	5,288,000	2,100,000	4,200,000	42,996,000
Budgeted Expenditures	23,916,000	-	7,950,000	2,755,000	5,356,000	2,000,000	4,200,000	46,177,000
Excess of Revenues								
Over Expenditures	(528,000)	-	50,000	(2,735,000)	(68,000)	100,000	-	(3,181,000)
Operations Transfers	528,000	-	(50,000)	(78,000)	-	(400,000)	-	-
Proceeds from Debt	-	-	-	2,500,000	-	-	-	2,500,000
Est. Fund Balance								
07/01/16	7,901,152	-	250,662	678,793	1,295,721	3,402,804	380,088	13,909,220
Est. Fund Balance								
06/30/17	7,901,152	-	250,662	365,793	1,227,721	3,102,804	380,088	13,228,220

Southwest Wisconsin Technical College
 Notice of Public Hearing
 Budget Summary - General Fund
 Fiscal Year 2016-2017

	2014-15 <u>Actual⁽⁴⁾</u>	2015-16 <u>Budget</u>	2015-16 <u>Estimate⁽⁵⁾</u>	2016-17 <u>Budget</u>	
REVENUES					
Local Government	4,613,372	4,700,000	4,727,000	4,775,000	
State Aids	10,556,155	10,940,000	10,714,000	10,844,000	
Program Fees	4,137,230	4,080,000	4,224,000	4,390,000	
Material Fees	332,211	320,000	342,000	333,000	
Other Student Fees	455,842	400,000	441,000	423,000	
Institutional	2,061,555	2,200,000	1,855,000	1,972,000	
Federal	1,199,187	928,000	1,647,000	651,000	
Total Revenues	<u>23,355,552</u>	<u>23,568,000</u>	<u>23,950,000</u>	<u>23,388,000</u>	
EXPENDITURES					
Instruction	15,068,728	15,960,000	15,713,000	15,082,200	
Instructional Resources	359,823	370,000	370,000	299,000	
Student Services	1,790,302	1,817,000	1,817,000	1,900,000	
General Institutional	3,447,868	3,630,000	3,600,000	4,442,800	
Physical Plant	1,933,290	2,191,000	2,000,000	2,192,000	
Total Expenditures	<u>22,600,011</u>	<u>23,968,000</u>	<u>23,500,000</u>	<u>23,916,000</u>	
Net Revenue (Expenditures)	755,541	(400,000)	450,000	(528,000)	
OTHER SOURCES (USES)					
Operating Transfer In (Out)	<u>136,342</u>	<u>400,000</u>	<u>171,000</u>	<u>528,000</u>	
Total Resources (Uses)	891,883	-	621,000	-	
TRANSFERS TO (FROM) FUND BALANCES					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	891,883	-	621,000	-	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	891,883	-	621,000	-	
Beginning Fund Balance	6,388,269	6,968,268	7,280,152	7,901,152	
Ending Fund Balance	<u>7,280,152</u>	<u>6,968,268</u>	<u>7,901,152</u>	<u>7,901,152</u>	
EXPENDITURES BY FUND					
General Fund	22,600,011	23,968,000	23,500,000	23,916,000	%Change ⁽⁶⁾ (0.22)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,101,243	8,450,000	6,843,000	7,950,000	(5.92)
Capital Projects Fund	2,860,203	2,357,000	2,270,000	2,755,000	16.89
Debt Service Fund	5,194,518	5,261,000	5,281,000	5,356,000	1.81
Enterprise Fund	1,576,960	1,966,000	1,850,000	2,000,000	1.73
Internal Service Fund	4,258,095	4,100,000	4,100,000	4,200,000	2.44
Total Expenditures by Fund	43,591,030	46,102,000	43,844,000	46,177,000	0.16
REVENUES BY FUND					
General Fund	23,355,552	23,568,000	23,950,000	23,388,000	(0.76)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,158,750	8,500,000	6,893,000	8,000,000	(5.88)
Capital Projects Fund	22,809	30,000	27,000	20,000	(33.33)
Debt Service Fund	5,278,934	5,194,000	5,238,000	5,288,000	1.81
Enterprise Fund	1,813,337	2,132,000	2,030,000	2,100,000	(1.50)
Internal Service Fund	3,959,020	4,100,000	4,100,000	4,200,000	2.44
Total Revenue by Fund	41,588,402	43,524,000	42,238,000	42,996,000	(1.21)

(4) Actual is presented on a budgetary basis.

(5) Estimate is based upon 10 months of actual and 2 months of estimate

(6) (2016-17 Budget - 2015-16 Budget)/2015-16 Budget

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

Up to \$430,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$2,070,000 for paying the cost of acquiring moveable equipment. A copy of the resolution is available with the electronic Board material.

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

RESOLUTION NO. _____

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

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of \$430,000 for the public purpose of paying the cost of building remodeling and improvement projects; and \$2,070,000 for the public purpose of paying the cost of acquiring moveable equipment; and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$430,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,070,000 for the public purpose of paying the cost of acquiring moveable equipment; and be it further

RESOLVED, that

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

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Dodgeville Chronicle, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A and B and incorporated herein by this reference (collectively, the "Notice").

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

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

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notice provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded June 28, 2016.

James D. Kohlenberg
Chairperson

Attest:

Darlene Mickelson
Secretary

(SEAL)

EXHIBIT A

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on June 28, 2016, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$430,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

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

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

Dated this 28th day of June, 2016.

**BY THE ORDER OF THE
DISTRICT BOARD**

Darlene Mickelson
Secretary

EXHIBIT B

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on June 28, 2016, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,070,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring moveable equipment.

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

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

Dated this 28th day of June, 2016.

**BY THE ORDER OF THE
DISTRICT BOARD**

Darlene Mickelson
Secretary

C. Second Reading of Compensation Philosophy to be included in Governance Policy 3.3 – Compensation & Benefits

The College Council has made revisions to the Compensation Philosophy based on feedback from the District Board. Krista Weber, Director of Human Resources, will present the philosophy. The revised Compensation Philosophy is below.

Recommendation: Approve the Compensation Philosophy as presented for it to be included in Governance Policy 3.3: Compensation & Benefits.

COMPENSATION PHILOSOPHY

Southwest Tech is committed to being the employer of choice in southwest Wisconsin. Our valued employees are the key to delivering on our commitment to improve lives through excellence in learning. Our compensation philosophy, including salary and benefits, is a reflection of our College's values. **The College will pursue sustainable compensation goals in accordance with its overall fiscal position while respecting the goals of the philosophy.** Southwest Tech's compensation philosophy is designed to meet the following key objectives:

Externally Competitive Salary and Benefits. Southwest Tech will strive for salary and benefits to be at the 75th percentile of comparisons to identified benchmark technical colleges and regional industry employers. We will provide affordable and comprehensive benefit options that best fit employee needs and promote consumerism.

Equitable. The College shall provide a framework of consistent compensation practices that are fair, equitable and free of discrimination. Southwest Tech will commit to continually improving this process by conducting periodic performance evaluations and updating position descriptions. We will regularly assess our market to ensure that our salary rates remain competitive.

Excellence. Southwest Tech employs high quality employees and we value continuous improvement as part of our commitment to excellence. Our compensation practices must attract and retain employees who exemplify our values and delivery on our mission and vision. Qualified employees who work to advance their skills and knowledge as they contribute to the achievement of organizational objectives will also be paid competitively. External hires will be paid competitively in order to attract new talent within the designated ranges.

Emphasis on Student Success. Individual goals are developed to support overall College performance and strategic priorities, including student access and success. We support and promote continual employee learning and growth by providing personal and professional development in order to produce high-quality, relevant programs and services. This is essential to student success and our growth and sustainability as a college.

Easy to Communicate. Because Southwest Tech is confident of the equity, validity, and reliability of the compensation system and practices, we maintain open communication with employees regarding their individual compensation. The compensation system is easily implemented, communicated and is simplistic in its design. Each employee will know how his/her compensation is determined. The College will develop a communication plan for our compensation program that supports our status as an employer of choice.

Southwest Tech, as stewards over entrusted public funds, is fiscally responsible as we administer compensation and benefits to employees. It is important to us that our compensation practices are sustainable well into the future. The College will seek opportunities, where appropriate, to invest in employees through compensation and benefits that are sustainable by connecting broad college performance measures that increase revenue with ongoing strategic investments in the people who work here.

D. Bid for Outdoor Enclosed Cultivation Unit

Bid specifications and information were sent to four vendors for an outdoor enclosed cultivation unit for use in the Agri-Business programs. The bid opening was held on June 16, 2016, with one bid being received. Dan Imhoff, Director of Facilities, will present the bid summary, which is included with the electronic Board material.

Recommendation: Accept the low bid from CEA Advisors for the Outdoor Enclosed Cultivation Unit in the amount of \$95,700.

Bid #1516-05 Outdoor Enclosed Cultivation Unit

Public Notice: June 1, 2016

Bid Opening: June 16, 2016 @ 10:00 a.m., Room 490

A public bid opening was held at 10:00 a.m. on Thursday, June 16, 2016, for an Outdoor Enclosed Cultivation Unit for use in the Agri-Business Program. Bid specifications and information were sent to four (4) vendors. The following bids were received:

Company	Model	Amount
CEA Advisors LLC	Growtainer	\$95,700
Freight Farms *unable to bid due to their vertical grow system-will not grow corn.	Leafy Green Machine	No bid
FusionPharm, Inc.	PharmPod	No bid
Williamson Greenhouses	CropBox	No bid

Recommendation: Accept the low bid from CEA Advisors for the Outdoor Enclosed Cultivation Unit in the amount of \$95,700.

E. Bid for Mobile Welding Lab

Bid specifications and information were sent to four vendors for a mobile welding lab. The bid opening was held on June 22, 2016, with two bids being received. The bid summary is included with the electronic Board material. Dan Imhoff, Director of Facilities, will present the bid summary.

Recommendation: Accept the low bid from ITD-Innovative Trailer Design, Toronto, Ontario, for the Mobile Welding Lab in the amount of \$279,000.

Bid #1516-06 Mobile Welding Lab

Public Notice: June 15, 2016

Public Opening: June 22, 2016 @ 10:00 a.m.

A public bid opening was held at 10:00 a.m. on Wednesday, June 22, 2016, for a Mobile Welding Lab. Bid specifications and information were sent to four (4) vendors. The following bids were received:

Company	Model	Amount
F&M MAFCO	No bid	
Red-D-Arc Weldrentals	No bid	
ITD-Innovative Trailer Design, Toronto, ON	DV53TAN49	\$279,000
Hampden Engineering Corporation Longmeadow, MA	53' Welding Classroom	\$444,988

Recommendation: Accept the low bid from ITD-Innovative Trailer Design, Toronto, ON for the Mobile Welding Lab in the amount of \$279,000.

F. Prairie du Chien Outreach Site Lease with Workforce Connections

Included with the material in the electronic Board packet is a lease agreement with Workforce Connections, Inc., LaCrosse, WI, for the lease of one room at 1305 Marquette Road, Prairie du Chien, WI. The College uses this space for an outreach site in Prairie du Chien. Caleb White will be available at the Board meeting for any questions.

Recommendation: Approve the one-year lease with Workforce Connections, Inc., LaCrosse, WI, for an outreach site in Prairie du Chien, WI.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2016 by and between Workforce Connections, Inc., Lessor, and Southwest Wisconsin Technical College, Lessee:

1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: ### square feet of floor space located at 1305 Marquette Ave, Prairie du Chien, WI, Suite ??, room #?
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2016, and ending June 30, 2017.
- 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

2. RENT.

- 2.1 Payments. The Lessee shall yield and pay the sum of \$2,400 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if

any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Signs. Lessee shall have the privilege of placing on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, gas, and WiFi/broadband service.
- (b) Lessee shall be responsible for telephone expenses.

4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other

cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by the lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

(a) **if to Lessor, to Executive Director, Workforce Connections, Inc., 2615 East Avenue South, Suite 103, LaCrosse, WI 54601**

(b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.
- 11.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.
- 11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors' control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the

service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this ____ day of June 2016.

WORKFORCE CONNECTIONS, INC.

BY:

Teresa Pierce, Executive Director

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this ____ day of June 2016.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

Caleb White, Vice President for Administrative Services

Board Monitoring of College Effectiveness

A. Information Technology Report

Lisa Riley, Information Technology Supervisor, will present the Board Monitoring report for Information Technology including strengths and areas for improvement as well as major activities which help the College achieve its eight Strategic Directions. Information is available below.

A decorative graphic on the left side of the slide, consisting of a network of light blue lines and circles that resemble a circuit board or data flow diagram. The lines are vertical and horizontal, with small circles at various points, creating a complex, interconnected pattern.

ANNUAL UPDATE FROM THE INFORMATION TECHNOLOGY DEPARTMENT

LISA RILEY

BOARD MEETING – JUNE 28, 2016

IT STAFF

- **Developers**

- Mike Steffel (Web)
- Bob Thompson

- **Networking Team**

- Judy Gosse
- Heath Ahnen (started Jan. 2016)

- **Technology Support**

- Dave Friesen
- Charles Herbers
- Jake Mootz

- **Senior Data Specialist**

- Bonnie O'Brien (as of July 1)

HELP DESK TICKETS

Help Desk Tickets – Comparison



WHAT'S HAPPENING IN IT

LASERFICHE PROJECT

Laserfiche®

Electronic Content Management (ECM) System Implementation

- Mapped out current business processes
- Workflows developed in Laserfiche
- Functional user testing held on June 1
- Testing phase from June 7 – July 14
- Laserfiche Go-Live planned for the end of July 2016

WHAT'S HAPPENING IN IT



Schoology – RFP awarded in April 2016

- Weekly status calls with Schoology project team
- Our developers and Schoology will be working on integration with CAMS
- Schoology trainer will be onsite on August 18 for a train-the-trainer session with key staff
- Go Live planned for Spring 1617 semester

WHAT'S HAPPENING IN IT

- Roll-out of Windows 10
- Researching possibility of moving to Office 365
- Mobile Device Management for Apple products implemented in May 2016.
 - Product: Casper Suite from JAMF Software
- Implementing new Emergency Communication Software before Fall semester
 - RAVE Alert from RAVE Mobile Safety
- Implementing Maxient Student Conduct software package to better manage our student conduct records



WHAT'S HAPPENING IN IT

- **Smartsheet**

- Offers many templates for staff to use for project management, grant tracking, web forms, budget tracking, and many opportunities for collaboration with internal and external users
- 30 licensed users, plus 50 collaborators, and over 200 active sheets
- Bi-weekly Smartsheet User Group sessions (SmUG)

- **TimeTrade scheduling software**

- Allows students to make an appointment with a Student Success Coach or the Counselor online (reducing phone calls!)

WHAT'S HAPPENING IN IT

- There have been many significant enhancements to the Charger Dashboard in the past few months. Student Services is using it daily.
 - Deb Thomas implemented many new drilldowns that replace her “Monday report.”
- Significant Degree Audit enhancements that Student Services is now using daily
- An FTE increase of 30.63 occurred in Math, Science, and Communication Review walk-ins. This past year a new logging program was implemented that records hours when a student logs into a computer in a lab. The student has to choose the course they are working on (Math, Science, and Communications Review) and the hours are automatically logged and calculated for submission to the state.

WHAT'S HAPPENING IN IT

- Health checks of network infrastructure
 - Wireless controllers and access points
 - Server operating system upgrade (Active Directory)
 - Exchange Server upgrade (e-mail)
 - Installation of additional security cameras
 - Investigating design and cost of redundant loop for internet connectivity (eliminate single point of failure)
 - Investigating design and cost of providing internet to students in Housing
- Implemented Intelligent Management Center (IMC) for better monitoring of the network

WHAT'S HAPPENING IN IT

- Upgraded the Bookstore Point-of-Sale server and collaborated with vendor for activation of the new EMV pin pads
- Working on the Payment Card Industry Data Security Standard (PCI DSS) compliance guidelines and more security measures

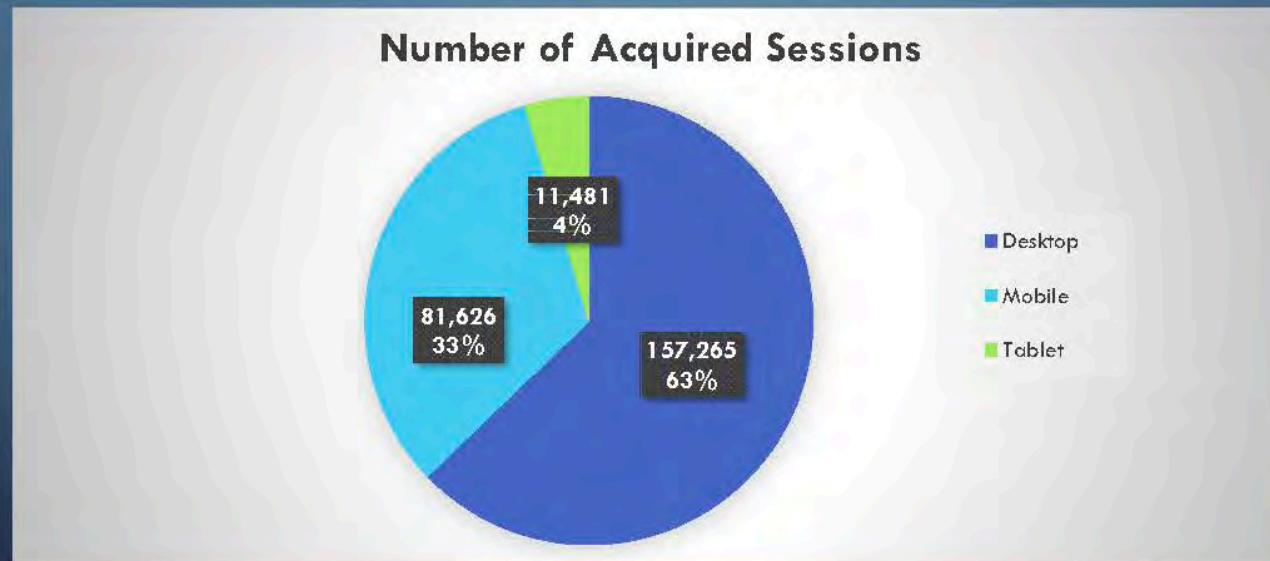


OUR TOP PAGES ARE...

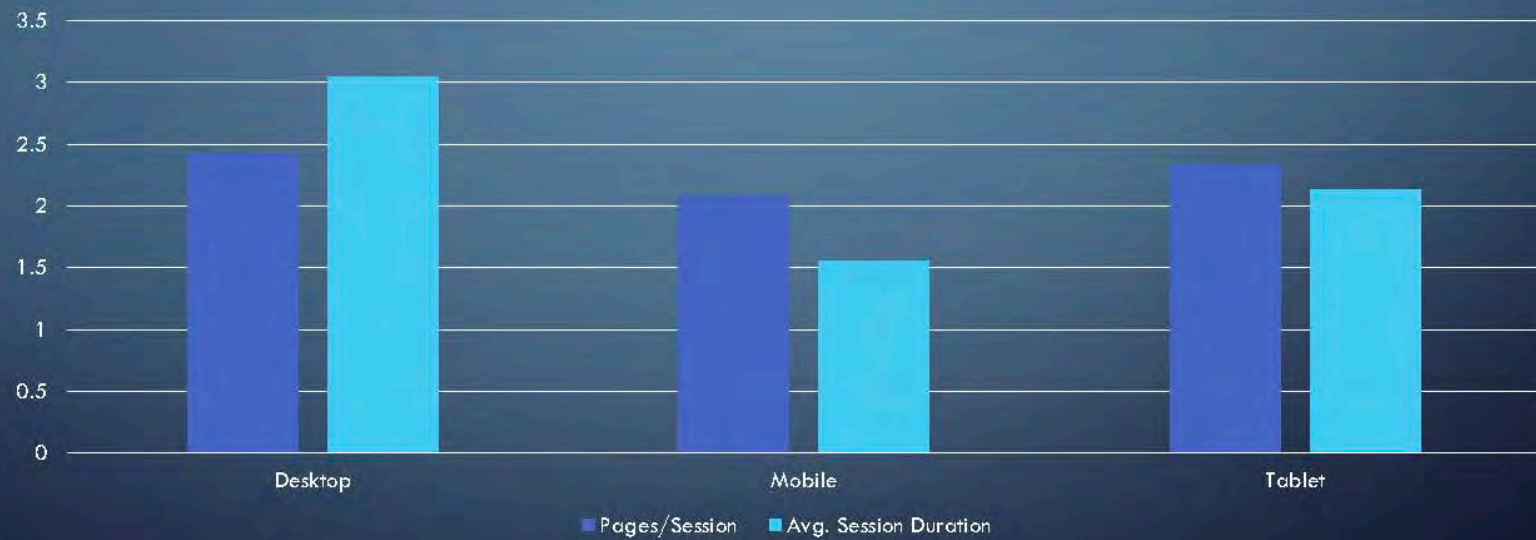
College Job Opportunities

The screenshot shows the Southwest Tech website homepage. At the top left is the logo "Southwest Tech Here. Now." with a sunburst icon. To the right are social media icons for Blackboard, Facebook, Twitter, LinkedIn, and YouTube, and a photograph of a building. Below the logo is a navigation menu with "PROGRAMS & CLASSES" circled in black. Other menu items include "ADMISSIONS", "STUDENT RESOURCES", "COMMUNITY", "FOUNDATION", and "ABOUT". A search bar is on the right. The main content area features a banner for "LABORATORY SCIENCE TECHNICIAN" with the text "JUNE IS DAIRY MONTH" and "Check out this program pouring with great careers in the dairy industry!". To the right is a "SOUTHWEST TECH News" section with a calendar of events, including "Nursing Assistant ARC Regional...", "School Nutrition Skills Devoto...", "Crisis Management - CANCFI | FD", "Southwest Tech Campus is Close...", and "EMS Open Forum Listening Sessi...". A "More Calendar & Events" button is at the bottom of the news section. At the bottom of the page is a row of colorful buttons: "VISIT CAMPUS", "APPLY NOW", "CALENDAR & EVENTS", "BUSINESS & INDUSTRY", "TAKE A CLASS" (circled in black), "PUBLIC SAFETY TRAINING", "CAMPUS DIRECTORY" (circled in black), and "DONATE TODAY".

NUMBER OF ACQUIRED SESSIONS



AVERAGE SESSION DURATION





QUESTIONS?

B. Accreditation Update

Jason Wood will provide an update on the November 2016 accreditation visit by the Higher Learning Commission. An overview of accreditation is included below.

Accreditation Update June 28, 2016

The Higher Learning Commission will conduct a Comprehensive Quality Review (CQR) of Southwest Tech from November 14-16, 2016. The CQR serves to:

1. Provide evidence that the institution is meeting the Criteria for Accreditation.
2. Facilitate the institution's continuing quality improvement commitment.
3. Identify actions taken to minimize identified Strategic Issues.
4. Review how Action Projects are integrated into an institution's overall performance improvement strategies.

In preparing for the visit the college will author an Institutional Quality Highlights report, complete a Federal Compliance Review, issue a Student Opinion Survey, and consider updating our Systems Portfolio with an addendum.

We will present components of accreditation at each of the board meetings between now and November so the board is apprised of our progress.

C. 2016-17 Board Monitoring Schedule

A draft of the FY2017 Board Monitoring Schedule is included with the electronic Board material. This will be reviewed at the Board meeting.

SOUTHWEST TECH BOARD MONITORING SCHEDULE

JULY 2016 – JUNE 2017

DATE	ACTIVITY/PURPOSE	LOCATION
July 11, 2016	Southwest Tech Annual Board Meeting <ul style="list-style-type: none"> ➤ Oath of Office ➤ Election of Officers ➤ Board Monitoring Schedule ➤ Approve Borrowing Resolutions ➤ Three-year Facilities Plan ➤ Facilities Report 	Southwest Tech
July 12-13	WTCS Board Meeting	WITC – Rice Lake
July 14-16	District Boards Association Summer Meeting	NTC – Wausau
August 25	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Health, Education & Public Safety Report 	Southwest Tech
September 13-14	WTCS Board Meeting	GTC - Racine
September 22	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Marketing & Public Relations Report 	Southwest Tech
September 28	Foundation Board Meeting	Southwest Tech
October 5-8	Association of Community College Trustees Leadership Congress	New Orleans, LA
October 27	Southwest Tech Board Meeting/Half-Day Retreat <ul style="list-style-type: none"> ➤ Resolution for Adoption of 2016 Tax Levy ➤ Fund & Account Transfers (2015-16 Budget Modifications) ➤ Review of Purchasing Activity ➤ WI Code of Ethics Resolution ➤ Industry, Trades & Agriculture Report 	Southwest Tech
October 27-29	District Boards Association Fall Meeting	MATC - Milwaukee
November 1-2	WTCS Board Meeting	NTC - Wausau
November 17	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Financial Audit ➤ 2017-18 Budget Process ➤ Institutional Advancement Report 	Southwest Tech
December 16	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Business, Mgt. & General Studies Report 	Southwest Tech
December 16	Southwest Tech Winter Graduation	Southwest Tech
December 21	Foundation Board Meeting	Southwest Tech

DATE	ACTIVITY/PURPOSE	LOCATION
January 11-13, 2017	District Boards Association Winter Meeting	MATC - Madison
January 24	WTCS Board Meeting	WTCS Office - Madison
January 26	Southwest Tech Board Meeting ➤ Student Services Report	Southwest Tech
February 14-16	Association of Community College Trustees National Legislative Summit	Washington, DC
February 24-25	Southwest Tech Board Retreat/Meeting ➤ Budget Assumptions & Parameters ➤ Administrative Services Report ➤ Human Resources Trends Report	Not Determined Yet
March 19-20	WTCS Board Meeting	CVTC – Eau Claire
March 23	Southwest Tech Board Meeting ➤ Public Safety Report	Southwest Tech
March 29	Foundation Board Meeting	Southwest Tech
April 6-8	District Boards Association Spring Meeting	LTC - Cleveland
April 22-25	American Association of Community Colleges Annual Convention	New Orleans, LA
April 27	Southwest Tech Board Meeting ➤ Out-of-State Tuition Waiver ➤ Foundation Report	Southwest Tech
May 9	WTCS Board Meeting	WTCS Office – Madison
May 20	Southwest Tech Graduation	Southwest Tech
May 25	Southwest Tech Board Meeting ➤ Proposed Budget ➤ State of College Report ➤ Strategic Plan Report / Institutional Effectiveness	Southwest Tech
June 22	Southwest Tech Board Meeting ➤ Public Budget Hearing/Approval ➤ Evaluation of President ➤ President’s Performance Report ➤ Information Technology Report	Southwest Tech
June 28	Foundation Board Meeting	Southwest Tech
July 10	Southwest Tech Board Meeting	Southwest Tech

D. Staffing Update

An update on College staffing will be provided 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	Will not be filling	Summer 2015	
6	New Position	Grants Coordinator	Darnell 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	Heath Ahnen	1/11/2016	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$32.21/hour
23	Replacement -Matt Schneider (Transfer)	Student Success Coach (formerly College Admissions Representative)	Jordyn Poad	1/28/2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$45,000
24	Replacement-Samantha Redman (Transfer)	Grant & Finance Accountant	Sarah Imhoff	1/19/2016	Grade 6, Support Staff \$21.05-\$27.24 Hired at \$24.00/hour
25	New Position	Midwifery Instructor	Marijke van Roojen	1/11/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$54,000 (MS)
26	Replacement-Marijke van Roojen (Transfer)	Midwife Onsite Clinical Coordinator	Heather Kramer	1/11/2016	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$21.00/hour
27	New Position - (Part-time)	Midwife Onsite Clinical Coordinator	Vanessa Caldari	1/11/2016	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$21.00/hour
28	New Position (Part-time, LTE, Grant Funded)	Basic Computer Skills Coordinator (Part-time, LTE, Grant Funded)	Laura Nelson	42,446.00	Grade 6, Support Staff \$21.05-\$27.24 Hired at \$25.00/hour

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
29	Replacement-Betty Frydenlund (retirement 12/31/15)	Nursing Assistant Instructor	On Hold	Spring 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
30	Replacement -Allison Carroll (Resignation)	Student Success Coach	Anna Stremmlau	2/4/2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$45,000
31	Replacement-Susie Bischoff (retirement 2/2/16)	Evening Custodian - Lead Worker	Dan Scullion	2/3/2016	Grade 3, Hourly \$15.25 - \$20.19 Hired at \$18.53
32	New Position	Academic Success Coach Part time/LTE	Scott Swan	2/8/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
33	Replacement - Marcia Taddy	Academic Success Coach Part time/LTE	Carol Soden	2/15/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
34	New Position	Mental Health Counselor	Gina Trollop	3/9/2016	Grade 7, Salaried Prof \$52,190-\$70,611 Hired at \$60,019
35	Replacement - Phil Thomas	Chief Academic Officer/Executive Dean	Katie Garrity	Feb. 2016	Grade 1, Salaried Prof \$96,672-\$130,791 Salary: \$115,000

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
36	Replacement - Dan Scullion	Evening Custodian	Ben Neuroth	3/7/2016	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$13.75/hour
37	Replacement - Randy Leibfried	Evening Custodian	Randy Leibfried	2/26/2016	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$14.75/hour
38	Replacement - Katie Eitsert	Child Care Assistant - PT (less than 20 hrs)	Bridget Kazda	3/8/2016	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$12.07/hour
39	Replacement - Olivia Dudenbostel	Child Care Assistant - PT (less than 20 hrs)	On Hold	Mar, 2016	Grade 1 Support Staff \$12.07-\$15.59
40	New Position	Software Developer	Interviews in process	July 2016	Grade 6, Salaried Professional \$59,604 - \$80,641
41	New Position	TAACCCT 4 Grant Coordinator (Full time, I,TE)	Derek Kruempel	3/29/2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$55,000
42	New Position	Director of Software Development	Matthew Baute	2/15/2016	Salaried Professional Hired at \$90,000

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
43	New Position (Internal Posting)	Registrar	Danielle Seippel	5/2/2016	Grade 6, Salaried Professional \$59,604 - \$80,641 Hired at \$60,000
44	Replacement- Patty Hartline (retirement 5/2016)	Communications Instructor	Position reposted	Aug. 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
45	New Position	Industrial Occupations & Safety Compliance Lab Assistant	Brian Kitelinger	May 2016	Grade 5 Hourly \$17.40 - \$22.42 Hired at \$21.00/hour
46	New Position (Internal Posting)	Innovative & Alternative Learning Manager	Kim Maier	May 2016	Grade 6, Salaried Professional \$59,604 - \$80,641 Hired at \$68,500
47	New Position (Internal Posting)	Supervisor of Pre-College Programs & Division Coordinator	Julie Pluemer	7/1/2016	Grade 5, Salaried Professional \$67,017 - \$90,671 Hired at \$87,000
48	New Position (Internal Posting)	Associate Degree Nursing Instructor & Division Manager	Cynde Larsen	5/2/2016	MS \$44,821-\$75,554 Hired at \$85,534.50
49	Replacement - Marketing	Marketing Specialist -	Katie Friar-Glass	5/9/2016	Grade 8, Salaried Professional \$44,115-\$59,684 Hired at \$53,500

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
50	Replacement - Marketing	Marketing Specialist	Katharine Caywood	5/10/2016	Grade 8, Salaried Professional \$44,115-\$59,685 Hired at \$45,000
51	Replacement - Kirsten Reichmann	Academic Success Coach Lead Full-time/LTE	Offer made	7/1/2016	Grade 7, Support Staff \$23.38-\$36.20
52	Replacement- Yasmin Rioux	Communications Instructor	Posted	Aug. 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
53	Replacement- Garry Kirk	Accounting Instructor	Posted	Aug. 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
54	Replacement - Colleen Watters	Associate Degree Nursing Instructor	Posted	Aug. 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
55	Replacement - Nicole Schopf	Associate Degree Nursing Instructor	Posted	Aug. 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
56	Replacement - Dana O'Brien	Associate Degree Nursing Instructor	Posted	Aug. 2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
57	Replacement - Denise Joahanning	Nursing Assistant Instructor	Posted	Aug. 2016	BS \$40,974-\$69,248
58	Replacement - Randy Leibfried	Evening Custodian	Interviews in process	7/1/2016	Grade 1 Support Staff \$12.07-\$15.59

Updated 6/22/2016

Information and Correspondence

A. Enrollment Report

The 2015-16 Comparison FTE and 2016-17 Comparison FTE Reports follow.

2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	06-22-15 Students	06-20-16 Students	Student Change	06-22-15 FTE	06-20-16 FTE	FTE Change
10-101-1	Accounting	24	29	5	18.96	16.63	(2.33)
10-106-6	Administrative Professional	13	14	1	10.10	11.50	1.40
10-006-2	Agri-Business/Science Technology	66	70	4	62.74	63.80	1.06
10-102-3	Business Management	86	89	3	57.36	62.63	5.27
10-530-5	Cancer Information Management	9	21	12	4.67	12.83	8.17
10-504-1	Criminal Justice - Law Enforcement	64	54	(10)	46.86	48.53	1.67
10-316-1	Culinary Arts	14	22	8	9.70	17.50	7.80
10-317-1	Culinary Management	6	7	1	5.10	4.83	(0.27)
10-510-6	Direct Entry Midwife	35	52	17	14.93	23.50	8.57
10-307-1	Early Childhood Education	42	41	(1)	30.50	30.17	(0.33)
10-620-1	Electromechanical Technology	59	39	(20)	50.30	31.97	(18.33)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	8.73	-	(8.73)
10-325-1	Golf Course Management	30	21	(9)	26.30	20.27	(6.03)
10-201-2	Graphic And Web Design	35	36	1	26.13	30.90	4.77
10-530-1	Health Information Technology	34	45	11	16.33	23.23	6.90
10-520-3	Human Services Associate	44	58	14	33.90	43.87	9.97
10-825-1	Individualized Technical Studies	5	3	(2)	2.97	2.23	(0.73)
10-154-3	IT-Computer Support Specialist	1	-	(1)	0.20	-	(0.20)
10-150-1	IT-Network Communications Specialist	25	42	17	16.60	34.83	18.23
10-152-7	IT-Web & Software Developer-Suspended	14	1	(13)	7.87	0.60	(7.27)
10-513-1	Medical Laboratory Technician	18	18	-	15.83	15.87	0.03
10-543-1	Nursing - Associate Degree	285	214	(71)	142.18	106.70	(35.48)
10-524-1	Physical Therapist Assistant	46	41	(5)	27.20	29.53	2.33
10-196-1	Supervisory Management	22	25	3	10.52	14.03	3.51
10-182-1	Supply Chain Management	8	13	5	2.63	7.20	4.57
10-499-5	Technical Studies-Journey Worker	1	2	1	0.20	0.60	0.40
	Total Associate Degree	996	957	(39)	648.83	653.77	4.94
31-101-1	Accounting Assistant	14	7	(7)	10.13	6.30	(3.83)
30-531-6	Advanced EMT	-	6	6	-	0.80	0.80

Program Code	Program Title	06-22-15 Students	06-20-16 Students	Student Change	06-22-15 FTE	06-20-16 FTE	FTE Change
32-070-1	Agricultural Power & Equipment Technician	42	44	2	41.17	40.47	(0.70)
31-405-1	Auto Collision Repair & Refinish Technician	21	19	(2)	12.97	14.50	1.53
32-404-2	Automotive Technician	30	36	6	24.94	33.10	8.16
31-408-1	Bricklaying & Masonry-PDC Correctional	2	-	(2)	0.63	-	(0.63)
30-443-1	Building Maintenance & Construction-PDC Correctional	1	-	(1)	0.27	-	(0.27)
31-475-1	Building Trades - Carpentry	21	10	(11)	18.57	8.70	(9.87)
30-420-2	CNC Setup/Operation	10	4	(6)	4.97	2.13	(2.83)
31-307-1	Child Care Services	14	20	6	9.20	15.50	6.30
50-413-2	Electricity (Construction) Apprentice	19	21	2	2.57	3.13	0.57
31-502-1	Cosmetology	39	41	2	34.21	33.83	(0.37)
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	17	8	(9)	14.34	5.60	(8.74)
31-091-1	Dairy Herd Management	20	22	2	18.97	21.27	2.30
30-508-2	Dental Assistant - Short Term	27	13	(14)	14.40	7.30	(7.10)
31-413-2	Electrical Power Distribution	26	24	(2)	23.70	23.23	(0.46)
30-531-3	Emergency Medical Technician	-	48	48	-	9.70	9.70
50-413-1	Industrial Electrician Apprentice	11	12	1	1.47	2.07	0.60
31-620-1	Industrial Mechanic	6	9	3	2.17	8.20	6.03
31-154-6	IT-Computer Support Technician	20	17	(3)	15.27	13.10	(2.17)
31-513-1	Laboratory Science Technician	-	5	5	-	3.63	3.63
31-509-1	Medical Assistant	41	40	(1)	34.44	31.70	(2.74)
30-530-1	Medical Coding Specialist	49	46	(3)	16.80	16.37	(0.43)
30-543-1	Nursing Assistant	216	209	(7)	27.27	27.07	(0.20)
31-106-8	Office Support Specialist	11	7	(4)	8.00	6.57	(1.43)
50-427-5	Plumbing Apprentice	15	21	6	2.15	3.57	1.42
31-182-1	Supply Chain Assistant	-	1	1		0.50	0.50
31-442-1	Welding	52	60	8	44.43	47.03	2.60
	Total Technical Diploma	739	768	29	390.80	394.97	4.17

Program Code	Program Title	06-22-15 Students	06-20-16 Students	Student Change	06-22-15 FTE	06-20-16 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	12	12	-	4.80	4.00	(0.80)
20-800-2	Liberal Arts - Associate of Science	15	9	(6)	6.27	1.83	(4.43)
	Undeclared Majors	2,203	2,076	(127)	261.80	263.08	1.28
				-			
	Total	3,965	3,822	(143)	1,312.50	1,317.65	5.15
							-
	Percent of Change						0.39%
	Vocational Adult (Aid Codes 42-47)	4,785	4,850	65	89.20	86.08	(3.12)
	Community Services (Aid Code 60)	99	90	(9)	0.27	0.29	0.02
	Basic Skills (Aid Codes 73,74,75,76)	327	488	161	33.14	55.47	22.33
	Basic Skills (Aid Codes 77 & 78)	1,519	1,763	244	74.30	114.90	40.60
							-
	Grand Total	10,695	11,013	318	1,509.40	1,574.38	64.98
	Total Percent of Change						4.31%

2015-2016 and 2016-2017 FTE Comparison

Program Code	Program Title	06-22-15 Students	06-20-16 Students	Student Change	06-22-15 FTE	06-20-16 FTE	FTE Change
10-101-1	Accounting	18	29	11	7.80	13.13	5.33
10-106-6	Administrative Professional	8	10	2	3.37	5.13	1.77
10-006-2	Agri-Business/Science Technology (OLD)	55	31	(24)	30.23	20.00	(10.23)
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		5	5		2.50	2.50
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		9	9		4.33	4.33
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		7	7		3.80	3.80
10-102-3	Business Management	42	50	8	19.10	23.00	3.90
10-530-5	Cancer Information Management	12	18	6	4.07	6.73	2.67
10-504-1	Criminal Justice - Law Enforcement (OLD)	39	21	(18)	19.43	12.17	(7.27)
10-504-5	Criminal Justice Studies (NEW)		24	24		11.30	11.30
10-316-1	Culinary Arts	15	15	-	7.47	7.23	(0.24)
10-317-1	Culinary Management	5	5	-	2.30	2.23	(0.07)
10-510-6	Direct Entry Midwife	17	21	4	4.90	7.73	2.83
10-307-1	Early Childhood Education	32	32	-	14.53	16.20	1.67
10-620-1	Electromechanical Technology	29	32	3	14.20	16.23	2.03
10-325-1	Golf Course Management	12	10	(2)	5.30	5.43	0.13
10-201-2	Graphic And Web Design	25	28	3	12.40	13.83	1.43
10-530-1	Health Information Technology	24	29	5	8.63	9.93	1.30
10-520-3	Human Services Associate	36	36	-	17.43	16.33	(1.10)
10-825-1	Individualized Technical Studies	6	6	-	2.97	2.63	(0.33)
10-150-1	IT-Network Communications Specialist	24	33	9	11.67	17.37	5.70
10-513-1	Medical Laboratory Technician	15	12	(3)	6.87	6.40	(0.47)
10-543-1	Nursing - Associate Degree	159	161	2	39.10	46.67	7.57
10-524-1	Physical Therapist Assistant	17	20	3	6.60	6.50	(0.10)
10-196-1	Supervisory Management	14	22	8	5.26	8.93	3.67
10-182-1	Supply Chain Management	5	14	9	1.67	5.27	3.60
10-499-5	Technical Studies-Journey Worker	1	1	-	0.50	0.20	(0.30)
	Total Associate Degree	610	681	71	245.79	291.23	45.44
31-101-1	Accounting Assistant	4	1	(3)	1.87	0.43	(1.43)
32-070-1	Agricultural Power & Equipment Technician	42	33	(9)	22.80	18.53	(4.27)

Program Code	Program Title	06-22-15 Students	06-20-16 Students	Student Change	06-22-15 FTE	06-20-16 FTE	FTE Change
31-405-1	Auto Collision Repair & Refinishing Technician	14	8	(6)	5.40	2.70	(2.70)
32-404-2	Automotive Technician	29	33	4	13.97	14.90	0.93
31-475-1	Building Trades - Carpentry	6	13	7	3.17	6.87	3.70
31-307-1	Child Care Services (ETD)	10	8	(2)	5.00	4.00	(1.00)
30-420-2	CNC Setup/Operation (ETD)	3	3	-	1.30	1.00	(0.30)
31-502-1	Cosmetology	30	14	(16)	15.57	6.97	(8.60)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	16	9	(7)	8.53	5.93	(2.60)
31-317-1	Culinary Specialist (ETD)	2	1	(1)	1.00	0.50	(0.50)
31-091-1	Dairy Herd Management	11	14	3	5.60	7.70	2.10
30-508-2	Dental Assistant - Short Term	15	10	(5)	8.00	5.33	(2.67)
31-413-2	Electrical Power Distribution	22	17	(5)	11.13	8.80	(2.33)
50-413-2	Electricity (Construction) Apprentice	1	1	-	0.07	0.07	-
30-317-1	Food Production Assistant (ETD)		1	1		0.33	0.33
50-413-1	Industrial Electrician Apprentice	4	5	1	0.27	0.33	0.07
31-620-1	Industrial Mechanic (ETD)	5	2	(3)	2.17	1.13	(1.03)
31-154-6	IT-Computer Support Technician (ETD)	9	6	(3)	4.13	2.57	(1.57)
31-513-1	Laboratory Science Technician	1	3	2	0.57	1.23	0.67
31-509-1	Medical Assistant	24	26	2	11.44	12.73	1.30
31-530-2	Medical Coding Specialist (ETD)	18	20	2	4.47	5.23	0.77
30-543-1	Nursing Assistant	54	57	3	5.50	5.93	0.43
31-106-8	Office Support Specialist	6	3	(3)	3.07	1.43	(1.63)
50-427-5	Plumbing Apprentice	8	1	(7)	0.77	0.07	(0.70)
31-442-1	Welding	27	43	16	13.86	21.97	8.11
	Total Technical Diploma	361	332	(29)	149.63	136.70	(12.93)

Program Code	Program Title	06-22-15 Students	06-20-16 Students	Student Change	06-22-15 FTE	06-20-16 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	8	8	-	1.93	1.90	(0.03)
20-800-2	Liberal Arts - Associate of Science	5	9	4	0.63	2.63	2.00
	Undeclared Majors	76	130	54	10.01	16.47	6.46
	Total	1,060	1,160	100	408.00	448.94	40.94
	Percent of Change						10.03%
	Vocational Adult (Aid Codes 42-47)	902	819	(83)	20.98	16.83	(4.15)
	Community Services (Aid Code 60)	4	5	1	0.01	0.01	0.00
	Basic Skills (Aid Codes 73,74,75,76)	29	24	(5)	0.97	0.80	(0.17)
	Basic Skills (Aid Codes 77 & 78)	120	154	34	4.36	6.00	1.64
	Grand Total	2,115	2,162	47	434.31	472.58	38.27
	Total Percent of Change						8.81%
	(ETD= Embedded Technical Diploma)						

B. Chairperson's Report

C. College President's Report

1. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

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

B. Time and Place

Monday, July 11, 2016, at 5:30 p.m. in Rooms 492-493, College Connection,
Southwest Tech Campus

Adjourn to Closed Session

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

1. Discussing Other Post-Employment Benefits (OPEB), President's Evaluation, and President's Contract per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
2. Discussing Property Acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session}.
3. Approval of Closed Session Minutes of May 26, 2016

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment