



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**June 22, 2017**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

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

Thursday, June 22, 2017

5:30 p.m. – Closed Session, Room 303  
6:00 p.m. – Tour of Information Technology Services  
6:30 p.m. – Dinner, Room 3612  
7:00 p.m. – Budget Hearing, Room 3608  
Immediately Following Budget Hearing – Regular Board Meeting  
Room 3608 – Health/Science Center

### **ANNOTATED AMENDED AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The June 22, 2017, 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**

#### **ADJOURN TO CLOSED SESSION**

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

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

#### **RECONVENE TO OPEN SESSION**

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

The Board will recess the meeting for an interactive tour of Information Technology Services, dinner, and the public hearing for the 2017-18 Annual Budget will be held. The Board will reconvene in open session after the public hearing.

#### **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 25, 2017**

Minutes of the May 25, 2017, Board meeting are included with the electronic Board packet.

**C. Financial Reports**

- 1. Purchases 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**

There were 93 contracts totaling \$1,203,623.23 in May 2017 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

One resignation is being presented for approval in the Personnel Report.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. 2017-18 Budget Approval**

Caleb White will present the 2017-18 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 2017-18 Budget as presented.

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

Up to \$805,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,695,000 for paying the cost of acquiring moveable equipment are being requested. 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. Bid: Rooftop Unit Component Replacement – Hail Damage**

Bids were due on June 15 for a rooftop unit component replacement to repair parts damaged by hail. The bid summary will be presented at the Board meeting.

**Recommendation:** *(Will be available at the Board meeting.)*

**D. Bid: Karen R. Knox Learning Center Memorial Patio**

Bids were due on June 15 for the deconstruction of the current patio and reconstruction of a new memorial patio. The bid summary will be presented at the Board meeting.

**Recommendation:** *(Will be available at the Board meeting.)*

**E. Prairie du Chien Outreach Site Lease with Workforce Connections, Inc.**

A lease with Workforce Connections, Inc. for the college to rent space for Southwest Tech's outreach site in Prairie du Chien is included in the electronic Board material.

The lease is for the period of 7/1/17 – 6/30/18 in the amount of \$2,400 per year.

**Recommendation:** Approve the lease with Workforce Connections, Inc. for the College to lease space at 1304 S. Marquette Road, Prairie du Chien, WI, in the amount of \$2,400 per year commencing on July 1, 2017 through June 30, 2018.

**F. Lease with Manpower Groups US, Inc.**

Manpower Groups leases Room 468 (office space) from the College in the amount of \$200 per month. The lease for the term of 7/1/17 – 6/30/18 is included with the electronic Board material.

**Recommendation:** Approve the lease with Manpower Groups US, Inc. to rent office space from the College in the amount of \$200 per month commencing on July 1, 2017 through June 30, 2018.

**G. Lease with UMOS, Inc.**

UMOS, Inc. leases office space at the College's Richland Center outreach site. Included in the Board material is the lease in the amount of \$309.70 per month for the term of 7/1/17 – 6/30/18.

**Recommendation:** Approve the lease with UMOS, Inc. to rent office space from the College at 26220 Executive Lane (Suite A), Richland Center, WI, in the amount of \$309.70 per month commencing on July 1, 2017 through June 30, 2018.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Information Technology Report**

Heath Ahnen, Director of Information Technology Services (ITS), will present a strategic plan for the College related to ITS. The information will be available at the meeting.

**B. 2017-18 Board Monitoring Schedule**

The draft board monitoring schedule for the next fiscal year is included with the electronic Board material. This will be discussed at the meeting.

**C. Staffing Update**

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing at the Board meeting. A summary is available with the other electronic Board material.

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2016-17 Comparison FTE Report and Fall 2017 Application Report 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

**B. Time and Place**

Monday, July 10, 2017, at 5:30 p.m. in Rooms 492-493, College Connection,  
Southwest Tech Campus

**ADJOURN TO CLOSED SESSION**

- B. Consideration of adjourning to closed session for the purpose of
1. Discussing a student issue per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
  2. Discussing personnel issues 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}.
  3. Discussing contracts with external entities 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.}
  4. 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}.
  5. Approval of Closed Session Minutes of May 25, 2017

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The June 22, 2017, 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***

## **Adjourn to Closed Session**

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

1. Discussing 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.}

## **Reconvene to Open Session**

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

## **Consent Agenda**

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

## **BOARD MEETING NOTICE/AGENDA**

Thursday, June 22, 2017

5:30 p.m. – Closed Session, Room 303  
6:00 p.m. – Tour of Information Technology Services  
6:30 p.m. – Dinner, Room 3612  
7:00 p.m. – Budget Hearing, Room 3608  
Immediately Following Budget Hearing – Regular Board Meeting  
Room 3608 – Health/Science Center

## **AMENDED AGENDA**

### **OPEN MEETING**

The following statement will be read: "The June 22, 2017, 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

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing the President's Evaluation and Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

### **RECONVENE TO OPEN SESSION**

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

The Board will recess the meeting for an interactive tour of Information Technology Services, dinner, and the public hearing for the 2017-18 Annual Budget will be held. The Board will reconvene in open session after the public hearing.

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 25, 2017
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items



## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. 2017-18 Budget Approval
- B. Resolution Authorizing the Issuance Of Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale
- C. Bid: Rooftop Unit Component Replacement – Hail Damage
- D. Bid: Karen R. Knox Learning Center Memorial Patio
- E. Prairie du Chien Outreach Site Lease with Workforce Connections, Inc.
- F. Lease with Manpower Groups US, Inc.
- G. Lease with UMOS, Inc.

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Information Technology Report
- B. 2017-18 Board Monitoring Schedule
- C. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing a student issue per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
  - 2. Discussing personnel issues 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}.
  - 3. Discussing contracts with external entities 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.}
  - 4. 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}.
  - 5. Approval of Closed Session Minutes of May 25, 2017

## **RECONVENE TO OPEN SESSION**

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

## **ADJOURNMENT**

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

### ***B. Minutes of the Regular Board Meeting of May 25, 2017***

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 25, 2017**



The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:03 p.m. on May 25, 2017, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Russell Moyer

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, Dan Imhoff, Holly Miller, Krista Weber, and Caleb White

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 25, 2017

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

## **AGENDA**

### **OPEN MEETING**

The following statement will be read: "The May 25, 2017, 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
- B. Minutes of the Regular Board Meeting of April 18, 2017
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2017-18 WTC District Boards Association Fee Assessment

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

- A. Bid: Bookstore HVAC Replacement
- B. Bid: Karen R. Knox Learning Center Patio Project
- C. Outreach Site Lease with Platteville School District

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

- A. FY2018 Budget Update
- B. Foundation Report
- C. Year-End College Performance Review
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
  - 1. Master Plan Update
- 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 a student issue per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
  - 2. Discussing personnel issues 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}.
  - 3. 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 18, 2017

## **RECONVENE TO OPEN SESSION**

A. Action, if necessary, on Closed Session Items

## **ADJOURNMENT**

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

Mr. Tuescher moved to approve the Consent Agenda, including

- The May 25, 2017, agenda;
- The April 18, 2017, Board minutes;
- Financial reports;
- Eighteen contracts totaling \$45,286.39;
- The employment recommendations of Kayla Mergen – Child Care Assistant, Colleen Donovan-Batson – Midwife Clinical Site Coordinator, and Dionne Corcoran – Midwife Clinical Site Coordinator;
- The resignations of Marlene Klein – Academic Success Coach and Ed Edwards – Academic Success Coach;
- The retirements of Jean Hennessey – Administrative Assistant and Bonnie O'Brien – Senior Data Analyst; and
- The membership renewal for 2017-18 to the Wisconsin Technical College District Boards Association in the amount of \$19,906.32.

Ms. Fitzsimons seconded the motion; motion unanimously carried.

Dan Imhoff, Director of Facilities, presented the bid summary for the air handling unit replacement for the Bookstore. One bid was received. Mr. Tuescher moved to award the bid for the Bookstore Air Handling Unit Replacement Project in the amount of \$22,000 to H&N Plumbing and Heating, Fennimore, WI. Ms. Mickelson seconded the motion; motion unanimously carried. In addition, the College will be direct purchasing the physical unit from Trane at a cost of \$59,485.

No bids had been received for the Library Memorial Plaza. The project was distributed to the regular contractor list. The project has been reposted and have distributed to landscape contractors with many inquiries for information already being received since the reposting. The bid results will be brought to the June 22, 2017, Board meeting for approval.

Southwest Tech will continue the lease agreement with Platteville School District to lease two classrooms at the OE Gray School Building. Ms. Nickels moved to approve the lease with Platteville School District for two classrooms at the OE Gray School Building for July 1, 2017, through June 30, 2018, at \$360 per month per rented room. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White provided an update on the FY2018 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 FY2017. Mr. White did not foresee the information presented changing drastically before the budget hearing in June.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented a Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives for July 1, 2016, through March 31, 2017. Highlights include:

- Fundraising totals exceed the goal of \$360,000 by \$58,000;
- 21 new scholarships funds have been established, including 3 endowed scholarships;
- Spring phonathon has raised \$21,000 plus \$3,600 in outstanding pledges;
- Kick-off for the 50<sup>th</sup> Anniversary Patio Paver project has begun;
- May 19 was the Southwest Tech Alumni and Retiree Awards and Donor Appreciation Dinner;
- Participation in the five dairy breakfasts being held in the district is planned as 50<sup>th</sup> Anniversary Community Outreach events;
- Property has transferred ownership from the Foundation to the Real Estate Foundation;
- One of the older apartment buildings will be taken offline after summer 2017 and will be razed; another of the older apartment buildings will be razed in 2018;
- The Real Estate Foundation Board is developing a strategic plan; and
- Foundation Board members whose terms expire include Carol Rogers and Kevin Raisbeck.

The 2016-17 College Performance Review was presented by Dr. Wood. Information in the report included enrollment, financial, and student success. A staffing update was provided by Krista Weber, Director of Human Resources. Current open positions include a part-time online Health Information Technology Instructor. The FTE report showed FTEs currently at 1,326. The Fall 2017 Application Report was also reviewed.

Under the College President's Report, Dr. Wood presented a proposal for Vandewalle & Associates, Inc. to provide consulting services on planning and designing guiding principles and a framework for a campus facilities master plan. The cost of the consulting services would be \$15,000. Mr. Tiescher moved to award the consulting contract to Vandewalle & Associates, Inc., Madison, WI, in the amount of \$15,000 to plan and design guiding principles and framework for a campus facilities master plan. Mr. Bolstad seconded the motion; motion unanimously carried.

Campus happenings highlighted included an update on the hail damage from this spring, shout outs for Denise Janssen for coordinating Spring 2017 Graduation and Dan Scullion for helping a person caught in the rain on graduation day. Dr. Wood updated on the learning academy week noting the needle has moved in a positive direction to align WIDS, Schoology, and Technical Skill Attainment, the CNC students and Instructor Jason Robbins made a new College mace was used in graduation, and the annual meeting of the Board will be on July 10.

Linda Erickson inquired about the future of dual enrollment and shared concerns as a school district administrator. An agenda item will be included in the future regarding dual enrollment.

Mr. Tiescher made a motion to move to closed session for the following:

1. Student Issue per Wis. Stats. 19.85(1)(f)
2. Personnel Issues per Wis. Stats. 19.85(1)(c)
3. Presidential Evaluation per Wis. Statutes 19.85(1)(c)
4. Closed Session Minutes from April 18, 2017

Mr. Bolstad seconded the motion. Upon roll call vote with all members present voting affirmatively, the meeting adjourned to closed session at 8:06 p.m. The Board reconvened to open session at 9:16 p.m. with no action taken in open session.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:16 p.m.

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Darlene Mickelson, Secretary

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

### ***1. Purchases Greater than \$2,500***

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 05/01/2017 TO 05/31/2017				
Invoices				
Vendor	Invoice #	Description	Amount	
PEARSON EDUCATION INC.	BK 84553633	books	\$2,640.00	
Bradley J Norby	1387945	Opp Student Refund	\$2,699.97	
Kyle A Crook	1387950	Opp Student Refund	\$2,753.97	
Cody A Durni	1387946	Opp Student Refund	\$2,783.31	
Brian D Walker	1387947	Opp Student Refund	\$2,783.31	
Cole D Roberts	1387948	Opp Student Refund	\$2,783.31	
Travis J Moore	1387941	Opp Student Refund	\$2,873.61	
GODFREY & KAHN, S.C.	689367	Misc labor issue	\$3,024.00	
PEARSON EDUCATION INC.	BK 84479551	books	\$3,431.52	
TOWN OF WYALUSING	REFUND OVERPMT	REFUND OVERPAYMENT OF LEVY	\$3,626.76	
LAMAR COMPANIES	107957324	Rotary Poster Campaign	\$3,675.00	
DES MOINES AREA COMMUNITY	G-47552	student/advisor reg for PAS	\$4,250.00	
NEBRASKA BOOK COMPANY	294048-N	books	\$4,421.76	
LAMAR COMPANIES	108025532	Rotary Poster Campaign	\$4,555.00	
WOODWARD PRINTING SERVICES	44409	50th anniversary publication	\$5,000.00	
PRO-SAFE FIRE TRAINING SYSTEMS INC.	07-1729	Fire Tower inspection	\$6,390.25	
CENGAGE LEARNING	60316767	E-BOOKS FOR SUP MGMNT	\$6,464.00	
WARD'S SCIENCE	8048094705	COW MODEL 15-16 PO# 6378	\$6,595.00	
SIGNS TO GO!	23155	SEMI WRAP-MOBILE WELDING LAB	\$8,032.50	
WI TECHNICAL COLLEGE SYSTEM	WID8702398	WIDS SOFTWARE APP	\$8,400.00	
INTERDYN BMI	CO18319	17-18 Dynamics GP Enhancement	\$9,771.20	
WOODWARD PRINTING SERVICES	44409	50th anniversary publication	\$10,317.87	
SOS TECHNOLOGIES	127194	Heartstart MRx	\$11,489.40	
SPINDUSTRY	0098735-IN	Application Module/Quick Start	\$19,466.55	
SCHOOLGY INCORPORATED	16071	Premium Subscription	\$29,391.58	
PEOPLES STATE BANK	SPR 17 BUY BACK	BUYBACK 5.15.17	\$35,000.00	
<b>Total Invoices</b>				<b>\$202,619.87</b>
Purchase Orders				
Vendor	PO #	Description	Amount	
MILLER KIMBERLEY K	6498	Charger Ent: PAT Directory Integration	\$4,680.00	
ZOOM VIDEO COMMUNICATIONS INC	6501	ITS: Zoom Video Conferencing	\$7,999.00	
CDW GOVERNMENT	6503	ITS: Cisco Catalyst Switches	\$14,550.00	
GLADWIN MACHINERY & SUPPLY CO	6500	Welding: Band Saw	\$25,425.00	
LAERDAL MEDICAL CORP	6502	Parademic/EMT: SimMan 3G Manikin	\$97,266.96	
<b>Total Purchase Orders</b>				<b>149,920.96</b>



Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
Delta Dental #111561	CMTRX00001771	WDL000004696	\$3,363.00	
Delta Dental #112635	CMTRX00001774	WDL000004713	\$3,836.20	
Delta Dental #108773	CMTRX00001767	WDL000004680	\$4,827.50	
IRS 941 5.26.17 Payroll	CMTRX00001772	WDL000004698	\$4,885.21	
Delta Dental #106636	CMTRX00001758	WDL000004657	\$5,340.00	
Wells Fargo/WDCP #664007418	CMTRX00001760	WDL000004669	\$7,713.00	
Delta Dental #107705	CMTRX00001762	WDL000004674	\$8,102.76	
Wells Fargo #666133403	CMTRX00001773	WDL000004711	\$8,213.00	
The Hartford #588345327185	CMTRX00001767	WDL000004681	\$9,245.95	
WDR WT-6 4.21.17 Payroll	CMTRX00001765	WDL000004678	\$20,249.72	
WDR WT6 5.5.17 Payroll	CMTRX00001774	WDL000004715	\$21,486.85	
DTC June Interest	CMTRX00001774	WDL000004721	\$97,052.07	
IRS 941 5.5.17 Payroll	CMTRX00001759	WDL000004667	\$118,565.21	
Associated Bank June P&I 102	CMTRX00001774	WDL000004720	\$124,600.00	
IRS 941 5.19.17 Payroll	CMTRX00001768	WDL000004692	\$197,658.54	
Sikich May 2017	CMTRX00001756	WDL000004646	\$285,193.00	
DTC June Principal	CMTRX00001774	WDL000004719	\$500,000.00	
Associated Bank June P&I 101	CMTRX00001774	WDL000004718	\$1,546,421.26	
DTC June Principal/Interest	CMTRX00001774	WDL000004717	\$2,363,083.33	
Total Bank Withdrawals				\$5,329,836.60
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 5/5/2017	UPRCC00000540	WDL000004647	\$7,217.57	
Direct Deposit 5/5/2017	UPRCC00000541	WDL000004648	\$8,562.89	
Direct Deposit 5/5/2017	UPRCC00000542	WDL000004649	\$13,025.87	
Direct Deposit 5/5/2017	UPRCC00000544	WDL000004651	\$304,834.06	
Direct Deposit 5/19/2017	UPRCC00000545	WDL000004684	\$8,090.73	
Direct Deposit 5/19/2017	UPRCC00000546	WDL000004685	\$7,203.91	
Direct Deposit 5/19/2017	UPRCC00000547	WDL000004686	\$291,599.80	
Direct Deposit 5/19/2017	UPRCC00000548	WDL000004687	\$141,472.35	
Direct Deposit 5/19/2017	UPRCC00000550	WDL000004689	\$19,663.54	
Direct Deposit 5/26/2017	UPRCC00000552	WDL000004697	\$18,247.55	
Total Payroll				\$819,918.27
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 5.2.17 P Card	CMTRX00001767	WDL000004683	\$55,267.17	
US Bank 5.16.17 P Card	CMTRX00001774	WDL000004716	\$59,675.41	
US Bank 4.18.17 PCard	CMTRX00001758	WDL000004660	\$71,451.79	
Total Purchase Cards				\$186,394.37
Total Purchases > \$2,500				\$6,688,690.07

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 05/31/2017			
<b>Receipts</b>			
Fund			
1 General	180,845.63		
2 Special Revenue	-		
3 Capital Projects	231.95		
4 Debt Service	165,017.36		
5 Enterprise	83,483.09		
6 Internal Service	323,729.84		
7 Financial Aid/Activities	22,168.11		
<b>Total Receipts</b>		<b>775,475.98</b>	
<b>Expenses</b>			
Fund			
1 General	2,016,850.22		
2 Special Revenue			
3 Capital Projects	135,141.32		
4 Debt Service	4,631,156.66		
5 Enterprise	137,943.50		
6 Internal Service	320,990.55		
7 Financial Aid/Activities	63,989.28		
<b>Total Expenses</b>		<b>7,306,071.53</b>	
<b>Net cash change - month</b>			<b>(6,530,595.55)</b>
<b>EOM Cash Balances</b>			
-Main Checking 1176	1,019,873.74		
-Peoples State Bank 4187	5,100.00		
-Federal Funds checking 1192	29.39		
-Money Market 3915	11,508,466.69		
-Offset account 4011	850,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,169,994.45		
<b>Ending Cash/Investment Balance</b>		<b>14,556,404.27</b>	

### ***3. Budget Control***

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 11 Months ended May 2017**

	<b><u>2016-17 Budget</u></b>	<b><u>2016-17 YTD Actual</u></b>	<b><u>2016-17 Percent</u></b>	<b><u>2015-16 Percent</u></b>	<b><u>2014-15 Percent</u></b>	<b><u>2013-14 Percent</u></b>	<b><u>2012-13 Percent</u></b>
General Fund Revenue	23,388,000.00	19,823,608.85	84.76	86.23	94.07	88.12	92.89
General Fund Expenditures	23,916,000.00	19,447,525.59	81.32	84.46	79.66	85.24	88.42
Capital Projects Fund Revenue	2,520,000.00	2,547,800.34	101.10	99.89	101.24	101.35	102.58
Capital Projects Fund Expenditures	2,755,000.00	1,214,962.92	44.10	48.68	70.51	59.88	66.06
Debt Service Fund Revenue	5,288,000.00	3,719,738.47	70.34	69.14	6.93	8.22	-
Debt Service Fund Expenditures	5,356,000.00	5,304,472.67	99.04	99.89	97.67	99.42	39.56
Enterprise Fund Revenue	2,100,000.00	1,529,679.42	72.84	95.14	90.62	81.93	93.67
Enterprise Fund Expenditure	2,000,000.00	1,387,297.53	69.36	84.09	80.25	63.24	83.31
Internal Service Fund Revenue	4,200,000.00	3,501,924.13	83.38	92.60	89.48	88.28	91.82
Internal Service Fund Expenditures	4,200,000.00	3,572,079.21	85.05	100.77	97.38	88.00	86.17
Trust & Agency Fund Revenue	8,000,000.00	6,866,162.62	85.83	81.09	83.60	91.52	96.90
Trust & Agency Fund Expenditures	7,950,000.00	6,916,656.59	87.00	80.98	84.60	92.42	96.90
Grand Total Revenue	45,496,000.00	37,988,913.83	83.50	85.08	82.41	80.20	83.08
Grand Total Expenditures	46,177,000.00	37,842,994.51	81.95	85.19	83.40	86.41	82.25

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

There are 93 contracts totaling \$1,203,623.23 in May 2017 being presented for Board approval. The Contract Revenue Report follows.

# 2016-2017 CONTRACTS

5/1/17 - 5/31/17

## INDIRECT COST FACTOR

<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>
03-2017-0002-T-18 Nicolet Technical College	E-Brouchure Technical Assistance	Amy Charles		\$ 656.40	No		X	
03-2017-0007-I-21 SW WI Workforce Development Board	Logisitics	Amy Charles	4	\$ 5,786.00	No		X	
03-2017-0012-I-11 Barneveld School District	Driver's Education - Classroom	Kris Wubben	15	\$ 1,515.00	No		X	
03-2017-0013-I-11 Barneveld School District	Driver's Education - Behind The Wheel	Kris Wubben	19	\$ 5,985.00	No		X	
03-2017-0014-I-11 Benton School District	Driver's Education - Classroom	Kris Wubben	14	\$ 1,414.00	No		X	
03-2017-0015-I-11 Benton School District	Driver's Education - Behind The Wheel	Kris Wubben	20	\$ 6,300.00	No		X	
03-2017-0016-I-11 Boscobel Area School District	Driver's Education - Classroom	Kris Wubben	39	\$ 3,939.00	No		X	
03-2017-0017-I-11 Boscobel Area School District	Driver's Education - Behind The Wheel	Kris Wubben	56	\$ 17,640.00	No		X	
03-2017-0018-I-11 Cassville School District	Driver's Education - Behind The Wheel	Kris Wubben	18	\$ 5,670.00	No		X	
03-2017-0019-I-11 Cuba City School District	Driver's Education - Classroom	Kris Wubben	55	\$ 5,555.00	No		X	
03-2017-0020-I-11 Cuba City School District	Driver's Education - Behind The Wheel	Kris Wubben	54	\$ 17,010.00	No		X	
03-2017-0021-I-11 Dodgeville School District	Driver's Education - Classroom	Kris Wubben	102	\$ 10,302.00	No		X	
03-2017-0022-I-11 Dodgeville School District	Driver's Education - Behind The Wheel	Kris Wubben	106	\$ 33,390.00	No		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</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2017-0023-I-11 Fennimore School District	Driver's Education - Classroom	Kris Wubben	36	\$ 3,636.00	No		X	
03-2017-0024-I-11 Fennimore School District	Driver's Education - Behind The Wheel	Kris Wubben	46	\$ 14,490.00	No		X	
03-2017-0025-I-11 Highland School District	Driver's Education - Classroom	Kris Wubben	20	\$ 2,020.00	No		X	
03-2017-0026-I-11 Highland School District	Driver's Education - Behind The Wheel	Kris Wubben	16	\$ 5,040.00	No		X	
03-2017-0027-I-11 Iowa Grant School District	Driver's Education - Classroom	Kris Wubben	37	\$ 3,737.00	No		X	
03-2017-0028-I-11 Iowa Grant School District	Driver's Education - Behind The Wheel	Kris Wubben	29	\$ 9,135.00	NO		X	
03-2017-0029-I-11 Lancaster School District	Driver's Education - Classroom	Kris Wubben	67	\$ 6,767.00	No		X	
03-2017-0030-I-11 Lancaster School District	Driver's Education - Behind The Wheel	Kris Wubben	63	\$ 19,845.00	No		X	
03-2017-0031-I-11 Mineral Point School District	Driver's Education - Classroom	Kris Wubben	33	\$ 3,333.00	No		X	
03-2017-0032-I-11 Mineral Point School District	Driver's Education - Behind The Wheel	Kris Wubben	43	\$ 13,545.00	No		X	
03-2017-0033-I-11 Platteville School District	Driver's Education - Classroom	Kris Wubben	91	\$ 9,191.00	No		X	
03-2017-0034-I-11 Platteville School District	Driver's Education - Behind The Wheel	Kris Wubben	96	\$ 30,240.00	No		X	
03-2017-0035-I-11 Potosi School District	Driver's Education - Behind The Wheel	Kris Wubben	28	\$ 8,820.00	No		X	
03-2017-0036-I-11 River Ridge School District	Driver's Education - Classroom	Kris Wubben	40	\$ 4,040.00	No		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2017-0037-I-11 River Ridge School District	Driver's Education - Behind The Wheel	Kris Wubben	46	\$ 14,490.00	No		X	
03-2017-0038-I-11 Southwestern School District	Driver's Education - Classroom	Kris Wubben	40	\$ 4,040.00	No		X	
03-2017-0039-I-11 Southwestern School District	Driver's Education - Behind The Wheel	Kris Wubben	41	\$ 12,915.00	No		X	
03-2017-0040-I-11 Wauzeka-Steuben School District	Driver's Education - Classroom	Kris Wubben	21	\$ 2,121.00	No		X	
03-2017-0041-I-11 Wauzeka-Steuben School District	Driver's Education - Behind The Wheel	Kris Wubben	23	\$ 7,245.00	No		X	
03-2017-0042-I-21 Crawford County Sheriff's Department	Adult Basic Education	Julie Pluemer		\$ 1,561.97	No		X	
03-2017-0043-I-21 Grant County Sheriff's Department	Adult Basic Education	Julie Pluemer		\$ 2,050.99	No		X	
03-2017-0044-I-21 Iowa County Sheriff's Department	Adult Basic Education	Julie Pluemer		\$ 4,152.00	No		X	
03-2017-0045-I-21 Richland County Sheriff's Department	Adult Basic Education	Julie Pluemer		\$ 2,223.08	No		X	
03-2017-0063-I-23 Community First Bank WAT Grant 03-126-124-177	Leading Others	Amy Charles	23	\$ 1,095.00	No		X	
03-2017-0074-I-32 WI Department of Corrections	Prairie du Chien (Fall Term)	Derek Dachelet and Katie Garrity	11	\$ 8,011.85	Yes		X	
	Bricklaying/Masonry I		11	\$ 8,011.85	Yes		X	
	Bricklaying/Masonry II		3	\$ 2,185.05	Yes		X	
	Bricklaying/Masonry III		3	\$ 2,185.05	Yes		X	
	Bricklaying/Masonry IV		3	\$ 874.02	Yes		X	
	Sketching and Print Reading		3	\$ 874.02	Yes		X	
	Estimating		3	\$ 874.02	Yes		X	
	Construction Safety and Health		1	\$ 1,574.87	Yes		X	
	Boscobel (Fall Term)							
	Professional Development Seminar		4	\$ 572.68	Yes		X	
	Professional Development Seminar		5	\$ 715.85	Yes		X	
	Professional Development Seminar		3	\$ 429.51	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</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
	Professional Development Seminar		5	\$ 715.85	Yes		X	
	Basic Hair Design		1	\$ 745.85	Yes		X	
	Salon/Spa Science		1	\$ 281.84	Yes		X	
	Chemical Restructuring		1	\$ 298.34	Yes		X	
	Haircoloring & Techniques		1	\$ 447.51	Yes		X	
	Nail Technology		1	\$ 447.51	Yes		X	
	Basic Facials		1	\$ 298.34	Yes		X	
	Salon/Spa Management		1	\$ 281.84	Yes		X	
	Salon Services I		1	\$ 447.51	Yes		X	
	Salon Services II		1	\$ 596.68	Yes		X	
	Salon Services III		1	\$ 596.68	Yes		X	
	Salon Services IV		1	\$ 596.68	Yes		X	
	Salon Services V		1	\$ 745.85	Yes		X	
	Salon Services VI		1	\$ 745.85	Yes		X	
	Applied Math		11	\$ 3,100.24	Yes		X	
	<b>Prairie Du Chien (Spring Term)</b>							
	Beginning Keyboarding Software		1	\$ 143.17	Yes		X	
	Human Elements-Quality on the Job ModA		3	\$ 429.51	Yes		X	
	Elementary Algebra		1	\$ 420.51	Yes		X	
	Professional Development Seminar		3	\$ 429.51	Yes		X	
	Fundamentals of Building Trades Safety		11	\$ 6,563.48	Yes		X	
	Basic Carpentry		11	\$ 4,922.61	Yes		X	
	Basic Electrical		1	\$ 447.51	Yes		X	
	Blueprint Reading for Construction		11	\$ 3,281.74	Yes		X	
	Basic Plumbing		1	\$ 447.51	Yes		X	
	Bricklaying/Masonry I		7	\$ 5,098.45	Yes		X	
	Bricklaying/Masonry II		7	\$ 5,098.45	Yes		X	
	Bricklaying/Masonry III		2	\$ 1,456.70	Yes		X	
	Bricklaying/Masonry IV		2	\$ 1,456.70	Yes		X	
	Sketching and Print Reading		2	\$ 582.68	Yes		X	
	Estimating		2	\$ 582.68	Yes		X	
	Construction Safety and Health		7	\$ 1,002.19	Yes		X	
	Workplace Communication		7	\$ 1,972.88	Yes		X	
	Applied Math		11	\$ 3,100.24	Yes		X	
	<b>Boscobel (Spring Term)</b>							
	Basic Hair Design		2	\$ 1,491.70	Yes		X	
	Salon/Spa Science		2	\$ 563.68	Yes		X	
	Chemical Restructuring		2	\$ 596.68	Yes		X	
	Haircoloring & Techniques		2	\$ 895.02	Yes		X	
	Nail Technology		2	\$ 895.02	Yes		X	
	Basic Facials		2	\$ 596.68	Yes		X	
	Salon/Spa Management		2	\$ 563.68	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>
	Salon Services I		2	\$ 895.02	Yes		X	
	Salon Services II		2	\$ 1,193.36	Yes		X	
	Salon Services III		2	\$ 1,193.36	Yes		X	
	Salon Services IV		2	\$ 1,193.36	Yes		X	
	Salon Services V		2	\$ 1,491.70	Yes		X	
	Salon Services VI		2	\$ 1,491.70	Yes		X	
03-2017-0084-I-16	<b>Transcripted Credits</b>	Julie Pluemer						
Barneveld School District	Accounting 1 Part 1		4	\$ 1,137.36	Yes		X	
	Accounting 1 Part 2		1	\$ 284.34	Yes		X	
03-2017-0085-I-16	<b>Transcripted Credits</b>	Julie Pluemer						
Benton School District	Accounting 1		16	\$ 9,098.88	Yes		X	
	Personal Finance		29	\$ 4,151.93	Yes		X	
03-2017-0086-I-16	<b>Transcripted Credits</b>	Julie Pluemer						
Black Hawk School District	Oral/Interpersonal Communication		15	\$ 6,307.65	Yes		X	
	Written Communication		16	\$ 6,728.16	Yes		X	
03-2017-0087-I-16	<b>Transcripted Credits</b>	Julie Pluemer						
Boscobel School District	Accounting 1		12	\$ 6,824.16	Yes		X	
	Computer Applications		27	\$ 3,865.59	Yes		X	
	Oral/Interpersonal Communication		26	\$ 10,933.26	Yes		X	
	Speech		19	\$ 7,989.69	Yes		X	
	Written Communication		18	\$ 7,569.18	Yes		X	
03-2017-0088-I-16	<b>Transcripted Credits</b>	Julie Pluemer						
Cassville School District	Accounting 1		1	\$ 568.68	Yes		X	
	Computer Applications		21	\$ 3,006.57	Yes		X	
	Speech		12	\$ 5,046.12	Yes		X	
	Written Communication		10	\$ 4,205.10	Yes		X	
03-2017-0089-I-16	<b>Transcripted Credits</b>	Julie Pluemer						
Cuba City School District	Foundations of Early Childhood Education		10	\$ 4,205.10	Yes		X	
	Oral/Interpersonal Communication		17	\$ 7,148.67	Yes		X	
03-2017-0090-I-16	<b>Transcripted Credits</b>	Julie Pluemer						
Darlington School District	Computer Applications		3	\$ 429.51	Yes		X	
	Introduction to Psychology		39	\$ 16,399.89	Yes		X	
	Speech		45	\$ 18,922.95	Yes		X	
	Introduction to Business		6	\$ 2,523.06	Yes		X	
	Personal Finance		3	\$ 429.51	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>
03-2017-0091-I-16 Dodgeville School District	<b>Transcripted Credits</b> Applied Math Introduction to Psychology	Julie Pluemer	10 35	\$ \$	2,818.40 14,717.85	Yes Yes	X X	
03-2017-0092-I-16 Fennimore Community Schools	<b>Transcripted Credits</b> Accounting 1 Applied Math Computer Applications Oral/Interpersonal Communication Automotive Maintenance	Julie Pluemer	15 29 31 19 9	\$ \$ \$ \$ \$	8,530.20 8,173.36 4,438.27 7,989.69 4,216.59	Yes Yes Yes Yes Yes	X X X X X	
03-2017-0093-I-16 Highland School District	<b>Transcripted Credits</b> Accounting 1 Applied Math Introduction to Business	Julie Pluemer	7 13 13	\$ \$ \$	3,980.76 3,663.92 5,466.63	Yes Yes Yes	X X X	
03-2017-0094-I-16 Iowa Grant School District	<b>Transcripted Credits</b> Accounting 1 Part 2 Accounting 1 Applied Math	Julie Pluemer	5 11 16	\$ \$ \$	1,421.70 6,255.48 4,509.44	Yes Yes Yes	X X X	
03-2017-0095-I-16 Ithaca School District	<b>Transcripted Credits</b> Accounting 1 Computer Applications Oral/Interpersonal Communication Written Communication Introduction to Business	Julie Pluemer	3 6 13 18 5	\$ \$ \$ \$ \$	1,706.04 859.02 5,466.63 7,569.18 2,102.55	Yes Yes Yes Yes Yes	X X X X X	
03-2017-0096-I-16 Kickapoo School District	<b>Transcripted Credits</b> Accounting 1 Applied Math	Julie Pluemer	20 4	\$ \$	11,373.60 1,127.36	Yes Yes	X X	
03-2017-0097-I-16 Lake Mills School District	<b>Transcripted Credits</b> Plant Science	Julie Pluemer	5	\$	2,185.05	Yes	X	
03-2017-0098-I-16 Lancaster Community Schools	<b>Transcripted Credits</b> Accounting 1 Part1 Accounting 1 Part 2 Computer Applications Introduction to Psychology Speech Written Communication Economics	Julie Pluemer	7 7 61 46 63 36 31	\$ \$ \$ \$ \$ \$ \$	1,990.38 1,990.38 8,733.37 19,343.46 26,492.13 15,138.36 13,035.81	Yes Yes Yes Yes Yes Yes Yes	X X X X X X 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>
03-2017-0099-I-16 North Crawford School District	<b>Transcripted Credits</b> Accounting 1 Computer Applications Oral/Interpersonal Communication Written Communication Personal Finance	Julie Pluemer	9 6 31 31 31	\$ \$ \$ \$ \$	5,118.12 859.02 13,035.81 13,035.81 4,438.27	Yes Yes Yes Yes Yes	X X X X X	
03-2017-0100-I-16 Pardeeville School District	<b>Transcripted Credits</b> Plant Science	Julie Pluemer	16	\$	6,992.16	Yes	X	
03-2017-0101-I-16 Pecatonica Area Schools	<b>Transcripted Credits</b> Accounting 1 Part 1 Animal Science Oral/Interpersonal Communication College Mathematics	Julie Pluemer	12 5 19 24	\$ \$ \$ \$	3,412.08 2,185.05 7,989.69 10,092.24	Yes Yes Yes Yes	X X X X	
03-2017-0102-I-16 Platteville School District	<b>Transcripted Credits</b> Accounting 1	Julie Pluemer	22	\$	12,510.96	Yes	X	
03-2017-0103-I-16 Potosi School District	<b>Transcripted Credits</b> Accounting 1 Part 1 Written Communication	Julie Pluemer	6 12	\$ \$	1,706.04 5,046.12	Yes Yes	X X	
03-2017-0105-I-16 Prairie du Chien School District	<b>Transcripted Credits</b> Accounting 1 Applied Math Computer Applications Marketing Principles Introduction to Psychology Oral/Interpersonal Communication Speech Written Communication Plant Science Economics Introduction to Business Personal Finance Beginning Microsoft Excel College Tech Math 1A College Tech Math 1B Introductory Statistics Fundamentals of Chemistry General Physics 1 Intro to Sociology General Anatomy & Physiology	Julie Pluemer	3 19 7 6 78 19 43 34 42 5 20 55 5 88 33 13 25 6 17 26	\$ \$	1,706.04 5,354.96 1,002.19 2,523.06 32,799.78 7,989.69 18,081.93 14,297.34 18,354.42 2,102.55 8,410.20 7,874.35 715.85 37,004.88 9,300.72 5,466.63 7,046.00 3,496.08 7,148.67 15,149.68	Yes Yes	X 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</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2017-0106-I-16 Richland School District	<b>Transcripted Credits</b> Accounting 1 Intro to Psychology Speech Written Communication	Julie Pluemer	17 11 58 37	\$ \$ \$ \$	9,667.56 4,625.61 24,389.58 15,558.87	Yes Yes Yes Yes	X X X X	
03-2017-0107-I-16 River Ridge School District	<b>Transcripted Credits</b> Accounting 1 Computer Applications Marketing Principles Oral/Interpersonal Communication Written Communication	Julie Pluemer	4 16 7 15 22	\$ \$ \$ \$ \$	2,274.72 2,290.72 2,943.57 6,307.65 9,251.22	Yes Yes Yes Yes Yes	X X X X X	
03-2017-0108-I-16 River Valley School District	<b>Transcripted Credits</b> Animal Science Speech	Julie Pluemer	13 35	\$ \$	5,681.13 14,717.85	Yes Yes	X X	
03-2017-0109-I-16 Riverdale School District	<b>Transcripted Credits</b> Accounting 1 Applied Math Plant Science	Julie Pluemer	11 14 8	\$ \$ \$	6,255.48 3,945.76 3,496.08	Yes Yes Yes	X X X	
03-2017-0111-I-16 Southwestern WI Community School District	<b>Transcripted Credits</b> Accounting 1 Applied Math College Mathematics	Julie Pluemer	10 12 5	\$ \$ \$	5,686.80 3,382.08 2,102.55	Yes Yes Yes	X X X	
03-2017-0112-I-16 Sun Prairie High School	<b>Transcripted Credits</b> Animal Science	Julie Pluemer	1	\$	437.01	Yes	X	
03-2017-0113-I-16 Wauzeka-Steuben School District	<b>Transcripted Credits</b> Accounting 1 Applied Math Computer Applications	Julie Pluemer	4 12 9	\$ \$ \$	2,274.72 3,382.08 1,288.53	Yes Yes Yes	X X X	
03-2017-0114-I-16 Weston School District	<b>Transcripted Credits</b> Accounting 1 Part 1 Accounting 1 Part 2 Applied Math Animal Science Intro to Psychology Speech	Julie Pluemer	11 3 4 1 11 13	\$ \$ \$ \$ \$ \$	3,127.74 853.02 1,127.36 437.01 4,625.61 5,466.63	Yes Yes Yes Yes Yes Yes	X X X X X X	
Southwest Wisconsin Technical College	English Composition I		21	\$	8,830.71	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>
03-2017-0120-F-23 Prosperity Southwest	Administrative and Fiscal Services	Amy Charles		\$ 2,708.33	No		X	
03-2017-0135-I-11 Boscobel School District	Friends and Family CPR/AED	Kris Wubben	39	\$ 811.68	Yes		X	
03-2017-0149-T-42 Lancaster EMS	Participant Guarantee	Kris Wubben	1	\$ 43.61	No		X	
03-2017-0152-I-42 Avoca and Rural EMS	BLS for Healthcare Provider - CPR Recert	Kris Wubben	4	\$ 210.00	Yes		X	
03-2017-0155-I-21 Lafayette County Sheriff's Department	Pursuit Refresher	Kris Wubben	35	\$ 1,081.15	No		X	
03-2017-0161-I-21 Iowa County Sheriff's Department	Pursuit Refresher	Kris Wubben	16	\$ 534.20	No		X	
03-2017-0164-I-21 Cuba City Police Department	Basic Techniques of Drug Investigations	Kris Wubben	16	\$ 635.86	Yes		X	
03-2017-0166-I-41 The House On the Rock	Heartsaver CPR with First Aid	Kris Wubben	14	\$ 1,458.72	No		X	
03-2017-0169-I-41 Cummins Emissions Solutions	Heartsaver CPR/AED with First Aid	Kris Wubben	22	\$ 1,548.05	No		X	
03-2017-0170-I-41 Southwest Health Center EMS	EMS Continuing Ed - End Tidal/Capnography and CPAP	Kris Wubben	19	\$ 272.08	Yes		X	
03-2017-0172-I-41 Waite Family Dental	BLS for Healthcare Provider - CPR Recert	Kris Wubben	5	\$ 300.54	No		X	
03-2017-0173-I-41 Manor Care	BLS for Healthcare Provider - CPR Recert	Kris Wubben	6	\$ 342.14	No		X	
03-2017-0175-I-41 Southwest Health Center EMS	EMS Continuing Education-Autism Awareness Training	Kris Wubben	11	\$ 157.52	Yes		X	
03-2017-0176-I-41 St. Dominic Villa	BLS for Healthcare Provider - CPR Recert	Kris Wubben	17	\$ 1,107.21	No		X	

<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2017-0179-I-41 Oak Park Dental	BLS for Healthcare Provider - CPR Recert	Kris Wubben	10	\$ 687.34	No		X	
03-2017-0181-T-42 Chuck Voight	Equipment Rental	Kris Wubben		\$ 60.00	No		X	
03-2017-0404-I-11 Cuba City School District	WI Statute 118.15	Julie Pluemer	1	\$ 1,682.35	No		X	
03-2017-0406-I-11 Dodgeville School District	WI Statute 118.15	Julie Pluemer	2	\$ 2,270.10	No		X	
03-2017-0408-I-11 Fennimore Community Schools	WI Statute 118.15	Julie Pluemer	4	\$ 9,157.80	No		X	
03-2017-0410-I-11 Iowa Grant School District	WI Statute 118.15	Julie Pluemer	3	\$ 7,872.10	No		X	
03-2017-0412-I-11 Lancaster School District	WI Statute 118.15	Julie Pluemer	2	\$ 1,818.80	No		X	
03-2017-0416-I-11 Platteville School District	WI Statute 118.15	Julie Pluemer	2	\$ 5,684.15	No		X	
03-2017-0418-I-11 Potosi School District	WI Statute 118.15	Julie Pluemer	1	\$ 1,995.25	No		X	
03-2017-0424-I-11 Riverdale School District	WI Statute 118.15	Julie Pluemer	1	\$ 2,358.35	No		X	
03-2017-0426-I-11 Southwestern WI Community School District	WI Statute 118.15	Julie Pluemer	1	\$ 1,213.00	No		X	
03-2017-0442-I-11 Benton High School	WI Statute 118.15	Julie Pluemer	1	\$ 693.65	No		X	
<b>TOTAL of all Contracts</b>			<b>3,807</b>	<b>\$ 1,203,623.23</b>				
Exchange of Services			2,322	\$ 858,110.95				
For Pay Service			1,485	\$ 345,512.28				

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

One resignation is being presented for approval in the Personnel Report. The report is available below.

#### **PERSONNEL REPORT June 22, 2017**

##### **Employment: NEW HIRES**

**None**

##### **PROMOTIONS / TRANSFERS**

**None**

##### **RETIREMENTS / RESIGNATIONS**

Samantha Redman (6/6/2017)	Foundation Accountant / Payroll Administrator
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**Recommendation:** Approve the Consent Agenda as presented.

## ***Other Items Requiring Board Action***

### ***A. 2017-18 Budget Approval***

Caleb White will present the 2017-18 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 2017-18 Budget as presented.





# BUDGET

JULY 1, 2017–JUNE 30, 2018

Southwest Wisconsin Technical College

1800 Bronson Blvd.  
Fennimore, WI 53809



# Southwest Wisconsin Technical College District

## 2017-2018 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	Retired	June 2020
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 2020
Eileen Nickels	Retired	June 2020
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	13.0
Katie Garrity	Chief Academic Officer/Executive Dean	12.5
Krista Weber	Director of Human Resources	2.5
Holly Miller	Dean of Students	1.5

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

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# BUDGET

INTRODUCTION







June 2017

Dear Friends:

Southwest Wisconsin Technical College is pleased to present its budget for 2017-2018. 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 2017-2018! 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

A handwritten signature in black ink that reads "James D. Kohlenberg".

James D. Kohlenberg  
District Chairperson

## College Mission

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

## College Vision

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

## College Purposes

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

## College Values

**Learning** - We 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.

## **2017-2018 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 2016-17 at 1,330 full-time equivalent students (FTEs), a decrease of approximately 113 FTEs relative to 2015-16. Over the ten-year period from 2006-07 through 2016-17 the college has declined in total FTEs served by 9.8 percent. In the face of declining enrollment in the District's high schools and loss of significant partnership contracts, the College's ability to sustain only a modest decrease over the ten-year period is a significant accomplishment in service to regional students and employers. The budget for 2017-18 has incorporated a flat projection of 1,330 FTEs.

Budget Priorities / Strategic Projects for 2017-18 include the following:

1. Higher Learning Commission Excellence
  - Student Learning Assessment
  - Integrate Learning Assessment into Visioning and Implementation
2. Increase Student Access and Improve Student Success
  - Increase Adult Student Enrollments
  - WIDS/Schoolology/TSA
3. Entrepreneurial Sustainability
  - Alternative Delivery
  - Implement viability results from the Feasibility Study and Business Plan
4. Service Culture
  - Strengthen the Council Model
  - Professional Development: Speed of Trust, Crucial Conversations, and discipline specific
5. Implement results of the Equity and Market Salary Study

The operational budget (general and special revenue funds) for 2017-18 is projected to increase revenue by \$585,000 over 2016-17. This is based on generating 1,330 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 .6315 or \$0.63 per \$1,000 of property valuation. The \$993,000 General Fund budget increase represents a 4.4 percent increase from 2016-17. Wage adjustments for 210 full-time staff and approximately 300 part-time staff require approximately \$524,000 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 relatively minor 9.8 percent decline 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.

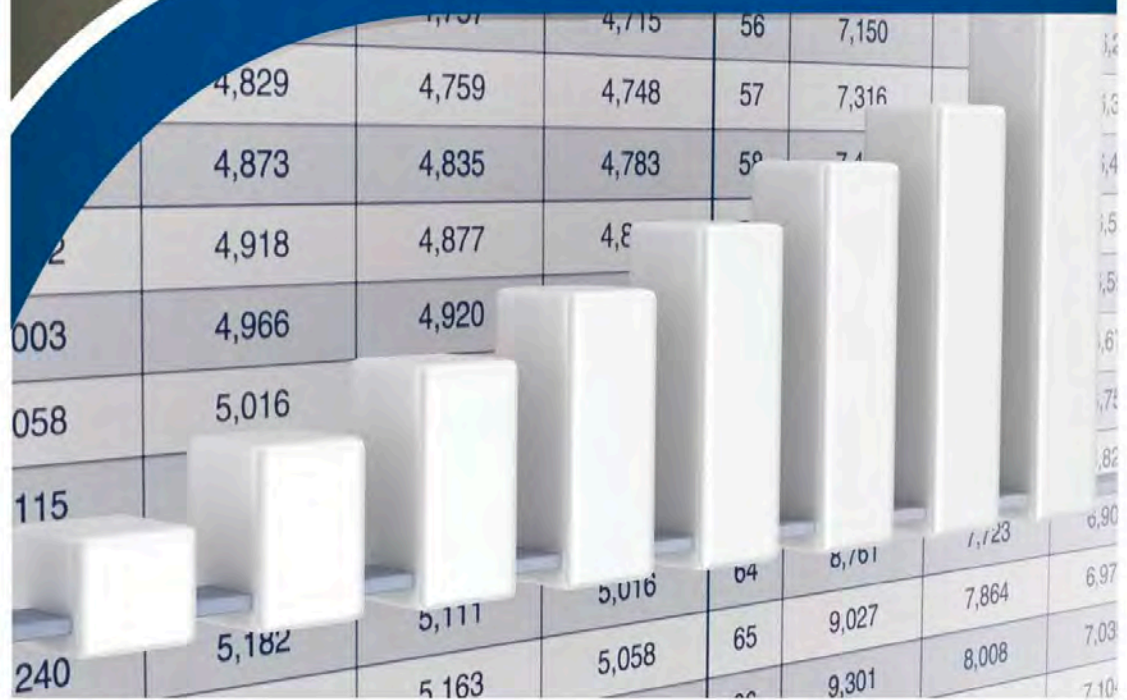
## Wisconsin Technical College Districts



**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  
2017-2018 Budget Year

<b>Function</b>	<b>2016-2017*</b>	<b>2017-2018*</b>
Instructional	141	139
Instructional Resources	2	1
Student Services	16	19
General Institutional	28	32
Physical Plant	14	14
Auxiliary Services	5	5
<b>Total</b>	<b>206</b>	<b>210</b>

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

Position Summary - FTE Basis

<b>Category</b>	<b>2015-16 Actual</b>	<b>2016-17 Budget</b>	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Total 2017-18 Budget</b>
Administrators/Supervisors	17	18	18			18
Teachers	139	139	139			139
Other Staff	113	113	98	11	1	110
<b>TOTAL</b>	<b>269</b>	<b>270</b>	<b>255</b>	<b>11</b>	<b>1</b>	<b>267</b>

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

\*Approximately 23 FTEs are supported through grant funding.

## **BASIS OF ACCOUNTING**

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

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

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

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

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

## **BASIS OF BUDGETING**

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

## DESCRIPTION OF FUNCTIONAL UNITS

### Revenues

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

#### **Local Government**

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

#### **State Aids**

State Aids and any other revenue derived from State Government.

#### **Student Fees**

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

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

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

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

#### **Institutional Revenue**

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

#### **Federal/State**

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



## **Expenditures**

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

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

## DEFINITION OF FUNDS

### Fund

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

### Governmental Fund Category

#### General Fund (100)

The general fund type is available for any legally authorized purpose and is therefore used to account for all revenues and expenditures for the current operations of the district that are not required to be accounted for in another fund.

#### Special Revenue Fund (200)

A special revenue fund type is used to account for the proceeds and related financial activity of specific revenue sources that are legally restricted for a specific purpose except for major capital projects and expendable trusts. Such a fund requires budgetary accounting and is created either by statute, charter, or board resolution to provide certain activities with definite and continuing revenues. After the fund is created, it usually continues year after year until discontinued or revised by proper legal action.

Generally speaking, activities which are project in nature and not considered to be part of the regular program of the district should be budgeted and controlled through the Special Revenue Fund. Typical inclusions are: Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects. Excluded would be construction or remodeling projects, and trust/agency activities, including student loans.

#### Capital Projects Fund (300)

The capital projects fund type is used to account for all resources and related financial activity for all capital expenditure projects regarding the acquisition of sites, purchase or construction of buildings (including equipping), lease/purchase of buildings, or remodeling and improvement of buildings. Any acquisition, construction, equipping, remodeling or improvement financed through the proprietary or trust/agency funds must be budgeted and accounted for in the respective fund.

#### Debt Service Fund (400)

The debt service fund type is used to account for the accumulation of resources for, and the payment of general long term debt and long term lease purchase debt principal and interest.

### Proprietary Fund Category

#### Enterprise Fund (500)

The enterprise fund type is used to record revenues and expenses related to providing goods or services to students, district staff, faculty or the general public. These funds are intended to be self-supporting and are operated in a manner similar to private business. All costs are recovered primarily through user charges. These services complement the educational and general objectives of the District.

#### Internal Service Fund (600)

The internal service fund type is used to account for the financing and related financial activities of goods and services provided by one department of the district to other departments of the district, or to other governmental units on a cost reimbursement basis.

### Fiduciary Fund Category

#### Trust and Agency Fund (700)

The trust and agency fund is used to account for financial resources held in a fiduciary capacity by the District. These funds account for student financial assistance, student activities, clubs and other student related activities.



SWTC PRO FORMA BALANCE SHEET - June 30, 2017

	Governmental Fund Category				Proprietary Fund Cat.		Account Groups		Total	
	General	Spec. Rev Operational	Spec. Rev Non-Aidable	Debt Service	Capital Projects	Enterprise	Internal Service	Fixed Assets	Long-term Debt	Memorandum Only
Assets										
Cash/Investments	6,359,305		309,472	1,377,900	1,232,030	2,975,873	24,549			12,279,129
Receivables:										
Property Taxes	3,250,000									3,250,000
Accounts	300,000					-				300,000
Due From Other Funds										
Inventory						625,000				625,000
Prepaid Expenses	100,000									100,000
Fixed Assets						66,000		45,000,000		45,066,000
Amount Available in										
Debt Service Fund(s)									1,377,900	1,377,900
Amount to be Provided										
for Long-term Debt									32,077,100	32,077,100
Total Assets	10,009,305	-	309,472	1,377,900	1,232,030	3,666,873	24,549	45,000,000	33,455,000	95,075,129
Liabilities										
Accounts Payable	250,000		1,000		250,000	50,000				551,000
Employee Related Payables	800,000		9,000			10,000				819,000
Due to Other Funds										
Deferred Revenues	500,000									500,000
Accrued Self-insurance										-
General Long-term Debt									27,455,000	27,455,000
Compensated Absences/ Unfunded Pension									6,000,000	6,000,000
Total Liabilities	1,550,000	-	10,000	-	250,000	60,000	-	-	33,455,000	35,325,000
Fund Equity										
Investment in Fixed Assets								45,000,000		45,000,000
Retained Earnings						3,606,873	24,549			3,631,422
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,377,900						1,377,900
Reserve for Self-insurance										
Reserve for Student Organizations			299,472							299,472
Unreserved:										
Designated for Operations	8,459,305									8,459,305
Designated for Fund Balance for Subsequent Year					982,030					982,030
Total Fund Equity	8,459,305	-	299,472	1,377,900	982,030	3,606,873	24,549	45,000,000		59,750,129
Total Liability & Fund Equity	10,009,305	-	309,472	1,377,900	1,232,030	3,666,873	24,549	45,000,000	33,455,000	95,075,129

Southwest Wisconsin Technical College  
General Fund  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2015-16 <u>Actual*</u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate**</u>	2017-18 <u>Budget</u>
<b>REVENUES</b>				
Local Government	4,745,952	4,775,000	5,013,000	5,050,000
State Aids	10,750,750	10,844,000	10,334,000	10,643,000
Program Fees	4,185,348	4,390,000	4,423,000	4,391,000
Material Fees	339,803	333,000	338,000	345,000
Other Student Fees	467,328	423,000	438,000	440,000
Institutional	1,931,787	1,972,000	1,284,000	1,500,000
Federal	<u>1,404,653</u>	<u>651,000</u>	<u>728,000</u>	<u>774,000</u>
Total Revenues	23,825,621	23,388,000	22,558,000	23,143,000
<b>EXPENDITURES</b>				
Instruction	15,438,114	15,082,200	15,200,000	14,781,400
Instructional Resources	349,695	299,000	320,000	211,400
Student Services	1,751,756	1,900,000	1,700,000	1,821,800
General Institutional	3,673,642	4,442,800	3,600,000	4,763,000
Physical Plant	<u>1,928,771</u>	<u>2,192,000</u>	<u>1,800,000</u>	<u>2,035,400</u>
Total Expenditures	23,141,978	23,916,000	22,620,000	23,613,000
Net Revenue (Expenditures)	683,643	(528,000)	(62,000)	(470,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>386,510</u>	<u>528,000</u>	<u>171,000</u>	<u>470,000</u>
Total Resources (Uses)	1,070,153	-	109,000	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	1,070,153	-	109,000	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	1,070,153	-	109,000	-
Beginning Fund Balance	<u>7,280,152</u>	<u>7,901,152</u>	<u>8,350,305</u>	<u>8,459,305</u>
Ending Fund Balance	<u>8,350,305</u>	<u>7,901,152</u>	<u>8,459,305</u>	<u>8,459,305</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  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2015-16 <u>Actual*</u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate**</u>	2017-18 <u>Budget</u>
REVENUES				
State Aids	485,607	500,000	486,000	500,000
Other Student Fees	247,681	250,000	249,000	250,000
Institutional	264,770	250,000	263,000	250,000
Federal	<u>5,923,885</u>	<u>7,000,000</u>	<u>5,895,000</u>	<u>7,000,000</u>
Total Revenues	6,921,943	8,000,000	6,893,000	8,000,000
EXPENDITURES				
Student Services	<u>6,846,758</u>	<u>7,950,000</u>	<u>6,843,000</u>	<u>8,030,000</u>
Total Expenditures	6,846,758	7,950,000	6,843,000	8,030,000
Net Revenue (Expenditures)	75,185	50,000	50,000	(30,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>(26,375)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>30,000</u>
Total Resources (Uses)	48,810	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>48,810</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	48,810	-	-	-
Beginning Fund Balance	<u>250,662</u>	<u>250,662</u>	<u>299,472</u>	<u>299,472</u>
Ending Fund Balance	<u>299,472</u>	<u>250,662</u>	<u>299,472</u>	<u>299,472</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  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2015-16 <u>Actual*</u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate**</u>	2017-18 <u>Budget</u>
<b>REVENUES</b>				
Institutional	<u>30,395</u>	<u>20,000</u>	<u>50,000</u>	<u>30,000</u>
Total Revenues	30,395	20,000	50,000	30,000
<b>EXPENDITURES</b>				
Instruction	763,897	1,285,000	1,124,000	920,000
Instructional Resources	44,487	75,000	75,000	80,000
Student Services	1,599	-	-	-
General Institutional	540,105	443,000	271,000	1,241,000
Physical Plant	<u>583,935</u>	<u>952,000</u>	<u>550,000</u>	<u>1,002,000</u>
Total Expenditures	1,934,023	2,755,000	2,020,000	3,243,000
Net Revenue (Expenditures)	(1,903,628)	(2,735,000)	(1,970,000)	(3,213,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Operating Transfer In (Out)	<u>(360,135)</u>	<u>(78,000)</u>	<u>(156,000)</u>	<u>(100,000)</u>
Total Resources (Uses)	236,237	(313,000)	374,000	(813,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Capital Projects	<u>236,237</u>	<u>(313,000)</u>	<u>374,000</u>	<u>(813,000)</u>
Total Transfers To (From) Fund Balance	236,237	(313,000)	374,000	(813,000)
Beginning Fund Balance	<u>371,793</u>	<u>678,793</u>	<u>608,030</u>	<u>982,030</u>
Ending Fund Balance	<u>608,030</u>	<u>365,793</u>	<u>982,030</u>	<u>169,030</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.

The amount of outstanding debt will be approximately thirty 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 five 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	-	
Agriculture and Industry	602,000	
Health and Service	<u>318,000</u>	
Subtotal Instruction		920,000
Library/Media/Distance Education	<u>80,000</u>	
Subtotal Instructional Resources		80,000
College-wide Computing/Network/Telecommunications and Office Operations	<u>1,241,000</u>	
Subtotal General Institutional		1,241,000
Custodial/Physical Plant/Fleet Vehicles and Grounds	107,000	
Remodeling/Maintenance Projects	745,000	
Engineering/Architect Fees	50,000	
Classroom/Office Furniture	<u>100,000</u>	
Subtotal for Physical Plant		<u>1,002,000</u>
<b>TOTAL CAPITAL PROJECTS</b>		<b><u>\$ 3,243,000</u></b>

Southwest Wisconsin Technical College  
Debt Service Fund  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2015-16 <u>Actual*</u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate**</u>	2017-18 <u>Budget</u>
<b>REVENUES</b>				
Local Government	4,840,000	4,950,000	4,950,000	4,950,000
State Aids	17,160	8,000	8,000	8,000
Institutional	4,012	1,000	68,000	1,000
Federal Aids	<u>344,848</u>	<u>329,000</u>	<u>323,000</u>	<u>313,000</u>
Total Revenues	5,206,020	5,288,000	5,349,000	5,272,000
<b>EXPENDITURES</b>				
Physical Plant	<u>5,255,416</u>	<u>5,356,000</u>	<u>5,305,000</u>	<u>5,359,600</u>
Total Expenditures	5,255,416	5,356,000	5,305,000	5,359,600
Net Revenue (Expenditures)	(49,396)	(68,000)	44,000	(87,600)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>44,575</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(4,821)	(68,000)	44,000	(87,600)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Debt Service	<u>(4,821)</u>	<u>(68,000)</u>	<u>44,000</u>	<u>(87,600)</u>
Total Transfers To (From) Fund Balance	(4,821)	(68,000)	44,000	(87,600)
Beginning Fund Balance	<u>1,338,721</u>	<u>1,295,721</u>	<u>1,333,900</u>	<u>1,377,900</u>
Ending Fund Balance	<u>1,333,900</u>	<u>1,227,721</u>	<u>1,377,900</u>	<u>1,290,300</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  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2015-16 <u>Actual*</u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate**</u>	2017-18 <u>Budget</u>
REVENUES				
Institutional	<u>2,213,087</u>	<u>2,100,000</u>	<u>1,760,000</u>	<u>2,100,000</u>
Total Revenues	2,213,087	2,100,000	1,760,000	2,100,000
EXPENDITURES				
Auxiliary Services	<u>2,009,018</u>	<u>2,000,000</u>	<u>1,580,000</u>	<u>2,000,000</u>
Total Expenditures	2,009,018	2,000,000	1,580,000	2,000,000
Net Revenue (Expenditures)	204,069	100,000	180,000	100,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>(400,000)</u>	<u>-</u>	<u>(400,000)</u>
Total Resources (Uses)	204,069	(300,000)	180,000	(300,000)
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>204,069</u>	<u>(300,000)</u>	<u>180,000</u>	<u>(300,000)</u>
Total Transfers To (From) Fund Balance	204,069	(300,000)	180,000	(300,000)
Beginning Fund Balance	<u>3,222,804</u>	<u>3,402,804</u>	<u>3,426,873</u>	<u>3,606,873</u>
Ending Fund Balance	<u>3,426,873</u>	<u>3,102,804</u>	<u>3,606,873</u>	<u>3,306,873</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\*\*\*  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	<u>2015-16</u> <u>Actual*</u>	<u>2016-17</u> <u>Budget</u>	<u>2016-17</u> <u>Estimate**</u>	<u>2017-18</u> <u>Budget</u>
REVENUES				
Institutional	<u>4,103,321</u>	<u>4,200,000</u>	<u>4,100,000</u>	<u>4,350,000</u>
Total Revenues	4,103,321	4,200,000	4,100,000	4,350,000
EXPENDITURES				
Auxiliary Services	<u>4,358,860</u>	<u>4,200,000</u>	<u>4,200,000</u>	<u>4,350,000</u>
Total Expenditures	4,358,860	4,200,000	4,200,000	4,350,000
Net Revenue (Expenditures)	(255,539)	-	(100,000)	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(255,539)	-	(100,000)	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(255,539)</u>	<u>-</u>	<u>(100,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	(255,539)	-	(100,000)	-
Beginning Fund Balance	<u>380,088</u>	<u>380,088</u>	<u>124,549</u>	<u>24,549</u>
Ending Fund Balance	<u>124,549</u>	<u>380,088</u>	<u>24,549</u>	<u>24,549</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.



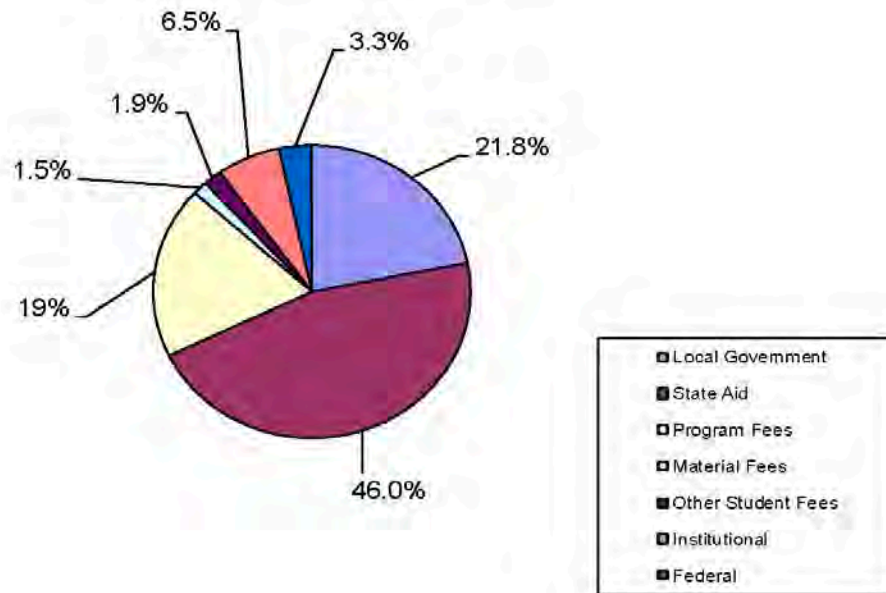
**Southwest Wisconsin Technical College  
Classification Breakdown by Fund**

		Spec. Rev.	Spec. Rev.	Capital	Debt		Internal	
	General	Operational	Non-Aidable	Projects	Service	Enterprise	Service	Total
Personnel Services	18,203,436		80,700			726,000		19,010,136
<i>Salaries</i>	12,600,743		61,700			510,800		13,173,243
<i>Fringe</i>	5,602,693		19,000			215,200		5,836,893
Current Expense	5,409,564					100,600	4,305,000	9,815,164
Resale Merchandise			7,949,300			1,173,400	45,000	9,167,700
Capital				3,243,000				3,243,000
Debt Service					5,359,600			5,359,600
Total Expenditures	23,613,000	-	8,030,000	3,243,000	5,359,600	2,000,000	4,350,000	46,595,600

**2017-2018 Expenditures  
General - Operational**



Southwest Wisconsin Technical College  
2017-2018 Revenue Sources  
General – Operational



	2017-2018	
Revenues	Budget	Percent
Local Government	5,050,000	21.8
State Aid	10,643,000	46.0
Program Fees	4,391,000	19.0
Material Fees	345,000	1.5
Other Student Fees	440,000	1.9
Institutional	1,500,000	6.5
Federal	774,000	3.3
<b>Total Revenues</b>	<b>23,143,000</b>	<b>100.0</b>

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2017-18 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.				

2017-2018	370,000	17,575		387,575
Total Payments Due	370,000	17,575		387,575

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

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	575,000	17,250		592,250
Total Payments Due	5,075,000	975,150		6,050,150

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.

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	1,745,000	106,881	(37,408)	1,814,473
Total Payments Due	17,010,000	6,972,610	(2,440,413)	21,542,197

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations, Continued  
2017-18 Budget Year

Promissory note (5 years) issued 8/1/13 to  
BOSC, Inc. in the amount of \$2,500,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2017-2018	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	500,000	10,000	510,000

Promissory note (5 years) issued 8/5/14 to  
Piper Jaffray in the amount of \$2,500,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2017-2018	500,000	20,000	520,000
2018-2019	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	1,000,000	30,000	1,030,000

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.

2017-2018	500,000	30,000	530,000
2018-2019	500,000	20,000	520,000
2019-2020	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	1,500,000	60,000	1,560,000

Promissory note (5 years) issued 8/5/16 to  
UMB Bank, NA in the amount of \$2,500,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2017-2018	500,000	40,000	540,000
2018-2019	500,000	30,000	530,000
2019-2020	500,000	20,000	520,000
2020-2021	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	2,000,000	100,000	2,100,000

Promissory note (5 years) to be issued 8/5/17 to  
the successful bidder in the amount of \$2,500,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2017-2018	500,000	92,500	592,500
2018-2019	500,000	52,500	552,500
2019-2020	500,000	37,500	537,500
2020-2021	500,000	22,500	522,500
2021-2022	<u>500,000</u>	<u>7,500</u>	<u>507,500</u>
Total Payments Due	2,500,000	212,500	2,712,500

Southwest Wisconsin Technical College  
Combined Schedule of Long-term Obligations  
Summary of Fiscal Year  
2017-2018 Budget

<b>Fiscal Year(s)</b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Federal Subsidy</u></b>	<b><u>Total</u></b>
2017-2018	4,025,000	1,311,618	(337,205)	4,999,413
2018-2019	3,600,000	1,159,043	(318,340)	4,440,703
2019-2024	12,050,000	4,221,433	(1,253,186)	15,018,247
2024-2029	<u>10,280,000</u>	<u>1,685,742</u>	<u>(531,682)</u>	<u>11,434,060</u>
Total Payments Due	\$ 29,955,000	\$ 8,377,835	\$ (2,440,413)	\$ 35,892,422

**Southwest Wisconsin Technical College  
Debt Limit  
2017-2018 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, 2017, 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 2017-18 budget is \$29,955,000. The five (5) percent limit is \$399,819,646.

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 2017-18 budget is \$22,455,000. The two (2) percent limit is \$159,927,858.

Southwest Wisconsin Technical College  
Combined Budget Summary  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2015-16 <u>Actual*</u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate**</u>	2017-18 <u>Budget</u>
<b>REVENUES</b>				
Local Government	9,585,952	9,725,000	9,963,000	10,000,000
State Aids	11,253,517	11,352,000	10,828,000	11,151,000
Program Fees	4,185,348	4,390,000	4,423,000	4,391,000
Material Fees	339,803	333,000	338,000	345,000
Other Student Fees	715,009	673,000	687,000	690,000
Institutional	8,888,208	8,871,000	7,780,000	8,543,000
Federal	7,332,550	7,651,000	6,691,000	7,775,000
Total Revenues	42,300,387	42,995,000	40,710,000	42,895,000
<b>EXPENDITURES</b>				
Instruction	16,202,011	16,367,200	16,324,000	15,701,400
Instructional Resources	394,182	374,000	395,000	291,400
Student Services	8,600,113	9,850,000	8,543,000	9,851,800
General Institutional	4,213,747	4,885,800	3,871,000	6,004,000
Physical Plant	7,768,122	8,500,000	7,655,000	8,397,000
Auxiliary Services	6,367,878	6,200,000	5,780,000	6,350,000
Total Expenditures	43,546,053	46,177,000	42,568,000	46,595,600
Net Revenue (Expenditures)	(1,245,666)	(3,181,000)	(1,858,000)	(3,700,600)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	44,575	-	(35,000)	-
Total Resources (Uses)	1,298,909	(681,000)	607,000	(1,200,600)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	236,237	(313,000)	374,000	(813,000)
Reserve for Debt Service	(4,821)	(68,000)	44,000	(87,600)
Retained Earnings	(51,470)	(300,000)	80,000	(300,000)
Reserve for Student Organizations	48,810	-	-	-
Reserve for Operations	1,070,153	-	109,000	-
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	1,298,909	(681,000)	607,000	(1,200,600)
Beginning Fund Balance	12,844,220	13,909,220	14,143,129	14,750,129
Ending Fund Balance	14,143,129	13,228,220	14,750,129	13,549,529

\*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  
2017-2018 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2015-16 <u>Actual*</u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate**</u>	2017-18 <u>Budget</u>
<b>REVENUES BY FUND</b>				
General Fund	23,825,621	23,388,000	22,558,000	23,143,000
Special Revenue-Non-Aidable Fund	6,921,943	8,000,000	6,893,000	8,000,000
Capital Projects Fund	30,395	20,000	50,000	30,000
Debt Service Fund	5,206,020	5,288,000	5,349,000	5,272,000
Enterprise Fund	2,213,087	2,100,000	1,760,000	2,100,000
Internal Service Fund	4,103,321	4,200,000	4,100,000	4,350,000
Total Revenue by Fund	<u>42,300,387</u>	<u>42,996,000</u>	<u>40,710,000</u>	<u>42,895,000</u>
<b>EXPENDITURES BY FUND</b>				
General Fund	23,141,978	23,916,000	22,620,000	23,613,000
Special Revenue-Non-Aidable Fund	6,846,758	7,950,000	6,843,000	8,030,000
Capital Projects Fund	1,934,023	2,755,000	2,020,000	3,243,000
Debt Service Fund	5,255,416	5,356,000	5,305,000	5,359,600
Enterprise Fund	2,009,018	2,000,000	1,580,000	2,000,000
Internal Service Fund	4,358,860	4,200,000	4,200,000	4,350,000
Total Expenditures by Fund	<u>43,546,053</u>	<u>46,177,000</u>	<u>42,568,000</u>	<u>46,595,600</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

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

### Short-Term Technical Diploma

Advanced EMT  
Building Maintenance & Construction-WI Secure Program Facility  
Criminal Justice-Law Enforcement 720 Academy  
Dental Assistant-Short Term  
Driver and Safety Education Certification  
Emergency Medical Technician  
Farm Business & Production Management  
Food Production Assistant  
Nursing Assistant

### One Year Technical Diploma

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

## PROGRAMS OFFERED, continued

### Two-Year Technical Diploma

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

### Apprentice

Electricity (Construction) Apprentice  
Industrial Electrician Apprentice  
Plumbing Apprentice

### PathWay Certificates

Applicator Technician  
Emergency Telecommunications  
Logistics  
Materials Management  
Payroll Assistant  
Production Planner  
Purchasing Agent/Buyer  
Reproduction Technician Certificate  
Tax Preparer Assistant

### Internal Certificates

Dairy Goat Herd Management  
Finance  
Human Resources  
Leadership  
Nail Technician  
Quality Management

## SPECIAL OFFERINGS

3-Wheel Basic Rider Course	IV Therapy
Basic Rider Course	Jail Academy
Basic Rider 2 Course	Law Enforcement Training
Beginning Microsoft Excel	Leadership Certificate
Basic Handgun Training	Logistics Certificate
Birth Doula Labor Support	Materials Management Certificate
Computer Applications	Preschool Credential
Concealed Carry Training	Quality Management Certificate
Cosmetologist Instructor Certificate	QuickBooks
Cosmetologist Manager's License	Nail Technician Certificate
CPR/AED/First Aid Training	OSHA Training
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

SS and TPM	ECE: Art Music & Lang Arts
Abstracting Principles and Practice I	ECE: Child Development
Accounting 1	ECE: Children w Diff Abilities
Accounting 1, Part 1	ECE: Curriculum Planning
Accounting 2	ECE: Family & Community Relations
Adv Anatomy & Physiology	ECE: Foundations of ECE
Applied Coding	ECE: Guiding Child Behavior
Applied Pharmacology	ECE: Hlth Safety & Nutrition
Applied Problem Solving	ECE: Infant & Toddler Dev
Basic Anatomy	ECE: Math Science & Soc St
Beginning Microsoft Excel	ECE: Practicum 1
Beginning Microsoft Word	ECE: Practicum 2
Body Structure and Function	Economics
Budget Analysis	Elementary Algebra
Business Law 2	Elementary Algebra with Applications
Business Law I	Emergency Medical Technician (EMT)-Refresher
Business Management Strategies	Employee Discipline
Cancer Disease Management	Employee Performance
Cancer Patient Follow-Up	Employment Law
Cancer Statistics and Epidemiology	English Composition 1
Change Management	Enterprise Resource Planning Concepts
Change Process	Ethics
College Algebra with Applications	Evaluating the Purchasing Process
College Mathematics	Event Planning - Coursework
Comp TIA A+ Essentials	Event Planning - Field Study
Comp TIA A+ Practical Applications	Farm Records and Financial Management
Concepts of Problem Solving	Financial Management
Conflict Resolution	Financial Statements
CPT Coding	First Responder Refresher
Creating Work Teams	Forecasting and Scheduling
Credit Analysis	Foundations of HIM
Customer Service	Foundations of Inventory
Developing a Business Plan	Fundamentals of Chemistry
Developmental Psychology	General Anatomy & Physiology
Digital Literacy for Healthcare	Global Business
Diversity	HAACP Training
Driver Education AODA-Accident Prevention	Health Care Reimbursement
Driver Education Behavioral Psychology	Health Quality Management
Driver Education Classroom Instruction	Healthcare Informatics
Driver Education In-Car Instruction	Healthcare Law & Ethics
Driver Education Safety	Healthcare Stats & Research
Driver Education Theory - Online	Healthcare Stats and Analytics
ECE: Admin an ECE Program	HIM Organizational Resources

### Online Learning Courses, Continued

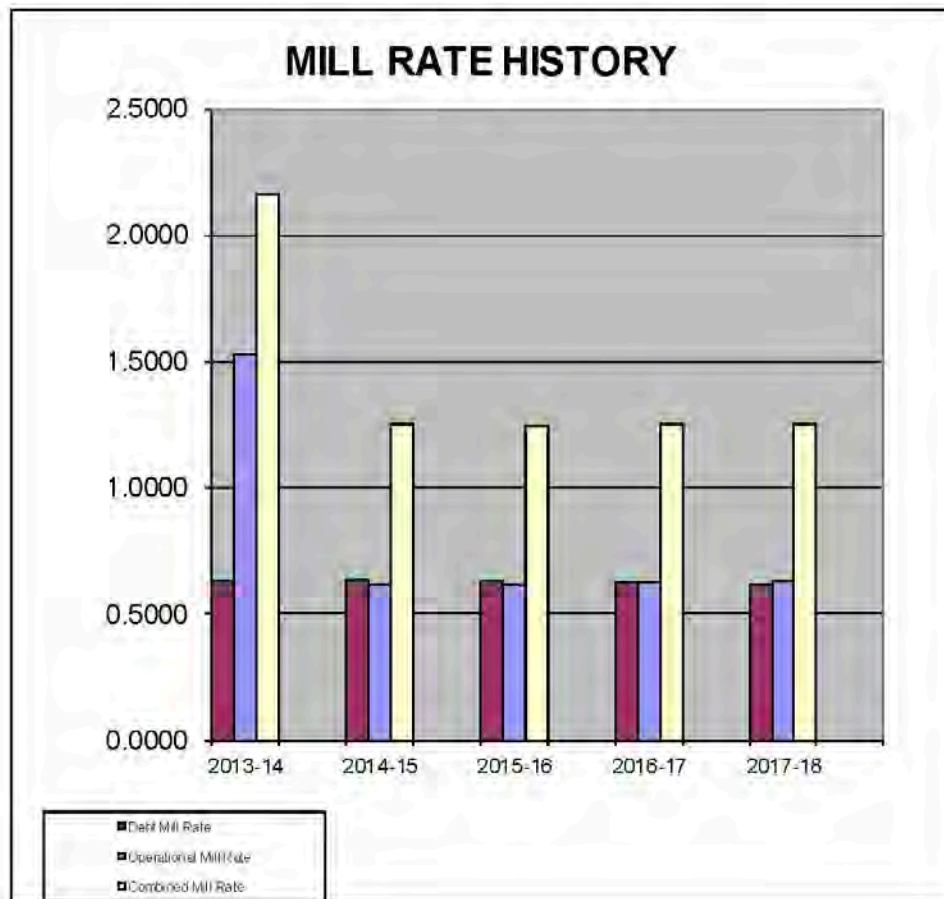
HIT Capstone	Medical Terminology
Human Diseases for the Health Professions	Microeconomics
Human Resources	NSG: Mental Health Comm
Human Resources Management	Nursing Assistant
ICD Diagnosis Coding	Nursing Assistant Advanced
ICD Procedure Coding	Nursing Fundamentals
Intermediate Algebra	Nutrition
Intermediate Algebra with Applications	OB/Medication Management
Intermediate Microsoft Excel	Oncology Coding and Staging
Intermediate Microsoft Word	Operations Management
Intro to Amer Government	Oral/Interpersonal Communication
Intro to Ethics: Theory & App	Organizational Development
Intro to Health Informatics	Organizational Structure
Intro to Psychology	Orientation and Training
Intro to Sociology	Personal Ethics
Intro to the Health Record	Planning and Control
Introduction to Business	Plumbing Blueprint Reading
Introduction to Cancer Registry Management	Principles of Finance
Introduction to Diversity Studies	Principles of Sustainability
Introduction to Service Operations	Problem Solving Using A-3 Format
Introduction to the Dairy Goat Industry	Process Management
Introductory Statistics	Process Mapping
Inventory Management	Production Management
Investments	Professional Development Seminar
IT Concepts	Professional Networking and Development
Labor Force Issues	Professional Practice 1
Leadership	Professional Practice 2
Lean Concepts	Project Management 1
Lean Principles	Project Management 2
Lean Six Sigma	Psychology of Human Relations
Lean Six Sigma(1): Select/Define a Project	Purchasing
Lean Six Sigma(2): Measure/Analyze	Purchasing Process
Lean Six Sigma(3): Improve/Control	Quality Management
Management Principles	QuickBooks
Managing Bias	Recruitment and Hiring
Managing Communication	Responsible Beverage Service
Managing Inventory Levels	Risk Management
Managing Work Teams	Safety Application
Manufacturing Practices for Food Industry	Safety Management
Marketing Principles	Sales and Marketing
Marriage & Family	Salon/Spa Management
Math with Business Applications	Salon/Spa Science

<b>Online Learning Courses, Continued</b>
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Selling Principles  
Service Delivery Systems  
Service Operations Management  
Shop Floor Control  
Speech  
Standard Work and Mistake Proofing  
Stress Management  
Supervisor Roles  
Supply Chain Management  
Supply Chain Management Internship  
Technical Reporting  
Time Management  
Trigonometry with Applications  
Well Woman Gynecology  
Workplace Social Responsibility  
Writing a Business Plan for your Dairy Goat Operation  
Written Communication

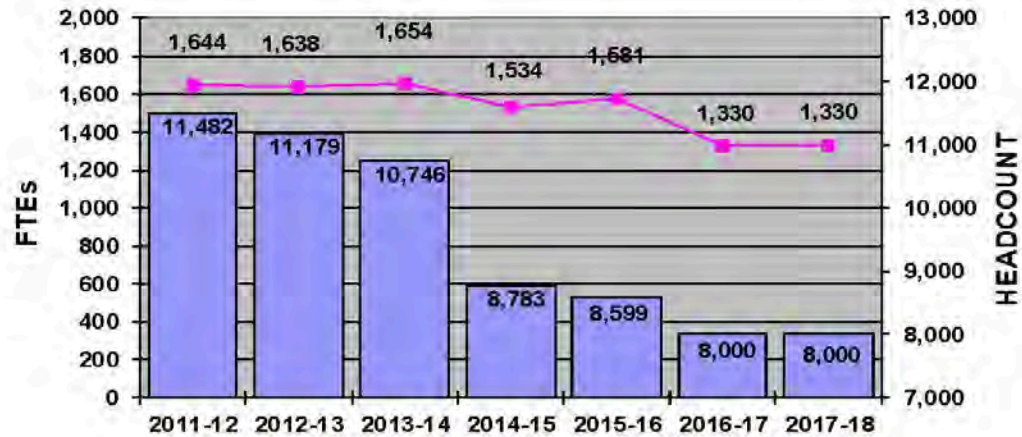
### Southwest Wisconsin Technical College Equalized Valuations and Mill Rates

Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
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	0.6300	1.2454
2016-17 Actual	7,917,220,710	0.6270	0.6252	1.2522
2017-18 Projected	7,996,392,917	0.6315	0.6190	1.2506





## Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	Budget 2017-18
Post-Secondary <sup>(1)</sup>	1,377	1,359	1,379	1,322	1,320	1,124	1,124
Vocational Adult <sup>(2)</sup>	103	103	115	89	90	75	75
Non-Postsecondary <sup>(3)</sup>	163	175	159	122	170	130	130
Community Services <sup>(4)</sup>	1	1	1	1	1	1	1
<b>Total FTE</b>	<b>1,644</b>	<b>1,638</b>	<b>1,654</b>	<b>1,534</b>	<b>1,581</b>	<b>1,330</b>	<b>1,330</b>
<b>Headcount</b>	<b>11,482</b>	<b>11,179</b>	<b>10,746</b>	<b>8,783</b>	<b>8,599</b>	<b>8,000</b>	<b>8,000</b>

(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, 2017 – June 30, 2018

A public hearing on the proposed 2017-2018 budget for Southwest Wisconsin Technical College will be held on June 22nd at 7:00 p.m. in room 3608 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>
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	7,917,220,710	0.6270	0.6252	1.2522	0.55
2017-18 <sup>(1)</sup>	7,996,392,917	0.6315	0.6190	1.2506	(0.13)
<u>Fiscal Year</u> <sup>(3)</sup>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2013-14	42,587,016	(1.49)	15,823,080	1.42	216.37
2014-15 <sup>(2)</sup>	43,591,030	2.36	9,344,688	(40.94)	125.30
2015-16	43,546,053	(0.10)	9,567,729	2.39	124.54
2016-17	42,568,000	(2.25)	9,913,940	3.62	125.22
2017-18	46,595,600	9.46	10,000,000	0.87	125.06

(1) Fiscal year 2018 equalized valuation is projected to increase 1% from fiscal year 2017.

(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 2014 through 2016 represent actual amounts; 2017 is estimated; 2018 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	5,050,000	-	-	-	4,950,000	-	-	10,000,000
Other Budgeted Revenues	18,093,000	-	8,000,000	30,000	322,000	2,100,000	4,350,000	32,895,000
Total Budgeted Revenues	23,143,000	-	8,000,000	30,000	5,272,000	2,100,000	4,350,000	42,895,000
Budgeted Expenditures	23,613,000	-	8,030,000	3,243,000	5,359,600	2,000,000	4,350,000	46,595,600
Excess of Revenues								
Over Expenditures	(470,000)	-	(30,000)	(3,213,000)	(87,600)	100,000	-	(3,700,600)
Operations Transfers	470,000	-	30,000	(100,000)	-	(400,000)	-	-
Proceeds from Debt	-	-	-	2,500,000	-	-	-	2,500,000
Est. Fund Balance 07/01/17	8,459,305	-	299,472	982,030	1,377,900	3,606,873	24,549	14,750,129
Est. Fund Balance 06/30/18	8,459,305	-	299,472	169,030	1,290,300	3,306,873	24,549	13,549,529

Southwest Wisconsin Technical College  
Notice of Public Hearing  
Budget Summary - General Fund  
Fiscal Year 2017-2018

	2015-16 <u>Actual<sup>(4)</sup></u>	2016-17 <u>Budget</u>	2016-17 <u>Estimate<sup>(5)</sup></u>	2017-18 <u>Budget</u>	
<b>REVENUES</b>					
Local Government	4,745,952	4,775,000	5,013,000	5,050,000	
State Aids	10,750,750	10,844,000	10,334,000	10,643,000	
Program Fees	4,185,348	4,390,000	4,423,000	4,391,000	
Material Fees	339,803	333,000	338,000	345,000	
Other Student Fees	467,328	423,000	438,000	440,000	
Institutional	1,931,787	1,972,000	1,284,000	1,500,000	
Federal	1,404,653	651,000	728,000	774,000	
Total Revenues	23,825,621	23,388,000	22,558,000	23,143,000	
<b>EXPENDITURES</b>					
Instruction	15,438,114	15,082,200	15,200,000	14,781,400	
Instructional Resources	349,695	299,000	320,000	211,400	
Student Services	1,751,756	1,900,000	1,700,000	1,821,800	
General Institutional	3,673,642	4,442,800	3,600,000	4,763,000	
Physical Plant	1,928,771	2,192,000	1,800,000	2,035,400	
Total Expenditures	23,141,978	23,916,000	22,620,000	23,613,000	
Net Revenue (Expenditures)	683,643	(528,000)	(62,000)	(470,000)	
<b>OTHER SOURCES (USES)</b>					
Operating Transfer In (Out)	386,510	528,000	171,000	470,000	
Total Resources (Uses)	1,070,153	-	109,000	-	
<b>TRANSFERS TO (FROM) FUND BALANCES</b>					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	1,070,153	-	109,000	-	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	1,070,153	-	109,000	-	
Beginning Fund Balance	7,280,152	7,901,152	8,350,305	8,459,305	
Ending Fund Balance	8,350,305	7,901,152	8,459,305	8,459,305	
<b>EXPENDITURES BY FUND</b>					
					%Change <sup>(6)</sup>
General Fund	23,141,978	23,916,000	22,620,000	23,613,000	(1.27)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,846,758	7,950,000	6,843,000	8,030,000	1.01
Capital Projects Fund	1,934,023	2,755,000	2,020,000	3,243,000	17.71
Debt Service Fund	5,255,416	5,356,000	5,305,000	5,359,600	0.07
Enterprise Fund	2,009,018	2,000,000	1,580,000	2,000,000	-
Internal Service Fund	4,358,860	4,200,000	4,200,000	4,350,000	3.57
Total Expenditures by Fund	43,546,053	46,177,000	42,568,000	46,595,600	0.91
<b>REVENUES BY FUND</b>					
General Fund	23,825,621	23,388,000	22,558,000	23,143,000	(1.05)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,921,943	8,000,000	6,893,000	8,000,000	-
Capital Projects Fund	30,395	20,000	50,000	30,000	50.00
Debt Service Fund	5,206,020	5,288,000	5,349,000	5,272,000	(0.30)
Enterprise Fund	2,213,087	2,100,000	1,760,000	2,100,000	-
Internal Service Fund	4,103,321	4,200,000	4,100,000	4,350,000	3.57
Total Revenue by Fund	42,300,387	42,996,000	40,710,000	42,895,000	(0.23)

<sup>(4)</sup> Actual is presented on a budgetary basis.

<sup>(5)</sup> Estimate is based upon 10 months of actual and 2 months of estimate

<sup>(6)</sup> (2017-18 Budget - 2016-17 Budget)/2016-17 Budget

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

Up to \$805,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,695,000 for paying the cost of acquiring moveable equipment are being requested. 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 \$805,000 for the public purpose of paying the cost of building remodeling and improvement projects, and \$1,695,000 for the public purpose of paying the cost of acquiring movable 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 \$805,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,695,000 for the public purpose of paying the cost of acquiring movable 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 22, 2017.

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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 22, 2017, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$805,000 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 22nd day of June, 2017.

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 22, 2017, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,695,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable 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 22nd day of June, 2017.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
Secretary

***C. Bid: Rooftop Unit Component Replacement – Hail Damage***

Bids were due on June 15 for a rooftop unit component replacement to repair parts damaged by hail. The bid summary will be presented at the Board meeting.

**Recommendation:** *(Will be available at the Board meeting.)*

***D. Bid: Karen R. Knox Learning Center Memorial Patio***

Bids were due on June 15 for the deconstruction of the current patio and reconstruction of a new memorial patio. The bid summary will be presented at the Board meeting.

**Recommendation:** *(Will be available at the Board meeting.)*



***E. Prairie du Chien Outreach Site Lease with Workforce Connections, Inc.***

A lease with Workforce Connections, Inc. for the college to rent space for Southwest Tech's outreach site in Prairie du Chien is included in the electronic Board material. The lease is for the period of 7/1/17 – 6/30/18 in the amount of \$2,400 per year.

**Recommendation:** Approve the lease with Workforce Connections, Inc. for the College to lease space at 1304 S. Marquette Road, Prairie du Chien, WI, in the amount of \$2,400 per year commencing on July 1, 2017 through June 30, 2018.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2017 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: shared space located at 1304 S. Marquette Ave, Prairie du Chien, WI, 53821
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2017, and ending June 30, 2018.
- 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 tenantable 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's 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 18 day of May 2017.

BY: WORKFORCE CONNECTIONS, INC.  
Teresa Pierce  
Teresa Pierce, Executive Director

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_ 2017.

BY: SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
Caleb White, Vice President for Administrative Services

***F. Lease with Manpower Groups US, Inc.***

Manpower Groups leases Room 468 (office space) from the College in the amount of \$200 per month. The lease for the term of 7/1/17 – 6/30/18 is included with the electronic Board material.

**Recommendation:** Approve the lease with Manpower Groups US, Inc. to rent office space from the College in the amount of \$200 per month commencing on July 1, 2017 through June 30, 2018.

## RENTAL/LEASE AGREEMENT

between

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

**and Southwest Wisconsin Technical College**

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

1. Room 468 office including existing furniture: \$200.00 monthly.
2. Manpower is responsible for establishing and paying for separate lines for telephone and internet service.
3. Copy machine costs to be billed at the current rate of .10 per copy black and white and .25 per copy color.
4. Fax machine usage billed at .50 per page.
5. Postage to be billed as used.
6. Additional fees to be agreed upon if additional services are to be provided.

***All of the above will be billed on or before the 23<sup>rd</sup> of the following month, commencing July 1, 2017. This rental/lease agreement covers the fiscal year through June 30, 2018 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.***

s/ \_\_\_\_\_  
ManpowerGroup US Inc.

s/ \_\_\_\_\_  
Vice President for Administrative Services  
Southwest Wisconsin Technical College

***G. Lease with UMOS, Inc.***

UMOS, Inc. leases office space at the College's Richland Center outreach site. Included in the Board material is the lease in the amount of \$309.70 per month for the term of 7/1/17 – 6/30/18.

**Recommendation:** Approve the lease with UMOS, Inc. to rent office space from the College at 26220 Executive Lane (Suite A), Richland Center, WI, in the amount of \$309.70 per month commencing on July 1, 2017 through June 30, 2018.



## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of June 2017 by and between Southwest Wisconsin Technical College, Lessor, and UMOS, Inc, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

152 square feet of office floor space located at 26220 Executive Lane (Suite A), Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of thirteen (13) months commencing on June 1, 2017, and ending July 31, 2018.

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. The term of the lease is contingent upon federal funding and targeted population for services. Any reduction in funding and/or shift in the farmworker community as determined by the numbers served will require re-negotiation of the terms of this lease and if necessary termination of the lease. Lessee will notify Lessor in writing of any required action no later than 30 days.

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 Three Hundred Nine Dollars and Seventy Cents (\$309.70) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general 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 in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

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.
- (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 tenantable 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. 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, it being understood that parking is available to all tenants of the building.

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 Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Farmworker Programs Manager, UMOS, Inc., 2701 S. Chase Ave., Milwaukee, WI 53207

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly

have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

## 11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

11.1 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.

11.2 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.

11.3 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.

11.4 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.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 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.

## 12. MISCELLANEOUS PROVISIONS.

12.1 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.

12.2 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.

12.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's 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.

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: \_\_\_\_\_

Caleb J. White, Vice President for Administrative Services

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this 31 day of May 2017.

UMOS, INC.

BY: \_\_\_\_\_

Jose Martinez, Vice-President of Farmworker & Community Based Svcs

## **Board Monitoring of College Effectiveness**

### ***A. Information Technology Report***

Heath Ahnen, Director of Information Technology Services (ITS), will present a strategic plan for the College related to ITS. The information will be available at the meeting.

### ***B. 2017-18 Board Monitoring Schedule***

The draft board monitoring schedule for the next fiscal year is included below. This will be discussed at the meeting.



# SOUTHWEST TECH BOARD MONITORING SCHEDULE DRAFT

## JULY 2017 – JUNE 2018

DATE	ACTIVITY/PURPOSE	LOCATION
July 10, 2017	<b>Southwest Tech Annual Board Meeting</b> Oath of Office Election of Officers Board Monitoring Schedule Approve Borrowing Resolutions Three-year Facilities Plan	Southwest Tech
July 10, 2017	<b>Southwest Tech Joint Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board</b>	Southwest Tech
July 11-12	WTCS Board Meeting	NATC - Rhinelander
July 13-15	District Boards Association Summer Meeting	GTC - Kenosha
August 24	<b>Southwest Tech Board Meeting</b> Foundation Quarterly Report	Southwest Tech
September 12-13	WTCS Board Meeting	MATC - Madison
September 21	<b>Southwest Tech Board Meeting</b>	<b>Gays Mills</b>
September 25-28	Association of Community College Trustees Leadership Congress	Las Vegas, NV
October 26	<b>Southwest Tech Board Meeting/Half-Day Retreat</b> Resolution for Adoption of 2017 Tax Levy Fund & Account Transfers (2016-17 Budget Modifications) Review of Purchasing Activity WI Code of Ethics Resolution Foundation Quarterly Report	Southwest Tech
November 1-4	District Boards Association Fall Meeting & Legal Issues Conference	WCTC - Waukesha
November 7-8	WTCS Board Meeting	BTC - Janesville
November 16	<b>Southwest Tech Board Meeting</b> Financial Audit 2018-19 Budget Process	<b>Dodgeville</b>
December 15	Southwest Tech Winter Graduation	Southwest Tech
December 21	<b>Southwest Tech Board Meeting</b>	<b>Southwest Tech</b>

DATE	ACTIVITY/PURPOSE	LOCATION
January 23 <b>January 25</b>	District Boards Association Winter Meeting WTCS Board Meeting <b>Southwest Tech Board Meeting</b> Foundation Quarterly Report	WTCS Office - Madison <b>Southwest Tech</b>
February 11-14 <b>February 23-24</b>	Association of Community College Trustees National Legislative Summit <b>Southwest Tech Board Retreat/Meeting</b> Budget Assumptions & Parameters	Washington, DC Not Determined Yet
March 20-21 <b>March 22</b>	WTCS Board Meeting <b>Southwest Tech Board Meeting</b>	MATC – Oak Creek <b>Southwest Tech</b>
<b>April 26</b>  April 28 – May 1	District Boards Association Spring Meeting <b>Southwest Tech Board Meeting</b> Out-of-State Tuition Waiver Foundation Quarterly Report American Association of Community Colleges Annual Convention	Southwest Tech <b>Southwest Tech</b>  Dallas, TX
May 8 May 19 <b>May 24</b>	WTCS Board Meeting Southwest Tech Graduation <b>Southwest Tech Board Meeting</b> Proposed Budget State of College Report	WTCS Office – Madison Southwest Tech <b>Southwest Tech</b>
<b>June 28</b>	<b>Southwest Tech Board Meeting</b> Public Budget Hearing/Approval Evaluation of President President's Performance Report	<b>Southwest Tech</b>
<b>July 9, 2018</b>	<b>Southwest Tech Annual Board Meeting</b>	<b>Southwest Tech</b>

JUNE 16, 2017



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

Krista Weber will provide an update on College staffing at the Board meeting. A summary is available below.

### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Software Developer	Hold	July 2016	Grade 6, Salaried Professional \$59,604 - \$80,641
2	Replacement- Patty Hartline (retirement 5/2016)	Communications Instructor	Betsy Ralph-Tollefson	8/10/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
3	Replacement - Kirsten Reichmann	Academic Success Coach Lead Full-time/LTE	Melissa Klinkhammer	7/18/2016	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$27.00/hour
4	Replacement- Yasmin Rioux	Communications Instructor	Snehal Shirke	8/15/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
5	Replacement- Garry Kirk	Accounting Instructor	Melinda Nicely	8/11/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
6	Replacement - Colleen Watters	Associate Degree Nursing Instructor	Vicky Rundle	8/8/2016	MS \$44,821-\$75,554 Hired at \$59,000
7	Replacement - Nicole Schopf	Associate Degree Nursing Instructor	Jenna Taylor	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000

### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
8	Replacement - Dana O'Brien	Associate Degree Nursing Instructor	Justine Sparrgrove	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000
9	Replacement - Denise Joahanning	Nursing Assistant Instructor	Angela Starkey	8/15/2016	BS \$40,974-\$69,248 Hired at \$53,000
10	Replacement - Randy Leibfried	Evening Custodian	Michael Mann	7/12/2016	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$13.50/hour
11	Replacement - Amy Poteet	Instructional Design Specialist	Joshua Krohn	9/21/2016	Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at \$60,000
12	Replacement - David Wright	Academic Success Coach Part time/LTE/Grant Funded	Ed Edwards	8/17/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
13	Replacement - Christal Foreyt	Associate Degree Nursing Instructor	Emily Vogt	12/1/2016	MS \$44,821-\$75,554 Hired at \$57,000

### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
14	Replacement - Stephanie Foster	Student Success Coach	Kelsey Wagner	10/17/2016	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$45,000
15	New Position	Agriculture Instructor	Jamie Horsfall	11/14/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$66,000
16	Replacement Barb Kennedy	Basic Education Instructor - Full-time, Limited Term	Cynthia Rasmussen	10/3/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
17	New Position	Tech Hire Grant Case/Project Manager - Limited Term	Craig Woodhouse	10/15/2016	Grade 8, Salaried Professional \$44,817 - \$60,580
18	New Position	Academic Success Coach Part time/LTE/Grant Funded (Nursing)	Brooke Mitchell	1/9/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
19	New Position	Academic Success Coach Part time/LTE/Grant Funded	Marlene Klein	11/2/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour

### Staffing Update 2016-17 Fiscal Year

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
20	Replacement Murray Heitzer	Mathematics Instructor	Michael Madsen	1/9/2017	MS \$44,821-\$75,554 Hired at \$58,000
21	New Position	Paramedic Tech Instructor/Clinical Coordinator	Christine Batchelder	5/1/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$60,000
22	Replacement - Tammie Engelke	Administrative Assistant	Haylee Freymiller	12/5/2016	Grade 5 Support Staff \$17.40-22.42 Hired at \$17.75
23	Replacement - Jason Kolbe	Electromech Instructor/Contract Trainer	Bentley Steilman	4/10/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$62,000
24	Replacement - Judy Gosse	Network Administrator	Dave Friesen	11/28/2016	Grade 7 Support Staff \$23.38-\$36.20 Hired at \$29.00
25	Replacement - Lori Wiest	Financial Aid Assistant/Accounting Bursar	Jaren Knight	1/2/2016	Grade 4 Support Staff \$16.00-\$21.09 Hired at \$16.33

### Staffing Update 2016-17 Fiscal Year

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
26	Replacement - Scott Swan	Academic Success Coach, Part-time/LTE/Grant Funded	Shannon Williams	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
27	Replacement - Edwin Edwards	Academic Success Coach, Part-time/LTE/Grant Funded	April Vaaseen	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00
28	Replacement - Derek Kruempel	TAACCCT 4 Grant Coordinator- Full-time LTE/Grant Funded	Not filling	2/15/2017	Grade 8, Salaried Professional \$44,817 - \$60,580
29	Replacement - Richard Goss	Evening Custodian	Nate Parker	2/1/2017	Grade 1 Support Staff \$12.07-\$15.59 Hired at 13.50
30	Replacement - Dave Friesen	Technology Support Specialist	John Troxel	3/13/2017	Grade 7 Support Staff \$23.38-\$36.20 Hired at \$25.00
31	Replacement - Kurt Hampton	Maintenance Technician	Brandon Wallin	2/27/2017	Grade 5 Support Staff \$17.40-\$22.42 Hired at \$20.50

### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
32	Replacement	Child Care Assistant	Kayla Mergen	8/1/2017	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$12.07
33	New Position	Supervisory Management Instructor	Jaime Klein	3/20/2017	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$61,000
34	Replacement - Heather Kramer	Midwife Clinical Site Coordinator	Colleen Donovan-Batson Dionne Corcoran	4/18/2017	Grade 4 Support Staff \$16.33-\$21.09 Hired at \$21.00
35	Replacement - Sara Biese	Health Information Technology Instructor (HIT) (Part-time)	Interviews Scheduled	8/1/2017	BS \$47,297-\$75,203 MS \$52,202-\$83,000
36	New Position	Online Navigator	Interviews Scheduled	7/15/2017	Hourly Band B23 \$18.96 - \$24.65
37	New Position	Welding Instructor/Mobile Lab Specialist (Part-time)	Posted	7/15/2017	BS \$47,297-\$75,203

### Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
38	New Position	Assistant College Controller/Foundation Accountant	Posted	7/15/2017	Salary Band C42 \$47,777-\$66,888
39	New Position - Internal posting	Director of Agriculture	Interviews Scheduled	7/1/2017	Salary Band D62 \$62,198-\$90,187



## **Information and Correspondence**

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

The 2016-17 Comparison FTE Report is available below.

### 2015-2016 and 2016-2017 FTE Comparison

Program Code	Program Title	06-13-16 Students	06-12-17 Students	Student Change	06-13-16 FTE	06-12-17 FTE	FTE Change
10-101-1	Accounting	29	42	13	16.63	30.63	14.00
10-106-6	Administrative Professional	14	9	(5)	11.50	7.90	(3.60)
10-006-2	Agri-Business/Science Technology (OLD)	70	36	(34)	63.80	34.23	(29.57)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		7	7		6.30	6.30
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		16	16		15.77	15.77
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		16	16		13.07	13.07
10-102-3	Business Management	89	88	(1)	62.63	61.47	(1.17)
10-530-5	Cancer Information Management	21	36	15	12.83	20.87	8.03
10-504-X	Criminal Justice Studies	54	51	(3)	48.53	46.70	(1.83)
10-316-1	Culinary Arts	22	12	(10)	17.50	9.70	(7.80)
10-317-1	Culinary Management	7	8	1	4.83	7.30	2.47
10-510-6	Direct Entry Midwife	52	60	8	23.50	22.60	(0.90)
10-307-1	Early Childhood Education	41	36	(5)	30.17	28.50	(1.67)
10-620-1	Electromechanical Technology	39	38	(1)	31.97	34.87	2.90
10-325-1	Golf Course Management	21	14	(7)	20.27	14.10	(6.17)
10-201-2	Graphic And Web Design	36	41	5	30.90	35.40	4.50
10-530-1	Health Information Technology	45	46	1	23.23	27.83	4.60
10-520-3	Human Services Associate	58	54	(4)	43.87	38.53	(5.33)
10-825-1	Individualized Technical Studies	3	8	5	2.23	7.23	5.00
10-620-3	Instrumentation and Controls Technology (NEW)		2	2		0.43	0.43
10-150-1	IT-Network Communications Specialist	43	40	(3)	35.43	34.27	(1.16)
10-513-1	Medical Laboratory Technician	18	19	1	15.87	12.83	(3.03)
10-543-1	Nursing - Associate Degree	214	224	10	106.70	122.13	15.43
10-531-1	Paramedic Technician (NEW)		3	3		0.57	0.57
10-524-1	Physical Therapist Assistant	41	45	4	29.53	32.10	2.57
10-196-1	Supervisory Management	25	33	8	14.03	16.17	2.13
10-182-1	Supply Chain Management	13	30	17	7.20	12.77	5.57
10-499-5	Technical Studies-Journey Worker	2	1	(1)	0.60	0.20	(0.40)
	<b>Total Associate Degree</b>	<b>957</b>	<b>1,015</b>	<b>58</b>	<b>653.76</b>	<b>694.47</b>	<b>40.70</b>



Program Code	Program Title	06-13-16 Students	06-12-17 Students	Student Change	06-13-16 FTE	06-12-17 FTE	FTE Change
31-101-1	Accounting Assistant	7	1	(6)	6.30	0.20	(6.10)
30-531-6	Advanced EMT	6	8	2	0.80	1.07	0.27
32-070-1	Agricultural Power & Equipment Technician	44	34	(10)	40.47	36.03	(4.43)
31-405-1	Auto Collision Repair & Refinishing Technician	19	17	(2)	14.50	13.73	(0.77)
32-404-2	Automotive Technician	36	35	(1)	33.10	27.70	(5.40)
31-408-1	Bricklaying & Masonry-PDC Correctional		1	1		0.57	0.57
31-475-1	Building Trades - Carpentry	10	14	4	8.70	12.87	4.17
31-307-1	Child Care Services (ETD)	20	12	(8)	15.50	8.60	(6.90)
30-420-2	CNC Setup/Operation (ETD)	4	2	(2)	2.13	0.70	(1.43)
31-502-1	Cosmetology	41	25	(16)	33.83	17.67	(16.17)
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	18	17	(1)	9.60	7.10	(2.50)
31-317-1	Culinary Specialist (ETD)	8	4	(4)	5.60	3.50	(2.10)
31-091-1	Dairy Herd Management	22	19	(3)	21.27	19.53	(1.73)
30-508-2	Dental Assistant - Short Term	13	17	4	7.30	9.57	2.27
30-812-1	Driver and Safety Education Certification (NEW)		9	9		2.30	2.30
31-413-2	Electrical Power Distribution	24	24	-	23.23	22.73	(0.50)
50-413-2	Electricity (Construction) Apprentice	21	24	3	3.13	3.50	0.37
30-531-3	Emergency Medical Technician	48	57	9	9.70	14.20	4.50
32-080-3	Farm Operations & Management - Dairy (NEW)		1	1		0.43	0.43
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)		1	1		0.40	0.40
32-080-6	Farm Operations & Management - Livestock (NEW)		1	1		0.33	0.33
50-413-1	Industrial Electrician Apprentice	12	11	(1)	2.07	1.60	(0.47)
31-620-1	Industrial Mechanic (ETD)	9	7	(2)	8.20	5.17	(3.03)
31-154-6	IT-Computer Support Technician	17	20	3	13.10	14.13	1.03
31-513-1	Laboratory Science Technician	5	6	1	3.63	4.17	0.53
31-509-1	Medical Assistant	40	36	(4)	31.70	30.03	(1.67)
31-530-2	Medical Coding Specialist (ETD) (NEW)	46	49	3	16.37	23.67	7.30
30-543-1	Nursing Assistant	209	218	9	27.07	26.20	(0.87)
31-106-8	Office Support Specialist	7	6	(1)	6.57	5.73	(0.83)
50-427-5	Plumbing Apprentice	21	22	1	3.57	3.06	(0.51)
31-420-7	Precision Machining Technology (NEW)		1	1		1.03	1.03
31-182-1	Supply Chain Assistant (ETD)	1	1	-	0.50	0.43	(0.07)
31-442-1	Welding	60	72	12	47.03	53.43	6.40
	<b>Total Technical Diploma</b>	<b>768</b>	<b>772</b>	<b>4</b>	<b>394.97</b>	<b>371.39</b>	<b>(23.58)</b>

Program Code	Program Title	06-13-16 Students	06-12-17 Students	Student Change	06-13-16 FTE	06-12-17 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	12	16	4	4.00	6.83	2.83
20-800-2	Liberal Arts - Associate of Science	9	15	6	1.83	5.57	3.73
	Undeclared Majors *	945	357	(588)	131.65	54.43	(77.22)
	<b>Total</b>	<b>2,691</b>	<b>2,175</b>	<b>(516)</b>	<b>1,186.22</b>	<b>1,132.69</b>	<b>(53.52)</b>
	<b>Percent of Change</b>						<b>-4.51%</b>
	Vocational Adult (Aid Codes 42-47)	4,850	3,803	(1,047)	86.08	69.96	(16.12)
	Community Services (Aid Code 60)	90	60	(30)	0.29	0.35	0.06
	Basic Skills (Aid Codes 73,74,75,76)	478	410	(68)	53.53	47.03	(6.50)
	Basic Skills (Aid Codes 77 & 78)	1,763	1,020	(743)	114.90	81.80	(33.10)
	<b>Grand Total</b>	<b>9,872</b>	<b>7,468</b>	<b>(2,404)</b>	<b>1,441.01</b>	<b>1,331.83</b>	<b>(109.18)</b>
	<b>Total Percent of Change</b>						<b>-7.58%</b>
	(ETD= Embedded Technical Diploma)						

## Program Application Comparison 2017/18 vs. 2016/17

			06/13/17					06/14/16			
PROGRAM	CAP		IP	ACCEPT	TOTAL	REG		IP	ACCEPT	TOTAL	YOY
Accounting				24	24	11		9	27	36	-12
Accounting Assistant				5	5	4		2	1	3	2
Administrative Professional								0	7	7	-7
Agribusiness Science & Technology	36							10	1	11	-11
Agribusiness Science & Technology - Agbus Mgmt	20			11	11	8		1	6	7	4
Agribusiness Science & Technology - Agronomy	20			11	11	9		1	7	8	3
Agribusiness Science & Technology - Animal Science	20			14	14	11		2	17	19	-5
Agricultural Power & Equipment Technician	22			30	30	22		10	25	35	-5
Auto Collision Repair & Refinish Technician	22			9	9	8		5	7	12	-3
Automotive Technician	22			31	31	15		9	22	31	0
Building Trades-Carpentry	20			14	14	7		2	15	17	-3
Business Management				48	48	31		15	26	41	7
Cancer Information Management	30			56	56	29		11	10	21	35
Child Care Services	13			6	6	3		3	12	15	-9
CNC Setup/Operation	5							0	3	3	-3
Cosmetology	24			26	26	13		16	9	25	1
Criminal Justice Studies	70			60	60	34		13	32	45	15
Culinary Arts				19	19	13		0	9	9	10
Culinary Management				3	3	2		0	3	3	0
Culinary Specialist				2	2	1		1	2	3	-1
Dairy Herd Management	24							5	20	25	-25
Dental Assistant	18			25	25	17		8	25	33	-8
Early Childhood Education	28			22	22	14		8	20	28	-6
Electrical Power Distribution	24			85	85	24		14	37	51	34
Electro-Mechanical Technology	24			19	19	11		7	26	33	-14
Farm Operations & Management - Ag Mechanics	20			7	7	4					7
Farm Operations & Management - Crops Operations	20			1	1	1					1
Farm Operations & Management - Crops	20			1	1	0					1
Farm Operations & Management - Dairy	20			9	9	4					9
Farm Operations & Management - Dairy Technician	20			4	4	2					4
Farm Operations & Management - Farm Ag Mntc	20			2	2	2					2
Farm Operations & Management - Livestock	20			3	3	0					3
Farm Operations & Management - Livestock Tech	20			2	2	1					2
Food Production Assistant				0	0	0		0	1	1	-1
Golf Course Management				9	9	6		3	8	11	-2
Graphic and Web Design	25			26	26	11		11	26	37	-11
Health Information Technology	22			40	40	22		9	35	44	-4
Human Services Associate	31			24	24	14		5	25	30	-6
Individualized Technical Studies				6	6	6		0	7	7	-1
Industrial Mechanic	6			4	4	3		0	2	2	2
Instrumentation and Controls Technology	6			1	1	0		0	1	1	0
IT-Computer Support Technician				10	10	4		5	8	13	-3
IT-Network Specialist				18	18	13		3	20	23	-5
Laboratory Science Technician	15			3	3	1		0	4	4	-1

		06/13/17					06/14/16			
PROGRAM	CAP	IP	ACCEPT	TOTAL	REG	IP	ACCEPT	TOTAL	YOY	
Liberal Arts - Associate of Arts		10	6	16	3	5	4	9	7	
Liberal Arts - Associate of Science		16	9	25	6	16	5	21	4	
Medical Assistant	32		53	53	33	16	33	49	4	
Medical Coding Specialist	23		57	57	21	18	46	64	-7	
Medical Laboratory Technician	16	6	11	17	10	11	2	13	4	
Nursing-Associate Degree	54	136	64	200	51	161	65	226	-26	
Nursing-Associate Degree-Part-time	28		26	26	22	2	26	28	-2	
Office Support Specialist						3	4	7	-7	
Paramedic Technician			10	10	4	4	1	5	5	
Physical Therapist Assistant	18	18	31	49	19	27	17	44	5	
Precision Machining Technology	15		10	10	8	1	1	2	8	
Security Operations			2	2	1				2	
Supervisory Management			11	11	5	3	10	13	-2	
Supply Chain Assistant			1	1	1	1	1	2	-1	
Supply Chain Management			9	9	3	2	5	7	2	
Undecided		26	0	26	0	35	0	35	-9	
Welding	40		49	49	40	18	34	52	-3	
TOTAL		43111	1039	1251	608	43046	760	1271	-20	
SPRING 17/18 PROGRAMS	CAP	IP	ACCEPT	TOTAL		IP	ACCEPT	TOTAL	YOY	
Direct Entry Midwife	32	16	37	53		37	33	70	-17	
Welding	20	0	2	2		0	0	0	2	
TOTAL		16	39	55		37	33	70	-15	

## ***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

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

Monday, July 10, 2017, 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 a student issue per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
2. Discussing personnel issues 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}.
3. Discussing contracts with external entities 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.}
4. Discussing 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.}
5. Approval of Closed Session Minutes of May 25, 2017

## **Reconvene to Open Session**

### **B. Action, if necessary, on Closed Session Items**

## **Adjournment**