



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 10, 2017

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Monday, July 10, 2017

5:00 p.m. – Annual Meeting – Room 492-493, College Connection

6:30 p.m. – Annual Joint Board Meeting of the District Board, SWTC Foundation Board, and
Real Estate Foundation Board

8:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The July 10, 2017, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

C. Oath of Office – recently appointed Board members

1. Russell R. Moyer
2. Eileen Nickels
3. Chris J. Prange

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of June 22, 2017

Minutes of the June 22, 2017, Board meeting are included with the electronic Board packet.

C. Financial Reports

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

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

D. Contract Revenue

There were six contracts totaling \$5,849.67 in June 2017 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation and one transfer are being presented for approval in the Personnel Report.

OTHER ITEMS REQUIRING BOARD ACTION

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

Bids received on July 10, 2017, for the sale of \$2,500,000 in General Obligation Promissory Notes will be available at the meeting. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The draft resolution is available electronically with all other materials. The Moody's Investors Service assignment of an Aa2 rating to the College for sale of the \$2,500,000 in General Obligation Promissory Notes is included in the electronic Board packet.

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

B. Three-Year Facilities Plan

The Three-Year Facilities Plan 2017-2020 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report.

Recommendation – Approve the Three-Year Facilities Plan 2017-2020.

C. Signatory Authority Policy for 2017-18

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2017-18 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2017-18 with the authority to sign official or legally binding documents.

D. Designate Official Newspaper 2016-19

At the July 11, 2016, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2016-2019.

E. Designate Depository for 2017-22

A joint Request for Proposals (RFP) for banking services was held with the Foundation and Real Estate Foundation. The scope of the RFP included providing banking services including interest earnings and collateralization. The public opening was held on May 17, 2017, with six proposals received. An evaluation team consisting of Caleb White, Karen Campbell, Holly Clendenen and Kelly Kelly reviewed and rated the proposals and as a result, American Bank, BMO Harris, US Bank, and Wells Fargo

were invited for interviews. The RFP summary and evaluation scores are included with the electronic Board material. Caleb White will present the RFP results.

Recommendation – Award the contract for banking services to American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022.

F. Designate College Legal Counsel for 2017-18

Letters of engagement have been received from the following legal counsels:

General Legal Services - Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI
Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law – Jon Anderson of Godfrey & Kahn, S.C., Madison, WI
Bond Counsel – Allison Buchanan of Quarles & Brady LLP, Milwaukee, WI

The letters will be available at the meeting for review.

Recommendation: Retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, as Bond Counsel.

G. Election of Officers

Election of Board officers for the 2017-18 fiscal year will be conducted at this time.

Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. *The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office “upon adjournment” of the organizational meeting.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2016-17 and 2017-18 Comparison FTE Reports and the Fall 2017 Application Comparison Report are available with the electronic Board material.

B. Chairperson’s Report

1. Boards Association Committee Appointments
2. ACCT Leadership Congress: September 25-28, 2017, in Las Vegas, NV

C. College President’s Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Foundation Quarterly Report

B. Time and Place

Thursday, August 24, 2017, at 7:00 p.m. in Rooms 492-493, Southwest Tech Campus in Fennimore, WI.

ADJOURN TO CLOSED SESSION

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

1. President's Contract per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
2. Approval of Closed Session Minutes of May 25, 2017, and June 22, 2017

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The July 10, 2017, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

C. Oath of Office – newly appointed Board members

1. Russell R. Moyer
2. Eileen Nickels
3. Chris J. Prange

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Monday, July 10, 2017

5:00 p.m. – Annual Meeting – Room 492-493, College Connection

6:30 p.m. – Annual Joint Board Meeting of the District Board, SWTC Foundation Board, and
Real Estate Foundation Board

8:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

AGENDA

OPEN MEETING

The following statement will be read: “The July 10, 2017, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 22, 2017
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Signatory Authority Policy for 2017-18
- D. Designate Official Newspaper 2016-19
- E. Designate Depository for 2017-22
- F. Designate College Legal Counsel for 2017-18
- G. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
 - 2. ACCT Leadership Congress: September 25-28, 2017, in Las Vegas, NV
- 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. President's Contract per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 - 2. Approval of Closed Session Minutes of May 25, 2017, and June 22, 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}

B. Minutes of the Regular Board Meeting of June 22, 2017



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JUNE 22, 2017

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 5:34 p.m. on June 22, 2017, in Room 303 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Chuck Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Chris Prange and Donald Tuescher

Absent: Linda Erickson, James Kohlenberg, Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell.

Vice-Chairperson Prange 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, 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

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. 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}.
4. 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}

Mr. Tuescher moved to adjourn to closed session to discuss the President's evaluation and contract per Wis. Stats. 19.85(1)(c). The motion was seconded by Mr. Bolstad. Upon a roll call vote where all members present voted affirmatively, the meeting was adjourned to Closed Session at 5:36 p.m. The meeting reconvened to Open Session at 6:10 p.m. with no action taken and immediately recessed for an interactive tour of the Information Technology Services department, dinner, and the 2017-18 Budget public hearing.

The Board reconvened in Open Session of a regular Board meeting commencing at 7:31 p.m. on June 22, 2017, in Room 3608 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Chuck Bolstad, Linda Erickson, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Chris Prange and Donald Tuescher

Absent: James Kohlenberg, Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Katie Garrity, Dan Imhoff, Krista Weber, and Caleb White.

Mr. Bolstad moved to approve the Consent Agenda, including the June 22, 2017, agenda; the May 25, 2017, Board minutes; financial reports; ninety-three (93) contracts totaling \$1,203,623.23 in May 2017; and the resignation of Samantha Redman – Foundation Accountant/Payroll Administrator. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented the 2017-18 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2018 budget was built on an increase of \$585,000 in revenue and an estimated enrollment of 1,330 FTE students. The projected tax effect on \$100,000 of property value is estimated at \$125.06. Mr. Tuescher moved to approve the 2017-18 Budget as presented with an operating budget of \$23,613,000. Ms. Mickelson seconded the motion. Upon roll call vote where all members voted affirmatively, the motion carried and the FY2018 budget was approved.

Mr. White presented a resolution authorizing the borrowing of up to \$2,500,000 in general obligation promissory notes. The \$2,500,000 included up to \$805,000 in building remodeling and improvement projects and up to \$1,695,000 for acquiring moveable equipment. Mr. Moyer moved to approve the Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Fitzsimons seconded the motion. With all members voting affirmatively in a roll call vote, the motion unanimously carried and the resolution was approved. The sale of the bonds was set for July 10, 2017.

Caleb White and Dan Imhoff, Director of Facilities, presented the bid summary for the rooftop unit component replacement project. The public bid opening was held on June 15, 2017. The units were damaged in a hail storm on March 23, 2017. The College has a \$25,000 deductible for all damage that was done due to the storm with estimates for the damage to building facades yet to be determined. Two bids were received. Mr. Tuescher moved to award the rooftop unit component replacement project to H&N Plumbing & Heating of Fennimore, WI, with the low bid of \$107,000. Ms. Mickelson seconded the motion; motion was unanimously approved.

Mr. Imhoff presented the bids for the Karen R. Knox Learning Center Memorial Patio. The public bid opening was held on June 15, 2017. Two bids were received to raze the current patio and reconstruct a new memorial patio. Mr. Moyer moved to award the Library Memorial Plaza (Karen R. Knox Learning Center patio renovation) project including Alternate #2-sodding to Portzen Construction, Inc. of Dubuque, IA, with the low bid of \$101,981. Ms. Fitzsimons seconded the motion. The motion was unanimously approved.

A lease with Workforce Connections, Inc. for the college to rent space for Southwest Tech's outreach site in Prairie du Chien was presented for approval. Ms. Fitzsimons moved to 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. Mr. Moyer seconded the motion; motion carried.

Manpower Groups leases Room 468 (office space) from the College. The lease for the term of 7/1/17 – 6/30/18 was presented for approval. Ms. Fitzsimons moved to 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. Ms. Mickelson seconded the motion; motion carried.

A lease for the term of 7/1/17 – 6/30/18 with UMOS, Inc., was presented for approval. UMOS, Inc. leases office space at the College's Richland Center outreach site. Mr. Tuescher moved to 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. Mr. Bolstad seconded the motion; motion carried.

Under Board Monitoring of College Effectiveness agenda items, Heath Ahnen, Director of Information Technology Services, presented an overview of Information Technology Services including College infrastructure; major projects; and roadmaps for infrastructure/security, the Help Desk's focus on customers, and a standard technology plan for media.

Also under Board Monitoring of College Effectiveness, the draft 2017-18 board monitoring schedule was reviewed at the meeting and will be finalized for the July 10 Board meeting. Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting current open positions in various stages of the hiring process for a Health Information Technology Instructor (part-time), an Online Navigator, a Welding Instructor/Mobile Lab Specialist, an Assistant College Controller/Foundation Accountant, and a Director of Agriculture.

The 2016-17 Comparison FTE Report and Fall 2017 Application Report were reviewed. Caleb White reported that the Comparison FTE report reflects 1331.83 FTEs for FY17, a decrease of 7.58% from the previous year. The Fall 2017 Application Report indicated a decrease of 20 applicants from the previous year at the same time.

The College President's Report included an update on the upcoming Higher Learning Commission hearing and an overview of the plan to build trust within the College of the Executive Team.

Mr. Bolstad moved to convene to Closed Session for the purpose of:

1. Discussing a student issue per Wis. Statutes 19.85(1)(f)
2. Discussing personnel issues per Wis. Statutes 19.85(1)(c)
3. Discussing contracts with external entities per Wis. Statutes 19.85(1)(e)
4. President's Evaluation, and President's Contract per Wis. Statutes 19.85(1)(c)
5. Approval of Closed Session Minutes of May 25, 2017

Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the meeting was adjourned to Closed Session at 8:21 p.m. The meeting reconvened to Open Session at 10:09 p.m. with no action taken on Closed Session items. With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 10:09 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 06/01/2017 TO 06/30/2017				
Invoices				
Vendor	Invoice #	Description	Amount	
WPS HEALTH INSURANCE	060317034233	Medicare Prem- M Laufenberg	\$2,548.72	
GODFREY & KAHN, S.C.	691530	Misc Labor Issue Consulting	2,625.66	
JOSTENS	20160024	Graduation gowns/tassels	4,548.42	
GALLAGHER BENEFIT SERVICES, INC	117790	Finalizing Model/Structure	4,550.00	
LAMAR COMPANIES	108105381	2016-17 Rotary Poster Campaign	4,555.00	
WGLR-FM	90278-1	Ag Interviews	4,753.97	
ACCREDITATION COMMISSION FOR	970616	Site Visit fee for ADN program	8,235.00	
GALLAGHER BENEFIT SERVICES, INC	115213	Implementation PDQ-Comp Study	24,606.25	
Total Invoices				\$56,423.02
Purchase Orders				
Vendor	PO #	Description	Amount	
ZOLL MEDICAL CORPORATION	6504	Paramedic/EMT: Monitor/Defibrillator	\$26,904.20	
LIMBS AND THINGS	6505	Nursing: Venipuncture Arms	19,877.91	
LAB MIDWEST	6506	Electromech: Experiment Platform	5,131.00	
MILLER KIMBERLEY K	6507	Charger Enterprises: Intranet Implementation	9,840.00	
BELVEDERE USA, LLC	6508	Cosmetology: Manicure Tables	2,828.75	
AZTEC SOFTWARE	6509	Basic Ed: GED Prep Solution Software	5,970.00	
AT&T	6512	ITS: Conferencing Equipment	10,428.27	
AT&T	6513	ITS: Conferencing Equipment	9,603.35	
Total Purchase Orders				\$90,583.48
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
Delta Dental #117583	WDL000004787	CMTRX00001796	\$2,670.00	
WDR May 2017 Sales Tax	WDL000004777	CMTRX00001791	2,982.66	
Delta Dental #113702	WDL000004750	CMTRX00001781	4,729.31	
Delta Dental # 114767	WDL000004771	CMTRX00001790	4,832.30	
Hasler Postage	WDL000004792	CMTRX00001800	5,000.00	
Wells Fargo #668419964	WDL000004785	CMTRX00001794	8,063.00	

Wells Fargo #66871802	WDL000004744	CMTRX00001778	8,413.00	
The Hartford #587293354995	WDL000004775	CMTRX00001791	9,731.89	
WDR WT-6 6.16.17 Payroll	WDL000004782	CMTRX00001793	22,063.59	
WDR WT6 6.2.17 Payroll	WDL000004739	CMTRX00001777	22,596.47	
WDR WT-6 5.26.17 Payroll	WDL000004774	CMTRX00001791	33,850.03	
WI ETF April 2017 #176733	WDL000004742	CMTRX00001778	112,269.82	
IRS 941 6.2.17 Payroll	WDL000004735	CMTRX00001777	119,780.12	
IRS 941 6.16.17 Payroll	WDL000004780	CMTRX00001793	120,625.55	
Sikich June 2017 H Ins	WDL000004729	CMTRX00001775	285,937.00	
Total Bank Withdrawals				\$763,544.74
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 6/2/2017	WDL000004722	UPRCC00000553	\$11,530.95	
Direct Deposit 6/2/2017	WDL000004723	UPRCC00000554	25,545.93	
Direct Deposit 6/2/2017	WDL000004724	UPRCC00000555	3,880.66	
Direct Deposit 6/2/2017	WDL000004726	UPRCC00000557	23,546.73	
Direct Deposit 6/2/2017	WDL000004727	UPRCC00000558	289,985.33	
Direct Deposit 6/16/2017	WDL000004765	UPRCC00000559	8,080.42	
Direct Deposit 6/16/2017	WDL000004767	UPRCC00000561	6,130.43	
Direct Deposit 6/16/2017	WDL000004768	UPRCC00000562	9,453.87	
Direct Deposit 6/16/2017	WDL000004769	UPRCC00000563	24,664.56	
Direct Deposit 6/16/2017	WDL000004770	UPRCC00000564	29,814.23	
Direct Deposit 6/16/2017	WDL000004773	UPRCC00000565	264,076.21	
Direct Deposit 6/30/2017	WDL000004796	UPRCC00000567	10,986.89	
Direct Deposit 6/30/2017	WDL000004797	UPRCC00000568	14,050.65	
Direct Deposit 6/30/2017	WDL000004798	UPRCC00000569	279,773.29	
Direct Deposit 6/30/2017	WDL000004799	UPRCC00000570	29,135.86	
Direct Deposit 6/30/2017	WDL000004800	UPRCC00000571	17,050.63	
Total Payroll				\$1,047,706.64
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 5.31.17 Stmt	WDL000004772	CMTRX00001790	\$86,823.34	
Total Purchase Cards				\$86,823.34
Total Purchases > \$2,500				\$2,045,081.22

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 06/30/2017			
Receipts			
Fund			
1 General	871,954.61		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	45,474.80		
6 Internal Service	315,535.99		
7 Financial Aid/Activities	42,835.90		
Total Receipts		1,275,801.30	
Expenses			
Fund			
1 General	1,580,100.98		
2 Special Revenue			
3 Capital Projects	75,388.31		
4 Debt Service	-		
5 Enterprise	61,020.28		
6 Internal Service	308,435.51		
7 Financial Aid/Activities	12,724.88		
Total Expenses		2,037,669.96	
Net cash change - month			(761,868.66)
EOM Cash Balances			
-Main Checking 1176	581,076.97		
-Peoples State Bank 4187	5,100.00		
-Federal Funds checking 1192	29.39		
-Money Market 3915	11,461,227.34		
-Offset account 4011	850,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,169,994.45		
Ending Cash/Investment Balance		14,070,368.15	

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 12 Months ended June 2017**

	<u>2016-17 Budget</u>	<u>2016-17 YTD Actual</u>	<u>2016-17 Percent</u>	<u>2015-16 Percent</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>
General Fund Revenue	23,388,000.00	20,782,551.02	88.86	91.91	97.08	92.75	97.51
General Fund Expenditures	23,916,000.00	21,170,416.25	88.52	94.86	88.21	94.96	98.98
Capital Projects Fund Revenue	2,520,000.00	2,547,800.34	101.10	99.89	100.77	101.65	102.64
Capital Projects Fund Expenditures	2,755,000.00	1,316,632.06	47.79	56.80	74.70	65.25	74.04
Debt Service Fund Revenue	5,288,000.00	3,721,831.45	70.38	69.14	6.93	8.22	-
Debt Service Fund Expenditures	5,356,000.00	5,304,472.67	99.04	99.89	99.68	99.42	95.18
Enterprise Fund Revenue	2,100,000.00	1,583,381.15	75.40	101.39	96.89	85.62	105.37
Enterprise Fund Expenditure	2,000,000.00	1,456,092.52	72.80	90.82	92.60	73.16	87.90
Internal Service Fund Revenue	4,200,000.00	3,817,460.12	90.89	100.14	96.78	95.89	100.40
Internal Service Fund Expenditures	4,200,000.00	3,880,828.06	92.40	98.53	105.06	95.49	89.56
Trust & Agency Fund Revenue	8,000,000.00	6,909,158.52	86.36	81.60	84.39	92.45	97.35
Trust & Agency Fund Expenditures	7,950,000.00	6,931,607.39	87.19	82.32	84.97	92.98	97.30
Grand Total Revenue	45,496,000.00	39,362,182.60	86.52	89.05	85.00	83.60	86.79
Grand Total Expenditures	46,177,000.00	40,060,048.95	86.75	91.35	89.53	92.87	95.22

D. Contract Revenue

There are six contracts totaling \$5,849.67 in June 2017 being presented for Board approval. The Contract Revenue Report follows.

2017-2018 CONTRACTS

6/1/17 - 6/30/17

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>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
03-2018-0004-F23 Prosperity Southwest	Administrative & Fiscal Services	Amy Charles		\$ 2,708.33	No		X	
03-2018-0007-I-21 Prairie du Chien Police Department	Pursuit Refresher	Kris Wubben	35	\$ 729.44	No		X	
03-2018-0038-I-11 Boscobel School District	Heartsaver CPR/AED with First Aid	Kris Wubben	21	\$ 631.05	Yes		X	
03-2018-0039-I-41 Jay McDonald	Basic Handgun	Kris Wubben	6	\$ 228.93	No	X		
03-2018-0040-I-41 WI Assn of Mutual Insurance Co	Microsoft Word, Excel, Outlook	Amy Charles	22	\$ 1,150.00	No		X	
03-2018-0044-I-41 Rapid Die and Molding Co	Heartsaver CPR/AED with First Aid	Kris Wubben	4	\$ 401.92	No		X	
TOTAL of all Contracts			88	\$ 5,849.67				
Exchange of Services			21	\$ 631.05				
For Pay Service			67	\$ 5,218.62				

E. Personnel Items

One employment recommendation and one transfer are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT July 10, 2017

Employment: NEW HIRES

Name	Heather Ringberg
Title	Online Navigator
Number of Applicants and Number Interviewed	18 applicants / 4 interviewed
Start Date	July 10, 2017
Salary/Wages	\$19.00/ hour
Classification	Full-Time, Limited-Term, Grant Funded
Education and/or Experience	Associate Degree in Human Services from Southwest Tech with over 10 years of experience in case management services for youth and adult students.

PROMOTIONS / TRANSFERS

Deb Ihm	Director of Agriculture
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RETIREMENTS / RESIGNATIONS

None

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

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

Bids received on July 10, 2017, for the sale of \$2,500,000 in General Obligation Promissory Notes will be available at the Board meeting. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The draft resolution is available electronically with all other materials. The Moody's Investors Service assignment of an Aa2 rating to the College for sale of the \$2,500,000 in General Obligation Promissory Notes is included in the electronic Board packet.

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

RESOLUTION NO. _____

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

WHEREAS, the District Board of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") has by a resolution adopted on June 22, 2017 (the "Authorizing Resolution"), authorized the issuance of general obligation promissory notes in the amount of \$805,000 for the purpose of paying the cost of building remodeling and improvement projects and in the amount of \$1,695,000 for the purpose of paying the cost of acquiring movable equipment (the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Dodgeville Chronicle on June 29, 2017 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes with respect to the Project within thirty (30) days of publication of the Notices;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition will expire on July 29, 2017;

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

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

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

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on July 10, 2017;

WHEREAS, the Secretary (in consultation with Baird) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on July 10, 2017;

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

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

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

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

Section 1A. Award of the Notes. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal (as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein), plus accrued interest to the date of delivery, is hereby accepted, subject to expiration of the petition period provided for under Section 67.12(12)(e)5, Wisconsin Statutes, without the filing of a sufficient petition for a referendum with respect to the issuance of the Notes. The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer and applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of \$2,500,000; shall be dated August 1, 2017; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on June 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2018. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

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

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2017 through 2021 for payments due in the years 2018 through 2022 in the amounts set forth on the Schedule.

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

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

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$2,500,000 General Obligation Promissory Notes, dated August 1, 2017" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes

canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

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

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

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

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would

cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

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

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

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

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

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

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

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

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the Secretary's office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

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

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

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

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

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

Adopted, approved and recorded July 10, 2017.

Chairperson

ATTEST:

Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

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

(See Attached)

EXHIBIT B

Bid Tabulation

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

(See Attached)

EXHIBIT C

Winning Bid

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

(See Attached)

EXHIBIT D-1

Pricing Summary

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

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)
EXHIBIT E

(Form of Note)

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

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
June 1, _____	August 1, 2017	_____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2018 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$2,500,000, all of which are of like tenor, except as to denomination, interest rate, and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of paying the cost of building remodeling and improvement projects (\$805,000) and acquiring movable equipment (\$1,695,000), as authorized by resolutions adopted on June 22, 2017 and July 10, 2017. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

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

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

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

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

SOUTHWEST WISCONSIN TECHNICAL
COLLEGE DISTRICT, WISCONSIN

By: _____

Chairperson

(SEAL)

By: _____

Secretary

ASSIGNMENT

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

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

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

Dated: _____

Signature Guaranteed:

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

(Depository or Nominee Name)

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

(Authorized Officer)

Moody's

INVESTORS SERVICE

CREDIT OPINION

30 June 2017

New Issue

Rate this Research >>

Contacts

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Southwest Wisconsin Technical College District, WI

New Issue: Moody's Assigns Aa2 to Southwest Wisconsin TCD, WI's GO Notes

Summary Rating Rationale

Moody's Investors Service assigned a Aa2 rating to Southwest Wisconsin Technical College District, WI's \$2.5 million General Obligation Promissory Notes. Concurrently, Moody's maintains the Aa2 rating on the district's previously issued general obligation (GO) debt. Post sale, the district will have \$29.95 million in outstanding GO debt.

The Aa2 rating reflects the district's large tax base that covers several counties; a declining enrollment trend that is expected to stabilize; and sound financial operations resulting in improved reserves.

Credit Strengths

- » Strong financial operations that have resulted in three consecutive years of surpluses
- » Large tax base
- » Manageable debt burden

Credit Challenges

- » Limited revenue raising flexibility
- » Below average wealth indices

Rating Outlook

Outlooks are generally not assigned to local government credits with this amount of debt.

Factors that Could Lead to an Upgrade

- » Continued strengthening in reserve levels
- » Growth in the district's socioeconomic factors
- » Continued strong financial operations

Factors that Could Lead to a Downgrade

- » Sustained declines in financial reserves
- » Enrollment declines that negatively impact financial operations

Key Indicators

Source: Moody's Investors Service, Audited Financial Statements, U.S. Census Bureau.

Economy and Tax Base: Large tax base with low unemployment, stagnant to falling enrollment

The district's local economy is diverse with retail and manufacturing institutions. The district's largest employer is the University of Wisconsin - Platteville with over 1,000 employees. Overall, the district economic profile is characterized by a very low unemployment rate. At 2.7% in April 2017, the unemployment rate in Grant County tracked better than the state's rate of 3.0% and national rate of 4.4%, during the same time period. Grant County's wealth indices are below average with median family income at 86.9% of the nation, according to the American Community Survey estimates.

Financial Operations and Reserves: Stable financial operations with healthy reserves

On a full accrual basis, net of post employment benefit assets and liabilities, and including amounts restricted for debt service, the district's adjusted unrestricted net position totaled \$20.24 million and 57.9% of college wide revenues at the close of fiscal 2016. Five years prior at the close of fiscal 2011, the college's adjusted unrestricted net position totaled \$10.1 million and 27.2% of total revenues. The improved net position demonstrates the district's willingness to reduce expenditures and stabilize operations as well as a strict adherence to maintenance of reserves.

Southwest Wisconsin Technical College District, WI- New Issue: Moody's Assigns Aa2 to Southwest Wisconsin TCD, WI's GC Notes

For fiscal 2017, the district budgeted for a modest deficit and district officials report operations will be essentially balanced. We expect future reserve use, if any, to be minimal given management's policy of maintaining a minimum of two months of General Fund operating expenditures in reserves.

The college's three primary revenue sources are state aid, property taxes, and tuition, which comprised approximately 25%, 27%, and 15% of 2016 total revenues, respectively. All of these revenue streams are constrained by state statute, with the state dictating tuition rates, aid distributions, and levy limits.

LIQUIDITY

The district's liquidity position remains robust. Across all funds, unrestricted cash and cash equivalents totaled \$12.15 million at the close of fiscal 2016. When including additional reserves restricted for debt service, available cash totaled \$13.4 million and a healthy 38.4% of total college revenues.

Debt and Pensions: Low debt burden and affordable pension liabilities

The district's debt burden is low and likely to remain so. At 0.4% of full valuation, the district's direct debt burden approximates the state median for technical college districts. The district's overall debt burden, at 2.9% of full valuation, is slightly elevated due to borrowing by overlapping entities. At this time, officials indicated no near term debt plans.

DEBT STRUCTURE

All of the district's debt is fixed rate and post issuance will be 86.6% paid out in 10 years.

DEBT-RELATED DERIVATIVES

The district has no derivative exposure.

PENSIONS AND OPEB

The district has a moderate defined benefit pension burden, based on unfunded liabilities for its share of the state multi-employer pension plan, the Wisconsin Retirement System (WRS). The district's retired contribution to WRS in 2016, which it paid in full, totaled \$837,000, or 3% of operating expenses. The district has historically made its required contributions to WRS. Moody's adjusted net pension liability (ANPL) for the district, under our methodology for adjusting reported pension data, was \$28.2 million for fiscal 2016. In the three years through fiscal 2016, the district's ANPL has averaged a moderate 0.86x annual operating revenue and 0.31% of full valuation. Moody's ANPL reflects certain adjustments we make to improve comparability of reported pension liabilities. The adjustments are not intended replace the district's reported contribution information, but to improve comparability with other rated entities. We determined the district's share of liability for WRS in proportion to its contributions to the plan and covered payroll.

Management and Governance: Strong institutional framework

Wisconsin community college districts have an Institutional Framework score of A, which is moderate compared to the nation. Institutional Framework scores measure a sector's legal ability to increase revenues and decrease expenditures. Revenue raising ability is moderate. The sector's major revenue source, state aid, is based on a formula that incorporates enrollment and equalized property valuations of the district. The sector's other major revenue source, property tax revenue, is subject to a cap which can only be increased with net new construction or via referendum. Revenues and expenditures tend to be predictable. Across the sector, fixed and mandated costs are generally moderate. Community college districts benefit from the state's Act 10 legislation, which restricts unions' collective bargaining ability.

Legal Security

Debt service on the district's GO debt, including the current notes, is secured by the district's GOULT pledge to levy a designated property tax not limited by rate or amount.

Use of Proceeds

The proceeds of the Notes will be used for remodeling and improvement projects along with acquiring moveable equipment.

Obligor Profile

Southwest Wisconsin Technical College District provides vocational education to residents of Grant and Lafayette Counties as well as portions of several surrounding counties. The district encompasses approximately 3,800 square miles, with 163 municipalities and

30 public school districts within southwest boundaries. There is one centrally located campus at Fennimore, approximately 70 miles southwest of the [City of Madison](#) (Aaa stable), with 2016 enrollment of 1,330 students.

Methodology

The principal methodology used in this rating was US Local Government General Obligation Debt published in December 2016. Please see the Rating Methodologies page on www.moodys.com for a copy of this methodology.

Ratings

Exhibit 2

Southwest Wisconsin Tech. College Dist., WI

Issue	Rating
General Obligation Promissory Notes	Aa2
Rating Type	Underlying LT
Sale Amount	\$2,500,000
Expected Sale Date	07/10/2017
Rating Description	General Obligation

Source: Moody's Investors Service

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CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

B. Three-Year Facilities Plan

The Three-Year Facilities Plan 2017-2020 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report.

Recommendation – Approve the Three-Year Facilities Plan 2017-2020.



**SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
THREE-YEAR FACILITIES PLAN**

**To: Dan Scanlon
From: Dr. Jason Wood
July 10, 2017**

Section 1 – Executive Summary

In the 2016-17 fiscal year Southwest Tech completed phase one of the Building 300 office area renovation, Building 200 ceiling and lighting upgrades, and sealcoating and painting the 400 parking lot. Summer of 2017 work includes memorial patio, and bookstore air handler replacement. Total estimated future values of remodeling, planning, and capital improvements are as follows:

2017-2018 - \$755,000

2018-2019 - \$9,500,000

2018-2020 - \$1,450,000

Details of the specific projects are shown in **Section 3**.

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

Section 2 – Existing Facilities

Owned Facilities

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

Leased Facilities

Location/Address	Lease Area	Lease Expiration
26220 Executive Lane, Richland Center, WI 53581	3,586 square feet	June 30, 2019
Spring Gate Mall 316 West Spring Street Dodgeville, WI 53533	2,000 square feet	June 30, 2018
Platteville Public Schools 155 West Lewis Street Platteville, WI 53818	1,080 square feet	June 30, 2018
Workforce Connections 1305 S. Marquette Prairie du Chien, WI 53821	1,200 square feet	June 30, 2018

Section 3 – Three-Year Project Summary

2017-2018

Total - \$755,000

Remodeling- \$755,000

- | | |
|---|-----------|
| 1. Bookstore Roof Replacement | \$75,000 |
| 2. Building 300 Sprinkler Installation: | \$150,000 |
| 3. Information Technology Entrepreneurial Center Remodel: | \$150,000 |
| 4. Building 500 Rooftop Air Handling Unit Replacement: | \$200,000 |
| 5. Shooting Range Berm Improvements: | \$100,000 |
| 6. Paint and Flooring upgrades for all Three Tunnels: | \$80,000 |

Capital Improvements

None

2018-2019

Total - \$9,500,000

Remodeling - \$600,000

- | | |
|--|-----------|
| 1. 100/Daycare parking lot work: | \$50,000 |
| 2. Building 500 Air Handling Units Number 4&5 Replacement: | \$250,000 |
| 3. Lenz Center/Culinary Kitchen Fire Sprinkler Installation: | \$200,000 |

Capital Improvements - \$8,900,000

- | | |
|--|-------------|
| 1. Student Success and Economic Development Project: | \$8,900,000 |
|--|-------------|

2019-2020 Total - \$1,450,000

Remodeling- \$700,000

- | | |
|--|-----------|
| 1. Room 519 Dust Collector Replacement: | \$100,000 |
| 2. Lenz Center Roof Top Units: | \$300,000 |
| 3. Kitchen/Cafeteria Remodel and Fire Sprinkler: | \$300,000 |

Capital Improvements - \$750,000

- | | |
|--|-----------|
| 1. Electrical Power Distribution/Fire Safety Building: | \$450,000 |
| 2. Construct a Facilities Storage Building: | \$150,000 |
| 3. Building 100 & 200 Entrance Replacement: | \$150,000 |

C. Signatory Authority Policy for 2017-18

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2017-18 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2017-18 with the authority to sign official or legally binding documents.

GENERAL INSTITUTIONAL

~~2016-2017~~ 2017-2018 SIGNATORY AUTHORITY POLICY

Responsible Administrator: President

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College.

In ~~2016-17~~ 2017-18 the following people are authorized to sign the indicated documents:

Board Chairperson	<p>Governance Policy 1.7-8.b. "The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Chairperson signs:</p> <ul style="list-style-type: none">• Board Resolutions• Financial borrowing documents• Property purchase agreements• President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Vice-President for Administrative Services – annual Budget Book
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	<ul style="list-style-type: none"> • Director of Student Services – Diplomas • Executive Assistant to the President and Board<u>Executive Services Director</u> – As Approved by the Board Chairperson
Board Vice-Chairperson	<p>Governance Policy 1.8-1. “The Vice Chairperson shall have all the authority and duties of the Chairperson in the absence of the Chairperson.”</p> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Executive Assistant to the President and Board<u>Executive Services Director</u> – As Approved by the Board Vice-Chairperson
Board Secretary	<p>Governance Policy 1.9-2. “The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board.”</p> <p>Secretary signs:</p> <ul style="list-style-type: none"> • Board minutes • Board resolutions • Financial borrowing documents • Property purchase agreements • Annual levy statements (Governance Policy 1.9-6) • President’s contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Required Public Notices • Executive Assistant to the President and Board<u>Executive Services Director</u> – Required Public Notices and As Approved by the Board Secretary
Board Treasurer	<p>Governance Policy 1.10-2. “By resolution the Board may authorize other persons’ signatures in addition to the Treasurer or the use of a facsimile signature.”</p> <p>Governance Policy 1.10-3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.</p> <p>Treasurer signs:</p> <ul style="list-style-type: none"> • Financial borrowing documents <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Financial

	<p>Transactions</p> <ul style="list-style-type: none"> • Executive Assistant to the President and Board<u>Executive Services Director</u> – As Approved by the Board Treasurer
President	<p>Governance Policy 2.2-3. “The President may take actions based on any reasonable interpretation of the Board’s Ends and Executive Limitations policies.”</p> <p>President signs:</p> <ul style="list-style-type: none"> • Employment contracts • Non-employment contracts • Agreements • Memoranda of Understanding • Diplomas • Overload payments requests • Out-of-State travel requests • Grant applications • NJCAA agreements • Financial aid agreements and memoranda of understanding <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Director of Human Resources<u>Chief Human Resources Officer</u> – Employment contracts • Director of Student Services<u>Chief Student Services Officer</u> – Acceptance letters and diplomas • Director of Institutional Advancement – Grant applications and grant-related memoranda of understanding • Marketing and Public Relations Manager<u>Marketing Specialists / Public Information Officer</u> – Publications • Executive Assistant to the President and Board<u>Executive Services Director</u> - letters, publications, and other documents as approved by the President
President’s designees	<ul style="list-style-type: none"> • Vice-Presidents – Non-employment contracts • Vice President for Administrative Services – Bid documents and construction contracts • Deans – Overload request for instructors with <20% overload • Business & Industry Services Manager – Training & Technical Assistance Contracts • Deans, Directors, or Supervisors – Training contracts

District Board of Directors Approval Date: 7/8/13
Revision Date: 7/14/14, 8/28/14, 7/11/16

D. Designate Official Newspaper 2016-19

At the July 11, 2016, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2016-2019.

E. Designate Depository for 2017-2022

A joint Request for Proposals (RFP) for banking services was held with the Foundation and Real Estate Foundation. The scope of the RFP included providing banking services including interest earnings and collateralization. The public opening was held on May 17, 2017, with six proposals received. An evaluation team consisting of Caleb White, Karen Campbell, Holly Clendenen and Kelly Kelly reviewed and rated the proposals and as a result, American Bank, BMO Harris, US Bank, and Wells Fargo were invited for interviews. The RFP summary and evaluation scores are below. Caleb White will present the RFP results.

Recommendation – Award the contract for banking services to American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022.

Banking Services
RFP #1617-05

The public opening of the request for proposals (RFP) to provide banking services for the College was held on Wednesday, May 17, 2017 at 11:00 a.m. The scope of the RFP included providing banking services including interest earnings and collateralization.

Proposals were received from American Bank, BMO Harris, Mound City Bank, Peoples State Bank, US Bank and Wells Fargo. An evaluation team consisting of Caleb White, Karen Campbell, Holly Clendenen and Kelly Kelly reviewed and rated the proposals and as a result, American Bank, BMO Harris, US Bank and Wells Fargo were invited for interviews. Evaluation team scoring was based on the following criteria:

Phase 1 – Written Proposal

Online services	30
Cost of providing required banking services	30
Interest earnings and collateralization	20
Clarity and thoroughness of responses in exhibits	13
Bank/financial institution and personnel qualifications	<u>7</u>
Total	100

Phase 2 – Interview

On-line Banking Presentation/Features/Ease of Use	40
Clarity and thoroughness of responses in interview	25
Cost of providing required banking services	20
Background and Experience/Projects/References	<u>15</u>
Total	100

The evaluation team's average composite score ranking from high to low is as follows:

Ranking	Vendor		Team Avg. Points
1	American Bank	Fennimore, WI	93.86
2	US Bank	Dubuque, IA	90.65
3	Wells Fargo	Dodgeville, WI	77.23
2	BMO Harris	Madison, WI	72.53

Recommendation: Award the contract for banking services to American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022.

F. Designate College Legal Counsel for 2017-18

Letters of engagement have been received from the following legal counsels:

General Legal Services - Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI

Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law – Jon Anderson of Godfrey & Kahn, S.C., Madison, WI

Bond Counsel – Allison Buchanan of Quarles & Brady LLP, Milwaukee, WI

The letters will be available at the meeting for review.

Recommendation: Retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, as Bond Counsel.

G. Election of Officers

Election of Board officers for the 2017-18 fiscal year will be conducted at this time.

Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

- 1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office “upon adjournment” of the organizational meeting.*

Board Monitoring of College Effectiveness

A. Staffing Update

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

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Sara Biese	Health Information Technology Instructor (HIT) (Part-time)	Reposted	8/1/2017	BS \$47,297-\$75,203 MS \$52,202-\$83,000
2	New Position	Online Navigator	Heather Ringberg	7/10/2017	Hourly Band B23 \$18.96 - \$24.65 Hired at \$19.00/hour
3	New Position	Welding Instructor/Mobile Lab Specialist (Part-time)	Interviews Scheduled	7/15/2017	BS \$47,297-\$75,203
4	New Position	Assistant College Controller/Foundation Accountant	Interviews Scheduled	7/15/2017	Salary Band C42 \$47,777-\$66,888
5	New Position - Internal posting	Director of Agriculture	Deb Ihm	7/1/2017	Salary Band D62 \$62,198-\$90,187 Hired at \$61,500 (75% of \$82,000)

Information and Correspondence

A. Enrollment Report

The 2016-17 and 2017-18 Comparison FTE Report and the Fall 2017 Application Report are available below.

2015-2016 and 2016-2017 FTE Comparison

Program Code	Program Title	07-05-16 Students	07-05-17 Students	Student Change	07-05-16 FTE	07-05-17 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	35	(6)	30.17	27.80	(2.37)
10-620-1	Electromechanical Technology	39	38	(1)	31.97	35.00	3.03
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)
	Total Associate Degree	957	1,014	57	653.76	693.90	40.14
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

Program Code	Program Title	07-05-16 Students	07-05-17 Students	Student Change	07-05-16 FTE	07-05-17 FTE	FTE Change
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	13	(7)	15.50	9.30	(6.20)
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	58	10	9.70	15.33	5.63
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	35	(5)	31.70	28.90	(2.80)
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
	Total Technical Diploma	768	773	5	394.97	372.09	(22.88)

Program Code	Program Title	07-05-16 Students	07-05-17 Students	Student Change	07-05-16 FTE	07-05-17 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	356	(589)	131.65	54.40	(77.25)
	Total	2,691	2,174	(517)	1,186.22	1,132.79	(53.42)
	Percent of Change						-4.50%
	Vocational Adult (Aid Codes 42-47)	4,862	3,802	(1,060)	86.41	69.88	(16.53)
	Community Services (Aid Code 60)	90	60	(30)	0.29	0.35	0.06
	Basic Skills (Aid Codes 73,74,75,76)	491	410	(81)	56.40	47.03	(9.37)
	Basic Skills (Aid Codes 77 & 78)	<u>1,763</u>	<u>1,020</u>	<u>(743)</u>	<u>114.90</u>	<u>81.80</u>	<u>(33.10)</u>
	Grand Total	<u>9,897</u>	<u>7,466</u>	<u>(2,431)</u>	<u>1,444.21</u>	<u>1,331.85</u>	<u>(112.36)</u>
	Total Percent of Change						<u>-7.78%</u>
	(ETD= Embedded Technical Diploma)						

2016-2017 and 2017-2018 FTE Comparison

Program Code	Program Title	07-05-16 Students	07-05-17 Students	Student Change	07-05-16 FTE	07-05-17 FTE	FTE Change
10-101-1	Accounting	31	26	(5)	14.17	11.87	(2.30)
10-106-6	Administrative Professional	11	7	(4)	5.67	3.53	(2.13)
10-006-2	Agri-Business/Science Technology (OLD)	31	7	(24)	20.10	1.53	(18.57)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	7	11	4	3.80	6.27	2.47
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	8	24	16	4.20	13.97	9.77
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	8	23	15	3.80	13.23	9.43
10-102-3	Business Management	52	83	31	24.30	37.60	13.30
10-530-5	Cancer Information Management	19	54	35	6.93	23.77	16.83
10-504-X	Criminal Justice Studies	48	55	7	24.87	25.40	0.53
10-316-1	Culinary Arts	15	17	2	7.23	7.97	0.73
10-317-1	Culinary Management	5	6	1	2.23	2.10	(0.13)
10-510-6	Direct Entry Midwife	21	30	9	7.47	12.90	5.43
10-307-1	Early Childhood Education	32	31	(1)	16.30	15.63	(0.67)
10-620-1	Electromechanical Technology	33	28	(5)	17.07	14.53	(2.53)
10-325-1	Golf Course Management	10	16	6	5.43	8.13	2.70
10-201-2	Graphic And Web Design	34	28	(6)	16.40	14.90	(1.50)
10-530-1	Health Information Technology	33	52	19	11.57	21.23	9.67
10-520-3	Human Services Associate	36	30	(6)	16.40	15.33	(1.07)
10-825-1	Individualized Technical Studies	9	5	(4)	4.23	3.23	(1.00)
10-620-3	Instrumentation and Controls Technology (NEW)		1	1		0.53	0.53
10-150-X	IT-Network Specialist	36	24	(12)	18.93	10.70	(8.23)
10-513-1	Medical Laboratory Technician	12	13	1	6.40	6.33	(0.07)
10-543-1	Nursing - Associate Degree	174	171	(3)	50.57	49.80	(0.77)
10-531-1	Paramedic Technician (NEW)		9	9		4.93	4.93
10-524-1	Physical Therapist Assistant	26	42	16	9.03	14.93	5.90
10-196-1	Supervisory Management	22	27	5	8.83	8.70	(0.13)
10-182-1	Supply Chain Management	14	18	4	5.37	6.63	1.27
10-499-5	Technical Studies-Journey Worker	1		(1)	0.20		(0.20)
	Total Associate Degree	728	838	110	311.50	355.70	44.20
31-101-1	Accounting Assistant	1	5	4	0.43	1.97	1.53
32-070-1	Agricultural Power & Equipment Technician	33	38	5	18.37	19.77	1.40

Program Code	Program Title	07-05-16 Students	07-05-17 Students	Student Change	07-05-16 FTE	07-05-17 FTE	FTE Change
31-405-1	Auto Collision Repair & Refinishing Technician	9	16	7	3.27	6.03	2.77
32-404-2	Automotive Technician	35	29	(6)	15.90	13.83	(2.07)
31-475-1	Building Trades - Carpentry	15	8	(7)	7.47	3.87	(3.60)
31-307-1	Child Care Services (ETD)	9	3	(6)	4.40	1.70	(2.70)
30-420-2	CNC Setup/Operation (ETD)	3		(3)	1.27		(1.27)
31-502-1	Cosmetology	15	17	2	7.37	8.47	1.10
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	9	8	(1)	5.93	3.73	(2.20)
31-317-1	Culinary Specialist (ETD)	1	1	-	0.50	0.27	(0.23)
31-091-1	Dairy Herd Management (OLD)	15	1	(14)	8.27	0.73	(7.53)
30-508-2	Dental Assistant - Short Term	13	18	5	6.93	9.60	2.67
30-812-1	Driver and Safety Education Certification (NEW)		7	7		1.10	1.10
31-413-2	Electrical Power Distribution	18	29	11	9.47	14.37	4.90
50-413-2	Electricity (Construction) Apprentice	1		(1)	0.07		(0.07)
30-531-3	Emergency Medical Technician		15	15		2.50	2.50
32-080-4	Farm Operations & Management - Ag Mechanics(NEW)		5	5		2.83	2.83
31-080-6	Farm Operations & Management - Crop Operations (ETD)(NEW)		1	1		0.27	0.27
32-080-3	Farm Operations & Management - Dairy (NEW)		4	4		1.77	1.77
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)		3	3		1.00	1.00
31-080-2	Farm Operations & Management - Farm Ag Maintenance(ETD)(NEW)		1	1		0.50	0.50
31-080-7	Farm Operations & Management - Livestock Tech(ETD)(NEW)		1	1		0.43	0.43
30-317-1	Food Production Assistant (ETD)	1		(1)	0.33		(0.33)
50-413-1	Industrial Electrician Apprentice	5		(5)	0.33		(0.33)
31-620-1	Industrial Mechanic (ETD)	2	4	2	1.13	2.00	0.87
31-154-6	IT-Computer Support Technician	8	7	(1)	3.63	2.33	(1.30)
31-513-1	Laboratory Science Technician	2	2	-	0.67	0.70	0.03
31-509-1	Medical Assistant	26	35	9	13.27	17.70	4.43
31-530-2	Medical Coding Specialist (ETD) (NEW)	25	41	16	6.87	13.33	6.46
30-543-1	Nursing Assistant	83	98	15	8.57	12.27	3.70
31-106-8	Office Support Specialist	4	1	(3)	2.07	0.30	(1.77)
50-427-5	Plumbing Apprentice	1		(1)	0.07		(0.07)
31-420-7	Precision Machining Technology (NEW)		8	8		3.97	3.97
31-504-5	Security Operations (ETD) (NEW)		1	1		0.30	0.30

Program Code	Program Title	07-05-16 Students	07-05-17 Students	Student Change	07-05-16 FTE	07-05-17 FTE	FTE Change
31-182-1	Supply Chain Assistant (ETD)	-	2	2	-	1.27	1.27
31-442-1	Welding	48	50	2	24.87	26.50	1.63
	Total Technical Diploma	382	459	77	151.44	175.40	23.96
20-800-1	Liberal Arts - Associate of Arts	10	8	(2)	2.40	1.57	(0.83)
20-800-2	Liberal Arts - Associate of Science	10	15	5	2.73	4.07	1.33
	Undeclared Majors	134	181	47	17.43	28.37	10.94
	Total	1,264	1,501	237	485.50	565.10	79.60
	Percent of Change						16.40%
	Vocational Adult (Aid Codes 42-47)	974	980	6	19.18	20.93	1.75
	Community Services (Aid Code 60)	11	22	11	0.03	0.07	0.05
	Basic Skills (Aid Codes 73,74,75,76)	25	103	78	0.83	5.93	5.10
	Basic Skills (Aid Codes 77 & 78)	185	142	(43)	7.10	4.80	(2.30)
	Grand Total	2,459	2,748	289	512.64	596.84	84.20
	Total Percent of Change						16.42%
	(ETD= Embedded Technical Diploma)						

Program Application Comparison 2017/18 vs. 2016/17

			07/04/17					07/05/16			
PROGRAM	CAP		IP	ACCEPT	TOTAL	REG		IP	ACCEPT	TOTAL	YOY
Accounting				26	26	12		7	24	31	-5
Accounting Assistant				6	6	5		2	1	3	3
Administrative Professional								0	8	8	-8
Agribusiness Science & Technology	36							10	1	11	-11
Agribusiness Science & Technology - Agbus Mgmt	20			11	11	8		3	7	10	1
Agribusiness Science & Technology - Agronomy	20			12	12	11		3	7	10	2
Agribusiness Science & Technology - Animal Science	20			16	16	12		2	16	18	-2
Agricultural Power & Equipment Technician	22			30	30	22		9	26	35	-5
Auto Collision Repair & Refinish Technician	22			9	9	8		6	6	12	-3
Automotive Technician	22			29	29	16		8	21	29	0
Building Trades-Carpentry	20			14	14	7		1	15	16	-2
Business Management				59	59	40		18	26	44	15
Cancer Information Management	30			57	57	30		9	12	21	36
Child Care Services	13			5	5	3		3	12	15	-10
CNC Setup/Operation	5							0	3	3	-3
Cosmetology	24			24	24	14		15	9	24	0
Criminal Justice Studies	70			62	62	36		12	31	43	19
Culinary Arts				19	19	13		1	8	9	10
Culinary Management				4	4	2		0	3	3	1
Culinary Specialist				2	2	1		1	1	2	0
Dairy Herd Management	24							6	20	26	-26
Dental Assistant	18			26	26	18		8	22	30	-4
Early Childhood Education	28			25	25	17		11	19	30	-5
Electrical Power Distribution	24			86	86	24		15	35	50	36
Electro-Mechanical Technology	24			19	19	12		8	25	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			8	8	4					8
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				11	11	9		3	6	9	2
Graphic and Web Design	25			24	24	14		12	22	34	-10
Health Information Technology	22			38	38	22		9	33	42	-4
Human Services Associate	31			25	25	15		5	24	29	-4
Individualized Technical Studies				6	6	6		0	8	8	-2
Industrial Mechanic	6			5	5	4		0	2	2	3
Instrumentation and Controls Technology	6			1	1	0		0	1	1	0
IT-Computer Support Technician				11	11	4		8	8	16	-5
IT-Network Specialist				17	17	12		5	15	20	-3

		07/04/17				07/05/16			
PROGRAM	CAP	IP	ACCEPT	TOTAL	REG	IP	ACCEPT	TOTAL	YOY
Laboratory Science Technician	15		3	3	1	1	2	3	0
Liberal Arts - Associate of Arts		12	6	18	4	6	4	10	8
Liberal Arts - Associate of Science		18	9	27	7	11	10	21	6
Medical Assistant	32		54	54	33	17	34	51	3
Medical Coding Specialist	23		51	51	23	17	41	58	-7
Medical Laboratory Technician	16	6	12	18	11	12	2	14	4
Nursing-Associate Degree	54	147	63	210	50	160	66	226	-16
Nursing-Associate Degree-Part-time	28		25	25	23	2	26	28	-3
Office Support Specialist						3	3	6	-6
Paramedic Technician			11	11	6	5	1	6	5
Physical Therapist Assistant	18	19	32	51	22	26	17	43	8
Precision Machining Technology	15		9	9	8	1	0	1	8
Security Operations			2	2	1				2
Supervisory Management			10	10	6	4	9	13	-3
Supply Chain Assistant			1	1	1	1	0	1	0
Supply Chain Management			11	11	3	4	6	10	1
Undecided		27	0	27	0	37	0	37	-10
Welding	40		48	48	40	15	39	54	-6
TOTAL		229	1054	1283	650	522	738	1260	23

B. Chairperson's Report

1. Boards Association Committee Appointments

- a. Association's Board of Directors: Southwest Tech Board of Directors are requested to select a member to be seated on the District Boards Association's Board of Directors effective July 15, 2017, for a two-year term.
- b. Association's Committee Descriptions and Current Assignments: The committee descriptions and current assignments are below.

Committee Descriptions

External Partnerships Committee

This committee would work to better understand innovative initiatives, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. The committee would dialogue with local, state, and national strategic partners including but not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Through its work, the committee would advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee would receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee would also be responsible for generating programming input for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the External Partnerships Committee.

Internal Best Practices Committee

This committee would share and discuss best practices information internal to the technical college system on topics of interest to the members. Past topics that might be appropriate for this committee could include:

- Board and Association best practices around new member orientation;
- "Boardsmanship," or how to be effective at the board table, legal and ethical parameters, and other skillsets;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

With support from staff, the committee co-chairs would be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

Bylaws, Policies and Procedures Committee

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

The Committee has additional specific assignments:

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

Awards Committee

The Awards Committee has responsibility for identifying and recognizing:

- Board Member of the Year;
- Technical Education Champion (TECh) Award recipients;
- Media Award recipients;
- Distinguished Alumni of the Year;

The Board of Directors shall approve an awards rating committee. Each unit member district will select its own member to review and rate nominations for the Association awards program. Members will serve in this role for one year and can be re-appointed indefinitely. The Committee will determine, select the recipients of, and deliver the corporation's annual awards. The members will select award recipients by rating official award nominations, and Association staff will announce the nomination period for each award. At the end of the nomination period, the Association will provide committee members with a slate of nominees eligible for the award and with corresponding nomination materials. Committee members will rate the nominations according to criteria for each award. The Association will then tabulate the results of the award rating and announce the winner. When possible, awards will be presented at the next quarterly meeting of the Association. Committee members will be expected to rate awards during a time period outside of the Association meetings.

Association Committee Appointments 2016-17

	Legislative	Human Resources	Program	Marketing, PR & Awards	ID/IA Cooperation	Bylaws, Policies & Procedures
Blackhawk	Mayer/Richard	Tillman/Surani	Davis	Schulte/Heeg	Hays	Thomton/Hays
Chippewa Valley	Ratsch	Bauer	Mathews	Garcia	Bates	TBD Garcia(alt)
Fox Valley	Madison	Kohler	DeVooght Blaney	Tierney	Krueger	Albrecht
Gateway	Olsen/Zacharias	Ormseth	Duncan	Zenner-Richards/Payne	Pierce	Bhatia/Frederick
Lakeshore	Pohlman/Hildebrandt	Sheehan/Lukas	Vasquez	Kluss	Crowley/Chappy	Parrish
Madison	Crombie/Hasler	Pfaff	Guttenberg/Halvorson	Winn/Whittington	Bidar-Sietaff	Huntley-Cooper
Mid-State	Beaver		Bruski Mallek	Milner	Ose	
Milwaukee	Foley/Isbister/Maizonet	Maizonet/Dull	Wilson	Scheibel	Foley	Wachhoz
Moraine Park	Miller	Zeratsky	Staral	Prill	Fields/Krueger	Lux
Nicolet	Diel/Martini	Baltus/Egan/Zimmerman	Egan	Baltus/Egan	Skallerud/Solin	Nielsen/Skallerud/Vogler
Northcentral	Faragher/Felch	Risley-Gray	Lo	Volpe/Smith	Moquin	Proulx
Northeast Wisconsin	Hedtke	Rickaby	Worrick	Mayer	Villarruel/Schanock	Hedtke
Southwest Wisconsin	Nickels/Tuescher	Tuescher/Erickson	Fitzsimons/Erickson	Prange	Kohlenberg/Mickelson	Prange/Mickelson
Waukesha County	Wehrheim	Bertieri/Deklotz/Hernandez	Lancaster	Riley/Lancaster	Bauer/Ludtke	Karch
Western	Lawrence/Treu/Bosshard	Sosalla/Buss	Hanson	Hanson/Lawrence	Laehn/Lister/Treu	Lukasek/Hanson
Wisconsin Indianhead	Fitzgerald/Minor/Beistle	Beistle	Robinson	Lambert	Laberee/Ring	Gerber

2. ACCT Leadership Congress: September 25-28, 2017, in Las Vegas, NV

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. Foundation Quarterly Report

B. Time and Place

Thursday, August 24, 2017, at 7:00 p.m. in Rooms 492-493, Southwest Tech Campus in Fennimore, WI

Adjourn to Closed Session

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

1. Discussing President's Contract per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. Approval of Closed Session Minutes of May 25, 2017, and June 22, 2017

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment