



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

May 24, 2018

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, May 24, 2018

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The May 24, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

A copy of the May 24, 2018, agenda is included with the electronic Board material.

B. Minutes of the Regular Board Meeting of April 26, 2018

Minutes of the April 26, 2018, regular Board meeting are included with the Board packet.

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

There were 24 contracts totaling \$49,421.10 in April 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Three employment recommendations, one promotion, and three retirements are being presented for approval in the Personnel Report. Information is included in the electronic Board packet.

F. 2018-19 ACCT Membership Renewal

The 2018-19 Association of Community College Trustees (ACCT) Membership renewal invoice in the amount of \$3,337 is available with the electronic Board material.

G. 2018-19 WTC District Boards Association Fee Assessment

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$19,906.32, an increase of \$396.15, is available electronically with all other Board material.

H. Clarity Clinic 2018-19 Lease

Included in the electronic Board material is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College. The rental fee is \$50 per month.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Platteville Outreach Site Lease with Platteville School District

Southwest Tech will continue the lease agreement with Platteville School District to lease two classrooms at the OE Gray School Building. The agreement is for July 1, 2018, through June 30, 2019. Rent will be \$350 per month per rented room. The lease agreement is included with the other electronic Board material.

Recommendation: Approve the 2018-19 lease with Platteville School District for two classrooms at the OE Gray School Building for \$350 per month per rented room.

B. Darlington Outreach Site Lease with the City of Darlington

Southwest Tech will continue the lease agreement with the City of Darlington to lease 840 sq. feet of space at 627 Main Street, Darlington, WI. The agreement is for July 1, 2018, through June 30, 2019. Rent will be \$1,200 per year. The lease agreement is included with the other electronic Board material.

Recommendation: Approve the 2018-19 lease with the City of Darlington for 840 square feet at 627 Main Street, Darlington, WI for an annual fee of \$1,200.

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

Being presented for Board approval is a lease with Workforce Connections, Inc., to lease shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI in the amount of \$2,400 annually. The lease agreement is available with the electronic Board material.

Recommendation: Approve the 2018-19 lease with Workforce Connections, Inc. for shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$2,400 annually.

D. Post-Retirement Health Benefits

Over the past several months, input was sought from employees eligible for the post-retirement health benefit and previous Board meeting discussions have focused on the post-retirement health benefit. The draft post-employment health insurance benefit (OPEB) Election Agreement included in the electronic Board material is a culmination of the input received. Jason Wood and Caleb White will present the draft agreement and be available for questions.

Recommendation: Approve the OPEB Election Agreement as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. FY2018 Budget Update

Caleb White will present an update on the FY2018 budget. Included with the electronic Board material are the preliminary figures by fund.

B. Operations Council Monitoring Report

Mr. White will present a summary of the Operations Council – Fiscal Sustainability Board Monitoring Report at the Board meeting. The written report is included with the electronic Board material.

C. Year-End College Performance Review

Jason Wood, President, will provide a report on the college performance at the Board meeting.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2017-18 Comparison FTE Report, 2018-19 Comparison FTE Report, and the Fall 2018 Application Report are available electronically with all other Board material.

B. Chairperson's Report

C. College President's Report

1. Managed Time Off (MTO) Policy Update
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Public Budget Hearing/Approval
2. Evaluation of President
3. President's Performance Report
4. College Culture Monitoring Report

B. Time and Place

Thursday, June 21, 2018, Immediately following the Budget Hearing, which starts at 6:30 p.m., College Campus - Rooms 492-493

ADJOURN TO CLOSED SESSION

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

1. Discussing President's evaluation and personnel issues 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.}

B. Approval of Closed Session Minutes of April 26, 2018

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The May 24, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, May 24, 2018

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: "The May 24, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 26, 2018
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2018-19 ACCT Membership Renewal
- G. 2018-19 WTC District Boards Association Fee Assessment
- H. Clarity Clinic 2018-19 Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. Platteville Outreach Site Lease with Platteville School District
- B. Darlington Outreach Site Lease with the City of Darlington
- C. Prairie du Chien Outreach Site Lease with Workforce Connections, Inc.
- D. Post-Retirement Health Benefits

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report

- B. Chairperson's Report
- C. College President's Report
- 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 President's evaluation and personnel issues 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.}
- B. Approval of Closed Session Minutes of April 26, 2018

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 April 26, 2018



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE APRIL 26, 2018

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 5:17 p.m. on April 26, 2018, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Linda Erickson and Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Chris Batchelder, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Sherry Kane-Johnsrud, John Kvigne, Tyson Larson, Jeff Mittlein, Holly Miller, Brek Schneider, Barb Tucker, Krista Weber, and Caleb White.

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, April 26, 2018

5:15 p.m. – Board Meeting
Rooms 490, 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: "The April 26, 2018, 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. Discussion of Personnel Issues per Wis. Stats. 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. Discussion of Executive Team Contracts per Wis. Stats. 19.85 (1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 3. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices 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.}
 4. Final Notices of Non-renewal 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.}
 5. Discussion of Post-Retirement Health Benefits and Employment Consideration of an Employee 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.}
 6. Potential Program Expansion per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
- B. Closed Session Minutes from March 22, 2018

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 22, 2018
- C. Financial Reports
 1. Purchases Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2018-19 Out-of-State Tuition Waivers

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid: Building 200 Interior Renovation
- B. Program Approval: 50-620-1, Mechatronics Technician Apprentice
- C. Compensation Sustainability Plan
- D. Telecommuting Policy
- E. Flexible Work Schedule Policy
- F. Managed Time Off Policy
- G. Holiday Policy
- H. Master's Equivalency Compensation Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. FY2019 Budget Update
- C. Post-Retirement Health Benefits
- D. Draft Policy on Acting President Designation
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of President's Performance Evaluation 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

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 for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f); discussing executive team contracts, private conferences with individuals receiving preliminary non-renewal notices, final notices of non-renewal, discussing post-retirement health benefits, and employment consideration of an employee per Wis. Stats. 19.85(1)(c); discussing potential program expansion per Wis. Stats. 19.85(1)(e); and approving the Closed Session minutes from March 22, 2018. Mr. Kohlenberg seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 5:20 p.m. The Board reconvened to open session at 7:53 p.m. with no action taken.

After a review of the Consent Agenda, including the April 26, 2018, agenda; March 22 Board meeting minutes; financial reports; 14 contracts totaling \$39,787.93 in March 2018; and the remission of 756 credits for 28 needy and worthy students during the 2018-19 academic year, Mr. Bolstad moved to approve the Consent Agenda as presented. Mr. Tuescher seconded the motion; motion carried.

Mr. White presented the bid summary for the Building 200 Interior Renovation project. The bids were opened on April 18 with six bids received for the project. Mr. Moyer moved to award the bid for the Building 200 Interior Renovation project in the amount of \$61,324 to Otter Creek Construction, LLC, Highland, Wisconsin. Mr. Tuescher seconded the motion; upon a voice vote the motion unanimously carried.

Dr. Derek Dachelet, Executive Dean – Ag, Industry & Trades, presented a program approval request for a Mechatronics Technician Apprentice program, 50-620-1. Dr. Dachelet shared that industry requested this apprenticeship for an electrical, mechanical and electronics systems technician. The apprentice program will include three years of training over six semesters. Mr. Tuescher moved to approve the Mechatronics Technician Apprentice program, 50-620-1. Ms. Nickels seconded the motion. The motion was unanimously approved upon a voice vote.

The Board approved numerous Employee Handbook policies including:

- Krista Weber, Chief Human Resources Officer, presented the Compensation Sustainability Plan noting that the performance management component in the third phase of the plan has not been developed at this point. Mr. Bolstad moved to approve the Compensation Sustainability Plan as presented. Mr. Moyer seconded the motion; motion unanimously carried.
- Mr. Tuescher moved to approve the Telecommuting Policy as presented with Ms. Nickels seconding the motion. The motion unanimously carried.
- Mr. Kohlenberg moved to approve the Flexible Work Schedule Policy as presented. Ms. Mickelson seconded the motion; motion unanimously carried.
- Mr. Bolstad moved to approve the Managed Time Off Policy with the change in number of maximum days per year for hourly (non-exempt) employees that have reached a minimum of 16 years of service being increased to 256 hours or 32 days of Managed Time Off with exempt employees receiving 256 hours or 32 days at the start of their employment. Mr. Kohlenberg seconded the motion. The motion was unanimously approved.
- Ms. Nickels moved to approve the Holiday Policy as presented with Mr. Bolstad seconding the motion. The motion unanimously carried.

Ms. Weber along with Tyson Larson - Automotive Technician Instructor, Jeff Middlein - Welding Instructor, and John Kvigne – Ag Power & Equipment Technician Instructor presented the Master's Equivalency Compensation Plan. This is the second phase of the compensation study that was conducted in 2016-17. The committee who worked on the plan proposed an advanced level (mid-tier) based on education, certifications, licenses, specialized training and occupational non-teaching experience. The current faculty scale is designed as a university system scale with a bachelor's level and a master's level. In many of the technical education areas there are no master's degrees in those career fields. The proposed plan would advance those on the bachelor's level based on the requirements of the various industries. A scoring mechanism has been developed. The projected cost for year 1 would be \$50,000 - \$75,000 with the average faculty member affected receiving between \$2,000 - \$3,000. Mr. Tuescher moved to approve the Master's Equivalency Compensation Plan as presented. Mr. Moyer seconded the motion; the motion unanimously was approved.

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, presented the FY2018 third quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Ms. Clendenen noted that over \$450,000 had been received through March 31 from 855 donors, 472 applications were

received for the 2018-19 scholarships, over \$190,000 will be distributed in scholarships in 2018-19, and to date the Spring Phonathon has garnered over \$32,000. The Trapshooting fundraiser will be held on April 28 with the Alumni and Retiree Awards and Donor Appreciation Dinner being held on May 18.

Mr. White presented an update on the FY2019 budget. The current projection for the General Fund of the 2018-19 budget is at (\$339,000). A more detailed budget projection will be presented at the May Board meeting with the final budget being brought to the Board for approval at the June Board meeting.

A discussion of post-retirement health benefits (OPEB) was held. The Board asked for a spreadsheet of options and how the options would affect the bottom line. The options will be brought back to the May Board meeting for approval.

Dr. Wood presented a draft Governance Policy on an acting president designation. The Board members were asked to provide feedback through Mr. Prange. The first reading of the policy will be brought back to the Board for approval.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process included the positions of Disability Services Specialist, Lead Evening Custodian, and Evening Custodian.

Holly Miller reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 3.09% increase in overall enrollment compared to the previous year. The 2018-19 Comparison FTE Report reflects a slight decrease in FTE from the previous year. The application comparison report for Fall 2018 reflected applications are slightly down compared to Fall 2017 applications at the same time last year.

Chairperson Prange reported on the District Boards Association meeting held in Southwest Tech's district noting that the tour of Biddick, Inc. was the highlight. He also noted the Internal Committee meeting focused on veterans.

Under the College President's Report, Dr. Wood reported that a dozen employees attending the Higher Learning Commission annual conference recently, Pete Hoffman will receive the inaugural Dale Parnell Teaching Excellence Award at the American Association of Community Colleges on April 28, and the U.S. Army Golden Knights will be parachuting into the Southwest Tech campus on July 2.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 9:21 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 04/01/2018 TO 04/30/2018				
Invoices				
Vendor	Invoice #	Description	Amount	
WOODWARD PRINTING SERVICES	47397	Annual Report	\$21,168.29	
INTERDYN BMI	SC14472	Dynamics GP Maint 18-19	\$9,771.20	
BELL LUMBER & POLE CO	INV72583	Southern Yellow Pine Util Pole	\$6,200.00	
GREENSHADES SOFTWARE	134360	Renewal	\$5,325.00	
WOODWARD PRINTING SERVICES	47522	motorist handbooks	\$5,042.98	
CESA #3	YA GRANT WORK	C Keller & T Martin YA work	\$4,751.02	
LAMAR COMPANIES	109001410	Building Trades poster	\$4,675.00	
PEARSON EDUCATION INC.	BK 87077434	books	\$4,283.44	
Jamie L Huberty-Koerner	1508956	Opp Student Refund	\$3,800.00	
ZIMMERMAN ARCHITECTURAL	57925	prof svcs-firing range modific	\$3,565.00	
Kenneth W Adams	1513371	Opp Student Refund	\$3,458.24	
MUTUAL OF OMAHA COMPANIES	743072-91M 5.1.18	E Hampton Medicare Prem	\$3,153.23	
Shalli A Poots	1510185	Opp Student Refund	\$2,919.13	
WPS HEALTH INSURANCE	040318015460	E Bloyer Medicare prem	\$2,864.40	
WISC NET	11981	network access monthly	\$2,749.98	
WPS HEALTH INSURANCE	040318021374	J Brechler Medicare Prem	\$2,603.76	
SW WI WORKFORCE DEVELOPMENT	MARCH 2018 SPAYDE	March 2018 SPAYDE	\$2,568.85	
WOODWARD PRINTING SERVICES	47397	Annual Report	\$2,500.00	
CHAIR ACADEMY	87426	academy advanced 2018-19 DH	\$2,500.00	
CHAIR ACADEMY	87442	18-19 academy advanced CH	\$2,500.00	
Total Invoices				\$96,399.52
Purchase Orders				
Vendor	PO #	Description	Amount	
TORMACH INC	6607	CNC: 440 & Slant Pro 15 Lathe	\$29,995.82	
Total Purchase Orders				\$29,995.82

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
Sikich H Ins Apr 2018 Fees	WDL000005453	CMTRX00002054	\$305,144.20	
ETF April 2018	WDL000005485	CMTRX00002068	\$117,661.50	
IRS 941 4.20.18 Payroll	WDL000005472	CMTRX00002064	\$109,137.88	
IRS 941 4.6.18 Payroll	WDL000005442	CMTRX00002051	\$103,828.66	
WDR WT-6 4.20.18 1-670-673-8	WDL000005475	CMTRX00002064	\$21,167.94	
WDR WT-6 4.6.18 #1-129-321-9	WDL000005447	CMTRX00002051	\$20,528.93	
The Hartford #580506887301	WDL000005461	CMTRX00002059	\$9,778.91	
Wells Fargo #709302868	WDL000005479	CMTRX00002065	\$7,578.00	
Wells Fargo #707328587	WDL000005452	CMTRX00002054	\$7,573.00	
Delta Dental #179402	WDL000005432	CMTRX00002049	\$6,333.56	
Delta Dental #181610	WDL000005464	CMTRX00002061	\$5,167.30	
Hasler Postage Machine	WDL000005459	CMTRX00002058	\$5,000.00	
Delta Dental #184846	WDL000005482	CMTRX00002066	\$4,455.75	
Total Bank Withdrawals				\$723,355.63
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 4/20/2018	WDL000005469	UPRCC00000683	\$305,824.49	
Direct Deposit 4/6/2018	WDL000005437	UPRCC00000678	\$299,388.27	
Direct Deposit 4/20/2018	WDL000005466	UPRCC00000680	\$13,728.14	
Direct Deposit 4/20/2018	WDL000005465	UPRCC00000679	\$8,792.60	
Direct Deposit 4/20/2018	WDL000005468	UPRCC00000682	\$8,640.57	
Direct Deposit 4/6/2018	WDL000005434	UPRCC00000675	\$8,389.18	
Direct Deposit 4/6/2018	WDL000005435	UPRCC00000676	\$3,010.42	
Direct Deposit 4/6/2018	WDL000005436	UPRCC00000677	\$2,638.14	
Total Payroll				\$650,411.81
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 3.20.18 Statement	WDL000005433	CMTRX00002049	\$94,484.61	
US Bank 4.3.18 Statement	WDL000005470	CMTRX00002062	\$40,091.67	
Total Purchase Cards				\$134,576.28
Total Purchases > \$2,500				\$1,634,739.06

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 04/30/2018			
Receipts			
Fund			
1 General	260,635.25		
2 Special Revenue	10,509.99		
3 Capital Projects			
4 Debt Service	-		
5 Enterprise	63,234.93		
6 Internal Service	347,068.37		
7 Financial Aid/Activities	206,765.48		
Total Receipts		888,214.02	
Expenses			
Fund			
1 General	1,665,847.34		
2 Special Revenue			
3 Capital Projects	33,526.22		
4 Debt Service	-		
5 Enterprise	74,851.13		
6 Internal Service	342,562.08		
7 Financial Aid/Activities	123,552.66		
Total Expenses		2,240,339.43	
Net cash change - month			(1,352,125.41)
EOM Cash Balances			
-American Operating 0359	1,060,391.77		
-American Cash Deposit 062 (Fenn)	7,392.47		
-American Cash Deposit 502 (Fenn)	5,003,554.79		
-American Investment 4929	15,364,233.16		
-Huntington Offset account 4011	50,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,182,753.67		
Ending Cash/Investment Balance		22,671,265.86	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 10 Months ended April 2018							
	2017-18	2017-18	2017-18	2016-17	2015-16	2014-15	2013-14
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,143,000.00	20,244,247.22	87.47	83.53	97.32	92.16	86.48
General Fund Expenditures	23,613,000.00	17,484,020.49	74.04	72.82	75.59	71.61	75.36
Capital Projects Fund Revenue	2,530,000.00	2,648,032.99	104.67	101.09	99.89	100.99	101.25
Capital Projects Fund Expenditures	3,243,000.00	1,547,685.99	47.72	39.79	47.05	68.98	52.75
Debt Service Fund Revenue	5,272,000.00	3,558,204.89	67.49	66.87	4.18	3.47	3.62
Debt Service Fund Expenditures	5,359,600.00	657,358.76	12.27	12.57	12.68	14.03	13.74
Enterprise Fund Revenue	2,100,000.00	1,395,656.01	66.46	68.86	91.92	87.34	78.90
Enterprise Fund Expenditure	2,000,000.00	1,302,375.05	65.12	62.41	78.53	75.04	58.66
Internal Service Fund Revenue	4,350,000.00	3,385,703.36	77.83	75.67	84.77	81.90	76.85
Internal Service Fund Expenditures	4,350,000.00	3,444,084.33	79.17	77.41	92.27	88.27	80.70
Trust & Agency Fund Revenue	8,000,000.00	6,424,862.26	80.31	85.55	81.02	83.39	91.01
Trust & Agency Fund Expenditures	8,030,000.00	6,418,972.61	79.94	86.20	80.62	83.98	91.74
Grand Total Revenue	45,395,000.00	37,656,706.73	82.95	81.52	82.57	80.18	77.57
Grand Total Expenditures	46,595,600.00	30,854,497.23	66.22	66.13	69.48	68.88	70.15

D. Contract Revenue

There are 24 contracts totaling \$49,421.10 in April 2018 being presented for Board approval. The Contract Revenue Report is included below.

2017-2018 CONTRACTS

4/1/2018 - 4/30/2018

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Prosperity Southwest	03-2018-0131-F-23	Administrative and Financial Services (April)	Amy Charles		\$ 3,562.50	No		X	
Rockwell Automation - WAT Grant	03-2018-0138-I-47	Trends & Issues in the Workplace: Social Styles	Amy Charles	38	\$ 1,025.00	No		X	
Rockwell Automation - WAT Grant	03-2018-0138-I-47	Machine Controls-Schematics	Amy Charles	29	\$ 900.00	No		X	
Bemis-WAT Grant	03-2018-0139-I-47	Knowing Yourself	Amy Charles	128	\$ 3,075.00	No		X	
Belmont Ambulance	03-2018-0142-T-42	EMT Refresher - Participant Guarantee	Kris Wubben	6	\$ 657.90	No		X	
Avoca and Rural EMS	03-2018-0161-T-42	EMT Refresher - Participant Guarantee	Kris Wubben	7	\$ 767.55	No		X	
Milk Specialties	03-2018-0164-I-41	OSHA-NFPA 70E Arc Flash Safety Training	Amy Charles	10	\$ 1,550.00	No		X	
UW-Platteville	03-2018-0167-I-18	Large Van Training	Kris Wubben	2	\$ 180.00	No		X	
Avoca and Rural EMS	03-2018-0168-I-42	BLS for Healthcare Provider Recertification	Kris Wubben	7	\$ 452.51	No		X	
City of Boscobel	03-2018-0171-I-21	Heartsaver CPR/AED Adult Only	Kris Wubben	17	\$ 1,868.35	No		X	
Rural Route 1, Inc.	03-2018-0173-I-41	Heartsaver CPR/AED Adult Only	Kris Wubben	5	\$ 317.17	No		X	
Highland EMS	03-2018-0174-I-42	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	12	\$ 782.03	No		X	
Gratiot First Responders	03-2018-0175-I-42	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	12	\$ 896.03	No		X	
WI Dept of Corrections	03-2018-0177-I-32	Equipment Safety	Amy Charles	8	\$ 4,428.58	No		X	
WI Dept of Corrections	03-2018-0177-I-32	Blueprint Reading-Welding 1	Amy Charles	8	\$ 4,428.57	No		X	
WI Dept of Corrections	03-2018-0177-I-32	GMAW-Equipment	Amy Charles	8	\$ 4,428.57	No		X	
WI Dept of Corrections	03-2018-0177-I-32	GMAW-Carbon Steel (S Process)	Amy Charles	8	\$ 4,428.57	No		X	
WI Dept of Corrections	03-2018-0177-I-32	GMAW-Carbon Steel (Spray Transfer)	Amy Charles	7	\$ 4,428.57	No		X	
WI Dept of Corrections	03-2018-0177-I-32	FCAW-Equipment	Amy Charles	8	\$ 4,428.57	No		X	
WI Dept of Corrections	03-2018-0177-I-32	FCAW-Carbon Steel (Gas Shielded)	Amy Charles	7	\$ 4,428.57	No		X	
Fennimore Chamber of Commerce	03-2018-0178-T-42	Managing Generation Differences Presentation	Amy Charles		\$ 400.00	No	X		
Rural Route 1, Inc.	03-2018-0179-I-41	Heartsaver First Aid Training	Kris Wubben	5	\$ 217.78	No		X	
Livingston-Clifton Fire/First Response	03-2018-0180-I-42	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	11	\$ 630.97	No		X	

<u>Contract Holder</u>	<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>
Montfort Fire Department	03-2018-0182-I-42	Heartsaver CPR/AED	Kris Wubben	9	\$ 1,138.31	No		X	
TOTAL of all Contracts				352	\$ 49,421.10				
Exchange of Services				-	\$ -				
For Pay Service				352	\$ 49,421.10				

E. Personnel Items

There are three employment recommendations, one promotion, and three retirements being presented for Board approval. The Personnel Report is included in the electronic Board material.

PERSONNEL REPORT May 24, 2018

Employment: NEW HIRES

Name	Christena Bowers
Title	Disability Services Specialist
Number of Applicants and Number Interviewed	33 applicants / 6 interviewed
Start Date	June 11, 2018
Salary/Wages	\$66,888
Classification	Full-time Regular
Education and/or Experience	Bachelors in Special Ed/Elementary Ed and Masters in Educational Studies with over 20 years of special ed experience with middle and high school students.

Name	Shawn Gard
Title	Evening Custodian
Number of Applicants and Number Interviewed	14 applicants/ 5 interviewed
Start Date	May 29, 2018
Salary/Wages	\$15.28/hr
Classification	Full-time Regular
Education and/or Experience	Technical Diplomas in Welding and Auto Collision from Southwest Tech. Over 20 years of on-farm and 6 years of cheese making experience.

Name	Connor Blaschke
Title	Evening Custodian
Number of Applicants and Number Interviewed	14 applicants/ 5 interviewed
Start Date	May 17, 2018
Salary/Wages	\$15.28/hr
Classification	Full-time Regular
Education and/or Experience	Two years of on-farm experience including cleaning and maintaining equipment, garbage disposal and snow removal.

PROMOTIONS / TRANSFERS

Ben Neuroth	Lead Evening Custodian
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RETIREMENTS / RESIGNATIONS

Jeff Dornink (retirement 8/31/2018)	Animal Science/Dairy Herd Mgt Instructor
Steve McCauley (retirement 6/30/2018)	Electromechanical Technician Instructor
Sondra Ostheimer (retirement 6/30/2018)	Business Technology Instructor

F. 2018-19 ACCT Membership Renewal

The 2018-19 Association of Community College Trustees (ACCT) Membership renewal invoice in the amount of \$3,337 is available below.



Membership Renewal Invoice

P.O. Number
Invoice Number 51388
Invoice Date 4/1/2018

Customer #: 3635

Dr. Jason S Wood
Southwest Wisconsin Technical College
1800 Bronson Blvd
Fennimore, WI 53809-9778

Description	Unit Price	Amount
BOARD OF TRUSTEES ANNUAL DUES: JULY 1, 2018 - JUNE 30, 2019	\$3,337.00	\$3,337.00
2017 FALL DISTRICT TOTAL HEADCOUNT FULL AND PART-TIME CREDIT _____		
ACCT FEDERAL TAX ID #52-6120210		

ACCT offers three convenient payment options:

- 1. Pay Online** by credit card at www.acct.org. Click on the "Members" link at the top of the home page then click on "Renew Membership". To access your organization's invoice, log in using your username and password or register for an account.
- 2. Pay by Phone:** Call toll-free (866) 895-2228, ext. 115 or (202) 499-5308 to make a credit card payment over the phone.
- 3. Pay by Mail:** Return a copy of your invoice with your payment by mail to ACCT, Dept. 6061, Washington, DC 20042-6061.

Invoice Total: \$3,337.00
Amount Paid: \$0.00
CURRENT DUES: \$3,337.00

For questions regarding your invoice, please email payments@acct.org or call toll free (866) 895-2228, ext. 123 or (202) 775-4460.

G. 2018-19 District Boards Association Fee Assessment

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$19,906.32, an increase of \$396.15, is available electronically with all other Board material.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 3rd, 2018

President Jason Wood
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

Attention: Invoice enclosed

Dear President Wood:

The Association's board of directors has unanimously approved a 2018-19 operating budget for the year beginning July 1, 2018. The new operating budget represents a 2% increase from the current year.

Each district's dues are based on a formula with 50% of the budget assessed as a flat fee, and 50% assessed *pro rata* according to FTE enrollment. Each district's dues vary, based on the relative change in district enrollments for last year. For 2018-19, 15 districts have dues increases, and one district sees a dues decrease.

We will continue to minimize operational cost increases wherever possible. Your district's membership in this Association is greatly appreciated, and we look forward to a very positive year serving statewide, district, and individual members' interests. Please feel free to contact me if you would like additional information about the budget, dues, or the Association.

Sincerely,

Layla Merrifield
Executive Director

encl. Invoice

cc: Board of Director Member
District Board Chairperson



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 3rd, 2018

INVOICE

2018-2019 FEE ASSESSMENT

(July 1st, 2018 - June 30th, 2019)

Southwest Wisconsin Technical College

\$20,302.47

Payment due upon receipt and no later than August 1st, 2018.

Please make check payable to:
Wisconsin Technical College District Boards Association

We value your membership! Thank you.

H. Clarity Clinic 2018-19 Lease

Included below is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College. The rental fee is \$50 per month.

Recommendation: Approve the Consent Agenda as presented.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2018 by and between Southwest Wisconsin Technical College, Lessor, and Clarity Clinic of SW Wisconsin, LTD, Lessee:

1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

821 square feet of office floor space located at 1800 Bronson Blvd, Building 200, Suite 236, Fennimore, Wisconsin.

1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2018, and ending June 30, 2019.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of fifty dollars (\$50.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

3. USE, HOURS AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general office purposes, education and support meetings, and donation distribution and Lessor approves of such uses. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Hours. Lessee shall have unlimited access and use of demised premises during regular school hours, however, no earlier than 7:00 a.m. and no later than 9:00 p.m. This use shall follow the

official college calendar with lessee premises remaining closed during winter/summer breaks, holidays and following a four day work week during designated summer period. A written schedule of hours of operation shall be sent to the Vice President for Administrative Services prior to the beginning of the lease agreement and upon any change to said hours thereafter.

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

- (a) Lessee obtains the Lessor's consent, which Lessor will not reasonably withhold, to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

- (a) Lessee is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or non-severable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that cannot be removed without material injury to

the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expense, from time to time, with Lessor's consent, which Lessor will not reasonably withhold, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as deemed expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

- (a) if to Lessor, to Vice President for Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Clarity Clinic of SW Wisconsin, LTD

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice

pursuant to this paragraph.

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

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

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

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

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification. Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

12.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this
____ day of _____ 2018.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____
Caleb J. White, Vice President for Administrative Services

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this
____ day of _____ 2018.

CLARITY CLINIC OF SW WISCONSIN, LTD

BY: _____
Karen Bradley, Executive Director

Other Items Requiring Board Action

A. Platteville Outreach Site Lease with Platteville School District

Southwest Tech will continue the lease agreement with Platteville School District to lease two classrooms at the OE Gray School Building. The agreement is for July 1, 2018, through June 30, 2019. Rent will be \$350 per month per rented room.

The lease agreement is below.

Recommendation: Approve the 2018-19 lease with Platteville School District for two classrooms at the OE Gray School Building for \$350 per month per rented room.

Rental Agreement
Between the Platteville School District and Southwest Technical College
July 1, 2018 - June 30, 2019

This Memorandum of Understanding is between the Platteville School District and Southwest Wisconsin Technical College. It serves as a rental agreement to establish the terms and conditions by which the Platteville School District, hereinafter referred to as the District will rent space to Southwest Wisconsin Technical College, hereinafter referred to as the tenant at the OE Gray School Building. This agreement will begin July 1st, 2018 and end June 30th, 2019. The rent will be \$350 a month per rented room.


Under this rental agreement the following spaces will be provided for the tenant:

- Classroom 7 and 8.

Under this rental agreement it is understood that:

1. The District will provide general maintenance, heating, air conditioning and electricity and will provide for routine weekly cleaning of specific rooms. The tenant is expected to keep order on a daily basis of their rented spaces.
2. Occasional use of the gym when unoccupied will be permitted without additional rent. Special Events scheduled for the gym need to be scheduled in advance at normal gym rental rates.
3. The tenant must obtain permission from Kristoffer Brown, Business Administrator or Connie Valenza, Superintendent to use any other portion of the OE Gray facility.
4. The tenant's employees will be provided with building key cards and keys as necessary to access their rented rooms.
5. The tenant may not make structural alterations or additions to the premises without prior consent of Kristoffer Brown, Business Administrator or Connie Valenza, Superintendent of the Platteville School District.
6. The tenant may paint, erect, hang or place upon the interior or exterior of the building only such identification signs or other advertising displays as may be consented to by the District.
7. The tenant will provide furnishings for all their rental spaces.
8. The tenant will not sublet rented premises, or any part thereof, without prior consent of the District.
9. The District will provide networking equipment rental granting Wi-Fi and internet access to the continuous and daily use areas during its occupancy at \$25/month per room. This agreement covers maintenance/support of District equipment, but not support for the tenant's owned equipment.

10. The District will provide connections to the District's telephone network provided the tenant pays the monthly line service and any extra charges attributable to each line provided.
11. The tenant shall carry comprehensive public liability insurance on the leased portion of the premises with limits no less than \$1,000,000/\$5,000,000 bodily injury and \$250,000 property damage.
12. At the termination of this rental agreement, the tenant shall leave the rented premises in as good condition as at the beginning of the rental term - ordinary wear and tear and damage by the elements excluded; however, the tenant shall not be required to replace or repair any damage covered by the District's insurance.
13. This memorandum may be modified to address unanticipated circumstances by mutual agreement of the District and the tenant.
14. This agreement may be terminated without prejudice by either party with a 90-day written notice.
15. The tenant agrees to this rental agreement and related understandings and agrees to pay rent in the amount \$700.00 per month for twelve months (\$8,400 annually) to the District in addition to the monthly cost of telephone service and networking equipment rental. Termination of this agreement will be allowed if the tenant's funding is terminated during the contract period. This agreement contains the option to renew for one year following the expiration of this term.

Signature: 
Connie Valenza, Superintendent
School District of Platteville

Signature: _____
Southwest Wisconsin Technical College

Date: 5/5/18

Date: _____

B. Darlington Outreach Site Lease with the City of Darlington

Southwest Tech will continue the lease agreement with the City of Darlington to lease 840 sq. feet of space at 627 Main Street, Darlington, WI. The agreement is for July 1, 2018, through June 30, 2019. Rent will be \$1,200 per year. The lease agreement is below.

Recommendation: Approve the 2018-19 lease with the City of Darlington for 840 square feet at 627 Main Street, Darlington, WI for an annual fee of \$1,200.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2018 by and between City of Darlington, Lessor, and Southwest Wisconsin Technical College, Lessee:

1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: 840 square feet of floor space located at 627 Main Street, Darlington, WI, room 258
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2018, and ending June 30, 2019.
- 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

2. RENT.

- 2.1 Payments. The Lessee shall yield and pay the sum of \$1,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.
- 3.2 Signs. Lessee shall have the privilege of placing on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

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

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

- 8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

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

- (a) if to Lessor, to Mayor, City of Darlington, 627 Main Street, Darlington, WI 53530
- (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

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

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification. Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in

writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

- 11.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.
- 11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessor's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this 10th day of MAY 2018.

CITY OF DARLINGTON
BY: David Breunig
David Breunig, Mayor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this ____ day of _____ 2018.

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

C. Prairie du Chien Outreach Site Lease with the Workforce Connections, Inc.

Being presented for Board approval is a lease with Workforce Connections, Inc., to lease shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI in the amount of \$2,400 annually. The lease agreement is available below.

Recommendation: Approve the 2018-19 lease with Workforce Connections, Inc. for shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$2,400 annually.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2018 by and between Workforce Connections, Inc., Lessor, and Southwest Wisconsin Technical College, Lessee:

1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: shared space located at 1304 S. Marquette Ave, Prairie du Chien, WI, 53821
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2018, and ending June 30, 2019.
- 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

2. RENT.

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

3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.
- 3.2 Signs. Lessee shall have the privilege of placing on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

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

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

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

customers, visitors or permittees excepted.

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

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

- 8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

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

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

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

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

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is

intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

- 11.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.
- 11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this 17 day of May 2018.

WORKFORCE CONNECTIONS, INC.

BY:



Teresa Pierce, Executive Director

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this ____ day of ____ 2018.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

Caleb White, Vice President for Administrative Services

D. Post-Retirement Health Benefits

Over the past several months, input was sought from employees eligible for the post-retirement health benefit and previous Board meeting discussions have focused on the post-retirement health benefit. The draft post-employment health insurance benefit (OPEB) Election Agreement included in the electronic Board material is a culmination of the input received. Jason Wood and Caleb White will present the draft agreement and be available for questions.

Recommendation: Approve the OPEB Election Agreement as presented.



OPEB Election Agreement

<date>

<Employee>,

At any time between now and 12/20/2018, you must choose amongst the following options in regards to your eligibility to participate in the College's post-employment health insurance benefit (OPEB). Please check one box:

- ☐ **Maintain current post-retirement health insurance benefit** - Retire before July 1, 2019 and begin using your OPEB benefit of \$<xx,xxx> immediately upon separation to purchase continued health coverage under the College's group plan and/or supplemental medical insurance (post age 65 Medicare supplement) through the College as applicable. Please note that to qualify for this option, you must immediately become an annuitant under the Wisconsin Retirement System.

Your retirement date is: _____

- ☐ **Elect a buyout – pay me now option** – Elect to take your buyout amount of \$<xx,xxx> as a payment now. A buyout participant may elect to take the payment in any manner desired among three disbursement dates to include July 27, 2018, December 28, 2018 and January 25, 2019. Payments can be deferred pretax to the College's 403b, 457 or HSA plans or taken in cash. With the buyout option, all future rights to College provided post-retirement health insurance benefits are relinquished. (Note 2017 deferral limits = \$18,000 403b, \$18,000 457, \$6,750/\$3,400 family/single HSA inclusive of College contribution. 403b & 457 catch-up for age 50 and over = \$6,000, HSA catch-up for age 55 and over = \$1,000).

July 27, 2018	Amount/percentage _____	defer to 403b
	Amount/percentage _____	defer to 457
	Amount/percentage _____	defer to HSA
	Amount/percentage _____	cash
December 28, 2018	Amount/percentage _____	defer to 403b
	Amount/percentage _____	defer to 457
	Amount/percentage _____	defer to HSA
	Amount/percentage _____	cash
January 25, 2019	Amount/percentage _____	defer to 403b
	Amount/percentage _____	defer to 457
	Amount/percentage _____	defer to HSA
	Amount/percentage _____	cash

Check one box:

- ☐ Retirement before July 1, 2019
Your retirement date is: _____
- ☐ Continue working. If you resign before any of the above payment elections have been made, you will forfeit those payments.

- ☐ **Elect a buyout - pay me later option** – Elect to take your buyout amount of \$<xx,xxx>** in eight (8) equal annual installments of \$<xx,xxx> per year. The first payment will be disbursed in July 2019 with subsequent annual payments occurring in July each year with a final payment occurring in July 2026. Payments can be deferred pretax to the College's 403b, 457 or HSA plans or taken in cash. With the buyout option, all future rights to College provided post-retirement health insurance benefits are relinquished. (Note 2017 deferral limits = \$18,000 403b, \$18,000 457, \$6,750/\$3,400 family/single HSA inclusive of College contribution. 403b & 457 catch-up for age 50 and over = \$6,000, HSA catch-up for age 55 and over = \$1,000). . If you resign before any of the payments have been made, you will forfeit those payments.

*** This total buyout amount is derived by applying a present value calculation to the 'pay me now' buyout option incorporating Wisconsin Department of Revenue July 1 CPI-U increases as advised to the Wisconsin Employment Relations Commission for collective bargaining for July 1, 2013 to July 1, 2019.*

- ☐ **Continue working and defer your OPEB benefit to pay for Medicare supplement** - Continue working and defer your OPEB benefit of \$<xx,xxx> in its entirety to purchase supplemental medical insurance (post age 65 Medicare supplement). Under this election, there is no ability to obtain coverage under the College's health plan after separation. The benefit can only be used to purchase post age 65 Medicare supplement coverage
- ☐ **Relinquish the benefit.**

If this election letter is not completed and returned to HR prior to December 21, 2018, the benefit is forfeited and no future benefits under any scenario above are available.

In witness whereof, I agree to the above one-time irrevocable election

Signed:

<Employee>

Board Monitoring of College Effectiveness

A. FY2018 Budget Update

Caleb White will present an update on the FY2018 budget. Included below are the preliminary figures by fund.

Southwest Wisconsin Technical College
General Fund
2018-2019 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2016-17 <u>Actual*</u>	2017-18 <u>Budget</u>	2017-18 <u>Estimate**</u>	2018-19 <u>Budget</u>
REVENUES				
Local Government	5,013,198	5,050,000	5,362,000	5,140,000
State Aids	10,118,962	10,643,000	11,008,000	10,398,000
Program Fees	4,317,812	4,391,000	4,620,000	4,756,500
Material Fees	326,224	345,000	322,000	323,000
Other Student Fees	452,170	440,000	545,000	521,000
Institutional	1,631,330	1,500,000	1,428,000	1,591,000
Federal	<u>1,144,050</u>	<u>774,000</u>	<u>760,000</u>	<u>625,500</u>
Total Revenues	23,003,746	23,143,000	24,045,000	23,355,000
EXPENDITURES				
Instruction	14,118,575	14,781,400	15,199,000	14,752,000
Instructional Resources	251,308	211,400	213,000	187,000
Student Services	2,041,038	1,821,800	2,093,000	2,172,000
General Institutional	4,576,242	4,763,000	4,397,000	4,674,000
Physical Plant	<u>1,968,777</u>	<u>2,035,400</u>	<u>2,088,000</u>	<u>2,028,000</u>
Total Expenditures	22,955,940	23,613,000	23,990,000	23,813,000
Net Revenue (Expenditures)	47,806	(470,000)	55,000	(458,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>210,429</u>	<u>470,000</u>	<u>(30,000)</u>	<u>70,000</u>
Total Resources (Uses)	258,235	-	25,000	(388,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	258,235	-	25,000	(388,000)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	258,235	-	25,000	(388,000)
Beginning Fund Balance	<u>8,350,305</u>	<u>8,459,305</u>	<u>8,608,540</u>	<u>8,633,540</u>
Ending Fund Balance	<u>8,608,540</u>	<u>8,459,305</u>	<u>8,633,540</u>	<u>8,245,540</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Special Revenue - Non-Aidable Fund
2018-2019 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2016-17 <u>Actual*</u>	2017-18 <u>Budget</u>	2017-18 <u>Estimate**</u>	2018-19 <u>Budget</u>
REVENUES				
State Aids	552,774	500,000	515,000	500,000
Other Student Fees	258,774	250,000	271,000	250,000
Institutional	260,331	250,000	221,000	250,000
Federal	<u>5,899,800</u>	<u>7,000,000</u>	<u>5,480,000</u>	<u>7,000,000</u>
Total Revenues	6,971,679	8,000,000	6,487,000	8,000,000
EXPENDITURES				
Student Services	<u>6,952,035</u>	<u>8,030,000</u>	<u>6,506,000</u>	<u>8,030,000</u>
Total Expenditures	6,952,035	8,030,000	6,506,000	8,030,000
Net Revenue (Expenditures)	19,644	(30,000)	(19,000)	(30,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>(11,186)</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Total Resources (Uses)	8,458	-	11,000	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>8,458</u>	<u>-</u>	<u>11,000</u>	<u>-</u>
Total Transfers To (From) Fund Balance	8,458	-	11,000	-
Beginning Fund Balance	<u>299,472</u>	<u>299,472</u>	<u>307,930</u>	<u>318,930</u>
Ending Fund Balance	<u>307,930</u>	<u>299,472</u>	<u>318,930</u>	<u>318,930</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Capital Projects Fund
2018-2019 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2016-17 <u>Actual*</u>	2017-18 <u>Budget</u>	2017-18 <u>Estimate**</u>	2018-19 <u>Budget</u>
REVENUES				
Institutional	50,751	30,000	150,000	50,000
Total Revenues	50,751	30,000	150,000	50,000
EXPENDITURES				
Instruction	942,424	920,000	627,000	700,000
Instructional Resources	41,232	80,000	20,000	75,000
General Institutional	397,980	1,241,000	1,150,000	500,000
Physical Plant	454,168	1,002,000	1,844,000	2,500,000
Total Expenditures	1,835,804	3,243,000	3,641,000	3,775,000
Net Revenue (Expenditures)	(1,785,053)	(3,213,000)	(3,491,000)	(3,725,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	4,000,000
Operating Transfer In (Out)	(199,243)	(100,000)	(100,000)	(100,000)
Total Resources (Uses)	515,704	(813,000)	(1,091,000)	175,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	515,704	(813,000)	(1,091,000)	175,000
Total Transfers To (From) Fund Balance	515,704	(813,000)	(1,091,000)	175,000
Beginning Fund Balance	608,030	982,030	1,123,734	32,734
Ending Fund Balance	1,123,734	169,030	32,734	207,734

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Debt Service Fund
2018-2019 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2016-17 <u>Actual*</u>	2017-18 <u>Budget</u>	2017-18 <u>Estimate**</u>	2018-19 <u>Budget</u>
REVENUES				
Local Government	4,950,000	4,950,000	4,950,000	5,345,000
State Aids	19,045	8,000	-	19,000
Institutional	4,632	1,000	35,000	30,000
Federal	<u>326,427</u>	<u>313,000</u>	<u>323,000</u>	<u>222,000</u>
Total Revenues	5,300,104	5,272,000	5,308,000	5,616,000
EXPENDITURES				
Physical Plant	<u>5,304,473</u>	<u>5,359,600</u>	<u>5,334,000</u>	<u>5,616,000</u>
Total Expenditures	5,304,473	5,359,600	5,334,000	5,616,000
Net Revenue (Expenditures)	(4,369)	(87,600)	(26,000)	-
OTHER SOURCES (USES)				
Premium on Issuance of Debt	68,000			
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	68,631	(87,600)	(26,000)	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>63,631</u>	<u>(87,600)</u>	<u>(26,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	63,631	(87,600)	(26,000)	-
Beginning Fund Balance	<u>1,333,900</u>	<u>1,377,900</u>	<u>1,397,531</u>	<u>1,371,531</u>
Ending Fund Balance	<u>1,397,531</u>	<u>1,290,300</u>	<u>1,371,531</u>	<u>1,371,531</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Enterprise Fund
2018-2019 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2016-17 <u>Actual*</u>	2017-18 <u>Budget</u>	2017-18 <u>Estimate**</u>	2018-19 <u>Budget</u>
REVENUES				
Institutional	<u>1,601,304</u>	<u>2,100,000</u>	<u>1,710,000</u>	<u>1,900,000</u>
Total Revenues	<u>1,601,304</u>	<u>2,100,000</u>	<u>1,710,000</u>	<u>1,900,000</u>
EXPENDITURES				
Auxiliary Services	<u>1,446,840</u>	<u>2,000,000</u>	<u>1,640,100</u>	<u>1,800,000</u>
Total Expenditures	<u>1,446,840</u>	<u>2,000,000</u>	<u>1,640,100</u>	<u>1,800,000</u>
Net Revenue (Expenditures)	154,464	100,000	69,900	100,000
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>(400,000)</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	<u>154,464</u>	<u>(300,000)</u>	<u>69,900</u>	<u>100,000</u>
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>154,464</u>	<u>(300,000)</u>	<u>69,900</u>	<u>100,000</u>
Total Transfers To (From) Fund Balance	<u>154,464</u>	<u>(300,000)</u>	<u>69,900</u>	<u>100,000</u>
Beginning Fund Balance	<u>3,426,873</u>	<u>3,606,873</u>	<u>3,581,337</u>	<u>3,651,237</u>
Ending Fund Balance	<u>3,581,337</u>	<u>3,306,873</u>	<u>3,651,237</u>	<u>3,751,237</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Internal Service Fund***
2018-2019 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2016-17 <u>Actual*</u>	2017-18 <u>Budget</u>	2017-18 <u>Estimate**</u>	2018-19 <u>Budget</u>
REVENUES				
Institutional	<u>3,972,292</u>	<u>4,350,000</u>	<u>4,091,000</u>	<u>4,385,000</u>
Total Revenues	<u>3,972,292</u>	<u>4,350,000</u>	<u>4,091,000</u>	<u>4,385,000</u>
EXPENDITURES				
Auxiliary Services	<u>3,125,231</u>	<u>4,350,000</u>	<u>3,891,000</u>	<u>4,385,000</u>
Total Expenditures	<u>3,125,231</u>	<u>4,350,000</u>	<u>3,891,000</u>	<u>4,385,000</u>
Net Revenue (Expenditures)	847,061	-	200,000	-
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	<u>847,061</u>	<u>-</u>	<u>200,000</u>	<u>-</u>
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>847,061</u>	<u>-</u>	<u>200,000</u>	<u>-</u>
Total Transfers To (From) Fund Balance	<u>847,061</u>	<u>-</u>	<u>200,000</u>	<u>-</u>
Beginning Fund Balance	<u>124,549</u>	<u>24,549</u>	<u>971,610</u>	<u>1,171,610</u>
Ending Fund Balance	<u>971,610</u>	<u>24,549</u>	<u>1,171,610</u>	<u>1,171,610</u>

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

*Actual is presented on a budgetary basis.

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

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

B. Operations Council Monitoring Report

Mr. White will present a summary of the Operations Council – Fiscal Sustainability Board Monitoring Report at the Board meeting. The written report is included below.

Board Monitoring Report

Operations Council: Financial Sustainability – May 2018

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

- The Operations Council, along with Fiscal Services, is dedicated to ensuring that we continue to change the lives of the students we serve. By working collaboratively within the college, we encourage process efficiencies that will increase access and improve the success of our students, which in turn can improve our FTEs. These increased efficiencies also allow employees to more effectively do their jobs which leads to increased job satisfaction. As a college, we face statutory limits on our revenue sources and continue to develop entrepreneurial opportunities to strengthen our financial position. The College's continuous improvement culture ensures we are able to optimize the amount of resources that go directly to support serving students and providing maximum opportunities for student success.

Alignment with Strategic Directions

- The Operations Council 2017-18 health indicators of Alternative Revenue Generation and Process Efficiencies help the college achieve fiscal sustainability, increase access and improve success of our students and enhance our culture. The Operations Council selects projects to improve internal processes as well increase the effectiveness and ease of use of our systems for our students and community. The Operations Council evaluates the existing and potential revenue generation opportunities of the College enterprises such as the Bookstore, Café, Day Care and contracts.

RECOGNIZING AND VALUING PEOPLE

Operations Council Team Members:

Caleb White (17/18 chair), Dan Imhoff, Danielle Seippel, Darnell Hendricks, Heath Ahnen, Holly Clendenen, Kelly Kelly, Lisa Whitish, Matthew Baute, Joy Kite and Paul Bell

Fiscal Services Team Members:

Caleb White, Joy Kite, Kelly Kelly, Ashley Crubel, Holly Crubel, Kim Govier, Amy Campbell, Sarah Imhoff, Sara Bahl, Margaret Chubb, Cora Halverson, Jaren Knight, Rex Smith, Nancy Devlin, Jen Fonder

Board Monitoring Report

Operations Council: Financial Sustainability – May 2018

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

LESS PAPER, ADD MORE VALUE!

Electronic document management improves efficiency and consistency. In addition, workflow dynamics for various college operations can then be incorporated into our practices.

Goal: Complete the Laserfiche data conversion and implement Laserfiche in departments.

Goal: Implement Time Tracking.

LaserFiche Projects

Electronic document management improves efficiency and consistency

Team Members: Matthew Baute (lead), Heath Ahnen and Jake Mootz

Project' Ranking: Operations Council went through a facilitated ranking exercise, scoring 11 projects according to weighted criteria to help prioritize the team's work (January 2018)

- **Transfer Credit:** Recognizing prior experience as being equal to learning in the classroom.
 - Move from a paper-based system to completely electronic
 - Satisfies Higher Learning Commission's request for more standardization and better record-keeping of the transfer process
 - Rolled out on March 2, 2018. Advisors submit transfer credit requests via web forms; Registrar approves new course requests; database housing all information allows for a more consistent process.
- **On-line Student Housing Administration**
 - Leases, lifestyle surveys, and background information disclosure forms are all now submitted online via web forms
 - Background check and security deposit fees are now automatically added to the student's bill, saving staff time.
 - Housing Manager has new online administration tool to review student documentation status, email students and approve leases
 - Students can now view their signed leases 24x7 via the "My Housing" section of the Student Portal
 - First online lease was completed within 15 minutes of Housing Manager sending out invitation emails
- **Financial Aid Electronic Student Processing**
 - ISIR and Fact Sheet documents now auto-loaded into Laserfiche, no more need to save paper copies in large filing cabinets
 - Financial Aid Manager has new online administration tool to update students selected for verification and auto-write checklists to Laserfiche when ready

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Board Monitoring Report

Operations Council: Financial Sustainability – May 2018

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

On-line Time Tracking

Eliminate paper timesheets, integrate time off tracking and provide on-line time entry

Team Members: Darnell Hendricks (lead), Kelly Kelly, Jake Mootz, Sarah Imhoff, Jody Millin, Heath Ahnen, Krista Weber, Caleb White, Connie Haberkorn

- We are utilizing a current software solution called Greenshades which allows people to view pay stubs and W2s online. The system will allow online time entry supervisor approval through a workflow process. Time off tracking will be automated eliminating the manual process currently in place.
- Project will enter testing/training on May 1, 2018, and will be fully implemented to staff on July 1, 2018, with the exception of faculty and student employees.

Graphic Web Design Laptop Program

Increase student access, satisfaction and FTEs

Team Members: Katie Anderson, Julie Pluemer, Cora Halverson, Jake Mootz, Heath Ahnen, Nancy Devlin, Caleb White

- Roll out a required Apple laptop program for Graphic Web Design students who pays for the laptop over a two-year period. This allows students to work at home and to utilize industry standard software. Main goal is to provide better instruction and program retention. This should reduce the current lab hardware cost saving the College money.
- The program was re-evaluated at the March 22, 2018, Operations Council meeting
 - Retention for first semester to second saw a noticeable difference of 29% compared to 15% the prior year.
 - Student Survey had 87% strongly agree the laptop program has been helpful. 70% said they have had a positive experience.
 - 40% of the students said they would not have access outside of the classroom without the program.
 - Many of the same support and maintenance requirements of the laptop program would be in existence if the lab classroom existed (computers).
 - The program will continue for Fall 18-19 and will continue to be monitored.

Board Monitoring Report

Operations Council: Financial Sustainability – May 2018

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

PUTTING THE 'TECH' IN TECHNOLOGY

Lead: Heath Ahnen

We make a significant investment in technology to support learning and operations. It is important to ensure funds spent on Information Technology (IT) gain efficiencies and improve learning or operations. Standard Operating Procedures for procurement and deployment of IT solutions will be evaluated and updated.

Goal: New procedures will save the college \$100,000.

Team Members: Standard Operating Procedures for procurement and deployment

- Heath Ahnen (lead), John Troxel, Jake Mootz, Jake Wienkes, Dave Friesen, Charles Herbers

Cost Avoidance	Value	Action Items
Digital Asset Management	\$35,000.00	Solution in The Hub-Marketing module implementation (\$35,000)
AxiTV Virtualization	\$1,500.00	Hardware decommission moved to SWTC Infrastructure
Cloud Computing Assessment	\$3,000.00	Microsoft sponsored with HBS partner assessment of Microsoft infrastructure
Cost Savings		
Exchange/ISA	\$3,500.00	License and server consolidated services to Exchange environment
Altiris (Software Deployment Solution Server)	\$3,500.00	VM Server no longer required No longer utilized replaced by SCCM-Existing solution with Microsoft State Contract
GSS	\$3,500.00	No longer utilized replaced by SCCM-Existing solution with Microsoft State Contract
Spiceworks2	\$3,500.00	VM Server no longer required Services moved to Maxient-server no longer required
HITRDP	\$3,500.00	VM Server no longer used
TMA	\$3,500.00	VM Server no longer required-
SMC (Sophos Mobile Control)	\$3,500.00	VM Server no longer required
SharePoint Test Server	\$3,500.00	VM Test server no longer required moved to Office365
FTP Server	\$3,500.00	No longer utilized last connection 2015
SharePoint Test Server	\$3,500.00	VM Server no longer required
SQL SharePoint Database Server	\$3,500.00	SQL3 Will be Decommissioned
Inside.swtc.edu	\$3,500.00	VM server no longer required moved to Office365-4.20.2018
Skype for Business	\$284.51	Will remove this line item on Microsoft contract upon renewal 4.30.2018
Delayed Costs		
IT Computer Lab Display Replacement	\$4,000.00	Existing legacy displays moved to IT hardware lab-displays meet requirement (\$6000 capital budget request)
IT Computer Laptop Replacement	\$12,000.00	Existing legacy hardware meet requirements moved to IT lab(\$20,000 capital budget request)
Cost Reductions		
MSM760 Wireless Controller	\$5,000.00	Support Renewal No-Longer Required
SalesForce	\$2,700.00	No longer desired by Student Services
Wild Card Certificate Utilization	\$1,520.00	System Team utilizing wildcard certificates (will save this amount every 2 years)
Zoom H-323 Room Connector	\$4,099.00	Moved to Blue Jeans (existing cost with Internet Connection and service WISNET)
Altiris Symantec Ghost Imaging	\$2,675.00	Use Existing solution with Microsoft State Contract
HP IMC	\$1,416.00	Using tools from Cisco Prime Infrastructure
Sophos Mobile Control	\$1,700.00	No longer utilized-JAMF is primary solution on standard IOS
SharePoint Licensing	\$1,268.31	SharePoint Licensing no longer required-using Microsoft Office365
TMA: Maintenance Management Software	\$3,660.98	Annual Maintenance no longer required-moved service to The Hub
Spiceworks	\$330.00	Annual Maintenance no longer required-moving service to The Hub
Scantron	\$450.00	Annual Redundant systems onsite-maintenance no longer required
Norex	\$3,600.00	Annual No longer utilizing this service
WASP (Inventory software)	\$600.00	Annual Maintenance no longer required moved to The Hub-IT module
Facilities "The Hub" -Facilities Module	\$5,200.00	Estimated Time Savings Per Week (5 hours per week)
SWTC Green Delivery	\$20,335.00	Leveraging Green Delivery and hardware deployment processes (Calculated from ComputerLifeCycle Management C21)
SWTC Obsolescence Computer Management	\$7,353.00	Leveraging displacement of third party e-recycling company
Goal Value Savings	\$100,000.00	
Total Value in Savings	\$159,691.80	

Board Monitoring Report

Operations Council: Financial Sustainability – May 2018

PRESENTATION OF THE DATA: FISCAL SUSTAINABILITY, CONTINUED

Student Loan Default Rate

Student loans are considered to be in default after 270 days without payment.

WTCS Cohort Default Rates (3 Year)

College	2009	2010	2011	2012	2013	2014	+/-
Blackhawk Technical College	16.3%	21.8%	19.9%	18.3%	18.6%	19.1%	0.5% +
Chippewa Valley Technical College	10.8%	13.8%	14.3%	12.3%	13.0%	14.9%	1.9% +
Fox Valley Technical College	10.4%	15.3%	15.9%	15.4%	18.0%	18.8%	0.8% +
Gateway Technical College	21.7%	24.1%	23.9%	23.8%	27.0%	25.4%	-1.6% -
Lakeshore Technical College	10.2%	9.8%	11.2%	12.3%	12.2%	13.9%	1.7% +
Madison College	9.5%	12.7%	16.1%	15.0%	15.2%	16.5%	1.3% +
Midstate Technical College	12.4%	13.9%	18.5%	15.9%	20.0%	17.9%	-2.1% -
Milwaukee Area Technical College	19.0%	21.4%	19.7%	19.9%	19.5%	23.1%	3.6% +
Moraine Park Technical College	8.2%	14.6%	13.3%	12.3%	12.3%	13.1%	0.8% +
Nicolet Area Technical College	17.3%	15.9%	18.8%	22.6%	19.2%	27.9%	8.7% +
Northcentral Technical College	13.3%	13.6%	14.0%	21.5%	19.9%	20.7%	0.8% +
Northeast Wisconsin Technical College	10.7%	16.6%	18.4%	16.9%	15.7%	19.0%	3.3% +
Southwest Wisconsin Technical College	12.5%	15.0%	13.4%	12.6%	17.0%	13.1%	-3.9% -
Waukesha County Technical College	14.4%	15.9%	15.7%	14.1%	15.1%	17.8%	2.7% +
Western Technical College	13.2%	12.9%	12.5%	13.2%	14.5%	16.4%	1.9% +
Wisconsin Indianhead Technical College	15.4%	16.8%	16.8%	16.5%	14.4%	12.7%	-1.7% -
WTCS System Average	13.5%	15.9%	16.4%	16.4%	17.0%	18.1%	
UW-Colleges (2-year)	8.5%	9.1%	10.1%	9.1%	11.0%	10.6%	
Wisconsin Average	8.0%	9.7%	9.9%	9.2%	9.6%	10.3%	
National Average of 2-year public institutions	18.3%	20.9%	20.6%	19.1%	18.5%	18.3%	
National Average of all institutions	13.4%	14.7%	13.7%	11.8%	11.3%	11.5%	

Budget

The College budget supports the college's mission, vision and strategic directions by allocating resources to ensure the College is meeting student and community needs.

Audit

Southwest Tech continues to maintain an unmodified (clean) opinion on its Audit Report, and the financial statements present fairly in all material respects the financial position of the College. The College also has a clean opinion on compliance, no material weaknesses were identified in internal control or any significant deficiencies in internal control over compliance.

Board Monitoring Report

Operations Council: Financial Sustainability – May 2018

PRESENTATION OF THE DATA: FISCAL SUSTAINABILITY, CONTINUED

Moody's Investor Service Rating

The College's goal is to maintain its Aa2 rating. This 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.

- **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

Grants

It is important for the College to recognize grant opportunities to initiate, support and expand programs, career pathways, industry certifications, emergency financial assistance for our students, student support for completion and workforce advancement.

In 16-17 Southwest Tech received and managed 44 federal, state and local grants totaling \$2.12 million.

STRENGTHS

- Stronger than average FTE growth over the past five years when discounting one-time events to include loss of UW-Platteville and transcribed credit contract FTE recognition.
- Moody's
 - Strong Financial Operations
 - Cash Balance as a % of Revenues
 - Manageable Debt Burden Net Direct Debt / Full Value
 - Net Pension Liability /Full Value
 - Recent History of Operational Surpluses
 - Large Tax Base

WEAKNESSES

- Congruence between fiscal sustainability health indicators and current initiatives.
- Moody's
 - Revenue Sources – limited revenue raising flexibility
 - Socioeconomic – below average wealth indices

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Board Monitoring Report

Operations Council: Financial Sustainability – May 2018

18-19 STRATEGIC INITIATIVES

2018-19 Operations Council Chairs: Kelly Kelly and Heath Ahnen

Less Paper, Add More Value! (continued)

Lead: Mathew Baute

Electronic document management improves efficiency and consistency. In addition, workflow dynamics for various college operations can then be incorporated into our practices.

Goal: Improve processes to increase efficiencies saving dollars and increasing customer satisfaction (staff and student)

Process Efficiency: Bookstore Redesign

Leads: Kim Maier, Kelly Kelly and Haylee Freymiller

The way students access program content is evolving. The concept of "College Bookstore" will be re-imagined to include opportunities to enhance student learning with relevant and timely content, reduce cost for students, and create strong connections between various college services. We will place an emphasis on exploring technology solutions through inclusive access and hands-on learning.

Goal: Reduce costs for students.

Goal: Increase student engagement with academic content.

Goal: Improve integration with other campus services.

Process Efficiency: Student Information Management

Leads: Lisa Riley and Heath Ahnen

Conduct an analysis of our current Student Information Management (SIM) to articulate gaps and opportunities in order to consider in future investments.

Goal: Recommendation for a SIM investment plan for the future of the College that maximizes SIM services and utility with costs.

Process Efficiency: IT Savings and Investments (continued)

Leads: Jake Mootz and Stephanie Brown

Reduce inefficiencies in current technology utilization. Engage the campus community in identifying opportunities to invest in technologies to help more students be successful.

Goal: Save \$500,000 in order to reinvest in technology to help students complete their programs.

C. Year-End College Performance Review

Jason Wood, President, will provide a report on the college performance at the Board meeting.

D. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. 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)	Jeanne Smoczyk	8/1/2017	BS \$47,297-\$75,203 MS \$52,202-\$83,000 \$60,000 (at 50% load)
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)	Ben Halvorson	8/14/2017	BS \$47,297-\$75,203 \$53,500 (at 50% load)
4	New Position	Assistant College Controller/Foundation Accountant	Kim Govier	7/31/2017	Salary Band C42 \$47,777-\$66,888 Hired at \$54,000
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)
6	Replacement-Ed Edwards & Marlene Klein	Academic Success Coaches - (Part-time, LTE)	Patricia Greenwood (15 hrs) Emily Leibold (5 hours - online)	8/23/2017 8/28/2017	Hourly Band B24 \$20.32 - \$26.41 Hired at \$25.00/hour

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	Replacement - Matt Lansing	Farm Business/Production Management Instructor	Kory Stalberg	10/15/2017	BS \$47,297-\$75,203 MS \$52,202-\$83,000 Hired at \$62,000
8	Replacement - John Troxel	Technology Support Specialist	Jake Wienkes	10/2/2017	Salary Band C42 \$47,777-\$66,888 Hired at \$25.40/hour
9	New Position	Midwifery Instructor)FT - LTE)	Hilary Schlinger	11/1/2017	BS \$47,297-\$75,203 Hired at \$62,000
10	Replacement - Anna Stremlau	Student Success Coach	Kyle Bennett and Cora Beth Halverson	12/11/2017	Salary Band C42 \$47,777-\$66,888 Hired at 48,000
11	Replacement - Michael Mann	Evening Custodian	Tim Lync	1/19/2018	Hourly Band A12 \$15.28 - \$18.34 Hired at \$15.28/hour
12	Replacement - Karla Blackburn	Associate Degree Nursing Instructor	Pam Bartels	1/8/2018	BS \$47,297-\$75,203 Hired at \$62,000

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position (Cora Halverson's FA position will not be replaced)	Assistant Financial Aid Manager	Cora Halverson	3/1/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$53,000
14	Replacement - Katharine Caywood	Marketing Specialist	Dan Wackershauser	4/19/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$52,000
15	Replacement - Lori Garvey	Disability Services Specialist	Christena Bowers	6/11/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$66,888
16	Replacement - Dan Scullion	Lead Evening Custodian	Ben Neuroth	5/4/2018	Hourly Band A13 \$16.42 - \$19.70 Hired \$17.50
17	Replacement - Nate Parker	Evening Custodian	Shawn Gard	5/29/2018	Hourly Band A12 \$15.28 - \$18.34 Hired at \$15.28/hour
18	Replacement - Ben Neuroth	Evening Custodian	Connor Blaschke	5/17/2018	Hourly Band A12 \$15.28 - \$18.34 Hired at \$15.28/hour

Staffing Update 2017-18 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement - Pam Johnson-Loy	Administrative Support Assistant - Part-time, LTE (ending 6/30/2019)	Posted	6/15/2018	Hourly Band A13 \$16.42 - \$19.70
20	Replacement - Dan Schildgen	Automotive Technician Instructor	Posted	6/15/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000
21	Replacement - Steve McCauley	Electromechanical Technician Instructor	Posted	7/9/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000
22	Replacement - Nancy Devlin	Bookstore Assistant - 2 positions, Part-time, LTE (ending 6/30/219)	Posted	6/15/2018	Hourly Band A13 \$16.42 - \$19.70
23	Replacement - Snehal Shirke	Communications Instructor	Posted	8/1/2018	MS \$52,202-\$83,000

Information and Correspondence

A. Enrollment Report

The 2017-18 Comparison FTE Report, 2018-19 Comparison FTE Report, and Fall 2018 Application Report are available below. Caleb White will be available at the meeting for any questions.


2017-18 Comparison FTE Report

		2016-2017 and 2017-2018 FTE Comparison					
Program Code	Program Title	05-15-17 Students	05-14-18 Students	Student Change	05-15-17 FTE	05-14-18 FTE	FTE Change
10-101-1	Accounting	40	37	(3)	28.87	27.87	(1.00)
10-106-6	Administrative Professional	9	5	(4)	7.90	4.47	(3.43)
10-006-2	Agri-Business/Science Technology (OLD)	36	7	(29)	34.23	2.20	(32.03)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	7	16	9	6.30	13.80	7.50
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	16	24	8	15.77	25.80	10.03
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	16	25	9	13.07	25.10	12.03
10-102-3	Business Management	88	112	24	61.47	83.73	22.27
10-530-5	Cancer Information Management	36	72	36	20.87	40.03	19.17
10-504-X	Criminal Justice Studies	51	59	8	46.70	45.20	(1.50)
10-316-1	Culinary Arts	12	14	2	9.70	11.70	2.00
10-317-1	Culinary Management	8	8	-	7.30	6.73	(0.57)
10-510-6	Direct Entry Midwife	60	48	(12)	22.60	25.57	2.97
10-307-1	Early Childhood Education	36	47	11	29.00	34.73	5.73
10-620-1	Electromechanical Technology	39	40	1	35.23	35.10	(0.13)
10-325-1	Golf Course Management	14	17	3	14.10	16.83	2.73
10-201-2	Graphic And Web Design	41	36	(5)	35.40	31.73	(3.67)
10-530-1	Health Information Technology	46	63	17	27.83	36.93	9.10
10-520-3	Human Services Associate	55	40	(15)	39.13	30.33	(8.80)
10-825-1	Individualized Technical Studies	9	17	8	8.13	14.90	6.77
10-620-3	Instrumentation and Controls Technology	2	4	2	0.43	2.13	1.70

Program Code	Program Title	05-15-17 Students	05-14-18 Students	Student Change	05-15-17 FTE	05-14-18 FTE	FTE Change
10-150-X	IT-Network Specialist	39	34	(5)	33.77	23.73	(10.03)
10-513-1	Medical Laboratory Technician	19	17	(2)	12.83	13.37	0.53
10-543-1	Nursing - Associate Degree	224	206	(18)	122.17	104.33	(17.83)
10-531-1	Paramedic Technician	3	2	(1)	0.57	0.70	0.13
10-524-1	Physical Therapist Assistant	45	48	3	32.10	30.17	(1.93)
10-196-1	Leadership Development	33	42	9	16.17	19.67	3.50
10-182-1	Supply Chain Management	30	38	8	12.77	17.27	4.50
10-499-5	Technical Studies-Journey Worker	1	1	-	0.20	0.27	0.07
	Total Associate Degree	1,015	1,079	64	694.60	724.40	29.80
31-101-1	Accounting Assistant	3	8	5	1.97	4.33	2.37
30-531-6	Advanced EMT	8	9	1	1.07	1.93	0.87
32-070-1	Agricultural Power & Equipment Technician	34	35	1	36.03	30.40	(5.63)
31-405-1	Auto Collision Repair & Refinishing Technician	17	17	-	13.77	9.07	(4.70)
32-404-2	Automotive Technician	35	32	(3)	27.70	26.47	(1.23)
31-408-1	Bricklaying & Masonry	1	1	-	0.57	0.87	0.30
31-475-1	Building Trades - Carpentry	14	9	(5)	12.87	7.27	(5.60)
31-307-1	Child Care Services (ETD)	12	3	(9)	8.60	2.80	(5.80)
30-420-2	CNC Setup/Operation (ETD)	2		(2)	0.70		(0.70)
31-502-1	Cosmetology	25	23	(2)	17.67	19.60	1.93
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	10	(7)	7.10	4.33	(2.77)
31-317-1	Culinary Specialist (ETD)	4	4	-	3.50	1.47	(2.03)
31-091-1	Dairy Herd Management (OLD)	19	2	(17)	19.53	1.30	(18.23)
30-508-2	Dental Assistant - Short Term	17	14	(3)	9.57	7.80	(1.77)
30-812-1	Driver and Safety Education Certification	9	20	11	2.30	5.40	3.10
31-413-2	Electrical Power Distribution	24	29	5	22.73	26.50	3.77
50-413-2	Electricity (Construction) Apprentice	24	22	(2)	3.50	2.87	(0.63)
30-531-3	Emergency Medical Technician	58	67	9	15.33	16.33	1.00
32-080-4	Farm Operations & Management - Ag Mechanics(NEW)		1	1		0.33	0.33
32-080-3	Farm Operations & Management - Dairy (NEW)	1	5	4	0.43	4.20	3.77
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)	1	2	1	0.40	0.73	0.33
32-080-6	Farm Operations & Management - Livestock (NEW)	1	-	(1)	0.33	-	(0.33)
31-080-7	Farm Operations & Management - Livestock Tech(ETD)(NEW)		1	1		0.93	0.93

Program Code	Program Title	05-15-17 Students	05-14-18 Students	Student Change	05-15-17 FTE	05-14-18 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	11	8	(3)	1.60	1.70	0.10
31-620-1	Industrial Mechanic (ETD)	7	7	-	5.17	5.07	(0.10)
31-154-6	IT-Computer Support Technician	21	20	(1)	14.57	10.83	(3.73)
31-513-1	Laboratory Science Technician	5	4	(1)	3.27	2.40	(0.87)
31-509-1	Medical Assistant	35	36	1	28.90	28.20	(0.70)
31-530-2	Medical Coding Specialist (ETD)	49	54	5	23.70	25.60	1.90
30-543-1	Nursing Assistant	222	222	-	26.70	26.00	(0.70)
31-106-8	Office Support Specialist	6	2	(4)	5.73	0.70	(5.03)
50-427-5	Plumbing Apprentice	22	18	(4)	3.06	3.40	0.34
31-420-7	Precision Machining Technology (NEW)	1	8	7	1.03	8.00	6.97
31-504-5	Security Operations (ETD) (NEW)		2	2		1.20	1.20
31-182-1	Supply Chain Assistant (ETD)	1	6	5	0.43	2.33	1.90
31-442-1	Welding	72	61	(11)	53.40	48.57	(4.83)
	Total Technical Diploma	778	762	(16)	373.23	338.93	(34.29)
20-800-1	Liberal Arts - Associate of Arts	16	17	1	6.83	5.30	(1.53)
20-800-2	Liberal Arts - Associate of Science	15	26	11	5.57	10.17	4.60
	Undeclared Majors	322	506	184	44.90	83.53	38.63
	Total	2,146	2,390	244	1,125.13	1,162.33	37.21
	Percent of Change						3.31%
	Vocational Adult (Aid Codes 42-47)	3,716	3,752	36	68.94	75.59	6.65
	Community Services (Aid Code 60)	60	41	(19)	0.32	0.19	(0.14)
	Basic Skills (Aid Codes 73,74,75,76)	397	344	(53)	42.53	44.80	2.27
	Basic Skills (Aid Codes 77 & 78)	833	745	(88)	51.23	46.13	(5.10)
	Grand Total	7,152	7,272	120	1,288.15	1,329.05	40.89
	Total Percent of Change						3.17%
	(ETD= Embedded Technical Diploma)						

2018-19 Comparison FTE Report

		2017-2018 and 2018-2019 FTE Comparison					
Program Code	Program Title	05-15-17 Students	05-14-18 Students	Student Change	05-15-17 FTE	05-14-18 FTE	FTE Change
10-101-1	Accounting	23	23	-	10.83	10.10	(0.73)
10-106-6	Administrative Professional	6	1	(5)	2.67	0.20	(2.47)
10-006-2	Agri-Business/Science Technology (OLD)	10	-	(10)	1.67	-	(1.67)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	10	16	6	5.63	8.77	3.13
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	22	11	(11)	12.73	6.37	(6.37)
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	22	21	(1)	12.30	12.17	(0.13)
10-102-3	Business Management	68	66	(2)	31.33	28.10	(3.23)
10-530-5	Cancer Information Management	47	64	17	22.17	23.23	1.07
10-504-5	Criminal Justice Studies (NEW)	43	52	9	20.83	24.83	4.00
10-316-1	Culinary Arts	11	10	(1)	5.17	5.17	-
10-317-1	Culinary Management	4	5	1	1.63	3.03	1.40
10-510-6	Direct Entry Midwife	27	29	2	12.00	9.57	(2.43)
10-307-1	Early Childhood Education	30	46	16	14.50	22.60	8.10
10-620-1	Electromechanical Technology	24	30	6	12.63	16.37	3.73
10-325-1	Golf Course Management	13	19	6	6.60	9.77	3.17
10-201-2	Graphic And Web Design	22	31	9	12.03	14.40	2.37
10-530-1	Health Information Technology	53	46	(7)	20.93	17.80	(3.13)
10-520-3	Human Services Associate	29	25	(4)	14.90	12.43	(2.47)
10-825-1	Individualized Technical Studies	5	6	1	2.90	2.70	(0.20)
10-620-3	Instrumentation and Controls Technology	1	3	2	0.53	1.70	1.17
10-150-X	IT-Network Specialist	20	28	8	9.63	12.63	3.00
10-513-1	Medical Laboratory Technician	7	10	3	3.53	4.60	1.07
10-543-1	Nursing - Associate Degree	173	168	(5)	52.43	50.30	(2.13)
10-531-1	Paramedic Technician	6	-	(6)	2.93	-	(2.93)
10-524-1	Physical Therapist Assistant	26	24	(2)	9.53	9.43	(0.10)
10-196-1	Leadership Development	22	20	(2)	6.97	5.97	(1.00)
10-182-1	Supply Chain Management	14	23	9	5.53	8.77	3.23
	Total Associate Degree	738	777	39	314.57	321.00	6.43
31-101-1	Accounting Assistant	4	4	-	1.47	1.30	(0.17)
30-531-6	Advanced EMT	-	1	1	-	0.13	0.13
31-006-3	Agribusiness Science & Technology - Agronomy Tech	-	1	1	-	0.53	0.53

Program Code	Program Title	05-15-17 Students	05-14-18 Students	Student Change	05-15-17 FTE	05-14-18 FTE	FTE Change
32-070-1	Agricultural Power & Equipment Technician	37	31	(6)	19.27	16.03	(3.23)
31-405-1	Auto Collision Repair & Refinishing Technician	14	12	(2)	4.90	4.77	(0.13)
32-404-2	Automotive Technician	28	29	1	13.63	14.43	0.80
31-475-1	Building Trades - Carpentry	4	7	3	2.17	3.53	1.37
31-307-1	Child Care Services (ETD)	4	5	1	2.23	2.40	0.17
30-420-2	CNC Setup/Operation (ETD)	-	4	4	-	2.00	2.00
31-502-1	Cosmetology	17	19	2	8.40	9.50	1.10
30-504-2	Criminal Justice-Law Enforcement 720 Academy	-	8	8	-	4.83	4.83
31-317-1	Culinary Specialist (ETD)	2	-	(2)	0.37	-	(0.37)
30-508-2	Dental Assistant - Short Term	18	13	(5)	9.60	6.93	(2.67)
30-812-1	Driver and Safety Education Certification	2	3	1	0.40	0.40	-
31-413-2	Electrical Power Distribution	28	31	3	14.30	15.47	1.17
50-413-2	Electricity (Construction) Apprentice	-	9	9	-	0.60	0.60
30-531-3	Emergency Medical Technician	3	8	5	1.23	1.33	0.10
32-080-4	Farm Operations & Management - Ag Mechanics	5	5	-	2.83	2.17	(0.67)
31-080-6	Farm Operations & Management - Crop Operations (ETD)	1	1	-	0.27	0.57	0.30
32-080-3	Farm Operations & Management - Dairy	4	15	11	1.77	7.27	5.50
31-080-3	Farm Operations & Management - Dairy Technician(ETD)	3	4	1	1.00	1.93	0.93
31-080-2	Farm Operations & Management - Farm Ag Maintenance(ETD)	1	4	3	0.50	1.67	1.17
31-080-7	Farm Operations & Management - Livestock Tech(ETD)	1	1	-	0.43	0.53	0.10
30-317-1	Food Production Assistant (ETD)	-	1	1	-	0.53	0.53
50-413-1	Industrial Electrician Apprentice	-	1	1	-	0.07	0.07
31-620-1	Industrial Mechanic (ETD)	1	1	-	0.57	0.20	(0.37)
31-154-6	IT-Computer Support Technician	6	11	5	1.87	4.73	2.87
31-513-1	Laboratory Science Technician	2	5	3	0.70	2.20	1.50
31-509-1	Medical Assistant	31	29	(2)	15.50	14.13	(1.37)
31-530-2	Medical Coding Specialist (ETD)	40	31	(9)	13.10	11.93	(1.17)
30-543-1	Nursing Assistant	60	36	(24)	6.40	3.83	(2.57)
31-106-8	Office Support Specialist	2	-	(2)	0.57	-	(0.57)
31-420-7	Precision Machining Technology	7	-	(7)	3.47	-	(3.47)
31-504-5	Security Operations (ETD)	1	1	-	0.30	0.43	0.13
31-182-1	Supply Chain Assistant (ETD)	2	1	(1)	1.27	0.27	(1.00)
31-442-1	Welding	49	32	(17)	25.77	16.27	(9.50)
Total Technical Diploma		377	364	(13)	154.27	152.93	(1.33)

Program Code	Program Title	05-15-17 Students	05-14-18 Students	Student Change	05-15-17 FTE	05-14-18 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	7	9	2	1.53	1.50	(0.03)
20-800-2	Liberal Arts - Associate of Science	11	9	(2)	2.47	1.50	(0.97)
	Undeclared Majors	116	71	(45)	17.37	8.90	(8.47)
	Total	1,249	1,230	(19)	490.20	485.83	(4.37)
	Percent of Change						-0.89%
	Vocational Adult (Aid Codes 42-47)	451	428	(23)	10.51	10.66	0.15
	Community Services (Aid Code 60)	4	-	(4)	0.01	-	(0.01)
	Basic Skills (Aid Codes 73,74,75,76)	21	15	(6)	-	-	-
	Basic Skills (Aid Codes 77 & 78)	139	101	(38)	-	-	-
	Grand Total	1,864	1,774	(90)	500.72	496.50	(4.23)
	Total Percent of Change						-0.84%
	(ETD= Embedded Technical Diploma)						

Fall 2018 Application Report

Program Application Comparison 2017/18 vs. 2018/19								
PROGRAM	CAP	05/15/17			05/15/18			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			25	25		17	17	-8
Accounting Assistant			5	5		4	4	-1
Agribusiness Science & Technology - Agbus Mgmt	20		11	11		15	15	4
Agribusiness Science & Technology - Agronomy	20		11	11		6	6	-5
Agribusiness Science & Technology - Agronomy Tech	20					1	1	1
Agribusiness Science & Technology - Animal Science	20		16	16		16	16	0
Agricultural Power & Equipment Technician	22		29	29		22	22	-7
Auto Collision Repair & Refinish Technician	22		9	9		11	11	2
Automotive Technician	22		29	29		28	28	-1
Building Trades-Carpentry	20		14	14		13	13	-1
Business Management			39	39		43	43	4
Cancer Information Management	30		46	46	19	48	67	21
Child Care Services	13		7	7		9	9	2
CNC Machine Operator/Programmer	15					6	6	6
Cosmetology	24		25	25		18	18	-7
Criminal Justice Studies	70		58	58		44	44	-14
Culinary Arts			19	19		14	14	-5
Culinary Management			2	2		1	1	-1
Culinary Specialist			1	1		0	0	-1
Dental Assistant	18		26	26		19	19	-7
Early Childhood Education	28		22	22		33	33	11
Electrical Power Distribution	24		83	83		65	65	-18
Electro-Mechanical Technology	24		18	18		22	22	4
Farm Operations & Management - Ag Mechanics	20		7	7		6	6	-1
Farm Operations & Management - Crops Operations	20		1	1		3	3	2
Farm Operations & Management - Dairy	20		9	9		13	13	4
Farm Operations & Management - Dairy Technician	20		5	5		5	5	0
Farm Operations & Management - Farm Ag Mntc	20		2	2		5	5	3
Farm Operations & Management - Livestock Tech	20		2	2		1	1	-1
Food Production Assistant			0	0		2	2	2
Golf Course Management			10	10		10	10	0
Graphic and Web Design	25		25	25		24	24	-1
Health Information Technology	22		38	38	10	21	31	-7
Human Services Associate	31		25	25		18	18	-7
Individualized Technical Studies			5	5		1	1	-4
Industrial Mechanic	6		3	3		2	2	-1
Instrumentation and Controls Technology	6		1	1		4	4	3
IT-Computer Support Technician			10	10		17	17	7
IT-Network Specialist			16	16		27	27	11
Laboratory Science Technician	15		3	3		7	7	4
Leadership Development						5	5	5

Liberal Arts - Associate of Arts			11	5	16	12	5	17	1
Liberal Arts - Associate of Science			18	7	25	9	4	13	-12
Medical Assistant	32			49	49		44	44	-5
Medical Coding Specialist	23			62	62	7	32	39	-23
Medical Laboratory Technician	16		9	7	16	8	6	14	-2
Nursing-Associate Degree	54		177	60	237	119	87	206	-31
Nursing-Associate Degree-Part-time	28		1	25	26	2	32	34	8
Physical Therapist Assistant	18		21	28	49	15	14	29	-20
Precision Machining Technology	15			9	9				-9
Security Operations				2	2		1	1	-1
Supervisory Management				8	8				-8
Supply Chain Assistant				1	1		1	1	0
Supply Chain Management				9	9		11	11	2
Undecided			25	0	25	25	0	25	0
Welding	40			48	48		39	39	-9
TOTAL			262	977	1239	226	902	1128	-111

B. Chairperson's Report

C. College President's Report

1. Managed Time Off (MTO) Policy Update
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

5. Public Budget Hearing/Approval
6. Evaluation of President
7. President's Performance Report
8. College Culture Monitoring Report

B. Time and Place

Thursday, June 21, 2018, Immediately following the Budget Hearing, which starts at 6:30 p.m., College Campus - Rooms 492-493

Adjourn to Closed Session

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

1. Discussion of President's evaluation and personnel issues per Wis. Stats. 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. Approval of Closed Session Minutes – April 26, 2018

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment