



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**June 21, 2018**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

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

Thursday, June 21, 2018

6:15 p.m. – Demonstration of Charger Hub / Dinner, Room 490

7:00 p.m. – Budget Hearing, Rooms 492-493

Immediately Following Budget Hearing – Regular Board Meeting  
Rooms 492-493

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The June 21, 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 June 21, 2018, agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Board Meeting of May 24, 2018**

Minutes of the May 24, 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 103 contracts totaling \$1,374,247.30 in May 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

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

One retirement and two resignations are being presented for approval in the Personnel Report. Information is included in the electronic Board packet.

**F. UMOS, Inc. Sublease**

UMOS, Inc. leases office space at the College's Richland Center outreach site. Included in the Board material is the lease in the amount of \$315.89 per month for the term of 7/1/18 – 6/30/19.

**G. Manpower Groups Sublease**

Manpower Groups leases Room 468 (office space) from the College in the amount of \$204 per month. The lease for the term of 7/1/18 – 6/30/19 is included with the electronic Board material.

**Recommendation:** Approve the Consent Agenda as presented.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Compensation Increase for Staff**

Caleb White and Krista Weber will present a proposal for an increase in wages for employees. Information will be presented at the meeting.

**Recommendation:** *(The recommendation will be presented at the Board meeting.)*

**B. 2018-19 Budget Approval**

Caleb White will present the 2018-19 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

**Recommendation:** Approve the 2018-19 Budget as presented.

**C. Resolution Authorizing the Issuance Of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale**

Up to \$1,255,000 for the public purpose of paying the costs of construction of builds and building additions or enlargements; up to \$475,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$2,270,000 for paying the cost of acquiring moveable equipment are being requested. A copy of the resolution is available with the electronic Board material.

**Recommendation:** Approve the resolution authorizing the borrowing of up to \$4,000,000.

**D. First Reading of Governance Policy 2.6: Acting President**

At the April 26, 2018, a Governance Policy was proposed on an acting president designation. Included with the electronic Board material is Governance Policy 2.6: Acting President. Dr. Wood will present the policy at the meeting.

**Recommendation:** Approve the First Reading of Governance Policy 2.6: Acting President.

**E. Tuition Reimbursement Policy**

Krista Weber will present the Tuition Reimbursement Policy for the Board to consider for approval. The Tuition Reimbursement Policy is included with the electronic Board material.

**Recommendation:** Approve the Tuition Reimbursement Policy.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. College Council Monitoring Report**

Krista Weber will present a summary of the College Council Board Monitoring Report. The report is included with the electronic Board material.

**B. 2018-19 Board Monitoring Schedule**

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

**C. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 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**

1. ACCT Leadership Congress: October 24-27, 2018 – New York, NY

**C. College President's Report**

1. Foundation Board Development Conference
2. College Happenings

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. Oath of Office
2. Election of Officers
3. Approve Borrowing Resolutions
4. Three-year Facilities Plan
5. Bid: Public Safety Complex Storage Building
6. Signatory Authority Policy
7. Designate Official Newspaper
8. Designation Depository
9. Designate College Legal Counsel

**B. Time and Place**

Monday, July 9, 2018; 5:00 p.m. at Southwest Tech Campus, Rooms 492-493

**ADJOURN TO CLOSED SESSION**

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

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

**B. Approval of Closed Session Minutes of May 24, 2018**

## **RECONVENE TO OPEN SESSION**

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

## **OTHER ITEMS REQUIRING BOARD ACTION**

### **A. President's Contract**

The Board will consider the President's Contract for approval.

**Recommendation:** Approve the President's Contract.

## **ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The June 21, 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, June 21, 2018

6:15 p.m. – Demonstration of Charger Hub / Dinner, Room 490

7:00 p.m. – Budget Hearing, Rooms 492-493

Immediately Following Budget Hearing – Regular Board Meeting  
Rooms 492-493

## **AGENDA**

### **OPEN MEETING**

The following statement will be read: “The June 21, 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 May 24, 2018
- C. Financial Reports
- D. Purchases Greater than \$2,500
  - 1. Treasurer’s Cash Balance
  - 2. Budget Control
  - 3. Contract Revenue
- E. Personnel Items
- F. UMOS, Inc. Sublease
- G. Manpower Groups Sublease

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

- A. Compensation Increase for Staff
- B. 2018-19 Budget Approval
- C. Resolution Authorizing the Issuance Of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale
- D. First Reading of Governance Policy 2.6: Acting President
- E. Tuition Reimbursement Policy

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

- A. College Council Monitoring Report
- B. 2018-19 Board Monitoring Schedule
- C. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. ACCT Leadership Congress: October 24-27, 2018 – New York, NY
- 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 Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes of May 24, 2018

## **RECONVENE TO OPEN SESSION**

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

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. President's Contract

## **ADJOURNMENT**

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

***B. Minutes of the Regular Board Meeting of May 24, 2018***



**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
MAY 24, 2018**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on May 24, 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, Linda Erickson, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Holly Miller, 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, 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](mailto:accom@swtc.edu)}**

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on the District Boards Association activities. Ms. Merrifield shared that the Fast Forward grant was approved for professional development funds for dual enrollment teachers to meet the Higher Learning Commission accreditation requirements. Work continues with the Legislature on various issues. The budget development work group will start meeting to develop the proposal for the Wisconsin Technical College System's

biennial budget request to the Governor. The next District Boards Association Conference is July 13-14 in Green Bay.

After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda as presented including:

- the May 24, 2018, agenda;
- April 26, 2018, Board meeting minutes;
- financial reports;
- 24 contracts totaling \$49,421.10 in April 2018;
- employment recommendations for Christena Bowers – Disability Services Specialist, Shawn Gard – Evening Custodian, and Connor Blaschke – Evening Custodian;
- the promotion of Ben Neuroth to Lead Evening Custodian;
- the retirements of Jeff Dornink – Animal Science/Dairy Herd Management Instructor, Steve McCauley – Electromechanical Technology Instructor, and Sondra Ostheimer – Business Technology Instructor;
- the renewal of the Association of Community College Trustees (ACCT) membership in the amount of \$3,337;
- the fee assessment in the amount of \$19,906.32 for the Wisconsin Technical Colleges District Boards Association; and
- the renewal of the Clarity Clinic lease for 2018-19.

Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a renewal 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. Mr. White then presented a renewal 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. A renewal 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 was also presented. Mr. Tuescher moved to approve the 2018-19 leases with Platteville School District, the City of Darlington, and Workforce Connections, Inc. for Southwest Tech to rent space from the entities listed above. Mr. Kohlenberg seconded the motion; motion unanimously carried.

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 post-employment health insurance benefit (OPEB) Election Agreement was reviewed and presented for approval. Mr. Tuescher moved to approve the OPEB Election Agreement as presented with Ms. Mickelson seconding the motion. The motion carried with one dissenting vote.

Caleb White presented an update on the FY2019 budget reviewing each of the six funds for the operational budget. The budget will be brought to the Board at the June 21 Board meeting for approval. The projection is to borrow \$4 million in 2018-19 for capital projects.

Mr. White and Heath Ahnen, Director of IT Services, presented a summary of the Operations Council – Fiscal Sustainability Board Monitoring Report. Mr. White highlighted the strategic initiative of 'Less Paper, Add More Value' including projects on LaserFiche, online time tracking, Graphic Web Design laptop program, student loan default rate, the budget, the audit,

Moody's Investor Service Rating, and grants. Mr. Ahnen highlighted the strategic initiative of 'Putting the "Tech" in Technology' with the focus being on time savings, cost saving, and risk mitigation. Initiatives the IT Services department have undertaken this past year include green delivery of computer system (decreased time taken for deployment of new computers and decommissioning old computers) and consolidation of licensing by combining systems and discontinuing those that are no longer needed. Future plans include redesigning backup processes for data, redesign of the Bookstore, continued efforts in the less paper, more value initiative, and a review of the Student Information System.

Dr. Wood provide a report on the 2017-8 college performance. Highlights of the report included turning a weakness into a strength with the Higher Learning Commission accreditation; focused on adult student recruitment; trained employees on evacuation procedures followed with an all staff in-service training; focused on quality teaching and learning, moving forward on financial sustainability, and improved the overall employee satisfaction with working at the college. Dr. Wood reviewed the college health indicators and the results of the Executive Team, Leadership Council, Academic Council, College Council, and Operations Council strategic initiatives.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process included the positions of a part-time LTE Administrative Support Assistant, Automotive Technician Instructor, Electromechanical Technology Instructor, two part-time LTE Bookstore Assistants, and a Communications Instructor.

Holly Miller reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 3% 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 indicated applications are down compared to Fall 2017 applications at the same time last year.

Under the College President's Report, Dr. Wood updated the Board that it was discovered the coding for the time-off system has been done inconsistently in the past years. Moving forward with the new Managed Time Off (MTO) system, the MTO policy will be followed for coding purposes and in practice. The District Board asked that a shout out be given to Breanna Callahan for leading the graduation committee in another successful graduation.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the President's evaluation and personnel issues per Wis. Statutes 19.85(1)(c). Ms. Nickels seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:49 p.m. The Board reconvened to open session at 10:46 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Kohlenberg seconding the motion. The motion carried and the meeting adjourned at 10:46 p.m.

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Darlene Mickelson, Secretary

## C. Financial Reports

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 05/01/2018 TO 05/31/2018				
Invoices				
Vendor	Invoice #	Description	Amount	
ASSOCIATED BANK	6.1.18 PRINCIPAL-101	Principal Due 845-101	\$1,100,000.00	
ASSOCIATED BANK	6.1.18 INTEREST -101	Interest due 845-101	\$481,721.26	
DTC	JUNE 2018 INTEREST	6.1.18 Interest	\$92,120.82	
ASSOCIATED BANK	6.1.18 INTEREST -102	Interest Due	\$69,050.00	
ASSOCIATED BANK	6.1.18 PRINCIPAL-102	Principal Due	\$55,000.00	
TIMETRADE SYSTEMS INC	INV9877	yr 2 of 3 apt scheduling	\$10,400.00	
JOSTENS	21450683	Caps, gowns, tassels	\$4,614.36	
Shane D Kaiser	1514177	Opp Student Refund	\$3,753.63	
IMEG	17002220.00-3	prof services 1.8-2.11.18	\$3,576.74	
CAPITAL NEWSPAPERS	4.30.18 STATEMENT	ONAD March/April retargeting	\$3,550.00	
GREATER DUBUQUE DEVELOPMENT	5.2.18	Advertising	\$3,125.00	
HSR ASSOCIATES INC	18006-03	Prof Svcs-1200 B/1800 projects	\$3,040.00	
INTERNATIONAL CRITICAL INCIDENT	21805052	Speakers Bureau	\$6,000.00	
TRI-STAR MULCH	30954	red mulch	\$3,000.00	
Jenna L Ingvalson	1514196	Opp Student Refund	\$2,970.00	
Amanda M Scheel	1516351	Opp Student Refund	\$2,970.00	
Hillary J Roberts	1517188	Opp Student Refund	\$2,802.06	
W.W. NORTON & COMPANY	485022	textbooks	\$2,700.00	
SYSCO FOODS OF BARABOO	118643602	supplies	\$2,523.81	
INTERACT COMMUNICATIONS INC	4130	Breaking down silos PD	\$2,500.00	
<b>Total Invoices</b>				<b>\$1,855,417.68</b>

Purchase Orders				
Vendor	PO #	Description	Amount	
DATA RECOGNITION CORPORATION	6616	ABE: 2018 TABE Tests	\$4,189.80	
DIGICORP INC	6611	IT: Labor for Unitrends install	\$5,000.00	
HEARTLAND BUSINESS SYSTEMS	6613	IT: Palo Alto Defense	\$6,660.00	
VANGUARD COMPUTERS INC	6614	IT: HP ProOne 400G3 PCs	\$6,760.68	
LAERDAL MEDICAL CORPORATION	6615	Health: SimView Mobile System	\$7,984.60	
OTTER CREEK CONSTRUCTION LLC	6609	Bldg 200 IT Classroom Remodel	\$61,324.00	
VANGUARD COMPUTERS INC	6608	IT: HP EliteDesk/Display/Docks	\$63,280.77	
VANGUARD COMPUTERS INC	6617	IT: HP Z2 Mini Workstations	\$76,000.50	
CDW GOVERNMENT	6610	IT: Unitrends Backup System	\$83,000.00	
Total Purchase Orders				\$314,200.35
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
Sikich May 2018 H Ins	WDL000005488	CMTRX00002069	\$307,938.09	
IRS 941 5.18.18 Payroll	WDL000005536	CMTRX00002084	\$169,799.50	
ETF April 2018	WDL000005569	CMTRX00002094	\$118,298.12	
IRS 941 5.4.18 Payroll	WDL000005511	CMTRX00002077	\$111,452.73	
WDR WT-6 5.18.18 Payroll	WDL000005540	CMTRX00002084	\$32,446.93	
WDR WT-6 5.4.18 1-724-053-95	WDL000005517	CMTRX00002077	\$21,956.83	
The Hartford #587782694262	WDL000005526	CMTRX00002082	\$9,476.28	
Wells Fargo #712638577	WDL000005544	CMTRX00002085	\$7,617.00	
Wells Fargo #711057545	WDL000005521	CMTRX00002078	\$7,598.00	
Delta Dental #187048	WDL000005523	CMTRX00002080	\$7,561.35	
Delta Dental #185949	WDL000005491	CMTRX00002073	\$6,028.50	
Delta Dental #192465	WDL000005552	CMTRX00002092	\$4,937.39	
Delta Dental #188133	WDL000005525	CMTRX00002082	\$3,508.78	
Delta Dental #191373	WDL000005548	CMTRX00002088	\$3,492.02	
Total Bank Withdrawals				\$812,111.52
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 5/4/2018	WDL000005501	UPRCC00000688	\$313,429.35	
Direct Deposit 5/18/2018	WDL000005531	UPRCC00000697	\$310,648.29	
Direct Deposit 5/18/2018	WDL000005529	UPRCC00000695	\$127,450.64	
Direct Deposit 5/18/2018	WDL000005527	UPRCC00000693	\$10,666.69	
Direct Deposit 5/4/2018	WDL000005498	UPRCC00000685	\$7,564.97	
Direct Deposit 5/18/2018	WDL000005532	UPRCC00000698	\$6,462.20	
Direct Deposit 5/18/2018	WDL000005530	UPRCC00000696	\$5,918.40	
Direct Deposit 5/4/2018	WDL000005504	UPRCC00000691	\$5,353.07	
Direct Deposit 5/4/2018	WDL000005497	UPRCC00000684	\$5,345.31	
Direct Deposit 5/4/2018	WDL000005503	UPRCC00000690	\$4,577.02	
Total Payroll				\$797,415.94



Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 4.17.18 Payment	WDL000005507	CMTRX00002076	\$68,975.53	
US Bank 5.15.18 Statement	WDL000005553	CMTRX00002092	\$66,839.31	
US Bank 5.1.18 Statement	WDL000005534	CMTRX00002083	\$57,975.65	
<b>Total Purchase Cards</b>				<b>\$193,790.49</b>
<b>Total Purchases &gt; \$2,500</b>				<b>\$3,972,935.98</b>

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 05/31/2018			
<b>Receipts</b>			
Fund			
1 General	639,934.85		
2 Special Revenue			
3 Capital Projects			
4 Debt Service	157,474.67		
5 Enterprise	64,836.05		
6 Internal Service	337,977.96		
7 Financial Aid/Activities	51,742.41		
<b>Total Receipts</b>		<b>1,251,965.94</b>	
<b>Expenses</b>			
Fund			
1 General	2,005,485.97		
2 Special Revenue			
3 Capital Projects	147,134.36		
4 Debt Service	1,797,892.09		
5 Enterprise	112,561.19		
6 Internal Service	342,225.16		
7 Financial Aid/Activities	101,691.40		
<b>Total Expenses</b>		<b>4,506,990.17</b>	
<b>Net cash change - month</b>			<b>(3,255,024.23)</b>
<b>EOM Cash Balances</b>			
-American Operating 0359	1,521,394.45		
-American Cash Deposit 062 (Fenn)	15,085.31		
-American Cash Deposit 502 (Fenn)	5,011,328.81		
-American Investment 4929	8,105,920.62		
-Huntington Offset account 4011	50,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,184,567.66		
<b>Ending Cash/Investment Balance</b>		<b>15,891,236.85</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 11 Months ended May 2018							
	<b>2017-18</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	23,143,000.00	20,911,943.59	90.36	84.76	86.23	94.07	88.12
General Fund Expenditures	23,613,000.00	19,496,935.00	82.57	81.32	84.46	79.66	85.24
Capital Projects Fund Revenue	2,530,000.00	2,648,032.99	104.67	101.10	99.89	101.24	101.35
Capital Projects Fund Expenditures	3,243,000.00	1,694,820.35	52.26	44.10	48.68	70.51	59.88
Debt Service Fund Revenue	5,272,000.00	3,723,011.07	70.62	70.34	69.14	6.92	8.22
Debt Service Fund Expenditures	5,359,600.00	2,455,250.85	45.81	99.04	99.89	97.67	99.42
Enterprise Fund Revenue	2,100,000.00	1,460,492.06	69.55	72.84	95.14	90.62	81.93
Enterprise Fund Expenditure	2,000,000.00	1,414,958.47	70.75	69.36	84.09	80.25	63.24
Internal Service Fund Revenue	4,350,000.00	3,723,681.32	85.60	83.38	92.60	89.48	88.28
Internal Service Fund Expenditures	4,350,000.00	3,786,309.49	87.04	85.05	100.77	97.38	88.00
Trust & Agency Fund Revenue	8,000,000.00	6,476,604.67	80.96	85.83	81.09	83.60	91.52
Trust & Agency Fund Expenditures	8,030,000.00	6,512,813.24	81.11	87.00	80.98	84.60	92.42
Grand Total Revenue	45,395,000.00	38,943,765.70	85.79	83.50	85.08	82.41	80.20
Grand Total Expenditures	46,595,600.00	35,361,087.40	75.89	81.95	85.19	83.40	86.41

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

There were 103 contracts totaling \$1,374,247.30 in May 2018 being presented for Board approval.. The Contract Revenue Report is included below.

# 2017-2018 CONTRACTS

5/1/2018 - 5/31/2018

<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>
Barneveld School District	03-2018-0009-I-11	Driver's Ed - Classroom	Kris Wubben	29	\$ 2,929.00	No		X	
Barneveld School District	03-2018-0010-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	39	\$ 12,285.00	No		X	
Benton School District	03-2018-0011-I-11	Driver's Ed - Classroom	Kris Wubben	6	\$ 606.00	No		X	
Benton School District	03-2018-0012-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	15	\$ 4,725.00	No		X	
Boscobel School District	03-2018-0013-I-11	Driver's Ed - Classroom	Kris Wubben	38	\$ 3,838.00	No		X	
Boscobel School District	03-2018-0014-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	37	\$ 11,655.00	No		X	
Cassville School District	03-2018-0015-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	17	\$ 5,355.00	No		X	
Cuba City School District	03-2018-0016-I-11	Driver's Ed - Classroom	Kris Wubben	53	\$ 5,353.00	No		X	
Cuba City School District	03-2018-0017-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	60	\$ 18,900.00	No		X	
Dodgeville School District	03-2018-0018-I-11	Driver's Ed - Classroom	Kris Wubben	75	\$ 7,575.00	No		X	
Dodgeville School District	03-2018-0019-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	68	\$ 21,420.00	No		X	
Fennimore School District	03-2018-0020-I-11	Driver's Ed - Classroom	Kris Wubben	29	\$ 2,929.00	No		X	
Fennimore School District	03-2018-0021-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	50	\$ 15,750.00	No		X	
Highland School District	03-2018-0023-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	32	\$ 10,080.00	No		X	
Iowa Grant School District	03-2018-0024-I-11	Driver's Ed - Classroom	Kris Wubben	40	\$ 4,040.00	No		X	
Iowa Grant School District	03-2018-0025-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	42	\$ 13,230.00	No		X	
Lancaster School District	03-2018-0026-I-11	Driver's Ed - Classroom	Kris Wubben	64	\$ 6,464.00	No		X	
Lancaster School District	03-2018-0027-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	60	\$ 18,900.00	No		X	
Mineral Point School District	03-2018-0028-I-11	Driver's Ed - Classroom	Kris Wubben	43	\$ 4,343.00	No		X	
Mineral Point School District	03-2018-0029-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	56	\$ 17,640.00	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>
Platteville School District	03-2018-0030-I-11	Driver's Ed - Classroom	Kris Wubben	90	\$ 9,090.00	No		X	
Platteville School District	03-2018-0031-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	72	\$ 22,680.00	No		X	
Potosi School District	03-2018-0032-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	22	\$ 6,930.00	No		X	
River Ridge School District	03-2018-0033-I-11	Driver's Ed - Classroom	Kris Wubben	34	\$ 3,434.00	No		X	
River Ridge School District	03-2018-0034-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	46	\$ 14,490.00	No		X	
Southwestern School District	03-2018-0035-I-11	Driver's Ed - Classroom	Kris Wubben	43	\$ 4,343.00	No		X	
Southwestern School District	03-2018-0036-I-11	Driver's Ed - Behind The Wheel	Kris Wubben	48	\$ 15,120.00	No		X	
WI Department of Corrections	03-2018-0052-I-32	<b>Prairie du Chien (Summer Term)</b>	Derek Dachelet						
WI Department of Corrections	03-2018-0052-I-32	Keyboarding	and Katie Garrity	3	\$ 439.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Applied Math		2	\$ 577.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Workplace Communication		7	\$ 2,021.32	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Blueprint Reading for Construction		6	\$ 1,831.56	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Electrical		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Plumbing		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Carpentry		5	\$ 2,289.45	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Fundamentals of Building Trades Safety		5	\$ 3,052.60	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	<b>Prairie du Chien (Fall Term)</b>							
WI Department of Corrections	03-2018-0052-I-32	Applied Mathematics		6	\$ 1,732.56	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Elementary Algebra		2	\$ 861.78	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Workplace Communication		2	\$ 577.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Professional Development Seminar		10	\$ 1,466.30	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Beginning Keyboarding Software		6	\$ 879.78	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Windows 7		2	\$ 293.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Bricklaying/Masonry I		13	\$ 9,693.45	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Bricklaying/Masonry II		13	\$ 9,693.45	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Bricklaying/Masonry III		2	\$ 1,491.30	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Bricklaying/Masonry IV		2	\$ 1,491.30	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Sketching and Print Reading		2	\$ 596.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Estimating		2	\$ 596.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Construction Safety and Health		13	\$ 1,906.19	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Electrical		4	\$ 1,831.56	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Plumbing		4	\$ 1,831.56	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Fundamentals of Building Trades Safety		15	\$ 9,157.80	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Carpentry		15	\$ 6,868.35	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Blueprint Reading for Construction		15	\$ 4,578.90	Yes		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>
WI Department of Corrections	03-2018-0052-I-32	<b>Boscobel (Fall Term)</b>							
WI Department of Corrections	03-2018-0052-I-32	Basic Hair Design		1	\$ 763.15	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon/Spa Science		1	\$ 288.76	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Chemical Restructuring		1	\$ 305.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Haircoloring and Techniques		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Nail Technology		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Facials		1	\$ 305.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon/Spa Management		1	\$ 288.76	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services I		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services II		1	\$ 610.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services III		1	\$ 610.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services IV		1	\$ 610.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services V		1	\$ 763.15	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services VI		1	\$ 763.15	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	<b>Boscobel (Spring Term)</b>							
WI Department of Corrections	03-2018-0052-I-32	Basic Hair Design		1	\$ 763.15	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon/Spa Science		1	\$ 288.76	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Chemical Restructuring		1	\$ 305.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Haircoloring & Techniques		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Nail Technology		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Facials		1	\$ 305.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon/Spa Management		1	\$ 288.76	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services I		1	\$ 457.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services II		1	\$ 610.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services III		1	\$ 610.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services IV		1	\$ 610.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services V		1	\$ 763.15	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Salon Services VI		1	\$ 763.15	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	<b>Prairie du Chien (Spring Term)</b>							
WI Department of Corrections	03-2018-0052-I-32	Beginning Keyboarding Software		6	\$ 879.78	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Professional Development Seminar		3	\$ 439.89	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Fundamentals of Building Trades Safety		14	\$ 8,547.28	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Carpentry		14	\$ 6,410.46	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Electrical		5	\$ 2,289.45	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Blueprint Reading for Construction		14	\$ 4,273.64	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Basic Plumbing		5	\$ 2,289.45	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Bricklaying/Masonry I		8	\$ 5,965.20	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Bricklaying/Masonry II		8	\$ 5,965.20	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Construction Safety and Health		8	\$ 1,173.04	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Workplace Communication		11	\$ 3,176.36	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Applied Math		6	\$ 1,732.56	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Windows 7		10	\$ 1,466.30	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Beginning Microsoft Word		10	\$ 1,466.30	Yes		X	

Southwest Wisconsin Technical College

<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>
WI Department of Corrections	03-2018-0052-I-32	Beginning Microsoft Excel		9	\$ 1,319.67	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Beginning Microsoft Access		6	\$ 879.78	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Intermediate Microsoft Word		4	\$ 586.52	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Intermediate Microsoft Excel		2	\$ 293.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Intermediate Microsoft Access		2	\$ 293.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Microsoft Powerpoint		2	\$ 293.26	Yes		X	
WI Department of Corrections	03-2018-0052-I-32	Introduction to Microsoft Publisher		2	\$ 293.26	Yes		X	
Nicolet Area Technical College	03-2018-0061-T-18	E-Brochure Technical Assistance	Amy Charles		\$ 2,000.00	No		X	
Argyle School District	03-2018-0062-I-16	<b>Transcribed Credits</b>	Caleb White						
Argyle School District	03-2018-0062-I-16	Accounting I		5	\$ 2,912.60	Yes		X	
Barneveld School District	03-2018-0063-I-16	<b>Transcribed Credits</b>	Caleb White						
Barneveld School District	03-2018-0063-I-16	Accounting I, Part I		9	\$ 2,621.34	Yes		X	
Black Hawk School District	03-2018-0065-I-16	<b>Transcribed Credits</b>	Caleb White						
Black Hawk School District	03-2018-0065-I-16	Written Communication		16	\$ 6,894.24	Yes		X	
Black Hawk School District	03-2018-0065-I-16	Oral/Interpersonal Communication		17	\$ 7,325.13	Yes		X	
Boscobel School District	03-2018-0066-I-16	<b>Transcribed Credits</b>	Caleb White						
Boscobel School District	03-2018-0066-I-16	Accounting I		13	\$ 7,572.76	Yes		X	
Boscobel School District	03-2018-0066-I-16	Computer Applications		25	\$ 3,665.75	Yes		X	
Boscobel School District	03-2018-0066-I-16	Marketing Principles		16	\$ 6,894.24	Yes		X	
Boscobel School District	03-2018-0066-I-16	Oral/Interpersonal Communication		16	\$ 6,894.24	Yes		X	
Boscobel School District	03-2018-0066-I-16	Speech		29	\$ 12,495.81	Yes		X	
Boscobel School District	03-2018-0066-I-16	Written Communication		32	\$ 13,788.48	Yes		X	
Boscobel School District	03-2018-0066-I-16	English Composition I		22	\$ 9,479.58	Yes		X	
Cassville School District	03-2018-0067-I-16	<b>Transcribed Credits</b>	Caleb White						
Cassville School District	03-2018-0067-I-16	Accounting I		3	\$ 1,747.56	Yes		X	
Cassville School District	03-2018-0067-I-16	Speech		13	\$ 5,601.57	Yes		X	
Cassville School District	03-2018-0067-I-16	Written Communication		16	\$ 6,894.24	Yes		X	
Cuba City School District	03-2018-0068-I-16	<b>Transcribed Credits</b>	Caleb White						
Cuba City School District	03-2018-0068-I-16	Foundations of Early Childhood Education		5	\$ 2,154.45	Yes		X	
Cuba City School District	03-2018-0068-I-16	Oral/Interpersonal Communication		18	\$ 7,756.02	Yes		X	
Darlington School District	03-2018-0069-I-16	<b>Transcribed Credits</b>	Caleb White						
Darlington School District	03-2018-0069-I-16	Accounting I		3	\$ 1,747.56	Yes		X	
Darlington School District	03-2018-0069-I-16	Computer Applications		1	\$ 146.63	Yes		X	
Darlington School District	03-2018-0069-I-16	Introduction to Psychology		33	\$ 14,219.37	Yes		X	
Darlington School District	03-2018-0069-I-16	Speech		59	\$ 25,422.51	Yes		X	
Darlington School District	03-2018-0069-I-16	Introduction to Business		5	\$ 2,154.45	Yes		X	
Darlington School District	03-2018-0069-I-16	Personal Finance		7	\$ 1,026.41	Yes		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>
Dodgeville School District	03-2018-0070-I-16	<b>Transcripted Credits</b>	Caleb White						
Dodgeville School District	03-2018-0070-I-16	Applied Math		9	\$ 2,598.84	Yes		X	
Dodgeville School District	03-2018-0070-I-16	Introduction to Psychology		52	\$ 22,406.28	Yes		X	
Dodgeville School District	03-2018-0070-I-16	Business Law I		9	\$ 3,878.01	Yes		X	
Fennimore School District	03-2018-0071-I-16	<b>Transcripted Credits</b>	Caleb White						
Fennimore School District	03-2018-0071-I-16	Accounting I		15	\$ 8,737.80	Yes		X	
Fennimore School District	03-2018-0071-I-16	Applied Math		45	\$ 12,994.20	Yes		X	
Fennimore School District	03-2018-0071-I-16	Computer Applications		26	\$ 3,812.38	Yes		X	
Fennimore School District	03-2018-0071-I-16	Oral/Interpersonal Communication		22	\$ 9,479.58	Yes		X	
Fennimore School District	03-2018-0071-I-16	Speech		20	\$ 8,617.80	Yes		X	
Fennimore School District	03-2018-0071-I-16	Automotive Maintenance		10	\$ 4,788.90	Yes		X	
Fennimore School District	03-2018-0071-I-16	Personal Finance		54	\$ 7,918.02	Yes		X	
Highland School District	03-2018-0072-I-16	<b>Transcripted Credits</b>	Caleb White						
Highland School District	03-2018-0072-I-16	Accounting I		5	\$ 2,912.60	Yes		X	
Highland School District	03-2018-0072-I-16	Applied Math		12	\$ 3,465.12	Yes		X	
Highland School District	03-2018-0072-I-16	Introduction to Business		9	\$ 3,878.01	Yes		X	
Highland School District	03-2018-0072-I-16	Beginning Microsoft Excel		20	\$ 2,932.60	Yes		X	
Highland School District	03-2018-0072-I-16	Beginning Microsoft Word		20	\$ 2,932.60	Yes		X	
Iowa Grant School District	03-2018-0073-I-16	<b>Transcripted Credits</b>	Caleb White						
Iowa Grant School District	03-2018-0073-I-16	Accounting I		22	\$ 12,815.44	Yes		X	
Iowa Grant School District	03-2018-0073-I-16	Applied math		20	\$ 5,775.20	Yes		X	
Iowa Grant School District	03-2018-0073-I-16	Plant Science		14	\$ 6,263.46	Yes		X	
Iowa Grant School District	03-2018-0073-I-16	Consumer Equipment Maintenance & Repair		12	\$ 5,872.68	Yes		X	
Iowa Grant School District	03-2018-0073-I-16	Personal Finance		23	\$ 3,372.49	Yes		X	
Ithaca School District	03-2018-0074-I-16	<b>Transcripted Credits</b>	Caleb White						
Ithaca School District	03-2018-0074-I-16	Accounting I		6	\$ 3,495.12	Yes		X	
Ithaca School District	03-2018-0074-I-16	Computer Applications		16	\$ 2,346.08	Yes		X	
Ithaca School District	03-2018-0074-I-16	Oral/Interpersonal Communication		17	\$ 7,325.13	Yes		X	
Ithaca School District	03-2018-0074-I-16	Written Communication		14	\$ 6,032.46	Yes		X	
Ithaca School District	03-2018-0074-I-16	Introduction to Business		6	\$ 2,585.34	Yes		X	
Ithaca School District	03-2018-0074-I-16	Personal Finance		37	\$ 5,425.31	Yes		X	
Kickapoo School District	03-2018-0075-I-16	<b>Transcripted Credits</b>	Caleb White						
Kickapoo School District	03-2018-0075-I-16	Accounting I		10	\$ 5,825.20	Yes		X	
Kickapoo School District	03-2018-0075-I-16	Applied Math		6	\$ 1,732.56	Yes		X	
Kickapoo School District	03-2018-0075-I-16	Fundamentals of Chemistry		22	\$ 6,352.72	Yes		X	
Kickapoo School District	03-2018-0075-I-16	Intro to Sociology		22	\$ 9,479.58	Yes		X	
Lancaster School District	03-2018-0077-I-16	<b>Transcripted Credits</b>	Caleb White						
Lancaster School District	03-2018-0077-I-16	Accounting I, Part 2		3	\$ 873.78	Yes		X	

Southwest Wisconsin Technical College

<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>
Lancaster School District	03-2018-0077-I-16	Accounting I		5	\$ 2,912.60	Yes		X	
Lancaster School District	03-2018-0077-I-16	Computer Applications		62	\$ 9,091.06	Yes		X	
Lancaster School District	03-2018-0077-I-16	Introduction to Psychology		36	\$ 15,512.04	Yes		X	
Lancaster School District	03-2018-0077-I-16	Speech		29	\$ 12,495.81	Yes		X	
Lancaster School District	03-2018-0077-I-16	Written Communication		46	\$ 19,820.94	Yes		X	
Lancaster School District	03-2018-0077-I-16	Economics		20	\$ 8,617.80	Yes		X	
Lancaster School District	03-2018-0077-I-16	Intro to Sociology		16	\$ 6,894.24	Yes		X	
North Crawford School District	03-2018-0078-I-16	<b>Transcripted Credits</b>	Caleb White						
North Crawford School District	03-2018-0078-I-16	Accounting I		5	\$ 2,912.60	Yes		X	
North Crawford School District	03-2018-0078-I-16	Computer Applications		9	\$ 1,319.67	Yes		X	
North Crawford School District	03-2018-0078-I-16	Oral/Interpersonal Communication		28	\$ 12,064.92	Yes		X	
North Crawford School District	03-2018-0078-I-16	Speech		16	\$ 6,894.24	Yes		X	
North Crawford School District	03-2018-0078-I-16	Written Communication		30	\$ 12,926.70	Yes		X	
North Crawford School District	03-2018-0078-I-16	Personal Finance		25	\$ 3,665.75	Yes		X	
Pardeeville School District	03-2018-0079-I-16	<b>Transcripted Credits</b>	Caleb White						
Pardeeville School District	03-2018-0079-I-16	Plant Science		20	\$ 4,921.29	Yes		X	
Pecatonica School District	03-2018-0080-I-16	<b>Transcripted Credits</b>	Caleb White						
Pecatonica School District	03-2018-0080-I-16	Accounting I		14	\$ 8,155.28	Yes		X	
Pecatonica School District	03-2018-0080-I-16	Accounting I, Part 2		2	\$ 582.52	Yes		X	
Pecatonica School District	03-2018-0080-I-16	Animal Science		4	\$ 1,789.56	Yes		X	
Pecatonica School District	03-2018-0080-I-16	Oral/Interpersonal Communication		12	\$ 5,170.68	Yes		X	
Pecatonica School District	03-2018-0080-I-16	Plant Science		6	\$ 2,684.34	Yes		X	
Pecatonica School District	03-2018-0080-I-16	Introduction to Business		7	\$ 3,016.23	Yes		X	
Pecatonica School District	03-2018-0080-I-16	College Mathematics		12	\$ 5,170.68	Yes		X	
Pecatonica School District	03-2018-0080-I-16	Personal Finance		19	\$ 2,785.97	Yes		X	
Pecatonica School District	03-2018-0080-I-16	Agribusiness Management		6	\$ 2,684.34	Yes		X	
Platteville School District	03-2018-0081-I-16	<b>Transcripted Credits</b>	Caleb White						
Platteville School District	03-2018-0081-I-16	Accounting I		13	\$ 7,572.76	Yes		X	
Platteville School District	03-2018-0081-I-16	Marketing Principles		22	\$ 9,479.58	Yes		X	
Platteville School District	03-2018-0081-I-16	Business Law I		34	\$ 14,650.26	Yes		X	
Platteville School District	03-2018-0081-I-16	SMAW-Equipment		11	\$ 2,217.93	Yes		X	
Platteville School District	03-2018-0081-I-16	SMAW-Carbon Steel		11	\$ 2,217.93	Yes		X	
Platteville School District	03-2018-0081-I-16	Intro to Digital Photography		5	\$ 2,236.95	Yes		X	
Potosi School District	03-2018-0082-I-16	<b>Transcripted Credits</b>	Caleb White						
Potosi School District	03-2018-0082-I-16	Accounting I, Part 1		7	\$ 2,038.82	Yes		X	
Potosi School District	03-2018-0082-I-16	Accounting I, Part 2		5	\$ 1,456.30	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	<b>Transcripted Credits</b>	Caleb White						
Prairie du Chien School District	03-2018-0083-I-16	Accounting I		8	\$ 4,660.16	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Applied Math		20	\$ 5,775.20	Yes		X	

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Prairie du Chien School District	03-2018-0083-I-16	Computer Applications		14	\$ 2,052.82	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Marketing Principles		7	\$ 3,016.23	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Introduction to Psychology		81	\$ 34,902.09	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Oral/Interpersonal Communication		20	\$ 8,617.80	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Speech		33	\$ 14,219.37	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Written Communication		39	\$ 16,804.71	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Plant Science		26	\$ 11,632.14	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Economics		7	\$ 3,016.23	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Personal Finance		54	\$ 7,918.02	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Beginning Microsoft Excel		18	\$ 2,639.34	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Beginning Microsoft Access		14	\$ 2,052.82	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	College Tech Math 1A		89	\$ 38,349.21	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	College Tech Math 1B		34	\$ 9,817.84	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Introductory Statistics		20	\$ 8,617.80	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	General Physics I		3	\$ 1,789.56	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Intro to Sociology		39	\$ 16,804.71	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	General Anatomy & Physiology		15	\$ 8,947.80	Yes		X	
Prairie du Chien School District	03-2018-0083-I-16	Introduction to Business		14	\$ 6,032.46	Yes		X	
Richland Center School District	03-2018-0084-I-16	<b>Transcripted Credits</b>	Caleb White						
Richland Center School District	03-2018-0084-I-16	Accounting I		11	\$ 6,407.72	Yes		X	
Richland Center School District	03-2018-0084-I-16	Introduction to Psychology		11	\$ 4,739.79	Yes		X	
Richland Center School District	03-2018-0084-I-16	Oral/Interpersonal Communication		15	\$ 6,463.35	Yes		X	
Richland Center School District	03-2018-0084-I-16	Speech		41	\$ 17,666.49	Yes		X	
Richland Center School District	03-2018-0084-I-16	Written Communication		33	\$ 14,219.37	Yes		X	
River Ridge School District	03-2018-0085-I-16	<b>Transcripted Credits</b>	Caleb White						
River Ridge School District	03-2018-0085-I-16	Accounting I		23	\$ 13,397.96	Yes		X	
River Ridge School District	03-2018-0085-I-16	Computer Applications		7	\$ 1,026.41	Yes		X	
River Ridge School District	03-2018-0085-I-16	Marketing Principles		10	\$ 4,308.90	Yes		X	
River Ridge School District	03-2018-0085-I-16	Oral/Interpersonal Communication		15	\$ 6,463.35	Yes		X	
River Ridge School District	03-2018-0085-I-16	Written Communication		33	\$ 14,219.37	Yes		X	
River Valley School District	03-2018-0086-I-16	<b>Transcripted Credits</b>	Caleb White						
River Valley School District	03-2018-0086-I-16	Animal Science		8	\$ 3,579.12	Yes		X	
River Valley School District	03-2018-0086-I-16	Introduction to Soils		1	\$ 447.39	Yes		X	
River Valley School District	03-2018-0086-I-16	Speech		34	\$ 14,650.26	Yes		X	
Riverdale School District	03-2018-0087-I-16	<b>Transcripted Credits</b>	Caleb White						
Riverdale School District	03-2018-0087-I-16	Accounting I		5	\$ 2,912.60	Yes		X	
Riverdale School District	03-2018-0087-I-16	Applied Math		15	\$ 4,331.40	Yes		X	
Riverdale School District	03-2018-0087-I-16	Plant Science		5	\$ 2,236.95	Yes		X	
Southwestern School District	03-2018-0088-I-16	<b>Transcripted Credits</b>	Caleb White						
Southwestern School District Southwest Wisconsin Technical College	03-2018-0088-I-16	Accounting I		6	\$ 3,495.12	Yes		X	

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Southwestern School District	03-2018-0088-I-16	College Mathematics		13	\$	5,601.57	Yes	X	
Southwestern School District	03-2018-0088-I-16	Personal Finance		9	\$	1,319.67	Yes	X	
Sun Prairie School District	03-2018-0089-I-16	Transcripted Credits	Caleb White						
Sun Prairie School District	03-2018-0089-I-16	Animal Science		14	\$	6,263.46	Yes	X	
Wauzeka-Steuben School District	03-2018-0090-I-16	Transcripted Credits	Caleb White						
Wauzeka-Steuben School District	03-2018-0090-I-16	Applied Math		17	\$	4,908.92	Yes	X	
Weston School District	03-2018-0091-I-16	Transcripted Credits	Caleb White						
Weston School District	03-2018-0091-I-16	Accounting I, Part 1		3	\$	873.78	Yes	X	
Weston School District	03-2018-0091-I-16	Accounting I, Part 2		2	\$	582.52	Yes	X	
Weston School District	03-2018-0091-I-16	Applied Math		4	\$	1,155.04	Yes	X	
Weston School District	03-2018-0091-I-16	Introduction to Psychology		9	\$	3,878.01	Yes	X	
Weston School District	03-2018-0091-I-16	Speech		3	\$	1,292.67	Yes	X	
Weston School District	03-2018-0091-I-16	Plant Science		1	\$	447.39	Yes	X	
Crawford County Sheriff's Dept	03-2018-0102-I-21	Adult Basic Education	Julie Pluemer		\$	1,433.13	No	X	
Grant County Sheriff's Dept	03-2018-0103-I-21	Adult Basic Education	Julie Pluemer		\$	1,271.01	No	X	
Iowa County Sheriff's Dept	03-2018-0104-I-21	Adult Basic Education	Julie Pluemer		\$	3,386.88	No	X	
Richland County Sheriff's Dept	03-2018-0105-I-21	Adult Basic Education	Julie Pluemer		\$	1,937.73	No	X	
Cassville School District	03-2018-0119-I-11	Heartsaver CPR/AED with First Aid	Kris Wubben	17	\$	1,074.37	Yes	X	
Schreiber Foods - WAT Grant	03-2018-0121-I-47	PLC Basics	Amy Charles	6	\$	3,900.00	No	X	
Schreiber Foods - WAT Grant	03-2018-0121-I-47	UE Airborne	Amy Charles	6	\$	1,750.00	No	X	
Schreiber Foods - WAT Grant	03-2018-0121-I-47	Electricity	Amy Charles	7	\$	1,750.00	No	X	
Schreiber Foods - WAT Grant	03-2018-0121-I-47	Thermal Imaging	Amy Charles	7	\$	1,170.00	No	X	
Schreiber Foods - WAT Grant	03-2018-0121-I-47	Basic Welding	Amy Charles	2	\$	2,354.00	No	X	
Schreiber Foods - WAT Grant	03-2018-0121-I-47	Basic Welding	Amy Charles	2	\$	2,354.00	No	X	
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	Beginning Excel	Amy Charles	20	\$	595.66	NO	X	
Rockwell Automation - WAT Grant	03-2018-0138-I-47	Beginning Excel	Amy Charles	21	\$	595.66	NO	X	
Southwest Wisconsin Technical College									

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Unified Community Services	03-2018-0140-I-42	Crisis Intervention Team Training	Kris Wubben	16	\$ 6,294.08	No	X		
Boscobel Area School District	03-2018-0154-I-11	Heartsaver CPR/AED with First Aid	Kris Wubben	10	\$ 532.20	Yes		X	
Loudspeaker Components LLC	03-2018-0165-T-41	ISO Re-Certification	Amy Charles		\$ 9,500.00	No		X	
Hughes Dental Clinic	03-2018-0172-I-41	BLS for Healthcare Provider CPR	Kris Wubben	5	\$ 341.37	No		X	
Northeast Iowa Community College	03-2018-0181-T-18	AWS Certification Exams	Amy Charles	51	\$ 20,625.00	No		X	
St. Dominic Villa	03-2018-0183-I-41	BLS for Healthcare Provider	Kris Wubben	4	\$ 274.00	Yes		X	
UW-Platteville	03-2018-0185-I-18	Large Van Driver Training	Kris Wubben	3	\$ 180.00	No		X	
GroAlliance	03-2018-0186-I-41	Heartsaver CPR/AED	Kris Wubben	6	\$ 317.87	No		X	
Bemis North America - Lancaster	03-2018-0187-I-41	Heartsaver CPR/AED and First Aid	Kris Wubben	23	\$ 2,272.25	No		X	
US Fish and Wildlife Service	03-2018-0188-I-51	Heartsaver CPR/AED with First Aid	Kris Wubben	6	\$ 530.00	No		X	
USA High School Clay Target League	03-2018-0189-F-42	WI State High School Clay Target League Directors	Caleb White		\$ 500.00	No		X	
Fennimore High School	03-2018-0408-I-13	WI Statute 118.15	Julie Pluemer	4	\$ 9,902.25	No		X	
Iowa Grant High School	03-2018-0410-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 2,950.50	No		X	
Lancaster High School	03-2018-0412-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 1,379.25	No		X	
Mineral Point High School	03-2018-0414-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 142.35	No		X	
Potosi High School	03-2018-0418-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 2,833.75	No		X	
Riverdale High School	03-2018-0424-I-13	WI Statute 118.15	Julie Pluemer	2	\$ 1,435.50	No		X	
Weston High School	03-2018-0428-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 632.25	No		X	
Benton High School	03-2018-0442-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 2,424.75	No		X	
River Ridge High School	03-2018-0444-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 3,010.50	No		X	
<b>TOTAL of all Contracts</b>				<b>4,147</b>	<b>\$ 1,374,247.30</b>				
Exchange of Services				2,745	\$ 1,016,811.06				
For Pay Service				1,402	\$ 357,436.24				

Southwest Wisconsin Technical College

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

One retirement and two resignations are being presented for Board approval. The Personnel Report is included below.

### **PERSONNEL REPORT June 21, 2018**

**Employment: NEW HIRES**

**PROMOTIONS / TRANSFERS**

#### **RETIREMENTS / RESIGNATIONS**

Sharon Terrell (retirement 5/17/2018)	Dining Services Cook
Penny Demert-Neal (resignation 6/30/2018)	Nursing Instructor
Dionne Corcoran (resignation 6/17/2018)	Midwife Clinical Coordinator

## ***F. UMOS, Inc. Sublease***

UMOS, Inc. leases office space at the College's Richland Center outreach site. Below is the lease in the amount of \$315.89 per month for the term of 7/1/18 – 6/30/19.

### **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 UMOS, Inc, Lessee:

#### **1. PREMISES AND TERM.**

1.1 Demised Premises. Lessor leases to Lessee the following:

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

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

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

#### **2. RENT.**

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Fifteen Dollars and Eighty-nine Cents (\$315.89) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

#### **3. USE AND SIGNS.**

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

building occupants or others.

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

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

#### 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

##### 4.1 Utilities.

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

##### 4.2 Maintenance.

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

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

#### 5. ALTERATIONS.

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



6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

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

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

10. QUIET ENJOYMENT.

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

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

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to

enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

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

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

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

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

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

## 12. MISCELLANEOUS PROVISIONS.

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

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

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

13. BINDING EFFECT.

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

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

UMOS, INC.

BY: \_\_\_\_\_  
Jose Martinez, Vice-President of Farmworker & Community Based Srvs

## **G. Manpower Groups Sublease**

Manpower Groups leases Room 468 (office space) from the College in the amount of \$204 per month. The lease for the term of 7/1/18 – 6/30/19 is below.

### **RENTAL/LEASE AGREEMENT**

**between**

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

**and Southwest Wisconsin Technical College**

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

1. Room 468 office including existing furniture: \$204.00 monthly.
2. Manpower is responsible for establishing and paying for separate lines for telephone and internet service.
4. Copy machine costs to be billed at the current rate of .10 per copy black and white and .25 per copy color.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

***All of the above will be billed on or before the 23<sup>rd</sup> of the following month, commencing July 1, 2018. This rental/lease agreement covers the fiscal year through June 30, 2019 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.***

s/\_\_\_\_\_

ManpowerGroup US Inc.

s/\_\_\_\_\_

Vice President for Administrative Services  
Southwest Wisconsin Technical College

**Recommendation:** Approve the Consent Agenda as presented.

## **Other Items Requiring Board Action**

### ***A. Compensation Increase for Staff***

Caleb White and Krista Weber will present a proposal for an increase in wages for employees. Information will be presented at the meeting.

### ***B. 2018-19 Budget Approval***

Caleb White will present the 2018-19 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

**Recommendation:** Approve the 2018-19 Budget as presented.



# BUDGET

JULY 1, 2018–JUNE 30, 2019

Southwest Wisconsin Technical College

1800 Bronson Blvd.  
Fennimore, WI 53809



## Southwest Wisconsin Technical College District 2018-2019 Budget

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

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

<u>Board Members</u>	<u>Employer and Position</u>	<u>Expiration of Term</u>
Chris Prange	Retired	June 2020
Melissa J. Fitzsimons	Dean Specialty Clinic, Registered Nurse	June 2021
Darlene Mickelson	Grant County Economic Development Corporation, Executive Assistant	June 2019
Charles Bolstad	Retired	June 2019
Jane Wonderling	Fennimore Community Schools, District Administrator	June 2021
James D. Kohlenberg	Jim's Building Center, Inc., President	June 2019
Russell R. Moyer	Moyer Dairy, Owner	June 2020
Eileen Nickels	Retired	June 2020
Donald L. Tuescher	Tuescher Electric & Refrigeration, President	June 2021

### Administration

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

<u>Name</u>	<u>Title</u>	<u>Years of Service</u>
Caleb White	Vice President for Administrative Services	14.0
Katie Garrity	Chief Academic Officer/Executive Dean	13.5
Krista Weber	Chief Human Resources Officer	3.5
Holly Miller	Chief Student Services Officer	3.0

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



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# BUDGET

INTRODUCTION



# Southwest Tech

Here. Now.

June 2018

Dear Friends:

Southwest Wisconsin Technical College is pleased to present its budget for 2018-2019. If you have questions as you review this document, please contact me (608.822.2300) or the Fiscal Services Department (608.822.2446).

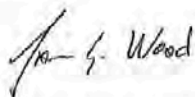
The section entitled "Current Environment" reports the key assumptions and priorities used in constructing this budget. It is a good place to begin your review.

Southwest Tech is in a sound fiscal position due to very difficult decisions reflecting our prioritization of resources. In the spring of 2015, we anticipated a million dollar gap for the 2018-19 budget. Because we have achieved many of our goals, as well as made difficult prioritization decisions, our gap is a manageable \$443,000 before one-time charge of \$887,000 for Other Post Employment Benefit Buyout Plan. Budget reallocations and reductions were due to a loss in revenue-producing contracts and FTE generating partnerships. While continuing to prioritize operational excellence, we are also investing in strategic priorities related to increasing student access and improving student success; ensuring fiscal sustainability; and strengthening an internal culture of integrity.

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

The entire Southwest Tech community looks forward to a productive and rewarding 2018-2019! Please visit the College whenever you can, and when you do, please bring along a prospective student or two!!

Sincerely,



Jason S. Wood, Ph.D.  
President



Chris Prange  
District Chairperson

## College Mission

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

## College Vision

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

## College Purposes

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.
4. Provide career pathways and collegiate transfer opportunities programs that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
7. Provide education and services, which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.
8. Provide community services and avocational or self-enrichment activities.

## College Values

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

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

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

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

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

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

## Core Abilities

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

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

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

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

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

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

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

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

## **2018-2019 COLLEGE BUDGET PROCESS**

The Board shall oversee the development of the annual budget.

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

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

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

## CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2017-18 at 1,360 full-time equivalent students (FTEs), an increase of approximately 28 FTEs relative to 2016-17. Over the fifteen-year period from 2003-05 through 2017-18 the college total FTEs have remained relatively flat. In the face of declining enrollment in the District's high schools and loss of significant partnership contracts, the College's ability to pursue growth in alternative areas over the fifteen-year period is a significant accomplishment in service to regional students and employers. The budget for 2018-19 has incorporated a projected increase of 1.5% or 1,380 FTEs.

Budget Priorities / Strategic Projects for 2018-19 include the following:

1. Increase Student Access and Improve Student Success
  - Adult Learners
  - Student Jobs
  - Improving Course Completion
2. Ensure Fiscal Sustainability
  - Facility Investment
  - Entrepreneurial Cost Centers
  - College Advancement through External Partnerships
3. Strengthen a Culture of Integrity
  - Employee Health and Wellness
  - Leadership Development
  - Rigorous Data Environment

The operational budget (general and special revenue funds) for 2018-19 is projected to decrease revenue by \$690,000 over 2017-18. This is based on generating 1,380 FTEs and includes the associated student fees and state aids. Unadjusted, the local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .6213 or \$0.62 per \$1,000 of property valuation. The \$1,582,000 General Fund budget increase represents a 6.8 percent increase from 2017-18. However, this increase includes \$887,000 in one-time charges for Other Post Retirement Benefit buyouts. Discounting this one-time charge, shows an increase of \$695,000 or 3.0 percent. Wage adjustments for 200 full-time staff and approximately 300 part-time staff require approximately \$275,000 in additional budget. Additional estimated increases in, heat, electricity, general utilities, supplies, and advertising/printing accounts have also been accounted for. These increases coupled with costs of new initiatives including new positions required for expanded services and programming have been balanced with grant funding, reorganization savings and other adjustments to create a balanced budget.

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

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



## Wisconsin Technical College Districts



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

# BUDGET

FINANCIAL DATA





Southwest Wisconsin Technical College  
Schedule of Full-Time Staff Positions  
2018-2019 Budget Year

<b>Function</b>	<b>2017-2018*</b>	<b>2018-2019*</b>
Instructional	139	130
Instructional Resources	1	1
Student Services	19	24
General Institutional	32	27
Physical Plant	14	14
Auxiliary Services	5	5
<b>Total</b>	<b>210</b>	<b>201</b>

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

Position Summary - FTE Basis

<b>Category</b>	<b>2016-17 Actual</b>	<b>2017-18 Budget</b>	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Total 2018-19 Budget</b>
Administrators/Supervisors	18	18	18			18
Teachers	139	139	139			134
Other Staff	113	110	98	9	1	108
<b>TOTAL</b>	<b>270</b>	<b>267</b>	<b>255</b>	<b>9</b>	<b>1</b>	<b>260</b>

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

\*Approximately 23 FTEs are supported through grant funding.

## **BASIS OF ACCOUNTING**

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

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

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

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

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

## **BASIS OF BUDGETING**

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

## DESCRIPTION OF FUNCTIONAL UNITS

### Revenues

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

#### **Local Government**

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

#### **State Aids**

State Aids and any other revenue derived from State Government.

#### **Student Fees**

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

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

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

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

#### **Institutional Revenue**

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

#### **Federal/State**

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

## **Expenditures**

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

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

## DEFINITION OF FUNDS

### Fund

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

### Governmental Fund Category

#### **General Fund (100)**

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

#### **Special Revenue Fund (200)**

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

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

#### **Capital Projects Fund (300)**

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

#### **Debt Service Fund (400)**

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

### Proprietary Fund Category

#### **Enterprise Fund (500)**

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

#### **Internal Service Fund (600)**

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

### Fiduciary Fund Category

#### **Trust and Agency Fund (700)**

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

SWTC PRO FORMA BALANCESHEET - June 30, 2018

	Governmental Fund Category				Proprietary Fund Cat.		Account Groups		Total	
	General	Spec. Rev Operational	Spec. Rev Non-Aidable	Debt Service	Capital Projects	Enterprise	Internal Service	Fixed Assets	Long-term Debt	Memorandum Only
Assets										
Cash/Investments	7,541,540		328,930	1,371,531	282,734	3,020,237	1,171,610			13,716,582
Receivables:										
Property Taxes	3,179,000									3,179,000
Accounts	250,000					-				250,000
Due From Other Funds										
Inventory						625,000				625,000
Prepaid Expenses	100,000									100,000
Fixed Assets						66,000		46,000,000		46,066,000
Amount Available in										
Debt Service Fund(s)									1,371,531	1,371,531
Amount to be Provided										
for Long-term Debt									34,947,686	34,947,686
Total Assets	11,070,540	-	328,930	1,371,531	282,734	3,711,237	1,171,610	46,000,000	36,319,217	100,255,799
Liabilities										
Accounts Payable	250,000		1,000		250,000	50,000				551,000
Employee Related Payables	800,000		9,000			10,000				819,000
Due to Other Funds										
Deferred Revenues	500,000									500,000
Accrued Self-insurance										-
General Long-term Debt									30,640,000	30,640,000
Compensated Absences/ Unfunded Pension									5,679,217	5,679,217
Total Liabilities	1,550,000	-	10,000	-	250,000	60,000	-	-	36,319,217	38,189,217
Fund Equity										
Investment in Fixed Assets								46,000,000		46,000,000
Retained Earnings						3,651,237	1,171,610			4,822,847
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,371,531						1,371,531
Reserve for Self-insurance										
Reserve for Student Organizations			318,930							318,930
Unreserved:										
Designated for Operations	9,520,540									9,520,540
Designated for Fund Balance for Subsequent Year					32,734					32,734
Total Fund Equity	9,520,540	-	318,930	1,371,531	32,734	3,651,237	1,171,610	46,000,000		62,066,582
Total Liability & Fund Equity	11,070,540	-	328,930	1,371,531	282,734	3,711,237	1,171,610	46,000,000	36,319,217	100,255,799

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>
<b>REVENUES</b>				
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
<b>EXPENDITURES</b>				
Instruction	14,118,575	14,781,400	14,600,000	15,276,000
Instructional Resources	251,308	211,400	190,000	210,000
Student Services	2,041,038	1,821,800	2,050,000	2,225,000
General Institutional	4,576,242	4,763,000	4,224,000	4,847,000
Physical Plant	<u>1,968,777</u>	<u>2,035,400</u>	<u>2,039,000</u>	<u>2,127,400</u>
Total Expenditures	22,955,940	23,613,000	23,103,000	24,685,400
Net Revenue (Expenditures)	47,806	(470,000)	942,000	(1,330,400)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>210,429</u>	<u>470,000</u>	<u>(30,000)</u>	<u>470,000</u>
Total Resources (Uses)	258,235	-	912,000	(860,400)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	258,235	-	912,000	(860,400)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	258,235	-	912,000	(860,400)
Beginning Fund Balance	<u>8,350,305</u>	<u>8,459,305</u>	<u>8,608,540</u>	<u>9,520,540</u>
Ending Fund Balance	<u>8,608,540</u>	<u>8,459,305</u>	<u>9,520,540</u>	<u>8,660,140</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>
<b>REVENUES</b>				
Institutional	<u>50,751</u>	<u>30,000</u>	<u>150,000</u>	<u>50,000</u>
Total Revenues	<u>50,751</u>	<u>30,000</u>	<u>150,000</u>	<u>50,000</u>
<b>EXPENDITURES</b>				
Instruction	942,424	920,000	627,000	1,185,000
Instructional Resources	41,232	80,000	20,000	75,000
General Institutional	397,980	1,241,000	1,150,000	500,000
Physical Plant	<u>454,168</u>	<u>1,002,000</u>	<u>1,844,000</u>	<u>2,015,000</u>
Total Expenditures	<u>1,835,804</u>	<u>3,243,000</u>	<u>3,641,000</u>	<u>3,775,000</u>
Net Revenue (Expenditures)	(1,785,053)	(3,213,000)	(3,491,000)	(3,725,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	4,000,000
Operating Transfer In (Out)	<u>(199,243)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>
Total Resources (Uses)	<u>515,704</u>	<u>(813,000)</u>	<u>(1,091,000)</u>	<u>175,000</u>
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Capital Projects	<u>515,704</u>	<u>(813,000)</u>	<u>(1,091,000)</u>	<u>175,000</u>
Total Transfers To (From) Fund Balance	<u>515,704</u>	<u>(813,000)</u>	<u>(1,091,000)</u>	<u>175,000</u>
Beginning Fund Balance	<u>608,030</u>	<u>982,030</u>	<u>1,123,734</u>	<u>32,734</u>
Ending Fund Balance	<u>1,123,734</u>	<u>169,030</u>	<u>32,734</u>	<u>207,734</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Capital Projects Fund  
Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$4,000,000. This amount represents an increase over the prior year to fund new construction and remodeling projects.

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

Equipment/Software Budget by Department

Business and Management	30,000	
Agriculture and Industry	382,000	
Health and Service	<u>773,000</u>	
Subtotal Instruction		1,185,000

Library/Media/Distance Education	<u>75,000</u>	
Subtotal Instructional Resources		75,000

College-wide Computing/Network/Telecommunications and Office Operations	<u>500,000</u>	
Subtotal General Institutional		500,000

Custodial/Physical Plant/Fleet Vehicles and Grounds	131,000	
New Construction Projects	1,130,000	
Remodeling/Maintenance Projects	529,000	
Engineering/Architect Fees	125,000	
Classroom/Office Furniture	<u>100,000</u>	
Subtotal for Physical Plant		<u>2,015,000</u>

<b>TOTAL CAPITAL PROJECTS</b>		<b><u>\$ 3,775,000</u></b>
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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>
<b>REVENUES</b>				
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 Aids	<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
<b>EXPENDITURES</b>				
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)	-
<b>OTHER SOURCES (USES)</b>				
Premium on Issuance of Debt	68,000			
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	68,000	(87,600)	(26,000)	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
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	1,601,304	2,100,000	1,710,000	1,900,000
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	1,446,840	2,000,000	1,640,100	1,800,000
Net Revenue (Expenditures)	154,464	100,000	69,900	100,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>(400,000)</u>	<u>-</u>	<u>(400,000)</u>
Total Resources (Uses)	154,464	(300,000)	69,900	(300,000)
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>154,464</u>	<u>(300,000)</u>	<u>69,900</u>	<u>(300,000)</u>
Total Transfers To (From) Fund Balance	154,464	(300,000)	69,900	(300,000)
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>3,351,237</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	3,972,292	4,350,000	4,091,000	4,385,000
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	3,125,231	4,350,000	3,891,000	4,385,000
Net Revenue (Expenditures)	847,061	-	200,000	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	847,061	-	200,000	-
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	847,061	-	200,000	-
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.

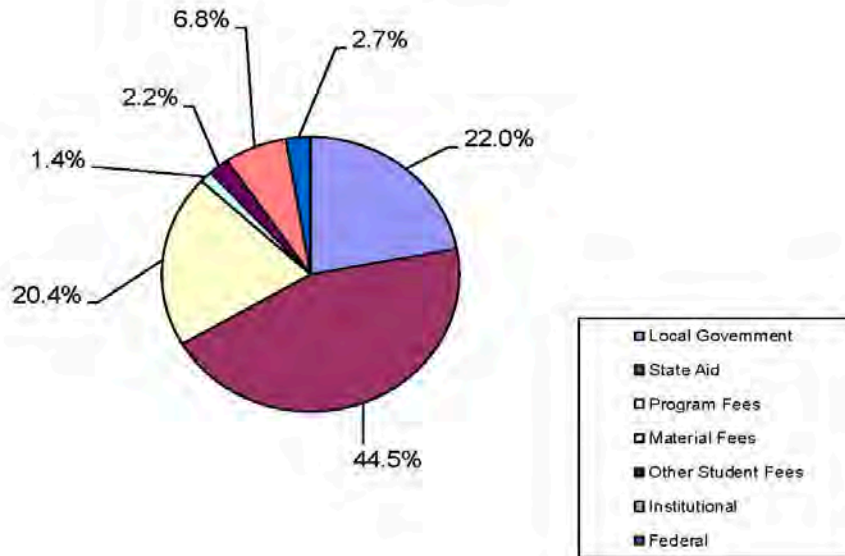
**Southwest Wisconsin Technical College  
Classification Breakdown by Fund**

		Spec. Rev.	Spec. Rev.	Capital	Debt		Internal	
	General	Operational	Non-Aidable	Projects	Service	Enterprise	Service	Total
Personnel Services	18,237,343		135,821			717,900		19,091,064
<i>Salaries</i>	12,782,914		117,821			524,400		13,425,135
<i>Fringe</i>	5,454,429		18,000			193,500		5,665,929
Current Expense	6,448,057					109,950	4,340,000	10,898,007
Resale Merchandise			7,894,179			972,150	45,000	8,911,329
Capital				3,775,000				3,775,000
Debt Service					5,616,000			5,616,000
Total Expenditures	24,685,400	-	8,030,000	3,775,000	5,616,000	1,800,000	4,385,000	48,291,400

**2018-2019 Expenditures  
General - Operational**



Southwest Wisconsin Technical College  
2018-2019 Revenue Sources  
General – Operational



	2017-2018	
Revenues	Budget	Percent
Local Government	5,140,000	22.0
State Aid	10,398,000	44.5
Program Fees	4,756,500	20.4
Material Fees	323,000	1.4
Other Student Fees	521,000	2.2
Institutional	1,591,000	6.8
Federal	625,500	2.7
<b>Total Revenues</b>	<b>23,355,000</b>	<b>100.0</b>

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2018-19 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
Advanced refinancing of (20 years) issued 10/15/08 to Sterne, Agee & Leach, Inc.				
2018-2019	445,000	137,000		582,000
2019-2020	450,000	128,100		578,100
2020-2021	465,000	119,100		584,100
2021-2022	475,000	109,800		584,800
2022-2023	490,000	95,550		585,550
2023-2024	505,000	80,850		585,850
2024-2025	525,000	65,700		590,700
2025-2026	540,000	49,950		589,950
2026-2027	550,000	33,750		583,750
2027-2028	<u>575,000</u>	<u>17,250</u>		<u>592,250</u>
Total Payments Due	5,020,000	837,050		5,857,050

Bond (20 years) issued 8/3/09 to Robert W. Baird of  
Milwaukee, WI in the amount of \$23,900,000 for  
construction of new buildings and remodeling.

2018-2019	1,155,000	909,543	(297,330)	1,767,213
2019-2020	1,220,000	448,642	(146,660)	1,521,982
2020-2021	1,285,000	385,202	(125,922)	1,544,280
2021-2022	1,335,000	317,096	(103,658)	1,548,438
2022-2023	1,385,000	245,006	(80,092)	1,549,914
2023-2024	1,440,000	168,832	(55,190)	1,553,642
2024-2025	<u>1,495,000</u>	<u>87,832</u>	<u>(28,712)</u>	<u>1,554,120</u>
Total Payments Due	9,315,000	2,562,153	(837,564)	11,039,589

G.O. Refunding Bond (12 years) issued 12/20/17 to  
Robert W. Baird & Co. Inc. in the amount of \$6,485,000

2018-2019	-			-
2019-2020	-	194,550		194,550
2020-2021	-	194,550		194,550
2021-2022	-	194,550		194,550
2022-2023	-	194,550		194,550
2023-2024	-	194,550		194,550
2024-2025	-	194,550		194,550
2025-2026	1,555,000	194,550		1,749,550
2026-2027	1,595,000	147,900		1,742,900
2027-2028	1,645,000	100,050		1,745,050
2028-2029	<u>1,690,000</u>	<u>50,700</u>		<u>1,740,700</u>
Total Payments Due	6,485,000	1,660,500		8,145,500



Southwest Wisconsin Technical College  
Schedule of Long-term Obligations, Continued  
2018-19 Budget Year

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

2018-2019	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	500,000	10,000	510,000

Promissory note (5 years) issued 8/5/15 to  
Piper Jaffray in the amount of \$2,500,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2018-2019	500,000	20,000	520,000
2019-2020	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	1,000,000	30,000	1,030,000

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

2018-2019	500,000	30,000	530,000
2019-2020	500,000	20,000	520,000
2020-2021	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	1,500,000	60,000	1,560,000

Promissory note (5 years) issued 8/5/17 to  
Banker's Bank of \$2,500,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2018-2019	500,000	40,000	540,000
2019-2020	500,000	30,000	530,000
2020-2021	500,000	20,000	520,000
2021-2022	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	2,000,000	100,000	2,100,000

Promissory note (5 years) to be issued 8/5/18 to  
the successful bidder in the amount of \$4,000,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2018-2019	800,000	114,333	914,333
2019-2020	800,000	112,000	912,000
2020-2021	800,000	84,000	884,000
2021-2022	800,000	56,000	856,000
2022-2023	<u>800,000</u>	<u>28,000</u>	<u>828,000</u>
Total Payments Due	4,000,000	394,333	4,394,333

Southwest Wisconsin Technical College  
Combined Schedule of Long-term Obligations  
Summary of Fiscal Year  
2018-2019 Budget

<b>Fiscal Year(s)</b>	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
2018-2019	4,400,000	1,260,876	(297,330)	5,363,546
2019-2020	3,970,000	943,292	(146,660)	4,766,632
2020-2021	3,550,000	812,852	(125,922)	4,236,930
2021-2022	3,110,000	687,446	(103,658)	3,693,788
2022-2023	2,675,000	563,106	(80,092)	3,158,014
2023-2024	1,945,000	444,232	(55,190)	2,334,042
2024-2029	<u>10,170,000</u>	<u>942,232</u>	<u>(28,712)</u>	<u>11,083,520</u>
Total Payments Due	\$ 29,820,000	\$ 5,654,036	\$ (837,564)	\$ 34,636,472

**Southwest Wisconsin Technical College**  
**Debt Limit**  
**2018-2019 Budget Year**

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2018, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2018-19 budget is \$29,820,000. The five (5) percent limit is \$413,629,970.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2017-18 budget is \$20,820,000. The two (2) percent limit is \$165,451,988.

Southwest Wisconsin Technical College  
Combined Budget Summary  
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>
<b>REVENUES</b>				
Local Government	9,963,198	10,000,000	10,312,000	10,485,000
State Aids	10,690,781	11,151,000	11,523,000	10,917,000
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	710,944	690,000	816,000	771,000
Institutional	7,842,435	8,543,000	7,923,000	8,398,000
Federal	7,048,482	7,774,000	6,275,000	7,655,500
Total Revenues	40,899,876	42,894,000	41,791,000	43,306,000
<b>EXPENDITURES</b>				
Instruction	15,060,999	15,701,400	15,227,000	15,976,000
Instructional Resources	292,540	291,400	210,000	285,000
Student Services	8,993,073	9,851,800	8,556,000	10,255,000
General Institutional	4,974,222	6,004,000	5,374,000	5,347,000
Physical Plant	7,727,418	8,397,000	9,217,000	10,243,400
Auxiliary Services	4,572,071	6,350,000	5,531,100	6,185,000
Total Expenditures	41,620,323	46,595,600	44,115,100	48,291,400
Net Revenue (Expenditures)	(720,447)	(3,700,600)	(2,324,100)	(4,985,400)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	4,000,000
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	-	-	(100,000)	-
Total Resources (Uses)	1,779,553	(1,200,600)	75,900	(985,400)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	515,704	(813,000)	(1,091,000)	175,000
Reserve for Debt Service	63,631	(87,600)	(26,000)	-
Retained Earnings	1,001,525	(300,000)	269,900	(300,000)
Reserve for Student Organizations	8,458	-	11,000	-
Reserve for Operations	258,235	-	912,000	(860,400)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	1,847,553	(1,200,600)	75,900	(985,400)
Beginning Fund Balance	14,143,129	14,750,129	15,990,682	16,066,582
Ending Fund Balance	15,990,682	13,549,529	16,066,582	15,081,182

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Combined Budget Summary  
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>
<b>REVENUES BY FUND</b>				
General Fund	23,003,746	23,143,000	24,045,000	23,355,000
Special Revenue-Non-Aidable Fund	6,971,679	8,000,000	6,487,000	8,000,000
Capital Projects Fund	50,751	30,000	150,000	50,000
Debt Service Fund	5,300,104	5,272,000	5,308,000	5,616,000
Enterprise Fund	1,601,304	2,100,000	1,710,000	1,900,000
Internal Service Fund	<u>3,972,292</u>	<u>4,350,000</u>	<u>4,091,000</u>	<u>4,385,000</u>
Total Revenue by Fund	<u>40,899,876</u>	<u>42,895,000</u>	<u>41,791,000</u>	<u>43,306,000</u>
<b>EXPENDITURES BY FUND</b>				
General Fund	22,955,940	23,613,000	23,103,000	24,685,400
Special Revenue-Non-Aidable Fund	6,952,035	8,030,000	6,506,000	8,030,000
Capital Projects Fund	1,835,804	3,243,000	3,641,000	3,775,000
Debt Service Fund	5,304,473	5,359,600	5,334,000	5,616,000
Enterprise Fund	1,446,840	2,000,000	1,640,100	1,800,000
Internal Service Fund	<u>3,125,231</u>	<u>4,350,000</u>	<u>3,891,000</u>	<u>4,385,000</u>
Total Expenditures by Fund	<u>41,620,323</u>	<u>46,595,600</u>	<u>44,115,100</u>	<u>48,291,400</u>

\*Actual is presented on a budgetary basis.

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

# BUDGET

SUPPLEMENTAL DATA



## DISTRICT PROFILE

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

### PROGRAMS OFFERED

#### Associate Degree

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

#### Short-Term Technical Diploma

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

#### One Year Technical Diploma

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

## PROGRAMS OFFERED, continued

### Two-Year Technical Diploma

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

### Apprentice

Electricity (Construction) Apprentice  
Industrial Electrician Apprentice  
Plumbing Apprentice

### PathWay Certificates

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

### Internal Certificates

Dairy Goat Herd Management  
Human Resources  
Leadership  
Nail Technician  
Quality Management

## SPECIAL OFFERINGS

3-Wheel Basic Rider Course	IV Therapy
Basic Rider Course	Jail Academy
Basic Rider 2 Course	Law Enforcement Training
Beginning Microsoft Excel	Leadership Certificate
Basic Handgun Training	Logistics Certificate
Birth Doula Labor Support	Preschool Credential
Computer Applications	Quality Management Certificate
Concealed Carry Training	QuickBooks
Cosmetologist Manager's License	Nail Technician Certificate
CPR/AED/First Aid Training	OSHA Training
Driver Education(Theory, Behind-the-Wheel, and for Adults Over 18)	Responsible Beverage Server
Emergency Medical Services/First Responder Courses	Traffic Safety-Group Dynamics
Farm Training Workshops/Seminars/Conferences	Traffic Safety-Multiple Offender
Firearms Safety Awareness	Traffic Safety-Point Reduction
Fire Safety Courses	Tractor Safety
Golf Technique Training	
Human Resources Certificate	



### Online Learning Courses

5S and TPM	Dairy Goat-Writing a Business Plan for your Operation
Abstracting Principles and Practice I	Developing a Business Plan
Abstracting Principles and Practice II	Developmental Psychology
Accounting 1	Digital Literacy for Healthcare
Accounting 1, Part 1	Diversity
Accounting 2	Driver Education AODA-Accident Prevention
Adv Anatomy & Physiology	Driver Education Behavioral Psychology
Advanced Accounting Spreadsheets	Driver Education Classroom Instruction
Applied Pharmacology	Driver Education In-Car Instruction
Applied Problem Solving	Driver Education Safety
Basic Anatomy	Driver Education Theory - Online
Beginning Microsoft Excel	ECE: Admin an ECE Program
Beginning Microsoft Word	ECE: Art Music & Lang Arts
Benefits and Challenges of an ERP System	ECE: Child Development
Blueprint Reading-Welding 1	ECE: Children w Diff Abilities
Body Structure and Function	ECE: Curriculum Planning
Budget Analysis	ECE: Family & Community Rel
Business Law 2	ECE: Foundations of ECE
Business Law I	ECE: Guiding Child Behavior
Business Management Strategies	ECE: Hlth Safety & Nutrition
Cancer Disease Management	ECE: Infant & Toddler Dev
Cancer Patient Follow-Up	ECE: Math Science & Soc St
Cancer Statistics and Epidemiology	ECE: Practicum 1
Change Management	ECE: Practicum 2
Change Process	ECE: Practicum 3
College Algebra with Applications	ECE: Practicum 4
College Mathematics	Economics
Comp TIA A+ Essentials	Elementary Algebra
Comp TIA A+ Practical Applications	Emergency Medical Technician (EMT)-Refresher
Concepts of Problem Solving	Employee Discipline
Conflict Resolution	Employee Performance
CPT Coding	Employment Law
Creating Work Teams	English Composition 1
CTR Prep	Ethics
Customer Service	Evaluating the Purchasing Process
Dairy Goat - Kid Management	Event Planning - Coursework
Dairy Goat-Business Promotion and Marketing	Event Planning - Field Study
Dairy Goat-Farm Records & Financial Management	Financial Management
Dairy Goat-Genetics and Selection	Financial Statements
Dairy Goat-Herd Health	First Responder Refresher
Dairy Goat-Introduction to the Industry	Forecasting and Scheduling
Dairy Goat-Nutrition	Foundations of HIM
Dairy Goat-Reproduction and Breeding Program	Foundations of Inventory

### Online Learning Courses, Continued

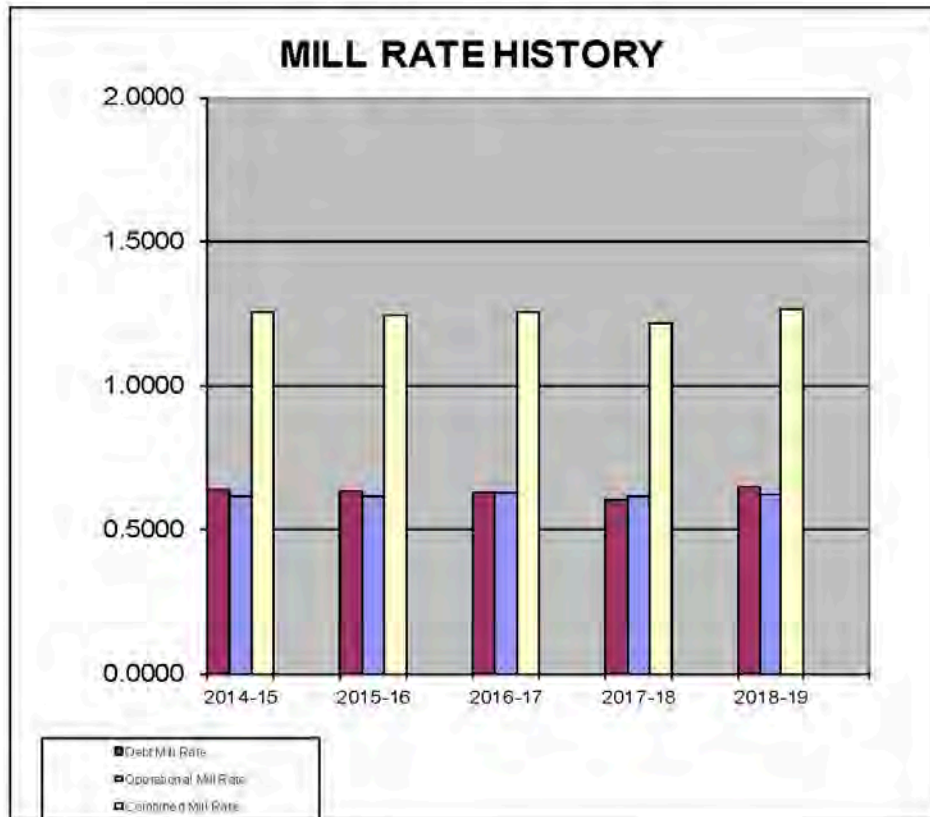
Fundamentals of Chemistry	Managing Work Teams
General Anatomy & Physiology	Manufacturing Practices for Food Industry
Global Business	Marketing Principles
Global Logistics	Marriage & Family
Global Sourcing	Math with Business Applications
Global Supply Chain Management	Medical Terminology
Health Care Reimbursement	Microbiology
Health Quality Management	Microeconomics
Healthcare Informatics	NSG: Mental Health Comm Con
Healthcare Law & Ethics	Nursing Assistant
Healthcare Stats and Analytics	Nursing Assistant Advanced
HeartCode BLS	Nursing Fundamentals
HIT Capstone	Nutrition
Human Diseases for the Health Professions	OB/Medication Management
Human Resources Development	Oncology Coding and Staging
Human Resources Management	Operations Management
ICD Diagnosis Coding	Oral/Interpersonal Communication
ICD Procedure Coding	Organizational Development
Intermediate Algebra	Organizational Structure
Intermediate Algebra with Applications	Orientation and Training
Intermediate Coding	Payroll Applications
Intermediate Microsoft Excel	Peachtree
Intermediate Microsoft Word	Personal Finance
Intro to Amer Government	Planning and Control
Intro to Ethics: Theory & App	Principles of Finance
Intro to Health Informatics	Principles of Negotiations
Intro to Psychology	Problem Solving Using A-3 Format
Intro to Sociology	Process Management
Introduction to Business	Process Mapping
Introduction to Cancer Registry Management	Production Management
Introduction to Diversity Studies	Professional Development Seminar
Introduction to Networks	Professional Networking and Development
Introduction to Service Operations	Professional Practice
Introductory Statistics	Project Management 1
Labor Force Issues	Project Management 2
Leadership	Psychology of Human Relations
Lean Principles	Purchasing Process
Lean Six Sigma(1): Select/Define a Project	Quality Management
Lean Six Sigma(2): Measure/Analyze	QuickBooks
Lean Six Sigma(3): Improve/Control	Recruitment and Hiring
Linux Essentials	Responsible Beverage Service
Management of HIM Resources	Risk Management
Management Principles	Safety Application

### Online Learning Courses, Continued

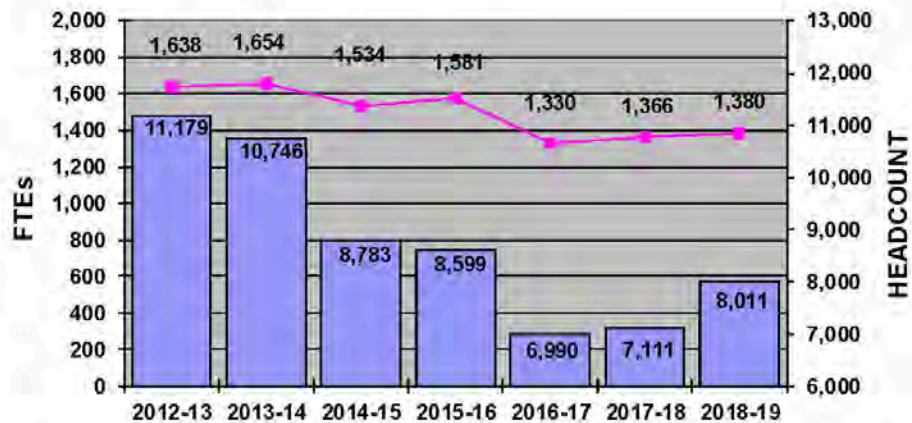
Safety Management  
Sales and Marketing  
Salon/Spa Management  
Managing Bias  
Managing Communication  
Managing Inventory Levels  
Salon/Spa Science  
Selling Principles  
Service Delivery Systems  
Shop Floor Control  
Speech  
Standard Work and Mistake Proofing  
Stress Management  
Supervisor Roles  
Supply Chain Management Internship  
Supply Chain Process Modeling  
Taxes 2  
Technical Reporting  
Technology in the Supply Chain  
The Role of Logistics  
Time Management  
Transportation Management  
Warehousing  
Well Woman Gynecology  
Workplace Social Responsibility  
Writing a Business Plan for your Dairy Goat Operation  
Written Communication

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

Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2014-15 Actual	7,457,681,284	0.6174	0.6356	1.2530
2015-16 Actual	7,682,130,623	0.6154	0.6300	1.2454
2016-17 Actual	7,917,220,710	0.6270	0.6252	1.2522
2017-18 Actual	8,190,692,493	0.6139	0.6043	1.2182
2018-19 Projected	8,272,599,418	0.6213	0.6461	1.2674



### Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Budget 2018-19
Post-Secondary <sup>(1)</sup>	1,359	1,379	1,322	1,320	1,124	1,160	1,171
Vocational Adult <sup>(2)</sup>	103	115	89	90	75	73	75
Non-Postsecondary <sup>(3)</sup>	175	159	122	170	130	132	133
Community Services <sup>(4)</sup>	1	1	1	1	1	1	1
<b>Total FTE</b>	<b>1,638</b>	<b>1,654</b>	<b>1,534</b>	<b>1,581</b>	<b>1,330</b>	<b>1,366</b>	<b>1,380</b>
<b>Headcount</b>	<b>11,179</b>	<b>10,746</b>	<b>8,783</b>	<b>8,599</b>	<b>6,990</b>	<b>7,111</b>	<b>8,011</b>

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

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

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

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

Southwest Wisconsin Technical College  
Notice of Public Hearing  
July 1, 2018 - June 30, 2019

A public hearing on the proposed 2018-2019 budget for Southwest Wisconsin Technical College will be held on June 21st at 7:00 p.m. in room 493 at Southwest Wisconsin Technical College, Fennimore, WI. The detailed budget is available for public inspection at the District Business Office.

**EXPENDITURE HISTORY**

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational (2)</u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2014-15	7,457,681,284	0.6174	0.6356	1.2530	(42.09)
2015-16	7,682,130,623	0.6154	0.6300	1.2454	(0.61)
2016-17	7,917,220,710	0.6270	0.6252	1.2522	0.55
2017-18	8,190,692,493	0.6139	0.6043	1.2182	(2.72)
2018-19 <sup>(1)</sup>	8,272,599,418	0.6213	0.6461	1.2674	4.04

<u>Fiscal Year (3)</u>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Lev</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2014-15 <sup>(2)</sup>	43,591,030	2.36	9,344,688	(40.94)	125.30
2015-16	43,546,053	(0.10)	9,567,729	2.39	124.54
2016-17	41,620,323	(4.42)	9,913,940	3.62	125.22
2017-18	44,115,100	5.99	9,978,321	0.65	121.82
2018-19	48,291,400	9.47	10,485,000	5.08	126.74

(1) Fiscal year 2019 equalized valuation is projected to increase 1% from fiscal year 2018.

(2) Fiscal year 2015 mill rate reflects a change in Wisconsin Law as a result of ACT 145 providing for dollar-for-dollar reduction in the operational property tax funding with an increase in state aid funding.

(3) Fiscal years 2015 through 2017 represent actual amounts; 2018 is estimated; 2019 is the proposed budget.

**Budget/Fund Summary – All Funds**

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	5,140,000	-	-	-	5,345,000	-	-	10,485,000
Other Budgeted Revenues	18,215,000	-	8,000,000	50,000	271,000	1,900,000	4,385,000	32,821,000
Total Budgeted Revenues	23,355,000	-	8,000,000	50,000	5,616,000	1,900,000	4,385,000	43,306,000
Budgeted Expenditures	24,685,400	-	8,030,000	3,775,000	5,616,000	1,800,000	4,385,000	48,291,400
Excess of Revenues								
Over Expenditures	(1,330,400)	-	(30,000)	(3,725,000)	-	100,000	-	(4,985,400)
Operations Transfers	470,000	-	30,000	(100,000)	-	(400,000)	-	-
Proceeds from Debt	-	-	-	4,000,000	-	-	-	4,000,000
Est. Fund Balance								
07/01/18	9,520,540	-	318,930	32,734	1,371,531	3,651,237	1,171,610	16,066,582
Est. Fund Balance								
06/30/19	8,660,140	-	318,930	207,734	1,371,531	3,351,237	1,171,610	15,081,182

Southwest Wisconsin Technical College  
Notice of Public Hearing  
Budget Summary - General Fund  
Fiscal Year 2018-2019

	2016-17 <u>Actual<sup>(4)</sup></u>	2017-18 <u>Budget</u>	2017-18 <u>Estimate<sup>(5)</sup></u>	2018-19 <u>Budget</u>	
<b>REVENUES</b>					
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	1,144,050	774,000	760,000	625,500	
Total Revenues	23,003,746	23,143,000	24,045,000	23,355,000	
<b>EXPENDITURES</b>					
Instruction	14,118,575	14,781,400	14,600,000	15,276,000	
Instructional Resources	251,308	211,400	190,000	210,000	
Student Services	2,041,038	1,821,800	2,050,000	2,225,000	
General Institutional	4,576,242	4,763,000	4,224,000	4,847,000	
Physical Plant	1,968,777	2,035,400	2,039,000	2,127,400	
Total Expenditures	22,955,940	23,613,000	23,103,000	24,685,400	
Net Revenue (Expenditures)	47,806	(470,000)	942,000	(1,330,400)	
<b>OTHER SOURCES (USES)</b>					
Operating Transfer In (Out)	210,429	470,000	(30,000)	470,000	
Total Resources (Uses)	258,235	-	912,000	(860,400)	
<b>TRANSFERS TO (FROM) FUND BALANCES</b>					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	258,235	-	912,000	(860,400)	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	258,235	-	912,000	(860,400)	
Beginning Fund Balance	8,350,305	8,459,305	8,608,540	9,520,540	
Ending Fund Balance	8,608,540	8,459,305	9,520,540	8,660,140	
<b>EXPENDITURES BY FUND</b>					
					% Change <sup>(6)</sup>
General Fund	22,955,940	23,613,000	23,103,000	24,685,400	4.54
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,952,035	8,030,000	6,506,000	8,030,000	-
Capital Projects Fund	1,835,804	3,243,000	3,641,000	3,775,000	16.40
Debt Service Fund	5,304,473	5,359,600	5,334,000	5,616,000	4.78
Enterprise Fund	1,446,840	2,000,000	1,640,100	1,800,000	(10.00)
Internal Service Fund	3,125,231	4,350,000	3,891,000	4,385,000	0.80
Total Expenditures by Fund	41,620,323	46,595,600	44,115,100	48,291,400	3.64
<b>REVENUES BY FUND</b>					
General Fund	23,003,746	23,143,000	24,045,000	23,355,000	0.92
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,971,679	8,000,000	6,487,000	8,000,000	-
Capital Projects Fund	50,751	30,000	150,000	50,000	66.67
Debt Service Fund	5,300,104	5,272,000	5,308,000	5,616,000	6.53
Enterprise Fund	1,601,304	2,100,000	1,710,000	1,900,000	(9.52)
Internal Service Fund	3,972,292	4,350,000	4,091,000	4,385,000	0.80
Total Revenue by Fund	40,899,876	42,895,000	41,791,000	43,306,000	0.96

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

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

<sup>(6)</sup> (2018-19 Budget - 2017-18 Budget)/2017-18 Budget.

***C. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale***

Up to \$1,255,000 for the public purpose of paying the costs of construction of builds and building additions or enlargements; up to \$475,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$2,270,000 for paying the cost of acquiring moveable equipment are being requested. A copy of the resolution is available with the electronic Board material.

**Recommendation:** Approve the resolution authorizing the borrowing of up to \$4,000,000.



RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF  
NOT TO EXCEED \$4,000,000 GENERAL OBLIGATION  
PROMISSORY NOTES; AND  
SETTING THE SALE

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of in the amount of \$1,255,000 for the public purpose of paying the cost of the construction of buildings and building additions or enlargements at the Fennimore campus; in the amount of \$475,000 for the public purpose of paying the cost of building remodeling and improvement projects; and in the amount of \$2,270,000 for the public purpose of paying the cost of acquiring movable equipment and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,255,000 for the public purpose of paying the cost of the construction of buildings and building additions or enlargements at the Fennimore campus; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$475,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,270,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION DOLLARS (\$4,000,000) from a purchaser to be determined by subsequent resolution of the District Board (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION DOLLARS (\$4,000,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrepealable tax

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sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

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

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

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

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

Adopted, approved and recorded June 21, 2018.

\_\_\_\_\_  
Chris J. Prange  
Chairperson

Attest:

\_\_\_\_\_  
Darlene Mickelson  
Chairperson

(SEAL)

EXHIBIT A

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on June 21, 2018, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,255,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of the construction of buildings and building additions or enlargements at the Fennimore campus.

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

Dated this 21st day of June, 2018.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
Secretary

QB\52760812.1

EXHIBIT B

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on June 21, 2018, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$475,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

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

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

Dated this 21st day of June, 2018.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
Secretary

QB\52760812.1

EXHIBIT C

NOTICE TO THE ELECTORS  
OF THE

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT  
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND  
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on June 21, 2018, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,270,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable equipment.

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

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

Dated this 21st day of June, 2018.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
Secretary

QB\52760812.1

### ***D. First Reading of Governance Policy 2.6: Acting President***

At the April 26, 2018, a Governance Policy was proposed on an acting president designation. Included below is Governance Policy 2.6: Acting President. Dr. Wood will present the policy at the meeting.

**Recommendation:** Approve the First Reading of Governance Policy 2.6: Acting President.

## **First Reading of Proposed Governance Policy 2.6: Acting President**

### **Acting President Policy:**

On occasion, the President of the College on account of official business, vacation, illness, or other unavoidable cause, will be absent from campus. During such absences, it is essential that provision be made so that official business may proceed.

Therefore, in the temporary absence of the President, the order of succession for President of the College will be as follows:

1. Vice President for Administrative Services
2. To be determined
3. To be determined

In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. The decision shall be communicated to the Executive Team by the President or the Executive Services Director. For absences longer than 15 business days, the Board Chair will be notified. The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees:

- A. Authorizes the president to implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
- B. Supports the pursuit of a doctorate degree by the Vice President for Administrative Services.



**JOB TITLE:** Acting College President  
**REPORTS TO:** College President

**SUMMARY:** Under the authority delegated by the President, the Acting College President serves in the place of the President when he is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, Ammercian Association of Community College, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversight ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.
- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.
- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

**EDUCATION AND QUALIFICATIONS:**

- Pursue an Ed.D or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.

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Reasonable accommodations will be provided for qualified individuals with disabilities by contacting the Equal Opportunity/Affirmative Action Officer at Ext. 2315 or TDD at 608.822.2072. Southwest Tech is an equal opportunity employer and educator.

***E. Tuition Reimbursement Policy***

Krista Weber will present the Tuition Reimbursement Policy for the Board to consider for approval. The Tuition Reimbursement Policy is below.

**Recommendation:** Approve the Tuition Reimbursement Policy.



## Tuition Reimbursement - DRAFT

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The College will offer tuition reimbursement to all full-time and part-time (more than 20 hours per week on a pro-rated basis) regular employees who have provided at least one year of service to the College. Supervisor pre-approval is required for all doctoral, graduate, undergraduate, associate degree, technical diploma, certificate, or course taken for credit through a nationally recognized and regionally accredited college or university. Request should be made during the budgeting process to ensure funds are available in your department's budget.

Courses must be approved by the employee's supervisor and be part of a job-related degree program, support an individual's current work focus, align with the College's strategic direction, or be directly connected to preparation for another career opportunity within the College for which the college supports.

An individual may be reimbursed 50% of the actual cost of the course up to a maximum of \$3,000 limit per calendar year. All applicable laws will apply and dollar amounts over the IRS limit are subject to applicable taxes. Any courses taken for an approved degree through Southwest Wisconsin Technical College will be at no tuition to the employee. Employees will be charged for the course and then reimbursed through the College's reimbursement procedure.

Reimbursements will only be made upon successful completion of each course. Employees must receive a grade of C or higher and provide proof of the course grade and an invoice/payment. Upon the successful completion of a bachelor or master's degree, non-faculty employees will be eligible for a base salary increase of 2.5%. Faculty will follow the Master Equivalency procedure for salary increases.

If the coursework is identified and approved by the Executive Team as part of an employee's formal succession plan, the employee may be eligible for an alternative reimbursement plan.

If an employee is laid off while taking a course, the employee will be reimbursed 50% of the amount of the current course. If an employee voluntarily leaves the College, the employee will be required to reimburse the College for the total reimbursement received in the prior 12 months.

## **Board Monitoring of College Effectiveness**

### ***A. College Council Monitoring Report***

Krista Weber will present a summary of the College Council Board Monitoring Report. The report is below.

## Board Monitoring Report

College Council: Culture of Integrity – June 2018

### EXECUTIVE SUMMARY

#### Alignment with Mission, Vision, Values, and Purposes

- It is the College Council's responsibility to enhance a culture of integrity at the college. We value our employees and want to provide support and resources that can help them do their best work. Our employees put students first and provide them with opportunities for success. By working collaboratively throughout the college, we have developed workgroups and project teams that drive culture efforts. The culture workgroup specifically works on how we can incorporate our values into everything we do at the college.

#### Alignment with Strategic Directions

- The College Council 2017-18 health indicators of increasing fair pay, increasing satisfaction with benefits, improving access to information and increasing overall employee satisfaction directly align with our strategic directions of achieving fiscal sustainability, increasing student access and success, and enhancing our culture of integrity. The College Council selects projects based on issues identified in our employee survey results, which we also collect data for measuring our progress toward the strategic directions.

### RECOGNIZING AND VALUING PEOPLE

#### College Council Team Members:

Krista Weber (17/18 chair), Chantel Hampton, Mandy Henkel, Doris Pulvermacher, Katie Glass, Mike Steffel, Lisa P. Riley, Ken Bartz, Marnie Easler, Stephen Goss, Katie Anderson, Kim Schmelz, Jenna Taylor/Jill Henry, Dave Birkelo, Linda Kiouss/Dawn Adkins

#### Human Resource and Process Improvement Department Members:

Annetta Smith, Connie Haberkorn, Doris Pulvermacher

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

The College Council 2017-2018 roadmap projects of *Sustaining Competitive Compensation*, *Maximizing the Value of our Benefits*, and *Improving Communication* were implemented with the goals of encouraging a health, wellness and positive work/life balance; providing employment benefits that are sustainable for the college, efficient to manage and will increase employee satisfaction and retention; and improving the college culture by improving communication.

#### College Council Workgroups:

Diversity, Internal Communication, Wellness, Professional Development, Culture

## Board Monitoring Report

College Council: Culture of Integrity – June 2018

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

#### College Council Roadmap Projects:

##### ***Sustain Competitive Compensation***

Lead: Krista Weber

We recently invested in more equitable compensation. This group will recommend options to sustain this investment and explore alternatives for on-going wage increases based on college-wide performance.

Goal: Increase satisfaction with "fair pay" from 3.21 to 3.5.

2018 Survey Result: Increase satisfaction with "fair pay" from 3.21 to 3.53

##### ***Project #1 – Master's Equivalency Team***

- Team Members: Annetta Smith, Jeff Midtlien, Tyson Larson, Krista Weber, Mary Johannesen, Danielle Seippel
- Deliverable: Developed a point system to evaluate faculty education, experience, and certifications (ex. journeyman); and added an "Advanced" tier to the compensation system. The point system allows employees with qualifications other than a Master's to be eligible for additional compensation beyond the Bachelor scale. Nineteen employees received an increase effective 7/1/18.

##### ***Project #2 – Compensation Sustainability Project Team***

- Team Members: John Troxel, Kim Maier, Holly Crubel, Caleb White, Jaime Klein, Betsy Tollefson, Haylee Freymiller, Josh Bedward
- Deliverable: Created multi-level compensation structure with three tiers – maintenance of the compensation structure, introduction of a group incentive, and developing performance management system.

##### ***Benefits Matter***

Lead: Connie Haberkorn

Our workforce uses benefits in a variety of ways. In order to maximize the value of the benefits to employees, a task force will research and recommend opportunities to Exec team for improving the value of benefits to a diverse audience while also strengthening college operations. Board approval will be sought for final administrative recommendations.

Goal: Increase satisfaction with "benefits" from 3.8 to 4.0.

2018 Survey Result: Increase satisfaction with "benefits" from 3.8 to 3.99



## Board Monitoring Report

College Council: Culture of Integrity – June 2018

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

#### *Project #1 – Benefit Analysis Project Team*

- Team Members: Amanda Vissers, Caleb White, Connie Haberkorn, Darnell Hendricks, Dave Friesen, Gina Udelhofen, Jody Millin, Ken Bartz, Krista Weber, Mamie Easler, Melissa Klinkhammer, Sarah Imhoff
- Deliverable(s): Implemented an Employee Benefit Survey to determine priorities. New policies were approved by the Board in April and will be effective 7/1/18 including Telecommuting, Flexible Schedules, Holidays, and Managed Time Off.

#### ***Intranet Improves Communication***

Lead: Doris Pulvermacher

When our employees are well-informed about college happenings, they are more prepared to be better engaged in serving students. A properly designed intranet will enhance communication regarding college affairs improving the ability of employees to do their job well.

Goal: Improve “ease of access” to information from 3.38 to 3.75.

Goal: Improve the “right information to do my job well” from 3.52 to 3.75.

2018 Survey Result: Improve “ease of access” to information from 3.38 to 3.71

2018 Survey Result: Improve the “right information to do my job well” from 3.52 to 3.92

#### *Project #1 – Intranet Redesign Team*

- Team Members: Doris Pulvermacher, Krista Weber, Heath Ahnen, Matthew Baute, Amy Loy, Karen Campbell
- Deliverable: The Charger Hub is our new intranet and communication tool.

#### **Other College Council Projects:**

##### ***Wellness Fair***

Leads: Holly Crubel and Amy Campbell

Team Members: Kim Schmelz, Stephanie Brown, Robin Lenz, Darnell Hendricks, Katie Glass, Sara Bahl, Lori Garvey

Strategic Direction/Goal: Culture of Integrity and Increase Satisfaction with Benefits

Results: 150 attendees, including students, employees and community members, visited with over 30 vendors on health and wellness.

## Board Monitoring Report

College Council: Culture of Integrity – June 2018

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

#### **Communication Rights** (Executive Team Project)

Lead: Katie Glass

Team Members: Internal Communication Workgroup/Executive Team

Strategic Direction/Goal: Culture of Integrity and Increase Satisfaction with Benefits

Goal: Satisfaction with "open and ethical" communication will improve from 3.27 to 3.5

Goal: Satisfaction with "administration sharing information" will improve from 3.11 to 3.5.

2018 Survey Result: Satisfaction with "open and ethical" communication will improve from 3.27 to 3.62

2018 Survey Result: Satisfaction with "administration sharing information" will improve from 3.11 to 3.57.

#### **Mentor Program Revamp**

Lead: Mandy Henkel

Team Members: Helen Mar Adams, Connie Haberkorn, Pete Esser, Karyl Nicholson, Annetta Smith

Strategic Direction/Goal: Culture of Integrity and Increase Satisfaction with Benefits

Result: The project team presented a Charger Champion handbook with a new, revised checklist and jargon list, resource and contact list. The new program will become part of orientation and can be found on the Hub.

#### **Coaching Sessions**

Lead: Kim Schmelz

Team Members: Kim Schmelz, Krista Weber, Chantel Hampton, Jeff Dornink, Katie Glass, Sara Biese, Jody Millin

Strategic Direction/Goal: Culture of Integrity and Improving Communication

Result: The third round of Coaching Sessions were done in March and April focusing on the value of Accountability. We identified three questions and started tracking responses.

#### **Professional Development**

Lead: Connie Haberkorn

Strategic Direction/Goal: Culture of Integrity and Overall Employee Satisfaction

Result: We added staff professional development days to the calendar and expanded current offerings.

## Board Monitoring Report

College Council: Culture of Integrity – June 2018

### 2017 Offerings

Instructional Vitality -Faculty	Cynde Larsen & Amy Loy	August 2017 Learning Academy
Classroom Management	Holly Miller & Dan Imhoff	August 2017 Learning Academy
Teaching Methods	Karyl Nicholson	August 2017 Learning Academy
Behavioral Management	Lisa P Riley	August 2017 Learning Academy
Schoology Café	Innovative & Alternative Delivery	August 2017 Learning Academy
Faculty Compensation	Krista Weber, Katie Anderson & Tom Kretschman	August 2017 Learning Academy
GRIT	Melissa Klinkhammer	August 2017 Learning Academy
Servant Leadership	Larry Spears	August 2017 Learning Academy
Speed of Trust	Dan Imhoff	August 2017 Learning Academy
Generational Differences	Pamela Cox-Otto	Staff Professional Development

### 2018 Offerings

Instructional Vitality	Cynde Larson & Amy Loy	January 2018 Learning Academy
Student Success	Melissa Klinkhammer	January 2018 Learning Academy
Schoology Journey	Innovative & Alternative Delivery	January 2018 Learning Academy
Ally Training	Molly Menster	January 2018 Learning Academy
Bridges Out of Poverty	Craig Woodhouse	January 2018 Learning Academy
Quality Matters	Innovative & Alternative Delivery	January 2018 Learning Academy
Speed of Trust	Christina Winch & Dan Imhoff	January 2018 Learning Academy
WIDS	Terri Johnson	January 2018 Learning Academy
Culture Change	Caryn Stanley	Leadership Monthly Meeting
6 Critical Practices for Leading a Team	Jean White	Leadership Monthly Meeting
Breaking Down Organizational Silos	Pam Cox	Staff Professional Development
WIDS	Cynde Larson & Amy Loy	May 2018 Learning Academy
Faculty Qualification Assurance System (FQAS)		
Behavioral Management	Lisa P Riley	Staff Professional Development
WIDS	Val Bielinski	May 2018 Learning Academy
Schoology Journey Continued	Kim Maier	May 2018 Learning Academy
Sexual Harassment Training	Jim Jelinske & Arthur Gilloon	May 2018 Learning Academy
FQAS Data & Evidence	Amy Loy & Mandy Henkel	Staff Professional Development
FQAS Embracing Diversity	Sheila Marten & Chantel Hampton	Staff Professional Development
The Speed of Trust	Dan Imhoff & Christina Winch	May 2018 Learning Academy
Refresher Speed of Trust Workshop	Melissa Klinkhammer	May 2018 Learning Academy
Instructional Vitality - Staff	Barb Tucker & Amy Loy	May 2018 Learning Academy



## Board Monitoring Report

College Council: Culture of Integrity – June 2018

### PRESENTATION OF THE DATA

#### Employee Satisfaction Survey Results

We engaged Ruffalo Noel Levitz to conduct an Employee Satisfaction Survey in April. Employees are surveyed on a bi-annual basis. The message comes from HR but the effort is led by Mandy Henkel. Our message to employees is below:

We have engaged Ruffalo Noel Levitz to conduct an employee survey to assess your satisfaction as an employee of Southwest Tech. Ruffalo Noel Levitz has provided us with an anonymous link to distribute and will collect your feedback through individual questions and open-ended comments on a number of topics. The Culture Workgroup was involved in the process of incorporating Southwest Tech values into additional questions. We ask that when commenting, please include a specific suggestion for improvement with each element of constructive feedback offered. Your thoughtful suggestions provide the foundations for a positive and proactive environment. The survey will take about 15-20 minutes. Your feedback is delivered back to the campus in aggregate form only. No individual data is identified nor is tied back to responses or comments.

Consider the value your feedback contributes to the overall authenticity of these results. With the data from this survey we can:

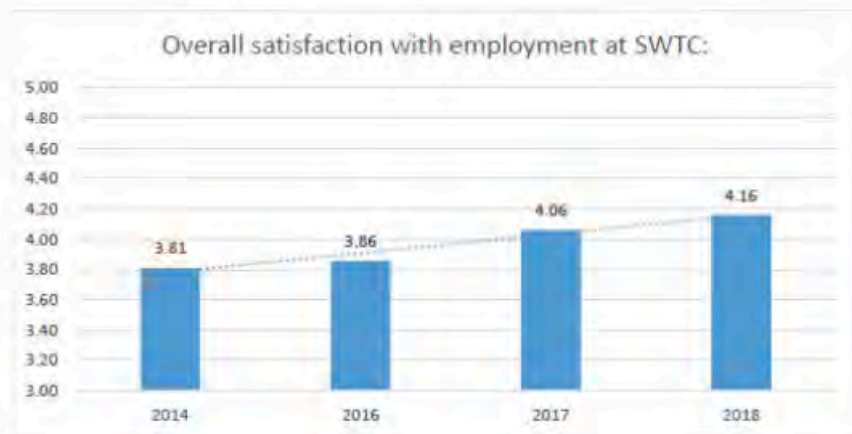
- See which issues are most important to our employees
- Assess understanding of Southwest Tech's mission and goals
- Uncover key data about the work environment
- Learn the most effective ways to keep employees satisfied and therefore engaged
- Establish benchmarks and compare our institution with other colleges and universities throughout the country



## Board Monitoring Report

College Council: Culture of Integrity – June 2018

College Council			
Sustain Competitive Compensation	PY	Goal	2018 CESS Actual
Satisfaction with "fair pay":	3.21	3.50	3.53
Benefits Matter	PY	Goal	2018 CESS Actual
Satisfaction with "benefits": The employee benefits available to me are valuable	3.80	4.00	3.99
Intranet Improves Communication	PY	Goal	2018 CESS Actual
"ease of access" to information: It is easy for me to get information at this institution	3.38	3.75	3.71
"right information to do my job well": I have the information I need to do my job well	3.52	3.75	3.92



## Board Monitoring Report

College Council: Culture of Integrity – June 2018

### Retention Rate 2017-2018

EMPLOYEE HEADCOUNT	
# Benefit Eligible Employees	185
# Part-time Employees	11
<b>Total All Employees</b>	196
Faculty	85
Exempt Employees (including Faculty)	125
Non-Exempt	49
<b>Total All Employees</b>	174
FTE's (Full-time Equivalent) - Ben. Eligible	185
W-2 Forms Sent Out (January)	695

TERMINATIONS	FY 6/30/17	FY 6/30/16
#Terms due to Resignation/Termination	10	
#Terms due to Layoffs	4	
# Terms due to Retirement	8	
#Total Terms (including all)	22	
Turnover Rate (including all)	11.22%	
Turnover Rate (not including Layoffs or Retirements)	5%	5.30%
Retention Rate	95%	94.70%

### Grants

It is important for the College to recognize grant opportunities to initiate, support and expand programs and training. HR currently manages two grants:

- Department of Workforce Development (DWD) Grant
- Professional Development Grant

### STRENGTHS

- Strong collaboration across the college
- Clear ways to identify new project stream
- WTCS professional development grant can support training efforts
- Strong current employee satisfaction and retention numbers, building on a strong base for the future

## Board Monitoring Report

College Council: Culture of Integrity – June 2018

- FQAS leader
- Project flow and completion has been strong

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### WEAKNESSES

- Many changes can be hard for some employees to make the transition
- Communication is and will remain a continuous improvement item (ex. Report-outs)
- Lack of HR Metrics
- We need to find ways for employees to give and receive honest feedback

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### 18-19 STRATEGIC INITIATIVES

#### **2018-19 College Council Chair: Krista Weber**

##### ***Invest in Improving Employee Health and Wellness***

Leads: Amy Campbell and Connie Haberkorn

Connecting the dots from our wellness activities to metrics that can move us forward.

##### ***Create Performance Management***

Leads: Krista Weber and Tyson Larsen

As a final step in the compensation analysis, we will be developing performance management at the college. This will create a path for employees to advance their compensation through performance.

##### ***Develop Leaders***

Leads: Cynde Larsen and Melinda Nicely

Better prepared leaders improve results. Training will include employees in every stage of leadership. Make an impact by inspiring trust through stewardships. Close tie to Succession Planning initiative.

##### ***Tracking HR Metrics (TAP Plan)***

Members: Connie Haberkorn, Krista Weber, Annetta Smith

##### ***Rebranding HR Onboarding (TAP Plan)***

Members: Connie Haberkorn, Krista Weber, Annetta Smith

### ***B. 2018-19 Board Monitoring Schedule***

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

## SOUTHWEST TECH BOARD MONITORING SCHEDULE JULY 2018 – JUNE 2019

DATE	ACTIVITY/PURPOSE	LOCATION
July 9, 2018	<b>Southwest Tech Annual Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Oath of Office</li> <li>➤ Election of Officers</li> <li>➤ Board Monitoring Schedule</li> <li>➤ Approve Borrowing Resolutions</li> <li>➤ Three-year Facilities Plan</li> <li>➤ President's Contract</li> </ul>	Southwest Tech
July 9, 2018	<b>Southwest Tech Joint Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board</b>	Southwest Tech
July 10-11	WTCS Board Meeting	Western – La Crosse
July 12-14	District Boards Association Summer Meeting	Northeast – Green Bay
August 1	Real Estate Foundation Board Meeting	Southwest Tech
August 8	Foundation Board Meeting	Southwest Tech
August 23	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Foundation Quarterly Report</li> </ul>	Southwest Tech
September 11-12	WTCS Board Meeting	Fox Valley - Appleton
September 27	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Compliance Monitoring Report</li> </ul>	Richland Center
October	Real Estate Foundation Board Meeting	Southwest Tech
October 11-13	District Boards Association Fall Meeting	Fox Valley - Appleton
October 18	<b>Southwest Tech Board Meeting/Half-Day Retreat</b> <ul style="list-style-type: none"> <li>➤ Resolution for Adoption of 2018 Tax Levy</li> <li>➤ Fund &amp; Account Transfers (2017-18 Budget Modifications)</li> <li>➤ Review of Purchasing Activity</li> <li>➤ WI Code of Ethics Resolution</li> <li>➤ Foundation Quarterly Report</li> <li>➤ Student Access Monitoring Report</li> </ul>	Southwest Tech
October 24-27	Association of Community College Trustees Leadership Congress	New York, NY
November 13-14	Foundation Board Meeting WTCS Board Meeting	Southwest Tech Southwest Tech - Fennimore
November 15	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Financial Audit</li> <li>➤ 2019-20 Budget Process</li> </ul>	Darlington
December 14	Southwest Tech Winter Graduation	Southwest Tech
December 20	<b>Southwest Tech Board Meeting</b>	Southwest Tech



DATE	ACTIVITY/PURPOSE	LOCATION
January 16-18	District Boards Association Winter Meeting	Madison College - Madison
January	Real Estate Foundation Board Meeting	Southwest Tech
January 22	WTCS Board Meeting	WTCS Office - Madison
January 24	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Foundation Quarterly Report</li> <li>➤ Safety &amp; Security Monitoring Report</li> </ul>	<b>Southwest Tech</b>
February	Foundation Board Meeting	Southwest Tech
February 10-13	Association of Community College Trustees National Legislative Summit	Washington, DC
February 22-23	<b>Southwest Tech Board Retreat/Meeting</b> <ul style="list-style-type: none"> <li>➤ Budget Assumptions &amp; Parameters</li> </ul>	Not Determined Yet
March 19-20	WTCS Board Meeting	Lakeshore - Cleveland
March 28	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Quality Teaching &amp; Learning Monitoring Report</li> </ul>	<b>Southwest Tech</b>
April 11-13	Real Estate Foundation Board Meeting	Southwest Tech
	District Boards Association Spring Meeting	Moraine Park – Fond du Lac
April 13-16	American Association of Community Colleges Annual Convention	Orlando, FL
April 25	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Out-of-State Tuition Waiver</li> <li>➤ Foundation Quarterly Report</li> </ul>	<b>Southwest Tech</b>
May 14	Foundation Board Meeting	Southwest Tech
	WTCS Board Meeting	WTCS Office – Madison
May 18	Southwest Tech Graduation	Southwest Tech
May 23	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Proposed Budget</li> <li>➤ State of College Report</li> <li>➤ Financial Sustainability Monitoring Report</li> </ul>	<b>Southwest Tech</b>
June 20	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Public Budget Hearing/Approval</li> <li>➤ Evaluation of President</li> <li>➤ President's Performance Report</li> <li>➤ College Culture Monitoring Report</li> </ul>	<b>Southwest Tech</b>
July 8, 2019	<b>Southwest Tech Annual Board Meeting</b>	<b>Southwest Tech</b>

JUNE 14, 2018

### ***C. 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)	Bobbi Kammes	7/15/2018	Hourly Band A13 \$16.42 - \$19.70      Hired \$17.00
20	Replacement - Dan Schildgen	Automotive Technician Instructor	Interview Scheduled	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	Interview Scheduled	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)	Interview Scheduled	6/15/2018	Hourly Band A13 \$16.42 - \$19.70
23	Replacement - Snehal Shirke	Communications Instructor	Interview Scheduled	8/1/2018	MS \$52,202-\$83,000
24	Replacement - Jeff Domink	Animal Science Instructor	Posted	8/1/2018	BS \$47,297-\$75,203      AS \$49,750 - \$79,102 MS \$52,202-\$83,000

### Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	Replacement - Chyme Stimart	Student Services Records Specialist	Posted	7/15/2018	Hourly Band A13 \$16.42 - \$19.70
26	New Position	Automotive Mechanics Instructor - Part-Time	Posted	9/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000
27	New Position	Public Relations Manager	Posted	7/9/2018	Salary Band C44 \$53,671 - \$75,139
28	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Posted	7/1/2018	Houly Band B24 \$20.32 - \$26.41
29	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Posted	7/1/2018	Houly Band B24 \$20.32 - \$26.41
30	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	Posted	8/1/2018	MS \$52,202-\$83,000

### Staffing Update 2017-18 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
31	New Position	Disability Services Specialist - 75%	Posted	7/30/2018	Salary Band C42 \$47,777-\$66,888
32	Replacement -Pam Johnson-Loy	Administrative Support Assistant - Public Safety, Part-time, LTE (ending 6/30/2019)	Posted	8/1/2018	Hourly Band A13 \$16.42 - \$19.70
33	New Position	Regional Engagement Coordinator - Richland Center Outreach	Posted	8/1/2018	Salary Band C43 \$50,394-\$70,552
34	New Position	Regional Engagement Coordinator - Darlington Outreach	Posted	8/1/2018	Salary Band C43 \$50,394-\$70,552

## **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	06-12-17 Students	06-11-18 Students	Student Change	06-12-17 FTE	06-11-18 FTE	FTE Change
10-101-1	Accounting	42	37	(5)	30.63	27.87	(2.77)
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	113	25	61.47	84.77	23.30
10-530-5	Cancer Information Management	36	72	36	20.87	40.03	19.17
10-504-X	Criminal Justice Studies	51	61	10	46.70	46.93	0.23
10-316-1	Culinary Arts	12	14	2	9.70	11.70	2.00
10-317-1	Culinary Management	8	9	1	7.30	7.43	0.13
10-510-6	Direct Entry Midwife	60	48	(12)	22.60	25.47	2.87
10-307-1	Early Childhood Education	36	48	12	28.50	35.93	7.43
10-620-1	Electromechanical Technology	38	40	2	34.87	35.53	0.67
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)




Program Code	Program Title	06-12-17 Students	06-11-18 Students	Student Change	06-12-17 FTE	06-11-18 FTE	FTE Change
10-530-1	Health Information Technology	46	61	15	27.83	34.60	6.77
10-520-3	Human Services Associate	54	40	(14)	38.53	30.33	(8.20)
10-825-1	Individualized Technical Studies	8	17	9	7.23	14.90	7.67
10-620-3	Instrumentation and Controls Technology	2	4	2	0.43	1.73	1.30
10-150-X	IT-Network Specialist	40	34	(6)	34.27	23.33	(10.93)
10-513-1	Medical Laboratory Technician	19	17	(2)	12.83	13.37	0.53
10-543-1	Nursing - Associate Degree	224	207	(17)	122.13	104.83	(17.30)
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	17.23	4.47
10-499-5	Technical Studies-Journey Worker	1	1	-	0.20	0.27	0.07
	<b>Total Associate Degree</b>	<b>1,015</b>	<b>1,083</b>	<b>68</b>	<b>694.47</b>	<b>726.73</b>	<b>32.27</b>
31-101-1	Accounting Assistant	1	7	6	0.20	3.30	3.10
30-531-6	Advanced EMT	8	9	1	1.07	1.93	0.87
32-070-1	Agricultural Power & Equipment Technician	34	33	(1)	36.03	28.80	(7.23)
31-405-1	Auto Collision Repair & Refinishing Technician	17	17	-	13.73	9.07	(4.67)
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	2	(10)	8.60	1.60	(7.00)
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	9	(8)	7.10	3.43	(3.67)
31-317-1	Culinary Specialist (ETD)	4	3	(1)	3.50	0.77	(2.73)
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	26.33	3.60
50-413-2	Electricity (Construction) Apprentice	24	22	(2)	3.50	2.87	(0.63)
30-531-3	Emergency Medical Technician	57	66	9	14.20	15.60	1.40

Program Code	Program Title	06-12-17 Students	06-11-18 Students	Student Change	06-12-17 FTE	06-11-18 FTE	FTE Change
32-080-4	Farm Operations & Management - Ag Mechanics(NEW)		1	1		0.33	0.33
32-080-3	Farm Operations & Management - Dairy (NEW)	1	4	3	0.43	3.20	2.77
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)	1	3	2	0.40	1.73	1.33
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
50-413-1	Industrial Electrician Apprentice	11	7	(4)	1.60	1.10	(0.50)
31-620-1	Industrial Mechanic (ETD)	7	6	(1)	5.17	4.20	(0.97)
31-154-6	IT-Computer Support Technician	20	20	-	14.13	11.23	(2.90)
31-513-1	Laboratory Science Technician	6	4	(2)	4.17	2.40	(1.77)
31-509-1	Medical Assistant	36	36	-	30.03	28.20	(1.83)
31-530-2	Medical Coding Specialist (ETD)	49	56	7	23.67	27.93	4.27
30-543-1	Nursing Assistant	218	222	4	26.20	26.00	(0.20)
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	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	64	(8)	53.43	51.20	(2.23)
	<b>Total Technical Diploma</b>	<b>772</b>	<b>758</b>	<b>(14)</b>	<b>371.39</b>	<b>336.50</b>	<b>(34.89)</b>
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	357	524	167	54.43	90.67	36.23
	<b>Total</b>	<b>2,175</b>	<b>2,408</b>	<b>233</b>	<b>1,132.69</b>	<b>1,169.37</b>	<b>36.67</b>
	<b>Percent of Change</b>						<b>3.24%</b>
	Vocational Adult (Aid Codes 42-47)	3,803	3,817	14	69.96	76.21	6.25
	Community Services (Aid Code 60)	60	42	(18)	0.35	0.19	(0.16)
	Basic Skills (Aid Codes 73,74,75,76)	410	347	(63)	47.03	46.93	(0.10)
	Basic Skills (Aid Codes 77 & 78)	1,020	934	(86)	81.80	60.87	(20.93)
	<b>Grand Total</b>	<b>7,468</b>	<b>7,548</b>	<b>80</b>	<b>1,331.83</b>	<b>1,353.57</b>	<b>21.73</b>
	<b>Total Percent of Change</b>						<b>1.63%</b>



## 2018-19 Comparison FTE Report

		2017-2018 and 2018-2019 FTE Comparison					
Program Code	Program Title	06-12-17 Students	06-11-18 Students	Student Change	06-12-17 FTE	06-11-18 FTE	FTE Change
10-101-1	Accounting	25	21	(4)	11.43	9.63	(1.80)
10-106-6	Administrative Professional	7	-	(7)	3.53	-	(3.53)
10-006-2	Agri-Business/Science Technology (OLD)	5	1	(4)	1.17	0.10	(1.07)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	11	16	5	6.27	8.77	2.50
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	22	11	(11)	12.77	6.73	(6.03)
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	22	25	3	12.70	14.70	2.00
10-102-3	Business Management	75	81	6	34.20	34.53	0.33
10-530-5	Cancer Information Management	52	71	19	22.67	28.17	5.50
10-504-X	Criminal Justice Studies	53	54	1	25.20	26.27	1.07
10-316-1	Culinary Arts	16	10	(6)	7.37	5.20	(2.17)
10-317-1	Culinary Management	6	6	-	2.10	3.20	1.10
10-510-6	Direct Entry Midwife	28	30	2	12.50	9.67	(2.83)
10-307-1	Early Childhood Education	29	47	18	14.40	22.60	8.20
10-620-1	Electromechanical Technology	27	31	4	13.97	16.80	2.83
10-325-1	Golf Course Management	13	19	6	6.67	9.77	3.10
10-201-2	Graphic And Web Design	26	33	7	13.93	15.97	2.03
10-530-1	Health Information Technology	54	46	(8)	21.47	18.33	(3.13)
10-520-3	Human Services Associate	29	28	(1)	15.00	13.43	(1.57)
10-825-1	Individualized Technical Studies	6	7	1	3.87	3.10	(0.77)
10-620-3	Instrumentation and Controls Technology	1	3	2	0.53	1.70	1.17
10-150-X	IT-Network Specialist	24	36	12	10.40	15.27	4.87
10-513-1	Medical Laboratory Technician	11	12	1	5.57	4.77	(0.80)
10-543-1	Nursing - Associate Degree	170	175	5	48.80	55.23	6.43
10-531-1	Paramedic Technician	6	-	(6)	3.53	-	(3.53)
10-524-1	Physical Therapist Assistant	30	36	6	10.77	13.43	2.67
10-196-1	Leadership Development	25	21	(4)	8.43	6.07	(2.37)
10-182-1	Supply Chain Management	18	26	8	6.63	9.33	2.70
	<b>Total Associate Degree</b>	<b>791</b>	<b>846</b>	<b>55</b>	<b>335.87</b>	<b>352.77</b>	<b>16.90</b>

Program Code	Program Title	06-12-17 Students	06-11-18 Students	Student Change	06-12-17 FTE	06-11-18 FTE	FTE Change
31-101-1	Accounting Assistant	4	4	-	1.43	1.30	(0.13)
30-531-6	Advanced EMT	-	1	1	-	0.13	0.13
32-070-1	Agricultural Power & Equipment Technician	38	31	(7)	19.77	15.97	(3.80)
31-405-1	Auto Collision Repair & Refinishing Technician	16	13	(3)	6.03	5.27	(0.77)
32-404-2	Automotive Technician	29	32	3	13.83	16.30	2.47
31-475-1	Building Trades - Carpentry	8	8	-	3.87	4.13	0.27
31-307-1	Child Care Services (ETD)	3	6	3	1.70	2.60	0.90
30-420-2	CNC Setup/Operation (ETD)	-	4	4	-	2.00	2.00
31-502-1	Cosmetology	16	20	4	7.90	10.00	2.10
30-504-2	Criminal Justice-Law Enforcement 720 Academy	8	12	4	3.73	7.07	3.33
31-317-1	Culinary Specialist (ETD)	1	-	(1)	0.27	-	(0.27)
30-508-2	Dental Assistant - Short Term	16	18	2	8.53	9.60	1.07
30-812-1	Driver and Safety Education Certification	7	5	(2)	1.10	0.60	(0.50)
31-413-2	Electrical Power Distribution	29	32	3	14.37	16.10	1.73
50-413-2	Electricity (Construction) Apprentice	-	9	9	-	0.60	0.60
30-531-3	Emergency Medical Technician	12	9	(3)	2.83	1.50	(1.33)
32-080-4	Farm Operations & Management - Ag Mechanics	5	6	1	2.83	2.63	(0.20)
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	7.97	6.20
31-080-3	Farm Operations & Management - Dairy Technician(ETD)	3	5	2	1.00	2.03	1.03
31-080-2	Farm Operations & Management - Farm Ag Maintenance(ETD)	1	3	2	0.50	1.20	0.70
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	-	2	2	-	0.13	0.13
31-620-1	Industrial Mechanic (ETD)	3	1	(2)	1.43	0.20	(1.23)
31-154-6	IT-Computer Support Technician	7	11	4	2.33	4.63	2.30
31-513-1	Laboratory Science Technician	2	6	4	0.70	2.70	2.00
31-509-1	Medical Assistant	34	33	(1)	17.20	16.90	(0.30)
31-530-2	Medical Coding Specialist (ETD)	41	31	(10)	13.33	11.70	(1.63)
30-543-1	Nursing Assistant	86	71	(15)	9.63	7.17	(2.47)
31-106-8	Office Support Specialist	1	-	(1)	0.30	-	(0.30)

Program Code	Program Title	06-12-17 Students	06-11-18 Students	Student Change	06-12-17 FTE	06-11-18 FTE	FTE Change
31-420-7	Precision Machining Technology (NEW)	8	-	(8)	3.97	-	(3.97)
31-504-5	Security Operations (ETD) (NEW)	1	-	(1)	0.30	-	(0.30)
31-182-1	Supply Chain Assistant (ETD)	2	1	(1)	1.27	0.27	(1.00)
31-442-1	Welding	50	35	(15)	26.50	17.57	(8.93)
	<b>Total Technical Diploma</b>	<b>437</b>	<b>427</b>	<b>(10)</b>	<b>169.13</b>	<b>169.90</b>	<b>0.77</b>
20-800-1	Liberal Arts - Associate of Arts	6	12	6	1.03	2.10	1.07
20-800-2	Liberal Arts - Associate of Science	13	10	(3)	3.27	1.97	(1.30)
	Undeclared Majors	167	92	(75)	25.97	12.23	(13.73)
	<b>Total</b>	<b>1,414</b>	<b>1,387</b>	<b>(27)</b>	<b>535.27</b>	<b>538.97</b>	<b>3.70</b>
	<b>Percent of Change</b>						<b>0.69%</b>
	Vocational Adult (Aid Codes 42-47)	821	686	(135)	18.22	16.03	(2.20)
	Community Services (Aid Code 60)	7	-	(7)	0.02	-	(0.02)
	Basic Skills (Aid Codes 73,74,75,76)	50	14	(36)	0.50	0.07	(0.43)
	Basic Skills (Aid Codes 77 & 78)	130	90	(40)	-	-	-
	<b>Grand Total</b>	<b>2,422</b>	<b>2,177</b>	<b>(245)</b>	<b>554.01</b>	<b>555.06</b>	<b>1.05</b>
	<b>Total Percent of Change</b>						<b>0.19%</b>
	(ETD= Embedded Technical Diploma)						

## Fall 2018 Application Report

Program Application Comparison 2018/19 vs. 2017/18									
PROGRAM	CAP	06/13/17			06/13/18			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			24	24		16	16	-8	
Accounting Assistant			5	5		4	4	-1	
Agribusiness Science & Technology - Agbus Mgmt	20		11	11		12	12	1	
Agribusiness Science & Technology - Agronomy	20		11	11		6	6	-5	
Agribusiness Science & Technology - Agronomy Te	20		0	0		1	1	1	
Agribusiness Science & Technology - Animal Scien	20		14	14		14	14	0	
Agricultural Power & Equipment Technician	22		30	30		19	19	-11	
Auto Collision Repair & Refinish Technician	22		9	9		9	9	0	
Automotive Technician	22		31	31		21	21	-10	
Building Trades-Carpentry	20		14	14		10	10	-4	
Business Management			48	48		41	41	-7	
Cancer Information Management	30		56	56	23	56	79	23	
Child Care Services	13		6	6		6	6	0	
CNC Machine Operator/Programmer	5					4	4	4	
Cosmetology	24		26	26		13	13	-13	
Criminal Justice Studies	70		60	60		34	34	-26	
Culinary Arts			19	19		5	5	-14	
Culinary Management			3	3		2	2	-1	
Culinary Specialist			2	2		0	0	-2	
Dental Assistant	18		25	25		25	25	0	
Early Childhood Education	28		22	22		29	29	7	
Electrical Power Distribution	24		85	85		68	68	-17	
Electro-Mechanical Technology	24		19	19		20	20	1	
Farm Operations & Management - Ag Mechanics	20		7	7		7	7	0	
Farm Operations & Management - Crops Operatio	20		1	1		1	1	0	
Farm Operations & Management - Crops	20		1	1		0	0	-1	
Farm Operations & Management - Dairy	20		9	9		12	12	3	
Farm Operations & Management - Dairy Technicia	20		4	4		4	4	0	
Farm Operations & Management - Farm Ag Mntc	20		2	2		4	4	2	
Farm Operations & Management - Livestock	20		3	3		0	0	-3	
Farm Operations & Management - Livestock Tech	20		2	2		1	1	-1	
Food Production Assistant			0	0		1	1	1	
Golf Course Management			9	9		10	10	1	
Graphic and Web Design	25		26	26		17	17	-9	
Health Information Technology	22		40	40	9	22	31	-9	
Human Services Associate	31		24	24		18	18	-6	
Individualized Technical Studies			6	6		0	0	-6	
Industrial Mechanic	6		4	4		1	1	-3	
Instrumentation and Controls Technology	6		1	1		4	4	3	
IT-Computer Support Technician			10	10		13	13	3	
IT-Network Specialist			18	18		28	28	10	

		06/13/17			06/13/18			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Laboratory Science Technician	15		3	3		6	6	3
Leadership Development						5	5	5
Liberal Arts - Associate of Arts		10	6	16	11	8	19	3
Liberal Arts - Associate of Science		16	9	25	9	3	12	-13
Medical Assistant	32		53	53		36	36	-17
Medical Coding Specialist	23		57	57	8	30	38	-19
Medical Laboratory Technician	16	6	11	17	6	6	12	-5
Nursing-Associate Degree	54	136	64	200	120	84	204	4
Nursing-Associate Degree-Part-time	28		26	26	2	25	27	1
Paramedic Technician			10	10				-10
Physical Therapist Assistant	18	18	31	49	14	14	28	-21
Precision Machining Technology	15		10	10				-10
Security Operations			2	2				-2
Supervisory Management			11	11				-11
Supply Chain Assistant			1	1		1	1	0
Supply Chain Management			9	9		15	15	6
Undecided		26	0	26	26	0	26	0
Welding	40		49	49		32	32	-17
<b>TOTAL</b>		<b>212</b>	<b>1039</b>	<b>1251</b>	<b>228</b>	<b>823</b>	<b>1051</b>	<b>-200</b>

### ***B. Chairperson's Report***

1. ACCT Leadership Congress: October 24-27, 2018 – New York, NY

### ***C. College President's Report***

1. Foundation Board Development Conference
2. College Happenings

### ***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda for Next Board Meeting***

1. Oath of Office
2. Election of Officers
3. Approve Borrowing Resolutions
4. Three-year Facilities Plan
5. Bid: Public Safety Complex Storage Building
6. Signatory Authority Policy
7. Designate Official Newspaper
8. Designation Depository
9. Designate College Legal Counsel

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

Monday, July 9, 2018; 5:00 p.m. at Southwest Tech Campus, Rooms 492-493

## **Adjourn to Closed Session**

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

1. Discussion of President's Contract per Wis. Stats. 19.85 (1) (c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. Approval of Closed Session Minutes – May 24, 2018

## **Reconvene to Open Session**

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

## **Other Items Requiring Board Action**

### ***A. President's Contract***

The Board will consider the President's Contract for approval.

**Recommendation:** Approve the President's Contract.

## **Adjournment**