



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 9, 2018

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	3
Open Meeting	8
A. Roll Call.....	8
B. Reports/Forums/Public Input.....	8
C. Oath of Office – recently appointed Board members	8
Consent Agenda.....	9
A. Approval of Agenda.....	9
B. Minutes of the Regular Board Meeting of June 21, 2018.....	11
C. Financial Reports	16
1. Purchases Greater than \$2,500	16
2. Treasurer's Cash Balance	18
3. Budget Control	19
D. Contract Revenue	20
E. Personnel Items	21
Other Items Requiring Board Action	23
A. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes	23
B. Three-Year Facilities Plan.....	47
C. Bid: Public Safety Complex Storage Building.....	83
D. Concept Review: Nail Technician, 30-502-4 (Short-term Technical Diploma).....	84
E. Second Reading of Governance Policy 2.6: Acting President.....	107
F. Tuition Reimbursement Policy	111
G. Signatory Authority Policy for 2018-19	113
H. Designate Official Newspaper 2016-19.....	117
I. Designate Depository for 2017-22	117
J. Designate College Legal Counsel for 2018-19.....	117
K. Election of Officers	140
Board Monitoring of College Effectiveness	141
A. Compensation Reclassification/Wage Progression Policy	141
B. Staffing Update	141
Information and Correspondence.....	145
A. Enrollment Report.....	145
B. Chairperson's Report.....	153
C. College President's Report.....	157
D. Other Information Items.....	157
Establish Board Agenda Items for Next Meeting	158
A. Agenda for Next Board Meeting	158
B. Time and Place	158
Adjourn to Closed Session	159
A. Consideration of adjourning to closed session for the purpose of.....	159

<i>Reconvene to Open Session</i>	159
A. Action, if necessary, on Closed Session Items	159
<i>Adjournment</i>	159

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Monday, July 9, 2018

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

6:30 p.m. – Social – Southwest Tech Cafeteria

7:15 – Dinner and Program with the District Board, Foundation Board, and Real Estate Foundation Board

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The July 9, 2018, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

C. Oath of Office – recently appointed Board members

1. Melissa Fitzsimons
2. Donald Tuescher
3. Jane Wonderling

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of June 21, 2018

Minutes of the June 21, 2018, Board meeting are included with the electronic Board packet.

C. Financial Reports

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

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

D. Contract Revenue

There were six contracts totaling \$6,796.59 in June 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Three employment recommendations and one retirement are being presented for approval in the Personnel Report.

OTHER ITEMS REQUIRING BOARD ACTION

A. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes

Bids received on July 9, 2018, will be available at the meeting for the sale of \$4,000,000 in General Obligation Promissory Notes. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The draft resolution is available electronically with all other materials. The Moody's Investors Service assignment of an Aa2 rating to the College for sale of the \$4,000,000 in General Obligation Promissory Notes is included in the electronic Board packet.

Recommendation – Approve the resolution authorizing the sale of \$4,000,000 in General Obligation Promissory Notes.

B. Three-Year Facilities Plan

The Three-Year Facilities Plan 2018-2021 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report. Also included in the electronic Board material is the Campus Master Plan presented at the February 24, 2018, Board retreat.

Recommendation – Approve the Three-Year Facilities Plan 2018-2021.

C. Bid: Public Safety Complex Storage Building

The bid opening for the Public Safety Complex Storage Building took place on June 27, 2018. Four bids were received. Dan Imhoff will present the summary of the bids received, which is included in the electronic Board material.

Recommendation – Award the bid for the Public Safety Complex Storage Building in the amount of \$35,600 to Cleary Building Corp., Verona, Wisconsin.

D. Concept Review: Nail Technician, 30-502-4 (Short-term Technical Diploma)

Southwest Tech has offered an internal certificate in Nail Technician for a number of years. The College would like to formalize the degree with the Wisconsin Technical College System and are putting forward a Concept Review for a non-financially aided, short-term technical diploma in Nail Technician, 30-502-4. The Concept Review is available with the electronic Board material.

Recommendation – Approve the Concept Review for a short-term technical diploma in Nail Technician, 30-502-4.

E. Second Reading of Governance Policy 2.6: Acting President

The first reading of Governance Policy 2.6: Acting President was held at the June 21, 2018, Board meeting. Input from the discussion was incorporated into the Governance Policy. The updated policy is included with the electronic Board material.

Recommendation – Approve the second reading of Governance Policy 2.6: Acting President.

F. Tuition Reimbursement Policy

Input from the June 21, 2018, Board meeting was taken into consideration and the Tuition Reimbursement Policy was revised from what was presented at the June meeting. The updated Tuition Reimbursement Policy is included in the electronic Board material.

Recommendation – Approve the Tuition Reimbursement Policy as presented.

G. Signatory Authority Policy for 2018-19

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2018-19 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2018-19 with the authority to sign official or legally binding documents.

H. Designate Official Newspaper 2016-19

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

I. Designate Depository for 2017-22

At the July 10, 2017, Annual Board Meeting, the District Board awarded a contract for banking services through a joint Request for Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022.

J. Designate College Legal Counsel for 2018-19

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

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

The letters are available with the electronic Board material.

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

K. Election of Officers

Election of Board officers for the 2018-19 fiscal year will be conducted at this time.

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

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Compensation Reclassification/Wage Progression Policy

Krista Weber will present a Compensation Reclassification/Wage Progression Policy for consideration. The policy will be available at the Board meeting.

B. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2017-18 and 2018-19 Comparison FTE Reports and the Fall 2018 Application Comparison Report are available with the electronic Board material.

B. Chairperson's Report

1. Boards Association Committee Appointments

C. College President's Report

1. Data Protection at Southwest Tech

2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Bid for Ag/Auto Storage Building
2. Bid for Facilities Storage Building
3. Foundation Quarterly Report

B. Time and Place

Thursday, August 23, 2018, at 7:00 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 legal issues per Wis. Stats. 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would

- be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
2. Approval of Closed Session Minutes of June 21, 2018

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

6:30 p.m. – Social – Southwest Tech Cafeteria

7:15 – Dinner and Program with the District Board, Foundation Board, and Real Estate Foundation Board

There will be a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. A program will be part of the dinner and will be focused on the future plans of Southwest Tech. No action will be taken at the social, dinner, or program.

Open Meeting

The following statement will be read: "The July 9, 2018, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

C. Oath of Office – recently appointed Board members

1. Melissa Fitzsimons
2. Donald Tuescher
3. Jane Wonderling

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Monday, July 9, 2018

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

6:30 p.m. – Social – Southwest Tech Cafeteria

7:15 – Dinner and Program with the District Board, Foundation Board, and Real Estate Foundation Board

AGENDA

OPEN MEETING

The following statement will be read: “The July 9, 2018, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 21, 2018
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Bid: Public Safety Complex Storage Building
- D. Concept Review: Nail Technician, 30-502-4 (Short-term Technical Diploma)
- E. Second Reading of Governance Policy 2.6: Acting President
- F. Tuition Reimbursement Policy
- G. Signatory Authority Policy for 2018-19
- H. Designate Official Newspaper 2016-19
- I. Designate Depository for 2017-22
- J. Designate College Legal Counsel for 2018-19
- K. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Compensation Reclassification/Wage Progression Policy

B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
- 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 legal issues per Wis. Stats. 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
 - 2. Approval of Closed Session Minutes of June 21, 2018

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

6:30 p.m. – Social – Southwest Tech Cafeteria

7:15 – Dinner and Program with the District Board, Foundation Board, and Real Estate Foundation Board

There will be a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. A program will be part of the dinner and will be focused on the future plans of Southwest Tech. No action will be taken at the social, dinner, or program.

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

B. Minutes of the Regular Board Meeting of June 21, 2018



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JUNE 21, 2018

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:13 p.m. on June 21, 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, Melissa Fitzsimons, Darlene Mickelson, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, James Kohlenberg, and Russell Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Miller, Kelly Kelly, 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, 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
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. 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}

After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda as presented including the June 21, 2018, agenda; May 24, 2018, Board meeting minutes; financial reports; 103 contracts totaling \$1,374,247.30 in May 2018; the retirement of Sharon Terrell – Dining Services Cook; the resignations of Penny Demert-Neal – Nursing Instructor and Dionne Corcoran – Midwife Clinical Coordinator; and subleases with UMOS, Inc. for office space at the college's Richland Center outreach site and Manpower Groups for office space at the campus in Fennimore. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, and Krista Weber, Chief Human Resources Officer, presented a proposal for an increase in wages for employees based on the multi-level compensation sustainability plan. The first level of the plan relates to the Consumer Price Index (CPI) with the second level related to college-wide performance management based on an incentive when the college reaches goals based on the strategic directions. After discussing the compensation increase the Board asked that the second level piece be brought back to the Board at a future date with the specifics more defined. Mr. Tuescher moved to approve increasing the College's employee compensation by the current CPI rate of 2.13 percent. Ms. Fitzsimons seconded the motion. The motion carried.

Caleb White presented the 2018-19 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2019 budget was built on a decrease in revenue of 2.9% (\$690,000) and an estimated enrollment of 1,380 FTE students. The projected tax effect on \$100,000 of property value is estimated at \$126.74. Mr. Tuescher moved to approve the 2018-19 Budget as presented with an operating budget of \$24,685,400. Ms. Nickels seconded the motion. Upon roll call vote where all members present voted affirmatively, the motion carried and the FY2019 budget was approved.

Mr. White presented a resolution authorizing the borrowing of up to \$4,000,000 in general obligation promissory notes. The \$4,000,000 included 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. Mr. Tuescher moved to approve the Resolution Authorizing the Issuance and Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Fitzsimons seconded the motion. With all members voting affirmatively in a roll call vote, the motion unanimously carried and the resolution was approved. The sale of the bonds was set for July 9, 2018.

At the April 26, 2018, a Governance Policy was proposed on an acting president designation. The proposed Governance Policy 2.6: Acting President was discussed and the Board suggested edits to the presented policy. The edits included a qualifying statement regarding unusual absence, notification by the President's Office of the acting president, and a statement noted that the order of positions for acting president will be examined when a vacancy occurs in the positions listed. Mr. Bolstad moved to approve the First Reading of Governance Policy 2.6: Acting President with Ms. Mickelson seconding the motion. Motion carried.

Krista Weber reviewed the proposed Tuition Reimbursement Policy with the Board. Discussion followed on the proposed increase in base salary for those completing a bachelor's degree and master's degree. The policy will be brought back to the Board in July 2018 for approval.

Ms. Weber reviewed the College Council Board Monitoring Report. She highlighted the people involved in the College Council and the strategic initiative projects worked on by the council as well as the employee satisfaction survey results, strengths, weaknesses, and 2018-19 strategic initiatives. Strategic initiative projects implemented this past year included *Sustaining Competitive Competition*, *Maximizing the Value of our Benefits*, and *Improving Communication*. Other projects the College Council worked on this past year included the Wellness Fair, communication rights, mentor program revamp, coaching sessions, and professional development. Strategic initiatives the Council will focus on in 2018-19 include *Invest in Improving Employee Health and Wellness*, *Create Performance Management*, and *Develop Leaders*.

The draft 2018-19 Board Monitoring Schedule was reviewed by Karen Campbell, Executive Services Director. The final Board Monitoring Schedule will be brought to the Board at the July 9 Board meeting.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process. Interviews have been scheduled for the positions of Automotive Technician Instructor, Electromechanical Technology Instructor, 2 Bookstore Assistants, and a Communications Instructor. Position openings have been posted for Animal Science Instructor, Student Services Records Specialist, part-time Automotive Technician Instructor, Public Relations Manager, Academic Success Coach (0.75 LTE), Health/Science Academic Success Coach (0.75 LTE), Associate Degree Nursing Instructor, Disability Services Specialist (0.75), part-time LTE Administrative Support Assistant – Public Safety, and Regional Engagement Coordinator-Richland Center Outreach.

Holly Miller reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 1.6% increase in overall enrollment compared to the previous year. The 2018-19 Comparison FTE Report reflects a slight increase 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. Ms. Miller noted the individuals who applied for admission and have not moved forward after a certain number of touches have been removed from the Fall 2018 report. This is the first year this process was implemented and makes it difficult to compare the Fall 2017 number to the Fall 2018 number of applications.

The Chairperson's Report included the ACCT Leadership Congress being held in New York, NY, October 24-27, 2018. Mr. Prange asked that Board members let Karen Campbell know if they are interested in attending. Mr. Prange also shared that he serves on the District Boards Association Insurance Committee and noted that insurance premiums for the next fiscal year are indicating very little increase in premiums.

Under the College President's Report, Dr. Wood highlighted a Foundation Board Development Conference he, Holly Clendenen, and two Foundation Board members attended. Other items in the President's Report included the Jail Academy graduation took place on June 18, fundraising has started with employers for the 20/2020 initiative, and the

number one thing Dr. Wood has been hearing from employers is that there is a lack of workforce.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the President's contract per Wis. Statutes 19.85(1)(c). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:56 p.m. The Board reconvened to open session at 9:22 p.m. Mr. Bolstad moved to approve the President's Contract including moving from a three-year contract to a four-year contract due to a very positive evaluation and the significant and substantial achievements of the College over the past three years; Presidential compensation will include a \$20,000 raise, as part of the Board's commitment to bring the president's compensation to the 50th percentile of salary for WTCS presidents; and a one-time \$15,000 bonus for meritorious performance to be deferred compensation. Ms. Fitzsimons seconded the motion. The motion unanimously carried.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 9:24 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 06/01/2018 TO 06/30/2018				
Invoices				
Vendor	Invoice #	Description	Amount	
ASSOCIATED BANK	JUNE '18 PRINCIPAL	June 2018 Prinicipal	\$2,870,000.00	
HSR ASSOCIATES INC	18026-01	prof dev-bldg 1200/Bldg 1800	\$17,469.80	
ELSEVIER	98654DC3	books	\$14,772.83	
ELSEVIER	98637DC6	books	\$9,870.00	
WESTERN TECHNICAL COLLEGE	IN07066	plumbing apprentice	\$8,693.85	
WISCONSIN TECHNICAL COLLEGE	INV170112	WIDS hosting and tech support	\$8,400.00	
ASSOCIATED BANK	JUNE '18 INTEREST	June 2018 Interest	\$8,333.33	
CENGAGE LEARNING	63790314	Spring 17-18 E-books	\$7,200.00	
GALLAGHER STUDENT HEALTH & RISK	23142	student accident ins spr 17-18	\$6,498.00	
PRO-SAFE FIRE TRAINING SYSTEMS	07-1575	Service/preventative mainten	\$6,250.00	
FRANSYL EQUIPMENT CO. INC.	16686	EPD vehicle repair	\$5,041.75	
PRO-SAFE FIRE TRAINING SYSTEMS	07-1579	Wireless repair and upgrade	\$4,784.50	
GODFREY & KAHN, S.C.	716569	labor, employment, and corp	\$3,861.00	
ELSEVIER	98540DC0	books	\$3,295.84	
NUMMELIN TESTING SERVICES, INC.	13831	subsurface soil invest/eng rpt	\$3,194.00	
MEDICO CORP	060418005569	K Peacock Medicare Prem	\$3,192.60	
MEDICO CORP	060418007939	S Peacock Medicare Prem	\$3,192.60	
LES MACK CHEV-BUICK-CHRYSLER-	126819	WO# 509	\$2,869.20	
WPS HEALTH INSURANCE	060418028268	M Laufenberg Medicare Prem	\$2,752.84	
JOSTENS	21812721	Diploma Covers	\$2,704.08	
EMSI	16040	reg fees for regional conf	\$2,700.00	
Total Invoices				\$2,995,076.22
Purchase Orders				
Vendor	PO #	Description	Amount	
TRANE U.S. INC.	6621	Facility: Bldg 500 VAV Box Controls	\$14,656.00	
SOUTHWEST ASPHALT SEALING CO.	6622	Facility: Crackfilling/Sealing	\$12,499.00	
VANGUARD COMPUTERS INC	6618	IT: HP EliteBook 850G3s/docks	\$3,089.28	
Total Purchase Orders				\$30,244.28

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
Sikich H Ins June 2018 Fee	WDL000005580	CMTRX00002102	\$308,737.27	
IRS 941 06.01.2018 PR	WDL000005578	CMTRX00002100	\$113,048.09	
IRS 941 6.15.18 PR 20519803	WDL000005621	CMTRX00002124	\$107,680.99	
WDR WT6 06.01.2018 PR	WDL000005579	CMTRX00002101	\$22,098.18	
WDR WT-6 0-906-352-576 6.15.	WDL000005620	CMTRX00002124	\$21,300.11	
The Hartford #587821459063	WDL000005619	CMTRX00002124	\$9,489.08	
Wells Fargo #715951785	WDL000005624	CMTRX00002125	\$7,677.00	
Wells Fargo #714217859	WDL000005586	CMTRX00002108	\$7,517.00	
Hasler Advance-Postage	WDL000005622	CMTRX00002125	\$5,000.00	
Delta Dental #194643	WDL000005607	CMTRX00002122	\$4,774.50	
Delta Dental #197910	WDL000005627	CMTRX00002127	\$4,352.50	
Delta Dental #193555	WDL000005602	CMTRX00002121	\$4,206.49	
Total Bank Withdrawals				\$615,881.21
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 6/1/2018	WDL000005567	UPRCC00000705	\$299,785.90	
Direct Deposit 6/15/2018	WDL000005610	UPRCC00000713	\$282,373.87	
Direct Deposit 6/1/2018	WDL000005564	UPRCC00000702	\$24,371.71	
Direct Deposit 6/15/2018	WDL000005608	UPRCC00000711	\$13,730.34	
Direct Deposit 6/15/2018	WDL000005606	UPRCC00000710	\$10,210.74	
Direct Deposit 6/1/2018	WDL000005565	UPRCC00000703	\$10,207.72	
Direct Deposit 6/15/2018	WDL000005605	UPRCC00000709	\$9,435.33	
Direct Deposit 6/1/2018	WDL000005561	UPRCC00000699	\$6,824.66	
Direct Deposit 6/15/2018	WDL000005609	UPRCC00000712	\$4,633.57	
Direct Deposit 6/15/2018	WDL000005604	UPRCC00000708	\$4,143.41	
Direct Deposit 6/1/2018	WDL000005562	UPRCC00000700	\$2,833.69	
Total Payroll				\$668,550.94
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 5.29.18 Statement	WDL000005611	CMTRX00002123	\$73,579.59	
Total Purchase Cards				\$73,579.59
Total Purchases > \$2,500				\$4,383,332.24

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 06/30/2018			
Receipts			
Fund			
1 General	836,779.10		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	36,527.26		
6 Internal Service	331,130.64		
7 Financial Aid/Activities	38,664.42		
Total Receipts		1,243,101.42	
Expenses			
Fund			
1 General	1,524,401.65		
2 Special Revenue			
3 Capital Projects	60,558.32		
4 Debt Service	2,878,333.33		
5 Enterprise	65,435.09		
6 Internal Service	339,031.49		
7 Financial Aid/Activities	3,939.98		
Total Expenses		4,871,699.86	
Net cash change - month			(3,628,598.44)
EOM Cash Balances			
-American Operating 0356	242,101.99		
-American Cash Deposit 062 (Fenn)	151.63		
-American Money Market 502 (Fenn)	5,011,328.81		
-American Investment 4929	9,405,920.62		
-Huntington Offset account 4011	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,184,567.66		
Ending Cash/Investment Balance		15,847,010.71	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 12 Months ended June 2018							
	2017-18	2017-18	2017-18	2016-17	2015-16	2014-15	2013-14
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,143,000.00	22,646,562.15	97.85	88.86	91.91	97.08	92.75
General Fund Expenditures	23,613,000.00	21,938,914.51	92.91	88.52	94.86	88.21	94.96
Capital Projects Fund Revenue	2,530,000.00	2,648,032.99	104.67	101.10	99.89	100.77	101.65
Capital Projects Fund Expenditures	3,243,000.00	1,787,446.92	55.12	47.79	56.80	74.70	65.25
Debt Service Fund Revenue	5,272,000.00	3,723,011.07	70.62	70.38	69.14	6.93	8.22
Debt Service Fund Expenditures	5,359,600.00	5,333,584.18	99.51	99.04	99.89	99.68	99.42
Enterprise Fund Revenue	2,100,000.00	1,498,523.82	71.36	75.40	101.39	96.89	85.62
Enterprise Fund Expenditure	2,000,000.00	1,484,894.39	74.24	72.80	90.82	92.60	73.16
Internal Service Fund Revenue	4,350,000.00	4,054,811.96	93.21	90.89	100.14	96.78	95.89
Internal Service Fund Expenditures	4,350,000.00	4,126,937.62	94.87	92.40	98.53	105.06	95.49
Trust & Agency Fund Revenue	8,000,000.00	6,515,269.09	81.44	86.36	81.60	84.39	92.45
Trust & Agency Fund Expenditures	8,030,000.00	6,517,632.88	81.17	87.19	82.32	84.97	92.98
Grand Total Revenue	45,395,000.00	41,086,211.08	90.51	86.52	89.05	85.00	83.60
Grand Total Expenditures	46,595,600.00	41,189,410.50	88.40	86.75	91.35	89.53	92.87

D. Contract Revenue

There were six contracts totaling \$6,796.59 in June 2018 being presented for Board approval. The Contract Revenue Report is included below.

2018-2019 CONTRACTS										
6/1/2018 - 6/30/2018										
Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR			
							On-Campus	Off-Campus	Waiver	
Schreiber Foods - WAT Grant	03-2019-0002-I-47	Related Welding Seminar	Amy Charles	1	\$ 1,629.92	No		X		
Schreiber Foods - WAT Grant	03-2019-0002-I-47	Related Welding Seminar	Amy Charles	3	\$ 1,629.92	No		X		
Boscobel School District	03-2019-0048-I-11	Heartsaver CPR/AED with First Aid	Kris Wubben	25	\$ 1,006.75	YES		X		
City of Fennimore	03-2019-0050-T-21	Equipment Rental	Kris Wubben		\$ 80.00	No		X		
Atrium Post Acute Care-Mineral Point	03-2019-0052-I-41	BLS for Healthcare Provider-CPR	Kris Wubben	7	\$ 450.00	No		X		
Rockwell Automation	03-2019-0053-I-41	Heartsaver CPR/AED with First Aid Training	Kris Wubben	30	\$ 2,000.00	No		X		
TOTAL of all Contracts				66	\$ 6,796.59					
Exchange of Services				25	\$ 1,006.75					
For Pay Service				41	\$ 5,789.84					

E. Personnel Items

Three employment recommendations and one retirement are being presented for Board approval. The Personnel Report is included below.

PERSONNEL REPORT July 9, 2018

Employment: NEW HIRES

Name	Jennifer Rice
Title	Bookstore Assistant LTE
Number of Applicants and Number Interviewed	12 applicants / 6 interviewed
Start Date	June 25, 2018
Salary/Wages	\$16.42/hr
Classification	Part-time LTE
Education and/or Experience	Associate Degrees in Accounting and Human Services. LaCrosse County Human Services Specialist for 2 years with experience in the Financial Aid office at SWTC for over a year.

Name	Lori Wiest
Title	Bookstore Assistant LTE
Number of Applicants and Number Interviewed	12 applicants / 6 interviewed
Start Date	June 25, 2018
Salary/Wages	\$17.00/hr
Classification	Part-time LTE
Education and/or Experience	Associate Degree in Finance. Over 30 years of experience as a Financial Aid Specialist at Southwest Tech.

Name	Bobbi Kammes
Title	Administrative Support Assistant LTE
Number of Applicants and Number Interviewed	27 applicants / 4 interviewed
Start Date	July 15, 2018
Salary/Wages	\$17.00/hr
Classification	Part-time LTE
Education and/or Experience	Associate Degrees in Business Management and AgriBusiness Science and Technology. 4 years of experience in customer sales at Lands' End with experience with the United Postal Service as a Rural Carrier Associate.

PROMOTIONS / TRANSFERS

RETIREMENTS / RESIGNATIONS

Joy Kite (retirement 11/2/2018)	Financial Aid Manager
---------------------------------	-----------------------

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes

Bids received on July 9, 2018, will be available at the meeting for the sale of \$4,000,000 in General Obligation Promissory Notes. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The draft resolution is available electronically with all other materials. The Moody's Investors Service assignment of an Aa2 rating to the College for sale of the \$4,000,000 in General Obligation Promissory Notes is included in the electronic Board packet.

Recommendation – Approve the resolution authorizing the sale of \$4,000,000 in General Obligation Promissory Notes.

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF \$4,000,000
GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, on June 21, 2018, the District Board of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") adopted a resolution entitled "Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale" (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$1,255,000 for the purpose of paying the cost of construction of buildings and building additions or enlargements at the Fennimore Campus; in the amount of \$475,000 for the purpose of paying the cost of building remodeling and improvement projects; and in the amount of \$2,270,000 for the purpose of paying the cost of acquiring movable equipment (collectively, the "Project");

WHEREAS, the District caused a Notice to Electors to be published in the Dodgeville Chronicle on June 28, 2018 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes within thirty (30) days of publication of the Notice with respect to the building remodeling and improvement projects and acquiring movable equipment portions of the Project;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on July 28, 2018;

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

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

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

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on July 9, 2018;

WHEREAS, the Secretary (in consultation with Baird) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale on July 9, 2018;

QB\52820283.1

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

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

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

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

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FOUR MILLION DOLLARS (\$4,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted (subject to the condition that no valid petition for a referendum is timely filed). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer and applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of \$4,000,000; shall be dated August 7, 2018; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on June 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2019. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of

principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

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

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2018 through 2022 for payments due in the years 2019 through 2023 in the amounts set forth on the Schedule.

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

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

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes-2018" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein

levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

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

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

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

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted, approved and recorded July 9, 2018.

ATTEST:

Chairperson

Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

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

(See Attached)

DRAFT

QB\52820283.1

EXHIBIT B

Bid Tabulation

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

(See Attached)

DRAFT

QB\52820283.1

EXHIBIT C

Winning Bid

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

(See Attached)

DRAFT

QB\52820283.1

EXHIBIT D-1

Pricing Summary

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

(See Attached)

DRAFT

QB\52820283.1

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

DRAFT

QB\52820283.1

EXHIBIT E

(Form of Note)

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

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:

June 1, _____ August 7, 2018 _____ % _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

QB\52820283.1

This Note is one of an issue of Notes aggregating the principal amount of \$4,000,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of paying the cost of construction of buildings and building additions or enlargements at the Fennimore Campus (\$1,255,000); building remodeling and improvement projects (\$475,000); and acquiring movable equipment (\$2,270,000), as authorized by resolutions adopted on June 21, 2018 and July 9, 2018 (collectively, the "Resolutions"). Said Resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

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

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

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

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

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

SOUTHWEST WISCONSIN TECHNICAL
COLLEGE DISTRICT, WISCONSIN

By: _____

Chairperson

(SEAL)

By: _____

Secretary

ASSIGNMENT

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

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

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

Dated: _____

Signature Guaranteed:

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

(Depository or Nominee Name)

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

(Authorized Officer)

CREDIT OPINION

28 June 2018

 **Rate this Research**
Contacts

Jennifer Card +1.312.706.9983
 Bernhardt
 Analyst
jennifer.card@moodys.com

Rachel Cortez +1.312.706.9956
 Senior Vice President/Manager
rachel.cortez@moodys.com

CLIENT SERVICES

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

Southwest Wisconsin Tech. College Dist., WI

Update to credit analysis

Summary

Southwest Wisconsin Technical College District, WI (Aa2) exhibits several credit attributes, namely a large and growing tax base, healthy liquidity, a low debt burden and moderate unfunded pension liability. These credit strengths are balanced against challenges including a declining enrollment trend that is expected to improve, limited revenue raising flexibility due to state imposed levy restrictions, and below average resident income levels.

Credit strengths

- » Large tax base with growing valuations
- » Healthy reserves and liquidity
- » Low debt burden

Credit challenges

- » Limited revenue generating flexibility due to state imposed levy restrictions
- » Declining enrollment trend that is expected to improve
- » Weak resident income levels

Rating outlook

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

Factors that could lead to an upgrade

- » Continued strengthening in reserve and/or liquidity levels
- » Strengthening of the district's tax base and/or resident income levels

Factors that could lead to a downgrade

- » Weakening of the district's tax base and/or resident income levels
- » Declines in the district's reserves and/or liquidity
- » Substantial growth in the district's debt burden and fixed costs

Key indicators

Exhibit 1.1

Southwest Wisconsin Technical College District, WI	2013	2014	2015	2016	2017
Economy/ Tax Base					
Total Full Value (\$000)	\$ 7,594,945	\$ 7,763,335	\$ 8,004,565	\$ 8,243,486	\$ 8,508,708
Full Value Per Capita	\$ 148,687	\$ 151,415	\$ 155,462	\$ 159,378	\$ 164,505
Median Family Income (% of US Median)	91.0%	91.8%	92.9%	91.3%	91.3%
Revenues					
Operating Revenue (\$000)	\$ 33,415	\$ 33,643	\$ 34,066	\$ 34,954	\$ 35,715
Unrestricted Net Assets as a % of Revenues	19.1%	19.1%	34.9%	28.8%	33.9%
Unrestricted Cash and Cash Equivalents as a % of Revenues	23.3%	27.1%	33.1%	34.8%	40.0%
Debt/Pensions					
Net Direct Debt (\$000)	\$ 32,060	\$ 31,060	\$ 30,285	\$ 28,905	\$ 27,456
Net Direct Debt / Operating Revenues (x)	1.0x	0.9x	0.9x	0.8x	0.8x
Net Direct Debt / Full Value (%)	0.4%	0.4%	0.4%	0.4%	0.3%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	0.2x	0.4x	0.5x	0.7x	0.8x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	0.1%	0.1%	0.2%	0.3%	0.3%

The table above reflects data through the close of fiscal 2017.

Source: Moody's Investors Service; Southwest Wisconsin audited financial statements; US Census Bureau

Profile

Southwest Wisconsin Technical College District provides vocational education to residents of Grant and Lafayette Counties as well as portions of several surrounding counties. The district encompasses approximately 3,800 square miles, with 163 municipalities and 30 public school districts within southwest boundaries. There is one centrally located campus at Fennimore, approximately 70 miles southwest of the [City of Madison](#) (Aaa stable), with 2018 enrollment of 1,330 full-time equivalent students.

Detailed credit considerations

Economy and tax base: large and growing tax base

The district's local economy will likely remain stable given improved residential valuation trends, as well as modest commercial growth throughout the district. Located in southwestern [Wisconsin](#) (Aa1 stable) and includes [Iowa](#) (Aa2), Grant and Lafayette counties and portions of several neighboring counties, including [Crawford](#) (A1), [Dane](#) (Aa1 stable), [Richland](#) (A3), and [Sauk](#) (Aa1). The district's \$8.5 billion tax base increased at an average annual rate of 2.3% over the last five years. The district's local economy is diverse with retail and manufacturing institutions. The district's largest employers are Land's End Incorporated (2,400) and the University of Wisconsin - Platteville with 1,400 employees. At 3.2% in March 2018, the unemployment rate in Grant County was on par with the state and below the national rate of 4.1%. Resident income levels are below average with median family income at 91.3% of the nation.

Financial operations and reserves: stable financial operations with healthy reserves

Despite a declining enrollment trend, we expect the district's financial position will remain strong given the presence of healthy reserves. After consecutive years of operating surpluses, the district posted another surplus of \$258,000 in fiscal 2017, resulting in an available General Fund balance of \$12.2 million, or a healthy 52% of revenues. Available fund balance across all operating funds (General and Debt Service Funds), totaled \$13.6 million, or a healthy 47.7% of total operating revenues for fiscal 2017.

For fiscal 2018 management had originally budgeted for balanced operations in the General Fund, however year to date estimates show a \$912,000 surplus, driven by utility costs coming in less than budgeted, along with vacant positions during the year. The fiscal 2019 budget reflects a \$860,000 draw to fund certain one-time expenses related to other post employment benefits (OPEBs).

On a full accrual basis, net of post employment benefit assets and liabilities, and including amounts restricted for debt service, the district's adjusted unrestricted net position totaled \$11.4 million and 34% of college wide revenues at the close of fiscal 2017. Five

This publication is a confidential document and contains confidential information. It is not to be distributed outside the organization to which it is addressed. If you are not the intended recipient, please do not disseminate, copy, or otherwise use this information. If you have received this document in error, please notify the sender and delete the document from your system.

years prior at the close of fiscal 2012, the college's adjusted unrestricted net position totaled \$4.9 million and 14% of total revenues. The improved net position demonstrates the district's willingness to reduce expenditures and stabilize operations as well as a strict adherence to maintenance of reserves.

The district's main source of operating revenues are property taxes, state aid, and tuition and fees. Property taxes accounted for 30% of revenues in fiscal 2017 while state aid accounted for 24% and tuition and fees made up 16% of total revenues. District enrollment has declined since fiscal 2014 to a low full-time equivalent (FTE) of 1,330 students for 2017. For 2018 enrollment remained flat at 1,330 students. District officials expect a slight increase in enrollment of approximately 10-20 additional FTE students per year, driven by new online enrollment growth.

LIQUIDITY

At the close of fiscal 2017, the district maintained healthy liquidity across all funds totaling \$13.5 million, equivalent to a healthy 40% of revenues. This is a \$4.9 million increase from \$9.1 million at the close of fiscal 2014, largely due to Wisconsin Act 145, which replaced some of the district's property tax receipts with state aid. State aid is received in February while most property tax revenues are received in August, after the close of the fiscal year.

Debt and pensions: low debt burden and affordable pension liabilities, with high fixed costs

The district's debt burden is low and likely to remain so due to limited borrowing plans. At 0.4% of full valuation, and 0.9x operating revenues, inclusive of \$4 million in GO borrowing planned for July 2018, the district's direct debt burden is modest. The district's overall debt burden, at 3.4% of full valuation, is slightly elevated due to borrowing by overlapping entities. The district has no additional borrowing plans in the near term, aside from the July 2018 issuance. The district's fixed costs are high and, including debt service, pension, and OPEB contributions, totaled \$6.8 million, or 20% of revenues.

The district participates in the Wisconsin Retirement System (WRS), a statewide cost sharing plan. The district's employer contributions to WRS in fiscal 2017 were \$817,000 or a low 3% of the district's fiscal 2017 operating revenue.

DEBT STRUCTURE

All of the district's debt is fixed rate and post issuance will be 94% paid out in 10 years.

DEBT-RELATED DERIVATIVES

The district has no exposure to any debt-related derivatives.

PENSIONS AND OPEB

Moody's single year adjusted net pension liability (ANPL) for the district, under our methodology for adjusting reported pension data, was \$30 million in fiscal 2017, a moderate increase from the fiscal 2016 ANPL of \$28.2 million. The increase reflects various factors, including plan asset underperformance relative to plan assumptions, and the decline in the Citi Pension Liability Index rate, which is the discount rate we use to calculate the ANPL. Despite the increase in ANPL, the district's ANPL remains moderate at 1.1x the district's operating revenue and 0.4% of the full value of the district's tax base.

Moody's ANPL figure reflects the use of the Citi Pension Liability Index rate to value liabilities. The ANPL reflects the allocation of WRS liabilities to participating employers, which is a required reporting standard under GASB effective fiscal 2015. The ANPL is not intended to replace Southwest Wisconsin's reported liability information but is used to enhance comparability with other rated entities.

The district's OPEB liability reflects an implicit rate subsidy for retirees who pay to remain on the district's health plan. The district does not pre-fund this liability. The district's pay-go contribution was \$700,000 in fiscal 2017, or a moderate 2.5% of the district's fiscal 2017 operating revenue.

Management and Governance: Strong institutional framework

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

costs are generally moderate. Community college districts benefit from the state's Act 10 legislation, which restricts unions' collective bargaining ability.

© 2018 Moody's Corporation, Moody's Investors Service, Inc., Moody's Analytics, Inc. and/or their licensors and affiliates (collectively, "MOODY'S"). All rights reserved. CREDIT RATINGS ISSUED BY MOODY'S INVESTORS SERVICE, INC. AND ITS RATINGS AFFILIATES ("MIS") ARE MOODY'S CURRENT OPINIONS OF THE RELATIVE FUTURE CREDIT RISK OF ENTITIES, CREDIT COMMITMENTS, OR DEBT OR DEBT-LIKE SECURITIES, AND MOODY'S PUBLICATIONS MAY INCLUDE MOODY'S CURRENT OPINIONS OF THE RELATIVE FUTURE CREDIT RISK OF ENTITIES, CREDIT COMMITMENTS, OR DEBT OR DEBT-LIKE SECURITIES. MOODY'S DEFINES CREDIT RISK AS THE RISK THAT AN ENTITY MAY NOT MEET ITS CONTRACTUAL FINANCIAL OBLIGATIONS AS THEY COME DUE AND ANY ESTIMATED FINANCIAL LOSS IN THE EVENT OF DEFAULT. CREDIT RATINGS DO NOT ADDRESS ANY OTHER RISK, INCLUDING BUT NOT LIMITED TO, LIQUIDITY RISK, MARKET VALUE RISK, OR PRICE VOLATILITY. CREDIT RATINGS AND MOODY'S OPINIONS INCLUDED IN MOODY'S PUBLICATIONS ARE NOT STATEMENTS OF CURRENT OR HISTORICAL FACT. MOODY'S PUBLICATIONS MAY ALSO INCLUDE QUANTITATIVE MODEL-BASED ESTIMATES OF CREDIT RISK AND RELATED OPINIONS OR COMMENTARY PUBLISHED BY MOODY'S ANALYTICS, INC. CREDIT RATINGS AND MOODY'S PUBLICATIONS DO NOT CONSTITUTE OR PROVIDE INVESTMENT OR FINANCIAL ADVICE, AND CREDIT RATINGS AND MOODY'S PUBLICATIONS ARE NOT AND DO NOT PROVIDE RECOMMENDATIONS TO PURCHASE, SELL, OR HOLD PARTICULAR SECURITIES. NEITHER CREDIT RATINGS NOR MOODY'S PUBLICATIONS COMMENT ON THE SUITABILITY OF AN INVESTMENT FOR ANY PARTICULAR INVESTOR. MOODY'S ISSUES ITS CREDIT RATINGS AND PUBLISHES MOODY'S PUBLICATIONS WITH THE EXPECTATION AND UNDERSTANDING THAT EACH INVESTOR WILL, WITH DUE CARE, MAKE ITS OWN STUDY AND EVALUATION OF EACH SECURITY THAT IS UNDER CONSIDERATION FOR PURCHASE, HOLDING, OR SALE.

MOODY'S CREDIT RATINGS AND MOODY'S PUBLICATIONS ARE NOT INTENDED FOR USE BY RETAIL INVESTORS AND IT WOULD BE RECKLESS AND INAPPROPRIATE FOR RETAIL INVESTORS TO USE MOODY'S CREDIT RATINGS OR MOODY'S PUBLICATIONS WHEN MAKING AN INVESTMENT DECISION. IF IN DOUBT YOU SHOULD CONTACT YOUR FINANCIAL OR OTHER PROFESSIONAL ADVISER. ALL INFORMATION CONTAINED HEREIN IS PROTECTED BY LAW, INCLUDING BUT NOT LIMITED TO, COPYRIGHT LAW, AND NONE OF SUCH INFORMATION MAY BE COPIED OR OTHERWISE REPRODUCED, REPACKAGED, FURTHER TRANSMITTED, TRANSFERRED, DISSEMINATED, REDISTRIBUTED OR RESOLD, OR STORED FOR SUBSEQUENT USE FOR ANY SUCH PURPOSE, IN WHOLE OR IN PART, IN ANY FORM OR MANNER OR BY ANY MEANS WHATSOEVER, BY ANY PERSON WITHOUT MOODY'S PRIOR WRITTEN CONSENT.

CREDIT RATINGS AND MOODY'S PUBLICATIONS ARE NOT INTENDED FOR USE BY ANY PERSON AS A BENCHMARK AS THAT TERM IS DEFINED FOR REGULATORY PURPOSES AND MUST NOT BE USED IN ANY WAY THAT COULD RESULT IN THEM BEING CONSIDERED A BENCHMARK.

All information contained herein is obtained by MOODY'S from sources believed by it to be accurate and reliable. Because of the possibility of human or mechanical error as well as other factors, however, all information contained herein is provided "AS IS" without warranty of any kind. MOODY'S adopts all necessary measures so that the information it uses in assigning a credit rating is of sufficient quality and from sources MOODY'S considers to be reliable including, when appropriate, independent third-party sources; however, MOODY'S is not an auditor and cannot in every instance independently verify or validate information received in the rating process or in preparing the Moody's publications.

To the extent permitted by law, MOODY'S and its directors, officers, employees, agents, representatives, licensors and suppliers disclaim liability to any person or entity for any indirect, special, consequential, or incidental losses or damages whatsoever arising from or in connection with the information contained herein or the use of or inability to use any such information, even if MOODY'S or any of its directors, officers, employees, agents, representatives, licensors or suppliers is advised in advance of the possibility of such losses or damages, including but not limited to: (a) any loss of present or prospective profits or (b) any loss or damage arising where the relevant financial instrument is not the subject of a particular credit rating assigned by MOODY'S.

To the extent permitted by law, MOODY'S and its directors, officers, employees, agents, representatives, licensors and suppliers disclaim liability for any direct or compensatory losses or damages caused to any person or entity, including but not limited to by any negligence (but excluding fraud, willful misconduct or any other type of liability that, for the avoidance of doubt, by law cannot be excluded), on the part of, or any contingency within or beyond the control of, MOODY'S or any of its directors, officers, employees, agents, representatives, licensors or suppliers, arising from or in connection with the information contained herein or the use of or inability to use any such information.

NO WARRANTY, EXPRESS OR IMPLIED, AS TO THE ACCURACY, TIMELINESS, COMPLETENESS, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OF ANY SUCH RATING OR OTHER OPINION OR INFORMATION IS GIVEN OR MADE BY MOODY'S IN ANY FORM OR MANNER WHATSOEVER.

Moody's Investors Service, Inc., a wholly-owned credit rating agency subsidiary of Moody's Corporation ("MCO"), hereby discloses that most issuers of debt securities (including corporate and municipal bonds, debentures, notes and commercial paper) and preferred stock rated by Moody's Investors Service, Inc. have, prior to assignment of any rating, agreed to pay to Moody's Investors Service, Inc. for appraisal and rating services rendered by it fees ranging from \$1,500 to approximately \$2,500,000. MCO and MIS also maintain policies and procedures to address the independence of MIS's ratings and rating processes. Information regarding certain affiliations that may exist between directors of MCO and rated entities, and between entities who hold ratings from MIS and have also publicly reported to the SEC an ownership interest in MCO of more than 5%, is posted annually at www.moody's.com under the heading "Investor Relations — Corporate Governance — Director and Shareholder Affiliation Policy."

Additional terms for Australia only: Any publication into Australia of this document is pursuant to the Australian Financial Services License of MOODY'S affiliate, Moody's Investors Service Pty Limited ABN 61 003 399 657 AFSL 33 6969 and/or Moody's Analytics Australia Pty Ltd ABN 94 105 136 972 AFSL 383569 (as applicable). This document is intended to be provided only to "wholesale clients" within the meaning of section 761G of the Corporations Act 2001. By continuing to access this document from within Australia, you represent to MOODY'S that you are, or are accessing the document as a representative of, a "wholesale client" and that neither you nor the entity you represent will directly or indirectly disseminate this document or its contents to "retail clients" within the meaning of section 761G of the Corporations Act 2001. MOODY'S credit rating is an opinion as to the creditworthiness of a debt obligation of the issuer, not on the equity securities of the issuer or any form of security that is available to retail investors. It would be reckless and inappropriate for retail investors to use MOODY'S credit ratings or publications when making an investment decision. If in doubt you should contact your financial or other professional adviser.

Additional terms for Japan only: Moody's Japan K.K. ("MIKK") is a wholly-owned credit rating agency subsidiary of Moody's Group Japan C.K., which is wholly-owned by Moody's Overseas Holdings Inc., a wholly-owned subsidiary of MCO. Moody's SF Japan K.K. ("MSF") is a wholly-owned credit rating agency subsidiary of MIKK. MSF is not a Nationally Recognized Statistical Rating Organization ("NRSRO"). Therefore, credit ratings assigned by MSF are Non-NRSRO Credit Ratings. Non-NRSRO Credit Ratings are assigned by an entity that is not a NRSRO and, consequently, the rated obligation will not qualify for certain types of treatment under U.S. laws. MIKK and MSF are credit rating agencies registered with the Japan Financial Services Agency and their registration numbers are FSA Commissioner (Ratings) No. 2 and 3 respectively.

MIKK or MSF (as applicable) hereby disclose that most issuers of debt securities (including corporate and municipal bonds, debentures, notes and commercial paper) and preferred stock rated by MIKK or MSF (as applicable) have, prior to assignment of any rating, agreed to pay to MIKK or MSF (as applicable) for appraisal and rating services rendered by it fees ranging from JPY200,000 to approximately JPY250,000,000.

MIKK and MSF also maintain policies and procedures to address Japanese regulatory requirements.

CLIENT SERVICES

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

B. Three-Year Facilities Plan

The Three-Year Facilities Plan 2018-2021 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report. Also included in the electronic Board material is the Campus Master Plan presented at the February 24, 2018, Board retreat.

Recommendation – Approve the Three-Year Facilities Plan 2018-2021.



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

**To: Dan Scanlon
From: Dr. Jason S. Wood
July 9, 2018**

Section 1 – Executive Summary

In the 2017/2018 fiscal year Southwest Tech completed the Bookstore roof replacement, Building 300 sprinkler installation, Information Technology Entrepreneurial Center remodel, and the tunnel upgrades.

Summer 2018 work includes the Building 500 Rooftop Air Handling Unit Replacement and 100 and 200 upgrades.

Total estimated future values of remodeling, planning, and capital improvements are as follows:

2018-2019 - \$2,610,000

2019-2020 - \$1,145,000

2020-2021 - \$2,814,000

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

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

Section 2 – Existing Facilities

Owned Facilities

Campus	Location/Address	Site Size	Total Area	Value
SWTC	1800 Bronson Boulevard Fennimore, WI 53809	48 acres	380,489 sq. ft.	\$62,209,221
SWTC	4179 US Hwy 18 Fennimore, WI 53809	82 Acres	23,254 sq. ft.	\$2,142,000

Leased Facilities

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

Section 3 – Three-Year Project Summary

2018-2019 Total - \$2,610,000

Remodeling- \$1,245,000

1. Campus signage upgrade	\$250,000
2. Seal and repaint Building 100 parking lot	\$50,000
3. Upgrade lighting in buildings 100/200 to LED's	\$35,000
4. Lenz Center RTU replacement	\$300,000
5. Fiscal Services office remodel	\$20,000
6. East Clerestories Building 300 window replacement	\$50,000
7. Buildings 300/400 remodel phase #1	\$500,000
8. Reroof Building 1300	\$20,000
9. Boiler expansion Building 1500	\$20,000

Capital Improvements - \$1,365,000

1. Expand Buildings 1200 and 1800 cold storage	\$1,350,000
2. Remove Building 1000	\$15,000

2019-2020 Total - \$1,145,000

Remodeling- \$820,000

1. Entrance upgrades buildings 100/200/300/500	\$150,000
2. Replace all Simplex fire alarm systems	\$20,000
3. Fire sprinkler installation Bldg 300	\$100,000
4. Buildings 300/400 remodel phase #2	\$750,000
5. Upgrade main (400) parking lot	\$50,000

Capital Improvements - \$75,000

1. Demo Building 700; create parking	\$75,000
--------------------------------------	----------

2020-2021 Total - \$2,814,000

Remodeling- \$1,284,000

1. Upgrade Trane control system	\$40,000
2. Buildings 100/200 Classroom remodels	\$500,000
3. Buildings 300/400 remodel phase #3	\$500,000
4. Buildings 300/400 lighting upgrade	\$45,000
5. Building 400 RTU replacement	\$125,000
6. Room 519 dust collector upgrade	\$100,000
7. Building 600 lighting upgrade	\$10,000

Capital Improvements - \$1,530,000

1. Public Safety Facility at Firearms range	\$1,500,000
2. Remove building 800	\$30,000

Southwest Wisconsin Technical College

February 24, 2018

2018 Master Plan



Introduction

This report provides a summary of the current state and future needs of Southwest Wisconsin Technical College's buildings and grounds. It reflects a historical look at each of the buildings, their current state, and a forecast for future needs of each building. To determine a facilities program that is responsive to the mission of the College, the team projected into the future state and has taken a look into the next ten years of Southwest Wisconsin Technical College (Southwest Tech).

Executive Summary

Developing a view of the physical needs of a complex institution such as Southwest Tech requires the efforts of many people. This master plan represents the concern and input of administration, College staff, students, and voices within the community, whose collective wisdom truly influenced this master plan. We gratefully acknowledge their contributions.

This master plan is intended to be a dynamic document and provide a flexible framework that can be updated on a periodic basis to adjust for changes in the academic plan, the economy, available energy incentives, and any internal changes of the College. Changes will be made to reallocate resources in responses to these fluctuating circumstances in order to bring the most benefit to the students and communities of Southwest Wisconsin Technical College.

Commonalities

The process to develop this plan included many opportunities for discussion with staff and observation of operations. Common themes were shared and determined during the discussions and observations. They have been separated into strengths and opportunities for improvement.

Strengths:

- There is a very real pride of the campus and mission shared by the great majority of staff.
- The beauty of the campus is highly regarded.
- The facilities are very well maintained.

Opportunities for Improvement:

- Visitors to the campus can become confused by inconsistent location of or incomplete signage.
- There is a perceived lack of parking due to enrollments, events and desire to expand for additional events.
- There is a perceived lack of instructional space.
- There is a great deal of difficulty in fairly and accurately scheduling access to instructional space.
- There are opportunities to represent the "Southwest Tech brand" to new visitors.

The College should implement an approach that includes facilities to enhance the campus to provide for greater exposure. To that end, the team recommends the following projects:

- On-campus identity and exposure towards community
- Internal campus pedestrian circulation and landscaping
- Improvement of facilities for Public Safety programming
- Realignment of facilities to replace end of useful life structures
- Purchase property that adjoins current campus boundaries

Required Maintenance Items

Items or tasks on this list are necessary to delay or prevent the failure of critical and non-critical building systems and equipment. These projects ensure the college does not suffer a disruption in service or operation. This approach should also minimize life cycle costs of building systems.

New Construction

Projects that add to the College footprint or alter the existing envelope of current building footprint sufficient enough to be considered new construction.

Remodeling

Physical alterations to existing building footprint that may or may not alter its function.

Funding

All projects are funded through the College's annual debt issuance with debt service payments covered by tax levy. New construction projects are limited to \$1.5M every two years without tax payer referendum approval. Remodeling projects are limited to \$1.5M per project scope. Southwest Tech and WTCS Board approval is required of all new construction and remodeling projects in excess of \$50,000 and \$100,000, respectively.

Key

RTU = Roof Top Unit - handles both heating and cooling

AHU = Air Handling - handles cooling and air tempering on outside air exchanges.

ERV = Energy Recovery Ventilator – handles air exchanges in shop areas

MAU = Makeup Air Unit – brings air in from the outside when exhaust fans are running to avoid creating a negative pressure in the building.

Campus-wide Projects

These projects have an effect on all campus buildings or are new projects that do not pertain to an existing building.

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Replace all Simplex fire alarm systems	\$ 20,000	2019 - 20
Upgrade Trane control system	\$ 40,000	2020 - 21
Upgrade campus-wide lock system	\$ 200,000	2021 - 22
Replace batteries in large UPS systems	\$ 35,000	2022 - 23
Upgrade existing clock system	\$ 20,000	2023 - 24

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Construct Public Safety facility near firearms range	\$ 1,500,000	2020 - 21

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Campus signage upgrade	\$ 250,000	2018 - 19

PLEASE NOTE: On the individual building planned project costs, some items are include with multiple buildings.

General Education Building - 100



Constructed = 1971 with
an addition in 1985
Sq. Ft = 30,726

Facility Condition

Roofing:

- Rubber membrane (2012)

Exterior:

- Exterior walls and stupor structures are in good condition.

Electrical Service:

- 800 Amp, 277/480 Volts, 3 Phase (1971)

Heating, Cooling:

- RTU #1 Trane Intellipak (2006)
- RTU #2 Carrier (2012)
- Boiler # 1 Aerco Benchmark 1.5 (2009)
- Boiler #2 Aerco Benchmark 1.5 (2009)

Sprinkler System:

- No

Planned Projects**Required Maintenance Items**

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Seal and repaint 100 parking lot	\$ 50,000	2018-19
Upgrade lighting throughout the building to LED's	\$ 35,000	2019-20
Elevator replacement	\$ 100,000	2022-23
Electrical service upgrade	\$ 25,000	2025-26
Replace existing RTU	\$ 100,000	2026-27

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Entrance upgrades with buildings 200/300/500	\$ 150,000	2019-20

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
100/200 Classroom remodels	\$ 500,000	2020-21
100 Office space upgrade	\$ 50,000	2022-23

Koenecke Building - 200



Constructed = 1970
Sq. Ft = 29,913

Facility Condition

Roofing

- Rubber membrane (2013)

Exterior

- Exterior walls and stupor structures are in good condition.

Electrical Service

- 300 Amp, 277/480 Volt, 3 Phase (1970)

Heating, Cooling

- Boiler #1 Aerco KC Series (2008)
- Boiler #2 Aerco KC Series (2008)
- RTU #1 Trane Intellipak (2006)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

100/200 Lighting upgrade	\$ 35,000	2018 - 19
200/300 Elevator upgrade	\$ 100,000	2026 - 27
Electrical service upgrade	\$ 25,000	2026 - 27

New Construction

None

Remodeling

100/200/300/500 Entrances	\$ 150,000	2019 - 20
100/200 Classroom Remodels	\$ 500,000	2020 - 21

Kramer Building – 300



Constructed = 1973
Sq. Ft = 40,982

Facility Condition

Roofing

- Rubber membrane (2009)

Exterior

- Exterior walls and stupor structures are in good condition.

Electrical service

- 800 Amp (400 Amp Fuses) 277/480 Volt, 3 Phase (1973)

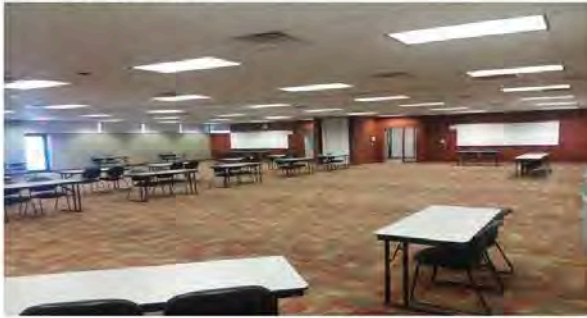
Heating, Cooling

- Boiler #1 Aerco KC (2006)
- Boiler #2 Aerco Benchmark 2.0 (2006)
- RTU #1 Trane Intellipak (2007)

Sprinkler System

- Partial

The Lenz Center



Constructed = 1999
Sq. Ft = 3,856

Facility Condition

Roofing

- Rubber membrane (1999)

Exterior

- Exterior walls and stupor structures are in good condition.

Heating, Cooling

- RTU #1 Trane (1999)
- RTU #2 Trane (1999)
- RTU #3 Trane (1999)

Sprinkler System

- No

Planned Projects for Building 300 and the Lenz Center**Required Maintenance Items**

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lenz Center RTU replacement	\$ 300,000	2018 - 19
Fiscal Services office remodel	\$ 20,000	2018 - 19
East Clerestories window replacement	\$ 50,000	2018 - 19
Water heater and water softener upgrades	\$ 10,000	2019 - 20
Fire sprinkler installation	\$ 100,000	2019 - 20
HVAC upgrade for Knox and offices	\$ 150,000	2027 - 28

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Events Center expansion	\$ 1,500,000	2023 - 24

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
300/400 remodel phase #1	\$ 500,000	2018 - 19
100/200/300/500 Entrances	\$ 150,000	2019 - 20
300/400 remodel phase #2	\$ 500,000	2019 - 20
300/400 remodel phase #3	\$ 500,000	2020 - 21

College Connection - 400



Constructed = 1970 with the college connection being added in 2002
Sq. Ft = 37,855

Facility Condition

Roofing

- Rubber membrane and steel (2016/2002)

Exterior

- Exterior walls and support structures are in good condition.

Electrical service

- 1200 Amp, 277/480 Volt, 3Phase (2002)

Heating, Cooling

- RTU #1 Trane Intellipak (2002)
- Charley's RTU1 and RTU2 (2013)
- RTU 413 (2016)

Sprinkler System

- Partial

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Relocate and upgrade electrical system	\$ 15,000	2019 - 20
Upgrade main (400) parking lot	\$ 50,000	2019 - 20
Lighting upgrade to LEDs	\$ 20,000	2020 - 21
RTU unit replacement	\$ 125,000	2020 - 21
RTU unit replacement	\$ 125,000	2021 - 22

New Construction

None

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
300/400 remodel phase #1	\$ 500,000	2018 - 19
300/400 remodel phase #2	\$ 500,000	2019 - 20
300/400 remodel phase #3	\$ 500,000	2020 - 21

Industry Center - 500



Constructed = 1970
Sq. Ft = 30,508

Facility Condition

Roofing

- Rubber membrane (2008)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 1200 Amp, 277/480 Volt, 3 Phase (1970)

Heating, Cooling

- RTU 1, 2, 3 (2018)
- RTU 4, 5 (1970)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lighting upgrade to LEDs	\$ 25,000	2020 - 21
Room 519 dust collector upgrade	\$ 100,000	2020 - 21
Replace air handler units 4 and 5	\$ 250,000	2021 - 22
Room 517 welding ventilation upgrade	\$ 250,000	2025 - 26

New Construction

None

Remodeling

None

Manufacturing Center - 600



Constructed = 1972
Sq. Ft = 23,465

Facility Condition

Roofing

- Rubber membrane (2011)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 800 Amp, 120/240 Volt, 3Phase (2010)
- 600 Amp, 240 Volt, 1 Phase (2010)

Heating, Cooling

- RTU 611 Trane (2002)
- RTU 618 Trane (2002)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

Project

Lighting upgrade to LEDs

Cost Estimate

\$ 10,000

Year

2020 - 21

New Construction

Project

Lab and classroom expansion

Cost Estimate

\$ 1,000,000

Year

2025 - 26

Remodeling

None

Building 700



Constructed = 1974
Sq. Ft = 8,722

Facility Condition

Roofing

- Rubber membrane (1974)
- Original

Exterior

- Exterior walls and support structures are in good condition.

Plumbing

- The underground plumbing is deteriorating and broken down due to the high chemical use when it was a Butcher Shop.

Electrical

- 600 Amp, 120/240 Volt, 3 Phase (1974)

Heating, Cooling

- RTU Mammoth (1974)

Sprinkler System

- No

Planned Projects

Building Demolition

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building create parking space	\$ 75,000	2019-20

Dry Storage Building - 800



Constructed = 1976
Sq. Ft = 7,597

Facility Condition

Roofing

- Steel (1976)

Exterior

- Exterior walls and support structures are in fair to poor condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (1976)

Heating, Cooling

- None

Sprinkler System

- No

Planned projects

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building	\$ 30,000	2020-21

Industry/Facilities Storage Building - 900



Constructed = 1994
Sq. Ft = 4,183

Facility Condition

Roofing

- Rubber membrane
- Installed 2012

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (1994)

Heating, Cooling

- Various residential furnaces and air conditioners.

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

None

James Building - 1000



Constructed = Unknown
Sq. Ft = 1,900

Facility Condition

Roofing

- Asphalt shingles (Unknown)

Exterior

- Building is in poor condition.

Electrical

- 100 Amp, 120/240 Volt, 1 Phase (Unknown)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

- Building Demolition

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building create parking space	\$ 15,000	2019-20

Electro Mechanical Building - 1100



Constructed = 1994
Sq. Ft = 4,320

Facility Condition

Roofing

- Steel (1994)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (1994)

Heating, Cooling

- Various residential furnaces and air conditioners.

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

Non

Maintenance Building - 1200



Constructed = 2010
Sq. Ft = 13750

Facility Condition

Roofing

- Steel (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (2010)

Heating, Cooling

- Various residential furnaces and air conditioners.
- Infrared heating in shop area.

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

Project

Expand 1200 and 1800 for storage

Cost Estimate

\$1,500,000

Year

2018 – 19

Remodeling

None

Manufacturing Center Storage - 1300



Constructed = 1999
Sq. Ft = 2,000

Facility Condition

Roofing

- Asphalt shingles (1999)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 100 Amp, 120/240 Volt, 1 Phase (1999)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

Project

Reroof building

Cost Estimate

\$ 20,000

Year

2018 - 19

New Construction

None

Remodeling

None

Child Care Center - 1500



Constructed = 2009

Sq. Ft = 11,090

Facility Condition

Roofing

- Rubber membrane (2009)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 600 Amp, 120/208 Volt, 3 Phase (2009)

Heating, Cooling

- Boiler RBI (2018)

Sprinkler System

- Yes

Planned projects

Required Maintenance Items

Project

Boiler control project

Cost Estimate

\$ 20,000

Year

2018 - 19

New Construction

None

Remodeling

None

Health Science Center - 1600



Constructed = 2010
Sq. Ft = 61,840

Facility Condition

Roofing

- Rubber membrane (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 1200 Amp, 277/480 Volt, 3 Phase (2010)

Heating, Cooling

- Boiler #1 Aerco Benchmark 1.5 (2010)
- Boiler #2 Aerco Benchmark 1.5 (2010)
- CGAM Chiller (2010)
- Ahu 1 (2010)
- AHU2 (2010)

Sprinkler System

- Yes

Planned Projects

Required Maintenance Items

Project

Chiller/HVAC upgrades

Cost Estimate

\$ 500,000

Year

2027 - 28

New Construction

None

Remodeling

None

Ag and Auto Center - 1700



Constructed = 2010
Sq. Ft = 71,871

Facility Condition

Roofing

- Rubber membrane – (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 1600 Amp, 277/480 Volt, 3 Phase (2010)

Heating, Cooling

- Boiler #1 Aerco Benchmark 1.5 (2010)
- Boiler #2 Aerco Benchmark 1.5 (2010)
- MAU #1 (2010)
- MAU #2 (2010)
- MAU #3 (2010)
- MAU #4 (2010)
- MAU #5 (2010)
- MAU #6 (2010)
- MAU #7 (2010)
- RTU #1 (2010)
- RTU #2 (2010)
- ERV #1 (2010)
- ERV #2 (2010)
- ERV #3 (2010)
- ERV #4 (2010)
- ERV #5 (2010)
- ERV #6 (2010)

Sprinkler System

- Yes

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
HVAC upgrade	\$ 500,000	2025 - 26

New Construction

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Bridge Crane for 1776	\$ 200,000	2022 - 23
Electric vehicle charging stations	\$ 40,000	2022 - 23

Ag and Auto Center Storage - 1800



Constructed = 2010
Sq. Ft = 3,800

Facility Condition

Roofing

- Steel (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (2010)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

Project

Expand 1200 and 1800 for storage

Cost Estimate

\$1,500,000

Year

2018 – 19

Remodeling

None

Burn Building - 1900



Constructed = 2011
Sq. Ft =

Facility Condition

Roofing

- Original

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (2011)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

Project

Replace paginate in burn rooms

Cost Estimate

\$ 20,000

Year

2025 - 26

New Construction

None

Remodeling

None

Electrical Power Distribution Building - 2000



Constructed = Purchased in 2010
construction date NA
Sq. Ft = 6,300

Facility Condition

Roofing

- Steel (2010)
- Installed 2012

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/240 Volt, 1 Phase (Unknown)

Heating, Cooling

-

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

Project

2000/2200 Expansion/remodel for Fire, storage, scenario space, classroom space, and showers

Cost Estimate

\$ 20,000

Year

2025 - 26

Remodeling

None

Public Safety Building - 2200



Constructed = 2012
Sq. Ft = 9,140

Facility Condition

Roofing

- Steel (2012)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 800 Amp 3 Phase 208/120 Volt, 3 Phase (2012)

Heating, Cooling

- Boiler #1 HTP (2012)
- Boiler #2 HTP (2012)
- RTU #1 (2012)
- AC #1 (2012)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
2000/2200 Expansion/remodel for Fire, storage, scenario space, classroom space, and showers	\$ 20,000	2025 - 26

Remodeling

None

C. Bid: Public Safety Complex Storage Building

The bid opening for the Public Safety Complex Storage Building took place on June 27, 2018. Four bids were received. Dan Imhoff will present the summary of the bids received, which is included in the electronic Board material.

Recommendation – Award the bid for the Public Safety Complex Storage Building in the amount of \$35,600 to Cleary Building Corp., Verona, Wisconsin.

Bid # 1718-08 Public Safety Complex Storage Building
June 27, 2018 @ 2:00 p.m., Room 490

Invitations to bid on the Public Safety Complex Storage Building were solicited of vendors. A pre-bid meeting was held on June 12 for interested bidders.

The public opening of bids was held on Wednesday, June 27, 2018, at 2:00 p.m. in Room 490 of the College Campus. Four vendors responded to the bid request and with the results as follows:

<u>Bidder</u>		<u>Base Bid</u>
Cleary Building Corp.	Verona, WI	35,600
CCJ Construction, LLC	Muscoda, WI	38,025
Midwest Builders, Inc.	Fennimore, WI	63,600
Rock Church Construction, Inc.	Livingston, WI	85,000

RECOMMENDATION: Award the bid for the Public Safety Complex Storage Building in the amount of \$35,600 to Cleary Building Corp., Verona, Wisconsin.

D. Concept Review: Nail Technician, 30-502-4 (Short-term Technical Diploma)

Southwest Tech has offered an internal certificate in Nail Technician for a number of years. The College would like to formalize the degree with the Wisconsin Technical College System and are putting forward a Concept Review for a non-financially aided, short-term technical diploma in Nail Technician, 30-502-4. The Concept Review is available below.

Recommendation – Approve the Concept Review for a short-term technical diploma in Nail Technician, 30-502-4.

3-1 CONCEPT REVIEW FORM

College: Southwest WI

Date: 04/30/2018

College Contact: Derek Dachelet

Phone: (608) 822-2417

Email: ddachelet@swtc.edu

Education Director Consulted: K Roberts

Date Consulted: 4/26/2018

Expected WTCSB Concept Review Approval Date: 9/11/2018

WTCS Calendar of Events

Expected WTCSB Program Approval Date: 11/13/2018

a. Proposed Aid Code - Program Number: 30-502-4

b. Proposed Program Title: (limit of 65 characters)

Nail Technician

c. Tentative Program Description: (limit of 550 characters)

The Nail Technician program provides students with the opportunity to develop skills in the artistic nail care industry. Students study current nail trends and practice techniques with clients in Southwest Tech's Creative Elements Salon. The Nail Tech diploma prepares students for the state licensing exam and most credits can be applied towards the Southwest Tech Cosmetology program. The Nail Tech program is an excellent career pathway into the cosmetology industry and for existing salon professionals to develop specialized skills.

d. SOC {Standard Occupational Classification}

39-5092

1) Please provide your rationale for using this SOC Code: (limit of 275 characters)

SOC 39-5092 is a Manicurist and Pedicurist: Clean and shape customer's fingernails and toenails. May polish or decorate nails. This description best fits the career pathways available to graduates of the Nail Technician program.

☒ Supporting documentation attached as "Attachment A"

e. Proposed CIP {Classified Instructional Program} 12.0410

1) Please provide your rationale for using this CIP Code: (limit of 275 characters)

12.0410 Nail Technician/Specialist and Manicurist is the recognized CIP to SOC code conversion.

☒ Supporting documentation attached as "Attachment B"

Form Owner: Jim Mackey

Last Modified on: 5/5/17

Page: 1

f. Mean Starting Hourly Salary: \$ 8.86

g. Single Source Request: (limit of 275 characters) ☒ Not Applicable

☐ Supporting documentation attached as "Attachment C"

h. Summary of Analysis of how this program supports employment demand is found in the supporting documentation attached as "Attachment D" ☒ Refer to Chapter 1 KB-2 for explanation of required documentation.

i. Projected job openings per year: Year 1 120 Year 3 128 Year 5 136

Projected completers per year: Year 1 10 Year 3 12 Year 5 15

j. Program method of delivery:

☐ 100% Online

☒ 100% Face to face

☐ Hybrid

k. Documentation of member participation and outcomes of the Ad Hoc/advisory group

☒ Supporting documentation attached as "Attachment E"

l. Summary of initial discussions with other WTCS districts offering a similar or same program. Included is evidence of Notification letter to ISA as described in Chapter One of ESM. (limit of 275 characters)

CVTC is the only other program that offers nail technician as a short-term tech diploma. We have had ongoing email correspondence with CVTC leadership (Lynette Livingston, Executive Dean) our intentions to develop a diploma and they have been very supportive.

☒ Supporting documentation attached as "Attachment F"

m. Documentation of District Board Approval of the Concept Review attached as "Attachment G" ☒

Signature: _____
District President or Instructional Services Administrator

Date: 04/30/2018

Printed Name: _____

When document is complete, please submit this form and attached documentation via a single ".pdf" file, including attachments to programs@wtcsystem.edu



Summary Report for: 39-5092.00 - Manicurists and Pedicurists

Updated 2016
Bright Outlook

Clean and shape customers' fingernails and toenails. May polish or decorate nails.

Sample of reported job titles: Manicurist, Nail Technician, Pedicurist

View report: **Summary** Details Custom

[Tasks](#) | [Technology Skills](#) | [Tools Used](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks



5 of 18 displayed

- ⊕ Clean and sanitize tools and work environment.
- ⊕ Apply undercoat and clear or colored polish onto nails with brush.
- ⊕ Maintain supply inventories and records of client services.
- ⊕ Shape and smooth ends of nails, using scissors, files, or emery boards.
- ⊕ Prepare nail cuticles with water and oil, using cuticle knives to push back cuticles and scissors or nippers to trim cuticles.

[back to top](#)

Technology Skills

All 5 displayed [Show 17 tools used](#)

- ⊕ **Calendar and scheduling software** — Appointment Search; Appointment-Plus; AppointmentQuest Online Appointment Scheduler
- ⊕ **Customer relationship management CRM software** — Customer information databases
- ⊕ **Data base user interface and query software** — Aknaf ADVANTAGE Salon Software and Spa Software; DaySmart Software Salon Iris
- ⊕ **Office suite software** — Microsoft Office
- ⊕ **Spreadsheet software** — Microsoft Excel



Hot Technology — a technology requirement frequently included in employer job postings.

[back to top](#)

Knowledge

All 1 displayed

- ⊕ **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

[back to top](#)

Skills

All 4 displayed

- ⊕ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ⊕ **Service Orientation** — Actively looking for ways to help people.
- ⊕ **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- ⊕ **Speaking** — Talking to others to convey information effectively.

[back to top](#)

Abilities



5 of 8 displayed

- ⊕ **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- ⊕ **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- ⊕ **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- ⊕ **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- ⊕ **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

[back to top](#)

Work Activities

All 3 displayed

- ⊕ **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- ⊕ **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- ⊕ **Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

[back to top](#)

Detailed Work Activities



5 of 10 displayed

- ⊕ Clean tools or equipment.
- ⊕ Treat nails by shaping, decorating, or augmenting.
- ⊕ Maintain client information or service records.
- ⊕ Maintain supply or equipment inventories.
- ⊕ Schedule appointments.

[back to top](#)

Work Context



5 of 14 displayed

- ⊕ **Exposed to Contaminants** — 86% responded "Every day."
- ⊕ **Physical Proximity** — 63% responded "Very close (near touching)."
- ⊕ **Spend Time Making Repetitive Motions** — 62% responded "Continually or almost continually."
- ⊕ **Contact With Others** — 16% responded "Contact with others most of the time."
- ⊕ **Indoors, Environmentally Controlled**

[back to top](#)

Job Zone

Title Job Zone Two: Some Preparation Needed

Education These occupations usually require a high school diploma.

Related Experience Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.

Job Training Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

Job Zone Examples These occupations often involve using your knowledge and skills to help others. Examples include orderlies, forest firefighters, customer service representatives, security guards, upholsterers, and tellers.

SVP Range (4.0 to < 6.0)

[back to top](#)

Education

Percentage of Respondents	Education Level Required
Not available	High school diploma or equivalent ?
Not available	Less than high school diploma
Not available	Post-secondary certificate ?

[back to top](#)

Credentials



Find Training



Find Licenses

[back to top](#)

Interests

All 4 displayed

Interest code: **RES**

- ⚙ **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
- ⚙ **Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
- ⚙ **Social** — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.
- ⚙ **Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

[back to top](#)

Work Styles



5 of 13 displayed

- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

[back to top](#)

Work Values

All 3 displayed

- **Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

[back to top](#)

Related Occupations



5 of 10 displayed

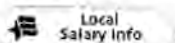
- 31-9011.00 [Massage Therapists](#)
- 39-5011.00 [Barbers](#) **Bright Outlook**
- 39-5012.00 [Hairdressers, Hairstylists, and Cosmetologists](#)
- 39-5093.00 [Shampooers](#)
- 39-5094.00 [Skincare Specialists](#)

[back to top](#)

Wages & Employment Trends

Median wages (2017) \$11.17 hourly, \$23,230 annual

State wages



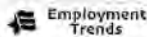
Local
Salary Info

Employment (2016) 126,000 employees

Projected growth (2016-2026) ■■■ Faster than average (10% to 14%)

Projected job openings (2016-2026) 16,600

State trends



Employment
Trends

Top industries (2016) [Other Services \(Except Public Administration\)](#)

Source: Bureau of Labor Statistics [2017 wage data](#) and [2016-2026 employment projections](#) . "Projected growth" represents the estimated change in total employment over the projections period (2016-2026). "Projected job openings" represent openings due to growth and replacement.

[back to top](#)

Job Openings on the Web

<https://www.onetonline.org/link/summary/39-5092.00>

[Find Jobs](#)[back to top](#)

Sources of Additional Information

All 1 displayed

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Occupational Outlook Handbook: Manicurists and pedicurists](#)

[back to top](#)

ATTACHMENT "B"

Derek Dachelet

From: Amy Loy
Sent: Thursday, June 7, 2018 12:09 PM
To: Derek Dachelet
Subject: Confirmed CIP code for Nail Tech 12.0410

Program	Program Title	Ed Director	Followup Division	Cip Code	TSA/ Phase-1 Date	District	District Phase-2 Date	Approved Date	Suspension Start Date	Suspension End Date
30-502-4	Nail Technician	ROBERTS		4	12.0410		*CVTC		7/13/2016	

Amy Loy
Department of College Effectiveness
Evaluation Coordinator
608.822.2464
<https://www.swtc.edu/>

Nail Technician Occupation Overview

Emsi Q4 2017 Data Set

February 2018



1800 Bronson Boulevard
Fennimore, Wisconsin 53809

Parameters

Occupations

Code	Description
39-5092	Manicurists and Pedicurists

Regions

Code	Description
17085	Jo Daviess County, IL
19043	Clayton County, IA
19061	Dubuque County, IA
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

Timeframe

2017 - 2022

Datarun

2017.4 – QCEW Employees, Non-QCEW Employees, Self-Employed, and Extended Proprietors

Nail Technician_2018 in 8 Counties

Manicurists and Pedicurists (SOC 39-5092): Clean and shape customers' fingernails and toenails. May polish or decorate nails.

Sample of Reported Job Titles: PedicuristNail TechnicianManicuristFingernail FormerFingernail TechnicianFingernail SculpturerSalon ManagerNail ArtistFingernail Sculptor

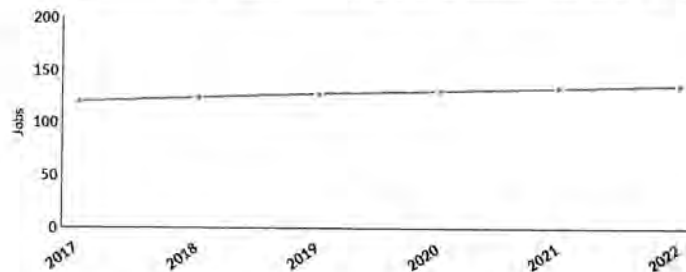
Related O*NET Occupation: Manicurists and Pedicurists (39-5092.00)

Occupation Summary for Nail Technician_2018

120	13.3%	\$8.86/hr
Jobs (2017)	% Change (2017-2022)	Median Hourly Earnings
47% below National average	Nation: 13.7%	Nation: \$9.78/hr

Growth for Manicurists and Pedicurists (39-5092)

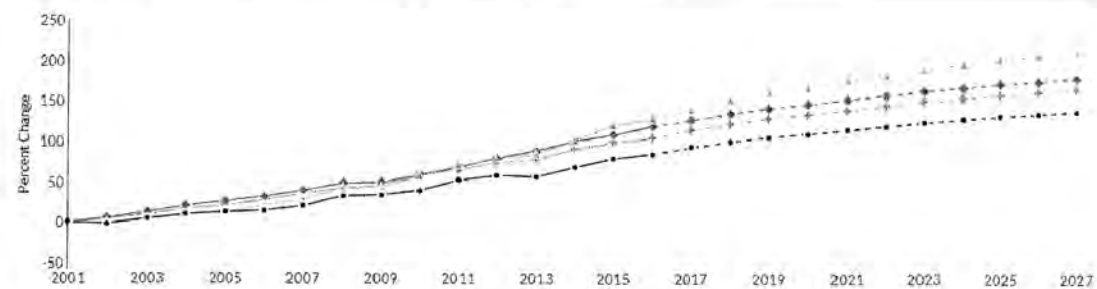
120	136	16	13.3%
2017 Jobs	2022 Jobs	Change (2017-2022)	% Change (2017-2022)



Percentile Earnings for Manicurists and Pedicurists (39-5092)



Regional Trends




Region	2017 Jobs	2022 Jobs	Change	% Change
● Region	120	136	16	13.3%
● District plus borders	120	136	16	13.3%
▲ All 15 Surrounding Counties	565	665	100	17.7%
● United States	261,860	297,675	35,815	13.7%
■ Wisconsin	3,005	3,428	423	14.1%

Regional Breakdown



County	2022 Jobs
Dubuque County, IA	62
Grant County, WI	19
Iowa County, WI	11
Jo Daviess County, IL	11
Clayton County, IA	10

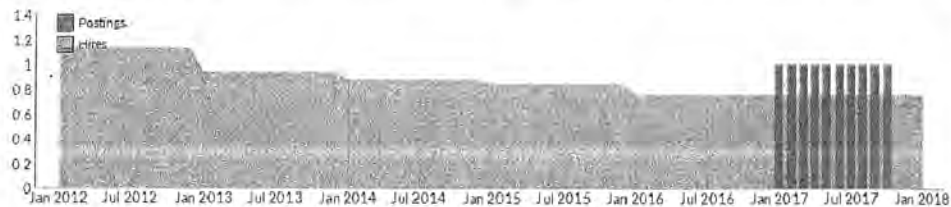
Job Postings Summary

<p>10</p> <p>Unique Postings (Jan 2017 - Jan 2018)</p> <p>58 Total Postings</p>	<p>6 : 1</p> <p>Posting Intensity (Jan 2017 - Jan 2018)</p> <p>Regional Average: 7 :</p> <p>1</p> 
--	---

There were **58** total job postings for your selection from January 2017 to January 2018, of which **10** were unique. These numbers give us a Posting Intensity of **6-to-1**, meaning that for every 6 postings there is 1 unique job posting. This is lower than the Posting Intensity for all other occupations and companies in the region (7-to-1), indicating that they may not be trying as hard to hire for this position.

Job Postings vs. Hires

<p>1</p> <p>Avg. Monthly Postings (Jan 2017 - Jan 2018)</p>	<p>1</p> <p>Avg. Monthly Hires (Jan 2017 - Jan 2018)</p>
--	---



Occupation	Avg Monthly Postings (Jan 2017 - Jan 2018)	Avg Monthly Hires (Jan 2017 - Jan 2018)
Manicurists and Pedicurists	1	1

Occupation Gender Breakdown



Gender	2017 Jobs	2017 Percent
Males	8	6.6%
Females	112	93.4%

Occupation Age Breakdown



Age	2017 Jobs	2017 Percent
14-18	4	3.7%
19-24	4	3.3%
25-34	25	20.6%
35-44	36	30.0%
45-54	34	28.3%
55-64	15	12.5%
65+	2	1.6%

Occupation Race/Ethnicity Breakdown



Race/Ethnicity	2017 Jobs	2017 Percent
White	69	58.0%
Asian	44	36.6%
Hispanic or Latino	5	4.5%
Black or African American	1	0.5%
Two or More Races	1	0.5%
Native Hawaiian or Other Pacific Islander	0	0.0%
American Indian or Alaska Native	0	0.0%

National Educational Attainment



Education Level	2017 Percent
Less than high school diploma	23.0%
High school diploma or equivalent	36.8%
Some college, no degree	21.9%
Associate's degree	8.3%
Bachelor's degree	8.6%

	Education Level	2017 Percent
•	Master's degree	1.1%
•	Doctoral or professional degree	0.4%

Occupational Programs

	2 Programs (2016)	123 Completions (2016)	18 Openings (2016)
CIP Code	Program	Completions (2016)	
12.0401	Cosmetology/Cosmetologist, General	111	
12.0410	Nail Technician/Specialist and Manicurist	12	

Industries Employing Nail Technician_2018

Industry	Occupation Jobs in Industry (2017)	% of Occupation in Industry (2017)	% of Total Jobs in Industry (2017)
Other Personal Care Services	57	47.7%	19.4%
Beauty Salons	34	28.2%	3.4%
Nail Salons	13	11.0%	21.3%
Diet and Weight Reducing Centers	<10	4.3%	17.9%
All Other Personal Services	<10	2.5%	0.3%

Appendix A - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

CareerBuilder/Emsi Job Postings

Job postings are collected from various sources and processed/enriched by Careerbuilder to provide information such as standardized company name, occupation, skills, and geography. Emsi performs additional filtering and processing to improve compatibility with Emsi data.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

NAIL TECHNICIAN

NAIL TECHNICIAN ASSESSMENT SURVEY

Thank you for taking the time to give us your feedback! It should take you less than five minutes to complete this survey. (All responses will be kept strictly confidential and will be used for the purpose of this Office Management Assessment only.)

INTRODUCTION:

The purpose of this survey is to understand the needs of potential employers of nail technicians. Southwest Tech currently offers a nail technician certificate, but we are assessing the interest in both continuing this training and upgrading the credential from a certificate to a short-term technical diploma. Thank you for your feedback.

NAIL TECHNICIAN NEEDS ASSESSMENT SURVEY

1. Does your organization have difficulty finding qualified Nail Technicians?
 - a. YES
 - b. NO
 - c. Not Applicable
2. How has the employment of Nail Technicians changed in the past four years within your organization?
 - a. Number of employees in these categories have INCREASED since 2014
 - b. Number of employees in these categories have DECREASED since 2014
 - c. Number of employees in these categories have STAYED THE SAME since 2014
 - d. Not Applicable
3. Overall, how well do you feel your current Nail Technicians were adequately trained PRIOR to being hired with your organization?
 - a. Extremely well-trained
 - b. Very well-trained
 - c. Moderately well-trained
 - d. Slightly well-trained
 - e. Not at all well-trained
 - f. NO RESPONSE
4. Please indicate the two most important factors when making a hiring decision.
 - a. Demonstrated skill level
 - b. Educational degree
 - c. Prior experience
 - d. Interpersonal skills/work ethic
 - e. Other (please specify) _____

NAIL TECHNICIAN NEEDS ASSESSMENT SURVEY

5. Please indicate the number of employees CURRENTLY EMPLOYED in your organization as a Nail Technician.
 - a. Full-time 0 1 2 3 4 5 6 or more
 - b. Part-time 0 1 2 3 4 5 6 or more
6. Describe the type of education background you would require of an Nail Technician employee:
 - a. _____
7. Please complete the following information for the Nail Technician employed in your organization. Enter either \$/hour OR annual salary. If you do not currently employ Nail Technician employees, please respond with what you would anticipate.

(*NOTE: if more than one Nail Technician, please give best estimate or average of all Nail Technicians; example: 1 Nail Technician at 40 hr/wk, 2 Nail Technicians at 20 hr/wk divided by 3 Nail Technicians = average 27 hr/wk.)

Average # hours worked per week: _____

Average # weeks worked per year: _____

Average hourly wage, \$/hour: _____

(or) Average annual salary: _____

NAIL TECHNICIAN NEEDS ASSESSMENT SURVEY

8. Please indicate the number of CURRENT NAIL TECHNICIAN JOB OPENINGS in your organization.
 - a. Full-time 0 1 2 3 4 5 6 or more
 - b. Part-time 0 1 2 3 4 5 6 or more
9. Please indicate the number of FUTURE NAIL TECHNICIAN JOB OPENINGS in your organization over the course of the next 3-4 years.
 - a. Full-time 0 1 2 3 4 5 6 or more
 - b. Part-time 0 1 2 3 4 5 6 or more

NAIL TECHNICIAN NEEDS ASSESSMENT SURVEY

10. Would you hire a person with a Technical Diploma in Nail Technician?
 - a. Yes
 - b. No
 - c. Not sure
11. How many individuals who are currently working at your organization would you encourage to obtain Nail Technician training?
 - a. # of employees _____

ATTACHMENT "F"

From: Livingston, Lynette [<mailto:llivingston3@cvtc.edu>]
Sent: Friday, April 20, 2018 4:30 PM
To: Derek Dachelet <ddachelet@swtc.edu>
Subject: RE: Nail Tech Short Term Diploma

Derek,

I do still have Cosmetology and thank you for sending this my way. It is working well for us...small, but growing.

Lynette

Lynette Livingston, Ed.D.
Executive Dean
Business, Arts, Sciences & Academic Initiatives
Chippewa Valley Technical College
620 W. Clairemont Avenue
Eau Claire, WI 54701
715-858-1849

From: Derek Dachelet [<mailto:ddachelet@swtc.edu>]
Sent: Friday, April 20, 2018 10:59 AM
To: Livingston, Lynette <llivingston3@cvtc.edu>
Subject: Nail Tech Short Term Diploma

Hi Lynette,

I wasn't sure if you were still working with Cosmetology, but just wanted to give you a courtesy email that we were looking at changing our internal certificate for Nail Tech into a short-term technical diploma. I wanted to share the below email of intent that was sent to Katie Roberts in order to keep you in the loop. Please feel free to let me know if you have any questions or input on this move.

Thanks,
Derek

From: Derek Dachelet
Sent: Friday, April 20, 2018 10:33 AM
To: 'katie.roberts@wtcsystem.edu' <katie.roberts@wtcsystem.edu>
Subject: Nail Tech Short Term Diploma

Hi Katie,

We are looking at turning our internal Nail Technician Certificate into a short-term tech diploma (like CVTC). This would be a 10-credit, non-financially aided, non-embedded, short-term tech diploma. I believe that is the same way CVTC has their diploma arranged too. We don't plan to make any changes to the courses or delivery. You can see more information on our current certificate at: <https://www.swtc.edu/academics/certificates/nail-technician>

I'm writing prior to submitting any paperwork to see if you had any questions on this move and to ask if you'd envision us using the same code as CVTC (30-502-4). If we took this code, I'm assuming the name would be the same at CVTC too? We are fine with "Nail Technician", just asking if that is how it would work?

Thanks for your help.

Derek

Derek Dachelet, Ph.D.
Dean of Industry, Trades, & Agriculture
Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
ddachelet@swtc.edu
Work: 608.822.2417
Cell: 608.732.6276

E. Second Reading of Governance Policy 2.6: Acting President

The first reading of Governance Policy 2.6: Acting President was held at the June 21, 2018, Board meeting. Input from the discussion was incorporated into the Governance Policy. The updated policy is included below.

Recommendation – Approve the second reading of Governance Policy 2.6: Acting President.

2.6: Acting President

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. In the event that one of the above-named positions is vacated, the order of the positions will be examined by the Board when the vacancy occurs.

The President's Office will notify the Leadership Team when an Acting president is named and forward that notification to the Board.

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:
 - a. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
 - b. Assess and evaluate the performance of the Acting President.
 - c. Provide compensation for services rendered as Acting President.
 - d. Support the pursuit of a doctorate degree by the Vice President for Administrative Services and, if necessary, other identified positions through an investment of time and resources.
- B. Determines the process to select a second Acting President during the October 2018 Board Retreat.

Adopted:
Reviewed:
Revised:

POSITION DESCRIPTION

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, American 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.

F. Tuition Reimbursement Policy

Input from the June 21, 2018, Board meeting was taken into consideration and the Tuition Reimbursement Policy was revised from what was presented at the June meeting. The updated Tuition Reimbursement Policy is below.

Recommendation – Approve the Tuition Reimbursement Policy as presented.

Tuition Reimbursement - DRAFT

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 1 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.

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.

G. Signatory Authority Policy for 2018-19

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2018-19 is available below.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2018-19 with the authority to sign official or legally binding documents.

GENERAL INSTITUTIONAL

2018-2019 SIGNATORY AUTHORITY POLICY

Responsible Administrator: President

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

In 2018-19 the following people are authorized to sign the indicated documents:

Board Chairperson	<p>Governance Policy 1.7-8.b. "The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Chairperson signs:</p> <ul style="list-style-type: none">• Board Resolutions• Financial borrowing documents• Property purchase agreements• President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Vice-President for Administrative Services – annual Budget Book• Chief Student Services Officer – Diplomas• Executive Services Director – As Approved by the Board Chairperson
Board Vice-Chairperson	<p>Governance Policy 1.8-1. "The Vice Chairperson shall have all the authority and duties of the Chairperson in the absence of the Chairperson."</p> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Executive Services Director – As Approved by the Board Vice-Chairperson
Board Secretary	<p>Governance Policy 1.9-2. "The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p>

	<p>Secretary signs:</p> <ul style="list-style-type: none"> • Board minutes • Board resolutions • Financial borrowing documents • Property purchase agreements • Annual levy statements (Governance Policy 1.9-6) • President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Required Public Notices • Executive Services Director – Required Public Notices and As Approved by the Board Secretary
Board Treasurer	<p>Governance Policy 1.10-2. "By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature."</p> <p>Governance Policy 1.10-3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.</p> <p>Treasurer signs:</p> <ul style="list-style-type: none"> • Financial borrowing documents <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Financial Transactions • Executive Services Director – As Approved by the Board Treasurer
President	<p>Governance Policy 2.2-3. "The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies."</p> <p>President signs:</p> <ul style="list-style-type: none"> • Employment contracts • Non-employment contracts

	<ul style="list-style-type: none"> • Agreements • Memoranda of Understanding • Diplomas • Overload payments requests • Out-of-State travel requests • Grant applications • NJCAA agreements • Financial aid agreements and memoranda of understanding <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Chief Human Resources Officer – Employment contracts • Chief Student Services Officer – Acceptance letters and diplomas • Executive Director of College Effectiveness – Grant applications and grant-related memoranda of understanding • Marketing Manager – Publications • Executive Services Director - letters, publications, and other documents as approved by the President
President's designees	<ul style="list-style-type: none"> • Vice-Presidents – Non-employment contracts • Vice President for Administrative Services – Bid documents and construction contracts • Deans – Overload request for instructors with <20% overload • Business & Industry Services Director – Training & Technical Assistance Contracts • Deans, Directors, or Supervisors – Training contracts

District Board of Directors Approval Date: 7/8/13
Revision Date: 7/14/14, 8/28/14, 7/11/16, 7/10/17

H. Designate Official Newspaper 2016-19

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

I. Designate Depository for 2017-22

At the July 10, 2017, Annual Board Meeting, the District Board awarded a contract for banking services through a joint Request for Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022.

J. Designate College Legal Counsel for 2018-19

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

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

The letters are available below.

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

June 28, 2018

Southwest Wisconsin Technical College
c/o Mr. Caleb White, Vice President for Administrative Services
1800 Bronson Blvd.
Fennimore, WI 53809

Re: Engagement of Legal Service

Dear Caleb:

Thank you for considering the engagement of Boardman & Clark LLP as the attorneys to represent the Southwest Wisconsin Technical College in the matters described below.

Scope of Engagement and Expectations

You have asked us to represent you in the following connection: general legal services for 2018-2019.

No Conflicts

We have performed a conflicts of interest check, and we have determined we have no current conflicts of interest that could affect our representation.

An important factor in maintaining the trust and confidence of our clients is clearly communicating the scope of our professional engagement and our procedures for billing and payment. This letter attempts to fulfill this objective. Please review the letter carefully. If you have any questions, please do not hesitate to contact me.

Fees, Costs, Billing and Payment

Fees. Our fees are based principally on the time expended by our attorneys, paralegal assistants and law clerks that work on your representation. We have established an hourly rate for each attorney, paralegal assistant and law clerk in our firm.

Typically, our fee is equal to our hourly rates multiplied by the hours worked. Hourly rates for work on your matter will range from \$160.00 to \$175.00. This includes the rates of attorneys, paralegals, legal assistants and clerks whom I may assign to work on this matter. My hourly rate is \$175.00. Our firm reviews hourly rates periodically, and our rates may be adjusted from time to time. We typically review and change

hourly rates effective January 1 of each year. I anticipate my rate to increase to \$185.00 as of January 1, 2019.

Other Fees, Costs and Expenses. Out-of-pocket costs and expenses, such as travel, long-distance telephone, facsimile, photocopy, minor filing fees, transportation costs (including automobile mileage at the per-mile rate established by the firm), computer research fees and other miscellaneous expenses identifiable to your matter will be billed monthly, and will be appropriately described on an invoice. Charges for certain of the above-listed expenses may be adjusted annually, on or about January 1.

Billing and Payment. Our standard practice is to bill each month for services we render during the previous month. Payment is due upon receipt of our billing invoice. Other payment arrangements can be made by mutual agreement, in writing.

The firm accepts credit cards for payment of invoices.

Additional Representation Terms

You will at all times have the right to terminate our services upon prior written notice.

I will have primary responsibility for your representation and will coordinate the use of other attorneys, paralegal assistants, and clerks on your matter. Please direct to me any questions or concerns about bills or the services that we provide.

Firm's LLP Status

The Wisconsin Supreme Court has adopted a rule permitting law firms to practice as limited liability organizations. Our firm chose to become a limited liability partnership as of January 1, 2012. Limited liability status generally exempts the partners from personal responsibility for the firm's liabilities. The rule provides, however, that "Nothing in this rule ... shall relieve a lawyer from personal liability for any acts, errors or omissions of the lawyer arising out of the performance of professional services." The rule also requires the firm to maintain professional liability insurance coverage with a policy limit of at least \$10,000,000. If you have any questions regarding our status as a limited liability partnership, please call Richard A. Heinemann, the Chairman of our Executive Committee, at (608) 257-9521.

JUNE 28, 2018
PAGE 3

Conclusion

We appreciate the opportunity to represent you. If you have any questions or comments about the objectives and scope of our representation or about our billing and payment policies, please let me know

Sincerely,

BOARDMAN & CLARK LLP



Eileen A. Brownlee



June 29, 2018

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

RE: 2018-2019 Legal Services

Dear Dr. Wood:

We are pleased to provide you with this engagement letter.

Godfrey & Kahn has many years of experience representing educational institutions. Our attorneys have served as General or Special Counsel to Wisconsin technical colleges and public school districts. The Firm actively participates in the Education Law Association, the National Association of College and University Attorneys, the Council of School Attorneys and the Wisconsin School Attorneys Association.

The Firm has been known for its innovative lawyers and business counselors since its incorporation in 1957. With more than 180 lawyers today, Godfrey & Kahn is one of Wisconsin's largest firms and offers its clients a full range of legal and business counseling. The Firm has offices in Madison, Milwaukee, Green Bay, Appleton and Waukesha, Wisconsin.

SERVICE OVERVIEW

In addition to providing a full range of legal services, Godfrey & Kahn will provide sound advice to Southwest Wisconsin Technical College, equipping it with the tools to address complex legal issues such as:

- ♦ **Labor & Employment.** The Firm serves as counsel for management in labor relations and employment matters, including, but not limited to, hiring and terminations, discrimination, employee benefits and compensation, collective bargaining and labor contract administration, grievances/arbitrations, Americans with Disabilities Act and Family and Medical Leave Act matters, workers' compensation and unemployment insurance and wage and hour laws.
- ♦ **Immigration.** Drawing on more than 15 years of experience with the United States Citizenship and Immigration Services Department (and its predecessor), the State Department, and the Department of Labor, we counsel our clients on the best strategy

for bringing foreign individuals into the country and maintaining their valid immigration status.

- ♦ **Litigation.** Members of the litigation team have extensive experience in state and federal trial and appellate courts, administrative agencies and a variety of tribunals and forums for alternative dispute resolution. Litigation attorneys regularly counsel and represent clients in such substantive areas as employment discrimination and other labor matters, contracts, financial services, shareholder disputes, dealer terminations, contested takeovers, regulatory enforcement actions, securities class actions, unfair competition, intellectual property (including trademarks, patents and copyrights), trade secrets, insurance coverage, creditors' rights, taxation, real estate, environmental claims, products liability, professional malpractice, civil RICO, trusts and estates, white collar crime and internal corporate investigations.
- ♦ **College Administration.** The Firm's lawyers assist with a variety of college governance and administration issues. With extensive experience in corporate governance and administration, Godfrey & Kahn's lawyers bring expertise to the table in such governance and administrative matters as consortium agreements, joint ventures, public finance, discrimination complaints, environmental and safety issues and Section 503 matters.
- ♦ **Education Law Issues.** The Firm has many years of experience in advising and defending on school law issues such as student matters including discipline/rights, FERPA, school negligence, claims, faculty discipline/termination, school authority, elections, collective bargaining, grievances/arbitration, financial aid, land use and general employment law.
- ♦ **Contract Law.** Godfrey & Kahn lawyers have extensive and deep experience involving contract law in a variety of practice areas including real estate, corporate and business transactions, employee benefits, environment and energy, financial institutions, health care, insurance, intellectual property, media, public finance, securities and tax.

All legal services are provided per authorization and direction of appropriate College officials. I coordinate and am responsible for all such services – regardless of who may actually provide them.

FEES AND BILLING

Our experience has indicated that it is not possible to accurately and professionally forecast the amount of time or effort that will be required to successfully conclude a particular legal proceeding. Accordingly, it is our firm policy not to set a flat fee for legal services.

Dr. Jason S. Wood, President
June 29, 2018
Page 3

Legal services provided by our firm are billed on an hourly basis. Legal services would include time spent in telephone conferences with authorized personnel and travel time. The present hourly rate for our attorneys performing legal services on your behalf is between \$250 and \$600 per hour. The present hourly rate for paralegals is between \$160 and \$220 per hour. The present hourly rate for law clerks is \$190 per hour. Rates charged depend on the experience level and expertise of the professional involving in providing the service. Certain specialized services may be billed at higher rates as agreed upon in advance.

We encourage our clients to discuss our policies regarding fees at any time. We know how important it is for our clients to be aware of the legal fees they are incurring, not only so they can properly budget, but also so they can have as much control as possible over the cost of the legal services they purchase. We want to communicate openly with our clients regarding fees, to ensure that the services we provide correspond to the level of service our clients wish to purchase, and to ensure that our billing procedures meet our clients' needs. We recommend that you establish a procedure/policy detailing who at the College may engage our services.

Our monthly statements for services rendered reflect the normal and customary charges for professional services provided to our clients. In addition to the matters outlined above, our clients are charged for normal out-of-pocket expenses such as mileage at the current IRS rate. Long distance and cellular phone calls are charged at cost.

Our firm regularly employs LEXIS and WESTLAW computerized research on various legal projects. All LEXIS and WESTLAW time will be billed at normal rates. Because LEXIS is capable of quickly researching and retrieving the law on many issues, we have found that LEXIS research is often more cost efficient than traditional manual research.

Our firm also uses its computer capabilities for various other functions, including data analysis, cost analysis and projects requiring a data base. Our computer system has the best technology available for retention of documents. The system provides us with the ability to quickly and efficiently revise documents in any of our offices.

The normal billing period is monthly and a monthly statement would itemize all services rendered and charges incurred during the previous month by date, detail of services rendered, authorizer, total charges, as well as itemized expenses. Our invoices are due upon receipt.

ESTIMATES

Estimates are provided only for the accommodation of our clients and ARE NOT QUOTES. We cannot anticipate or control the amount of time required to properly complete the legal matters that we are retained to handle. For example, a client may ask us to perform tasks that do not require a lawyer's expertise and that are normally carried out by our clients themselves. Or, opposing counsel may take unexpected actions that result in a greater expenditure of our time than is ordinarily required. Many other factors, too numerous to

describe, can have a similar effect. Accordingly, despite our desire to provide our clients with useful estimates, it is difficult to do so and our actual fees normally vary, in some cases considerably, from the estimates we provide.

SERVICE CORPORATION

Godfrey & Kahn, S.C. is organized as a service corporation under the Wisconsin Business Corporation Law. Shareholders of corporations, including shareholders of service corporations, generally are not personally responsible for the liabilities and obligations of the corporation. Accordingly, while each Godfrey & Kahn shareholder is individually responsible for all of his or her own work for clients, our shareholders are not personally liable for the acts of our other lawyers unless they were supervising the work in question.

TERMINATION OF ENGAGEMENT

Either we or our client may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. In the event that we terminate the engagement, we will take such steps as are reasonably practical to protect the interests of our client in the matter and, if our client so requests, we will ordinarily suggest possible successor counsel and provide it with whatever papers our client has provided to us. If permission for withdrawal is required by a court, we will promptly apply for such permission, and our client will be obligated to promptly engage successor counsel.

CONCLUSION OF REPRESENTATION

Unless previously terminated, our representation of a client will terminate upon our sending our final statement for services rendered in the matter involved. Following such termination, any otherwise nonpublic information our client has supplied to us which is retained by us will continue to be kept confidential in accordance with applicable rules of professional conduct. Our files pertaining to the matter (as distinguished from our client's property and papers) will be retained by our firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers' work product such as drafts, notes, internal memoranda, and legal and factual research including investigative reports, prepared by or for the internal use of our lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

Dr. Jason S. Wood, President
June 29, 2018
Page 5

POST ENGAGEMENT MATTERS

Our firm is engaged to provide legal services in connection with specific transactions or matters. After completion of a transaction or matter, changes may occur in the factual circumstances or in the applicable laws or regulations that could have an impact upon our client's future rights and liabilities. Unless we are specifically engaged after completion of the transaction or matter to provide additional advice or services on issues arising from the transaction or matter, our firm has no continuing obligation to advise our client with respect to future legal developments.

CONFIRMATION OF STATUS – AUTHORITY TO ENGAGE

We believe our extensive experience representing educational institutions uniquely positions Godfrey & Kahn to completely and efficiently meet all of Southwest Wisconsin Technical College's legal needs. We understand and confirm that we serve at the pleasure of the College and agree that only authorized administrative personnel and members of the board may engage our services. We have enclosed additional information concerning our firm for your review.

Very truly yours,

GODFREY & KAHN, S.C.



Jon E. Anderson

JEA:trnh

GODFREY & KAHN, S.C. FIRM OVERVIEW

Godfrey & Kahn, S.C. offers its clients a full range of legal and business counseling services. The Firm's practice is predominantly business-oriented, providing comprehensive advice to a clientele ranging from individuals, small businesses and governmental entities to large, privately and publicly held national and international corporations.

On January 1, 2000, we joined practices with the 55-year old LaFollette Sinykin firm in Madison. This combination added 30 lawyers, complementary experience and practice areas, and a rich heritage in the state of Wisconsin. We now have more than 180 attorneys in offices throughout the state: Milwaukee Appleton, Green Bay, Madison, and Waukesha.

The Firm was founded in 1957 by Dudley Godfrey, Jr. and Gerald Kahn who originally specialized in tax and estate planning. Their clients, many of whom owned small to medium-sized businesses, began asking for advice on other business matters. In response to clients' changing needs, Godfrey & Kahn expanded its area of practice to encompass all clients' business legal needs, including general corporate, corporate finance, mergers and acquisitions, real estate, health care, environmental, litigation and arbitration, international, public finance, securities, intellectual property, bankruptcy and creditors' rights, employee benefits, labor and employment law, estate and financial planning, trust and estate administration, taxation, and services for financial institutions. The Firm is now in its second generation of leadership and has become one of Wisconsin's largest law firms.

COMMITMENT TO OUR CLIENTS

At Godfrey & Kahn, we believe our clients come first and we will do everything necessary within the bounds of the law and ethics to help them achieve their goals. It is this commitment to client service that has been the source of our success.

Our Firm has built a relationship of trust and confidence with its clients by developing innovative solutions in the course of providing excellent legal advice and client service. We have earned a reputation for helping clients identify and seize growth opportunities. We have developed considerable experience in structuring and facilitating complex transactions. Getting the job done for the client appropriately and cost-effectively is our highest priority. Representative clients include Marshall & Ilsley Corp., Manpower Inc., Kohl's Department Stores, Strong Capital Management, Inc., Schneider National Inc., Krueger International Inc., Dean Medical Center and Dane County.

INTERNATIONAL NETWORK

Godfrey & Kahn is a member of TerraLex®, a network of independent law firms in countries throughout the world. Our membership enables us to better serve our clients' international interests from Anguilla to Zimbabwe and points in between. Membership in TerraLex® is by invitation only, and our Firm is proud to have been chosen as the exclusive member for Wisconsin.

EFFICIENCY

Godfrey & Kahn continually strives to improve our level of service. Our Firm makes every effort to staff matters with the appropriate number of lawyers with the level of experience needed to obtain the best solution for the client. We train our associates to understand our clients' needs, as well as to pursue excellence in the practice of law. Our lawyers are also supported by a staff of well-trained, experienced paralegals and administrative personnel to ensure that work is completed at the most cost-effective level for the client.

Our efficiency is further enhanced by the Firm's commitment to the latest technology, including voice and data networking of all offices, document management systems to increase the speed of document production and to enable sharing of information relating to our clients' legal and business needs, a docketing system to ensure work is performed within client or court deadlines, as well as computer research systems such as Lexis, Westlaw, and a wide range of Internet resources which are easily accessible to both attorneys and support staff. Clients can be linked to our e-mail system to enhance the communication of drafts and status reports.

VALUE

In its formative years, the Firm served smaller clients that were keenly aware of receiving the best value for their legal dollar. We have maintained this sensitivity to providing value as the Firm has grown and its clients have grown with it.

We not only strive to provide the highest quality legal services to our clients, but also to assist them in anticipating and budgeting their legal needs. We see our role in working with our clients as contributing to their long-term success by providing counsel and solving problems. Knowing our clients enables us to identify opportunities for them and take an active role in helping them achieve their goals.

STAFFING

Our clients have access to the skills and experience of all Godfrey & Kahn lawyers. Depending on the needs of the particular client, the best lawyer or team of lawyers will be designated to serve that client to complete the project.

Dr. Jason S. Wood, President
June 29, 2018
Page 8

Our lawyers are listed in publications that include *The Best Lawyers in America*, *Who's Who in America*, *Who's Who in American Law*, *Who's Who in the World*, *Who's Who of Emerging Leaders in America*, and *Who's Who in Finance and Industry*.

COMPREHENSIVE AREAS OF PRACTICE

Corporate, Securities and Commercial

Godfrey & Kahn provides a wide range of legal services for corporations, partnerships, proprietorships, and other forms of business organizations. Among the services we regularly provide are formation of corporations, partnerships, joint ventures and other business entities; representation in mergers, acquisitions, takeovers and recapitalizations; sales and purchases of securities; investment financing counsel; business planning and advice; loan and other transactional work. In providing service in these areas, our corporate attorneys offer assistance, both directly and through the Firm's practice areas, regarding tax matters, employee benefits, environmental problems, and real estate issues.

In the area of mergers and acquisitions, Godfrey & Kahn has represented purchasers, sellers, lenders, investment bankers, and investors in both private and public transactions. We have participated in leveraged, non-leveraged, and contested acquisitions. Godfrey & Kahn's experience with mergers and acquisitions also includes working with publicly traded clients on methods to maximize stockholder value and takeover defense planning.

Godfrey & Kahn's corporate finance practice has involved the representation of issuers, underwriters, lenders and investors in a wide variety of financing matters, including public offerings of securities, private placements, and commercial loans. These transactions have included a wide range of debt and equity securities such as common stock, preferred stock, straight and convertible notes, debentures and bonds, warrants, mortgage-backed instruments, and secured obligations.

Environmental and Energy

The Environmental and Energy Law practice group at Godfrey & Kahn has represented municipal and industrial clients in connection with a wide array of environmental and energy issues. The Group's environmental practice includes broad experience in the solid and hazardous waste, water, and air regulatory areas. In addition to counseling businesses with respect to the environmental regulation of their day-to-day business operations, the Environmental Law Practice Group represents companies in connection with mergers and acquisitions. This Practice Group has gained prominence in representing private and municipal clients in numerous Brownfields transactions. Some of the more prominent Brownfields engagements include the first transaction under the Land Recycling Act. The Practice Group also has the distinction of representing a municipality in the largest transaction to date under the Land Recycling Act.

The Group's energy practice includes representation of industrial users in negotiating energy contracts in the natural gas arena; representation of the equity financier's interests in the first independent power project in the state of Wisconsin; representing industry as intervenors in rate cases; and representing the largest business trade association on regulatory issues involving electrical issues in the State of Wisconsin.

Estate and Financial Planning

Godfrey & Kahn's Estate and Financial Planning Practice Group is composed of individuals who have a wide range of experience in all aspects of wealth transfer techniques, including coordinated lifetime giving and testamentary transfer plans, as well as probate procedures and related federal and state transfer tax and income tax laws. Priding themselves on employing creative strategies in estate planning, the Firm's attorneys have extensive experience in wealth transfer planning for owners of closely held businesses. The Firm also provides extensive trust and estate administration services, including the preparation of federal and state transfer tax returns and fiduciary income tax returns.

Financial and Business Restructuring

The Godfrey & Kahn Financial and Business Restructuring Practice Group has represented debtors and secured and unsecured creditors in matters ranging from informal workouts to sophisticated corporate reorganizations. Over the last several years, the Firm has served as debtor's counsel in some of the largest corporate reorganizations in the State. It has also served as counsel to bank clients in similar matters and has represented clients who were unsecured creditors in a number of cases in Wisconsin and nationally. While its primary emphasis has been representing clients in corporate reorganizations, the Firm has represented individuals in various forms of debt restructuring and workouts. The Practice Group also works closely with the Firm's corporate attorneys in representing clients acquiring entities involved in bankruptcy proceedings and its other attorneys in areas such as ERISA and intellectual property when creditor-related issues arise.

Financial Institutions

Godfrey & Kahn provides responsive, practical solutions for the complex issues facing financial institutions. Our Financial Institutions Practice Group has substantial experience in representing large bank holding companies located both within and outside of Wisconsin, smaller regional and community banks and holding companies, savings associations, finance companies, credit card issuers, mortgage banking companies, trade associations, and electronic financial processing providers.

The Firm's attorneys have represented many such institutions in matters as diverse as bank acquisitions, thrift conversions, hostile takeovers, formations of new banks and holding companies, deployment of nationwide ATM networks, branch sales, consumer credit, mortgage banking, real estate and commercial lending, new product development, corporate restructuring, securities offerings (including trust preferred securities), employment matters, executive

compensation, compliance and regulatory matters, participation in rule making for administrative bodies, loan workout and litigation, and electronic banking.

The Firm recognizes the pace of change in the financial services industry and the need to be easily available to clients. Equally important is the Practice Group's ability to anticipate and advise clients of new legislative and regulatory developments, which will affect their business. For example, Godfrey & Kahn recently agreed to provide the Financial Services Compliance Network ("FSCN") with regular updates of recent legislative and regulatory developments governing banking, securities, and insurance in the State of Wisconsin. FSCN is a service offered over the Internet that provides a comprehensive set of resources for individuals concerned with banking, securities, and insurance compliance.

As a service to our clients, our attorneys speak frequently on financial institutions related topics. They also distribute *Updates* and *Alerts* on timely issues that affect our clients' businesses.

Health Care

The Firm's Health Care Practice consists of the representation of health care professionals, their businesses and medical practice organizations and other health care providers, including nursing facilities, rehabilitation and home health agencies and other diagnostic and treatment facilities and providers. The Firm's health care attorneys focus on providing sound practical business advice as part of providing full range of legal counsel (including antitrust, Medicare/Medicaid reimbursement and Fraud and Abuse, tax, securities, contract, corporate and intellectual property law advice) with respect to the formation, operation and/or merger of corporations, limited liability companies and partnerships; the purchase and sale of professional practices; compliance with government regulations affecting health care providers; negotiation and preparation of all types of contracts, including joint venture agreements, loan agreements, provider agreements, employment agreements, stockholder agreements, employee benefit plans and leases.

The Health Care Practice Group is very active in representing health care organizations involved in practice and business acquisitions, the organization of both horizontally and vertically integrated delivery systems and the structuring and negotiation of managed care risk agreements and ventures, all in response to the sweeping reforms of the health care industry demanded by current market conditions.

Intellectual Property, Patents, Trademarks and Copyrights

Godfrey & Kahn's Intellectual Property Practice Group provides counsel to research, manufacturing companies, service companies, distributors, retailers, and individuals. Working closely with the corporate, litigation, and other practice groups within the Firm, this Practice Group focuses on the protection of technology innovation and creation in all fields of endeavor. Services offered by the Group include: negotiation and preparation of confidentiality, licensing, and other technology transfer agreements; patentability, trademark, and copyright clearance investigations; preparation and prosecution of patent, trademark, and copyright applications;

patent, trademark, and copyright infringement and validity studies; and enforcement of intellectual property rights, including unfair competition, antitrust, and trade dress infringement litigation.

International

As Godfrey & Kahn's clients' business activities have expanded internationally, our legal services have also grown to include this area of expertise. In addition to providing counsel on import/export transactions, agency and distribution arrangements, the Firm advises foreign subsidiaries of its American corporate clients and has assisted them in establishing a variety of joint-venture and technology transfer relationships and acquiring foreign operations and companies. The Firm also provides legal and business advice for an increasing number of foreign direct investments in the United States by corporate clients from such countries as Switzerland, France, Finland, England, Germany, Sweden and Denmark. These investments have included the acquisition of existing manufacturing companies and the establishment of "start up" operations. The Firm has handled the registration of American Depository Receipts and related securities matters for publicly traded foreign concerns in addition to serving foreign corporate clients in connection with complex United States securities laws matters. We have also represented clients in international arbitrations in London, Paris, The Hague, Zurich, Vienna, New York and Chicago.

In addition to their legal skill and experience in this area, members of the International Practice Group have significant familiarity with the cultural practices of many regions. Members of the Practice Group have lived in various countries in Europe, Africa, the former Soviet Union, Japan, India and Mexico and are familiar with the cultural and legal systems in those regions. We have lawyers fluent in German, French, Spanish, Japanese, and Russian.

Our International Practice Group is comprised of lawyers from various practice groups, including corporate, tax, litigation, real estate, and estate and financial planning. They use their familiarity with the cultures, languages and business practices of many nations and regions of the world as well as their substantial international legal knowledge and experience to meet our clients' diverse needs.

Labor and Employment Law

The Firm regularly offers counsel in the increasingly complex area of private and public sector labor law. Representing primarily employers, the Firm has experience in a full range of public and private sector labor law matters, including union avoidance and response to union organizational efforts; representation issues and unfair labor practice proceedings; collective bargaining negotiations; anticipating and dealing with work stoppages; grievance processing and arbitration; litigation involving claims of discrimination and wrongful discharge; compliance issues under federal and state wage and hour laws; employee safety requirements; workers and unemployment compensation matters; review, analysis, or development of personnel procedures, including employment contracts, collective bargaining agreements, personnel manuals and

policies, and employment benefits and salary programs; formulating and conducting employment relations training programs for management officials; counsel concerning employment severance through discharge, layoff, contract-nonrenewal, early retirement and career alternative programs; advice concerning equal employment opportunity practices and affirmative action matters; prohibited practices proceedings and interest arbitration disputes. The Firm regularly practices before the Wisconsin Employment Relations Commission, the National Labor Relations Board, Wisconsin Department of Industry, Labor and Human Relations and the Equal Employment Opportunity Commission.

A significant portion of the Firm's effort in this area is devoted to proactive labor strategies. Godfrey & Kahn's labor attorneys regularly provide counsel regarding hiring, promotion, and termination decisions; preparation of personnel policy manuals and other documents; presentation of supervisor training sessions; development of employee communication systems; creation of incentive plans; and affirmative action plan development and counseling. This Practice Group also works closely with corporate attorneys in connection with the often significant labor law issues involved in corporate mergers and acquisitions.

Litigation

Largely commercial in nature, the Litigation Practice at Godfrey & Kahn reflects the problems typically encountered by our clients. Members of the Litigation Group have extensive experience in state and federal trial and appellate courts, administrative agencies, and a variety of tribunals and forums for alternative dispute resolution. Litigation group attorneys regularly counsel and represent clients in such substantive areas as contracts, shareholder disputes, dealer terminations, contested takeovers, securities actions, unfair competition, intellectual property (including trademarks, patents, and copyrights), trade secrets, insurance coverage, creditors' rights, taxation, real estate, the environment, products liability, professional malpractice, civil RICO, trusts and estates, white collar crime, internal corporate investigations, and employment discrimination and other labor matters. In recent years, the Firm's litigation clients have included Fortune 500 companies, major financial institutions, governmental agencies, closely held corporations and partnerships, and service corporations, as well as individuals and estates.

Our litigators view each lawsuit in the larger context of the client's business operations or personal interests. As a result, they strive not only to reduce the adverse impact of litigation upon the client's affairs but, to whatever extent possible, to integrate the litigation into the client's overall business or personal strategy.

Public Sector

Godfrey & Kahn's Public Sector Practice Group provides counsel to a diverse group of counties, municipalities, school districts, technical colleges and special districts in labor law matters, school law, and general municipal law.

Dr. Jason S. Wood, President
June 29, 2018
Page 13

In regards to school law, specifically technical colleges such as Southwest Wisconsin Technical College, the Firm is general counsel to Madison Area Technical College and Blackhawk Technical College, among others throughout the state.

In the general municipal law area, the Firm serves as both general counsel and special counsel to municipal clients around the state. As general counsel, our public sector attorneys address a myriad of general municipal law issues on a regular basis. In addition, the Firm is retained on a regular basis by municipalities as special counsel to provide legal advice on general municipal law issues.

Real Estate

The Godfrey & Kahn Real Estate Practice Group consists of attorneys who have extensive experience in all aspects of real estate law and practice. These attorneys represent lending institutions (including banks and insurance companies), owners, developers, contractors, construction managers, brokers, and others in buying, selling, leasing, financing, managing, and improving real estate. The Practice Group continuously interacts with all levels of government to assure compliance with applicable governmental requirements and frequently participates in negotiating the terms of various agreements between local government and private developers. In addition, the Real Estate Group works closely with the Firm's environmental, public finance, and tax groups to coordinate and manage the various issues that often arise in real estate transactions.

Tax and Employee Benefits

The Godfrey & Kahn Tax and Employee Benefits Practice Group provides advice and assistance to clients on income tax and other federal, state, and local tax matters, as well as matters in the closely related areas of employee benefits and executive compensation. Experienced in both domestic and international matters, the Practice Group assists in structuring transactions on a tax-efficient basis, represents clients and tax controversies before governmental agencies and the courts, assists with tax matters relating to clients' business operations, and offers tax counsel in a variety of other areas. The Practice Group also provides counseling on the creation and administration of pension plans, employee stock ownership plans, profit-sharing and 401(k) plans, executive compensation programs, and health and welfare benefit arrangements.

Dr. Jason S. Wood, President
June 29, 2018
Page 14

OFFICES

Godfrey & Kahn has established offices throughout Wisconsin. The Firm's expansion reflects its ongoing efforts to effectively serve its clients' needs and its commitment to the businesses and governmental agencies located or doing business within the State of Wisconsin.

Milwaukee Office

833 E. Michigan Street, Suite 1800
Milwaukee, WI 53202-5615
Phone: 414-273-3500
Fax: 414-273-5198

Appleton Office

P.O. Box 2728
100 West Lawrence
Appleton, WI 54913-2728
Phone: 920-830-2800
Fax: 920-830-3530

Green Bay Office

200 South Washington Street
Suite 100
Green Bay, WI 54301-4298
Phone: 920-432-9300
Fax: 920-436-7988

Madison Office

Godfrey & Kahn
One East Main Street, Suite 500
P.O. Box 2719
Madison, WI 53701-2719
Phone: 608-257-3911
Fax: 608-257-0609

Waukesha Office

N21 W23350 Ridgeview Parkway
Waukesha, WI 53188
Phone: 262-951-7000
Fax: 262-951-7001



411 East Wisconsin Avenue
Suite 2350
Milwaukee, Wisconsin 53202-4426
414.277.5000
Fax 414.271.3552
www.quarles.com

Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Naples
Phoenix
Scottsdale
Tampa
Tucson
Washington, D.C.

June 27, 2018

VIA EMAIL

Mr. Caleb White
Vice President for Administrative Services
Southwest Wisconsin Technical College District
1800 Bronson Boulevard
Fennimore, WI 53809

Scope of Engagement Re: Proposed Issuance of \$4,000,000 Southwest Wisconsin Technical College District (the "District") General Obligation Promissory Notes (the "Securities")

Dear Caleb:

We are pleased to be working with you again as the District's bond counsel. Thank you for your confidence in us.

The purpose of this letter is to set forth the role we propose to serve and responsibilities we propose to assume as bond counsel in connection with the issuance of the above-referenced Securities. If you have any questions about this letter or the services we will provide, or if you would like to discuss modifications, please contact me.

Role of Bond Counsel

Our bond counsel engagement is a limited, special counsel engagement. Bond counsel is engaged as a recognized independent expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of municipal obligations. If you desire additional information about the role of bond counsel, we would be happy to provide you with a copy of a brochure prepared by the National Association of Bond Lawyers.

As bond counsel we will: examine applicable law; prepare authorizing and closing documents; consult with the parties to the transaction, including the District's financial advisor or underwriter or placement agent, prior to the issuance of the Securities; review certified proceedings; and undertake such additional duties as we deem necessary to render the bond counsel opinion described below. As bond counsel, we do not advocate the interests of the District or any other party to the transaction. We assume that the parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction.

Subject to the completion of proceedings to our satisfaction, we will render our opinion that:

- 1) the Securities are valid and binding general obligations of the District;

QB\52820175.1

Mr. Caleb White
June 27, 2018
Page 2

- 2) all taxable property in the territory of the District is subject to ad valorem taxation without limitation as to rate or amount to pay the Securities; and
- 3) the interest paid on the Securities will be excludable from gross income for federal income tax purposes (subject to certain limitations which may be expressed in the opinion).

The bond counsel opinion will be executed and delivered by us in written form on the date the Securities are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date.

Upon delivery of the opinion, our responsibilities as bond counsel will be concluded with respect to this financing; specifically, but without implied limitation, we do not undertake (unless separately engaged) to provide any post-closing compliance services including any assistance with the District's continuing disclosure commitment, ongoing advice to the District or any other party concerning any actions necessary to assure that interest paid on the Securities will continue to be excluded from gross income for federal income tax purposes, or participating in an Internal Revenue Service, Securities Exchange Commission or other regulatory body survey or investigation regarding or audit of the Securities.

In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation.

The services we will provide under this engagement are strictly limited to legal services. We are neither qualified nor engaged to provide financial advice and we will make no representation about the desirability of the proposed plan of finance, the feasibility of the projects financed or refinanced by the Securities, or any related matters.

Diversity of Practice; Consent to Unrelated Engagements

Because of the diversity of practice of our firm, members of our firm other than those who serve you may be asked to represent other clients who have dealings with the District regarding such matters as zoning, licensing, land division, real estate, property tax or other matters which are unrelated to our bond counsel work. Ethical requirements sometimes dictate that we obtain the District's consent to such situations even though our service to you is limited to the specialized area of bond counsel. We do not represent you in legal matters regularly, although we may be called upon for special representation occasionally, and our bond counsel work does not usually provide us information that will be disadvantageous to you in other representations. We do not believe that such representations of others would adversely affect our relationship with you, and we have found that local governments generally are agreeable to the type of unrelated representation described above. We would like to have an understanding with you that the District consents to our firm undertaking representations of this type. Your approval of this letter will serve to confirm that the District has no objection to our representation of other clients who have dealings with the District, unrelated to the borrowing and finance area or any other area in which we have agreed to serve it. If you have any questions or would like to discuss this consent further, please call us.

QB\52820175.1

Mr. Caleb White
June 27, 2018
Page 3

We also want to advise you that from time to time we represent financial advisors, placement agents and underwriters of municipal obligations. In transactions that are not related to the issuance of the Securities and our role as bond counsel, we have served and presently serve as counsel to Baird. We expect to be asked to represent advisors, agents and underwriters, including Baird, in future transactions that are similarly unrelated to the issuance of the Securities and our engagement as bond counsel and disclosure counsel. We do not believe that our representation of such clients on unrelated matters will in any way limit our representation of the District. By engaging our services under the terms of this letter, the District consents to our firm undertaking representations of such clients on unrelated matters as described above now and in the future.

A form of our opinion and a form of a Continuing Disclosure Certificate (which we may prepare) may be included in the Official Statement or other disclosure document for the Securities. However, as bond counsel, we will not assume or undertake responsibility for the preparation of an Official Statement or other disclosure document with respect to the Securities, nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document. If an Official Statement or other disclosure document is prepared and adopted or approved by the District, we will either prepare or review any description therein of: (i) Wisconsin and federal law pertinent to the validity of the Securities and the tax treatment of interest paid thereon and (ii) our opinion.

Fees

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee will be \$7,250. Such fee and expenses may vary: (i) if the principal amount of Securities actually issued differs significantly from the amount stated above, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time, expenses or responsibility. Our fees and expenses may increase if the Securities are insured by a municipal bond insurance company, as municipal bond insurance companies require additional opinions and documents. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. It is our understanding that our fee will be paid out of proceeds of the Securities at Closing.

If, for any reason, the financing is not consummated or is completed without the rendition of our opinion as bond counsel, we will expect to be compensated at our normal hourly rates for time actually spent, plus out-of-pocket expenses. Our fee is usually paid either at the Closing out of proceeds of the Securities or pursuant to a statement rendered shortly thereafter. We customarily do not submit any statement until the Closing unless there is a substantial delay in completing the financing.

Terms of Engagement

Either the District or Quarles & Brady may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. If the District terminates our services, the District is responsible for promptly paying us for all fees, charges, and expenses incurred before the date we receive termination. We reserve the right to withdraw from representing the District if,

QB\52820175.1

Mr. Caleb White
June 27, 2018
Page 4

among other things, the District fails to honor the terms of this engagement letter – including the District's failing to pay our bills, the District's failing to cooperate or follow our advice on a material matter, or our becoming aware of any fact or circumstance that would, in our view, render our continuing representation unlawful or unethical.

Unless previously terminated, our representation will terminate when we send to the District (or its representative) our final bill for services rendered. If the District requests, we will promptly return the District's original papers and property to you, consistent with our need to ensure payment of any outstanding bills. We may retain copies of the documents. We will keep our own files, including attorney work product, pertaining to our representation of the District. For various reasons, including the minimization of unnecessary storage expenses, we may destroy or otherwise dispose of documents and materials a reasonable time after termination of the engagement.

District Responsibilities

We will provide legal counsel and assistance to the District in accordance with this letter and will rely upon information and guidance the District and its personnel provide to us. We will keep the District reasonably informed of progress and developments, and respond to the District's inquiries. To enable us to provide the services set forth in this letter, the District will disclose fully and accurately all facts and keep us apprised of all developments relating to this matter. The District agrees to pay our bills for services and expenses in accordance with this engagement letter. The District will also cooperate fully with us and be available to attend meetings, conferences, hearings and other proceedings on reasonable notice, and stay fully informed on all developments relating to this matter.

Limited Liability Partnership

Our firm is a limited liability partnership ("LLP"). Because we are an LLP, no partner of the firm has personal liability for any debts or liabilities of the firm except as otherwise required by law, and except that each partner can be personally liable for his or her own malpractice and for the malpractice of persons acting under his or her actual supervision and control. As an LLP we are required by our code of professional conduct to carry at least \$10,000,000 of malpractice insurance; currently, we carry coverage with limits substantially in excess of that amount. Please call me if you have any questions about our status as a limited liability partnership.

Conclusion and Request for Signed Copy

If the foregoing terms of this engagement are acceptable to you, please so indicate by returning a copy of this letter dated and signed by an appropriate officer, retaining the original for your files. If we do not hear from you within thirty (30) days, we will assume that these terms are acceptable to you, but we would prefer to receive a signed copy of this letter from you.

QB\52820175.1

Mr. Caleb White
June 27, 2018
Page 5

We are looking forward to working with you and the District in this regard.

Very truly yours,

QUARLES & BRADY LLP



Allison M. Buchanan

AMB:MJA:tah
#870766.00022

cc: Ms. Kelly Kelly (via email)
Ms. Ashley Crubel (via email)
Ms. Karen Campbell (via email)
Mr. John A. Mehan (via email)
Ms. Amy Young (via email)
Ms. Katherine Voss (via email)
Mr. Brian Lanser (via email)
Ms. Mary Achterhof (via email)

Accepted and Approved:

SOUTHWEST WISCONSIN TECHNICAL
COLLEGE DISTRICT

By: _____

Its: _____
Title

Date: _____

QB\52820175.1

K. Election of Officers

Election of District Board officers for the 2018-19 fiscal year will be conducted at this time.

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

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

Board Monitoring of College Effectiveness

A. Compensation Reclassification/Wage Progression Policy

Krista Weber will present a Compensation Reclassification/Wage Progression Policy for consideration. The policy will be available at the Board meeting.

B. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available below.

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Dan Schildgen	Automotive Technician Instructor	Offer Pending	8/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000
2	Replacement - Steve McCauley	Electromechanical Technician Instructor	Offer Pending	8/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000
3	Replacement - Nancy Devlin	Bookstore Assistant - 2 positions, Part-time, LTE (ending 6/30/2019)	Lori Wiest & Jennifer Rice	6/25/2018	Hourly Band A13 \$16.42 - \$19.70 Lori-Hired at \$17.00; Jen-Hired at \$16.42
4	Replacement - Snehal Shirke	Communications Instructor	Offer Pending	8/1/2018	MS \$52,202-\$83,000
5	Replacement - Jeff Domink	Animal Science Instructor	Interviews Scheduled	8/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000
6	Replacement - Chyme Stimart	Student Services Records Specialist	Interviews Scheduled	7/15/2018	Hourly Band A13 \$16.42 - \$19.70

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	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
8	New Position	Public Relations Manager	Interviews Scheduled	7/9/2018	Salary Band C44 \$53,671 - \$75,139
9	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Posted	7/1/2018	Houly Band B24 \$20.32 - \$26.41
10	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Interviews Scheduled	7/1/2018	Houly Band B24 \$20.32 - \$26.41
11	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	Posted	8/1/2018	MS \$52,202-\$83,000
12	New Position	Disability Services Specialist - 75%	Interviews Scheduled	7/30/2018	Salary Band C42 \$47,777-\$66,888

Staffing Update 2018-19 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	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
14	New Position	Regional Engagement Coordinator - Richland Center Outreach	Posted	8/1/2018	Salary Band C43 \$50,394-\$70,552
15	New Position	Regional Engagement Coordinator - Darlington Outreach	Hold	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	06-26-17 Students	06-25-18 Students	Student Change	06-26-17 FTE	06-25-18 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	112	24	61.47	84.13	22.67
10-530-5	Cancer Information Management	36	72	36	20.87	40.03	19.17
10-504-X	Criminal Justice Studies	51	60	9	46.70	46.20	(0.50)
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	35.00	35.53	0.53
10-325-1	Golf Course Management	14	17	3	14.10	16.83	2.73
10-201-2	Graphic And Web Design	41	36	(5)	35.40	31.73	(3.67)
10-530-1	Health Information Technology	46	61	15	27.83	34.60	6.77
10-520-3	Human Services Associate	54	40	(14)	38.53	30.33	(8.20)

Program Code	Program Title	06-26-17 Students	06-25-18 Students	Student Change	06-26-17 FTE	06-25-18 FTE	FTE Change
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	206	(18)	122.13	104.27	(17.87)
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
	Total Associate Degree	1,015	1,080	65	694.60	724.80	30.20
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 (NEW)	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	68	11	14.20	16.90	2.70
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

Program Code	Program Title	06-26-17 Students	06-25-18 Students	Student Change	06-26-17 FTE	06-25-18 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	11	7	(4)	1.60	1.10	(0.50)
31-620-1	Industrial Mechanic (ETD)	7	6	(1)	5.03	4.20	(0.83)
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	223	5	26.20	26.10	(0.10)
31-106-8	Office Support Specialist	6	2	(4)	5.73	0.70	(5.03)
50-427-5	Plumbing Apprentice	22	18	(4)	3.06	3.40	0.34
31-420-7	Precision Machining Technology (NEW)	1	8	7	1.03	8.00	6.97
31-504-5	Security Operations (ETD) (NEW)		2	2		1.20	1.20
31-182-1	Supply Chain Assistant (ETD)	1	6	5	0.43	2.33	1.90
31-442-1	Welding	72	64	(8)	53.43	51.20	(2.23)
	Total Technical Diploma	772	761	(11)	371.26	337.90	(33.36)
20-800-1	Liberal Arts - Associate of Arts	16	18	2	6.83	5.93	(0.90)
20-800-2	Liberal Arts - Associate of Science	15	26	11	5.57	10.17	4.60
	Undeclared Majors	356	523	167	54.40	90.57	36.17
	Total	2,174	2,408	234	1,132.66	1,169.37	36.71
	Percent of Change						3.24%
	Vocational Adult (Aid Codes 42-47)	3,802	3,818	16	69.91	76.25	6.34
	Community Services (Aid Code 60)	60	42	(18)	0.35	0.20	(0.15)
	Basic Skills (Aid Codes 73,74,75,76)	410	347	(63)	47.07	46.93	(0.13)
	Basic Skills (Aid Codes 77 & 78)	1,020	934	(86)	81.80	60.87	(20.93)
	Grand Total	7,466	7,549	83	1,331.78	1,353.61	21.83
	Total Percent of Change						1.64%
	(ETD= Embedded Technical Diploma)						

2018-19 Comparison FTE Report

		2017-2018 and 2018-2019 FTE Comparison					
Program Code	Program Title	06-26-17 Students	06-25-18 Students	Student Change	06-26-17 FTE	06-25-18 FTE	FTE Change
10-101-1	Accounting	25	21	(4)	11.50	9.63	(1.87)
10-106-6	Administrative Professional	7	-	(7)	3.63	-	(3.63)
10-006-2	Agri-Business/Science Technology (OLD)	6	1	(5)	1.37	0.10	(1.27)
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)	24	13	(11)	13.97	6.93	(7.03)
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	22	25	3	12.70	14.60	1.90
10-102-3	Business Management	78	82	4	35.40	35.03	(0.37)
10-530-5	Cancer Information Management	52	76	24	23.13	28.90	5.77
10-504-5	Criminal Justice Studies	55	53	(2)	25.90	26.10	0.20
10-316-1	Culinary Arts	17	9	(8)	7.97	4.93	(3.03)
10-317-1	Culinary Management	6	6	-	2.10	3.20	1.10
10-510-6	Direct Entry Midwife	30	33	3	12.17	10.87	(1.30)
10-307-1	Early Childhood Education	30	48	18	15.33	22.70	7.37
10-620-1	Electromechanical Technology	27	32	5	13.97	16.87	2.90
10-325-1	Golf Course Management	13	20	7	6.67	10.33	3.67
10-201-2	Graphic And Web Design	28	32	4	14.90	15.43	0.53
10-530-1	Health Information Technology	53	46	(7)	21.07	18.33	(2.73)
10-520-3	Human Services Associate	28	29	1	14.60	13.87	(0.73)
10-825-1	Individualized Technical Studies	5	7	2	3.23	3.10	(0.13)
10-620-3	Instrumentation and Controls Technology	1	4	3	0.53	2.20	1.67
10-150-X	IT-Network Specialist	23	37	14	10.17	16.30	6.13
10-513-1	Medical Laboratory Technician	12	12	-	6.07	4.77	(1.30)
10-543-1	Nursing - Associate Degree	173	179	6	50.23	56.37	6.13
10-531-1	Paramedic Technician	7	-	(7)	4.03	-	(4.03)
10-524-1	Physical Therapist Assistant	38	39	1	13.50	14.80	1.30
10-196-1	Leadership Development	28	22	(6)	9.03	6.27	(2.77)
10-182-1	Supply Chain Management	18	28	10	6.63	10.10	3.47
Total Associate Degree		817	870	53	346.07	360.50	14.43

Program Code	Program Title	06-26-17 Students	06-25-18 Students	Student Change	06-26-17 FTE	06-25-18 FTE	FTE Change
31-101-1	Accounting Assistant	5	5	-	1.97	1.63	(0.33)
30-531-6	Advanced EMT	-	2	2	-	0.27	0.27
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	33	4	13.83	16.93	3.10
31-475-1	Building Trades - Carpentry	8	9	1	3.87	4.27	0.40
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	-	1.93	1.93
31-502-1	Cosmetology	17	20	3	8.47	10.00	1.53
30-504-2	Criminal Justice-Law Enforcement 720 Academy	8	13	5	3.73	8.03	4.30
31-317-1	Culinary Specialist (ETD)	1	-	(1)	0.27	-	(0.27)
31-091-1	Dairy Herd Management (OLD)	1	-	(1)	0.73	-	(0.73)
30-508-2	Dental Assistant - Short Term	18	17	(1)	9.60	9.07	(0.53)
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	16.03	1.67
50-413-2	Electricity (Construction) Apprentice	-	9	9	-	0.60	0.60
30-531-3	Emergency Medical Technician	15	11	(4)	3.33	1.83	(1.50)
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	1.10	2.03	0.93
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)	4	1	(3)	2.00	0.20	(1.80)
31-154-6	IT-Computer Support Technician	8	13	5	2.40	5.20	2.80
31-513-1	Laboratory Science Technician	2	6	4	0.70	2.70	2.00
31-509-1	Medical Assistant	35	32	(3)	17.80	16.57	(1.23)
31-530-2	Medical Coding Specialist (ETD)	40	30	(10)	13.30	11.80	(1.50)
30-543-1	Nursing Assistant	93	81	(12)	11.13	9.50	(1.63)
31-106-8	Office Support Specialist	1	-	(1)	0.30	-	(0.30)
31-420-7	Precision Machining Technology	8	-	(8)	3.97	-	(3.97)
31-504-5	Security Operations (ETD)	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	37	(13)	26.53	18.63	(7.90)
	Total Technical Diploma	454	445	(9)	175.37	175.50	0.13

Program Code	Program Title	06-26-17 Students	06-25-18 Students	Student Change	06-26-17 FTE	06-25-18 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	7	16	9	1.37	3.00	1.63
20-800-2	Liberal Arts - Associate of Science	15	10	(5)	4.07	1.97	(2.10)
	Undeclared Majors	179	122	(57)	28.60	20.37	(8.23)
	Total	1,472	1,463	(9)	555.47	561.33	5.87
	Percent of Change						1.06%
	Vocational Adult (Aid Codes 42-47)	952	787	(165)	20.09	17.38	(2.71)
	Community Services (Aid Code 60)	17	0	(17)	0.07	-	(0.07)
	Basic Skills (Aid Codes 73,74,75,76)	96	28	(68)	4.87	0.47	(4.40)
	Basic Skills (Aid Codes 77 & 78)	137	93	(44)	4.60	-	(4.60)
	Grand Total	2,674	2,371	(303)	585.09	579.18	(5.91)
	Total Percent of Change						-1.01%
	(ETD= Embedded Technical Diploma)						

Fall 2018 Application Report

Program Application Comparison 2017/18 vs. 2018/19								
PROGRAM	CAP	07/04/17			07/26/18			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			26	26		17	17	-9
Accounting Assistant			6	6		4	4	-2
Agribusiness Science & Technology - Agbus Mgmt	20		11	11		12	12	1
Agribusiness Science & Technology - Agronomy	20		12	12		7	7	-5
Agribusiness Science & Technology - Agronomy Tech	20					1	1	1
Agribusiness Science & Technology - Animal Science	20		16	16		15	15	-1
Agricultural Power & Equipment Technician	22		30	30		20	20	-10
Auto Collision Repair & Refinish Technician	22		9	9		9	9	0
Automotive Technician	22		29	29		22	22	-7
Building Trades-Carpentry	20		14	14		10	10	-4
Business Management			59	59		41	41	-18
Cancer Information Management	30		57	57	23	61	84	27
Child Care Services	13		5	5		6	6	1
CNC Machine Operator/Programmer	5					4	4	4
Cosmetology	24		24	24		15	15	-9
Criminal Justice Studies	70		62	62		33	33	-29
Culinary Arts			19	19		5	5	-14
Culinary Management			4	4		2	2	-2
Culinary Specialist			2	2		0	0	-2
Dental Assistant	18		26	26		25	25	-1
Early Childhood Education	28		25	25		28	28	3
Electrical Power Distribution	24		86	86		68	68	-18
Electro-Mechanical Technology	24		19	19		20	20	1
Farm Operations & Management - Ag Mechanics	20		7	7		7	7	0
Farm Operations & Management - Crops Operations	20		1	1		1	1	0
Farm Operations & Management - Crops	20		1	1		0	0	-1
Farm Operations & Management - Dairy	20		8	8		13	13	5
Farm Operations & Management - Dairy Technician	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			11	11		10	10	-1
Graphic and Web Design	25		24	24		17	17	-7
Health Information Technology	22		38	38	9	22	31	-7
Human Services Associate	31		25	25		19	19	-6
Industrial Mechanic	6		5	5		2	2	-3
Instrumentation and Controls Technology	6		1	1		5	5	4
IT-Computer Support Technician			11	11		15	15	4
IT-Network Specialist			17	17		29	29	12
Laboratory Science Technician	15		3	3		6	6	3
Leadership Development						5	5	

		07/04/17			07/26/18			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Liberal Arts - Associate of Arts		12	6	18	9	9	18	0
Liberal Arts - Associate of Science		18	9	27	8	3	11	-16
Medical Assistant	32		54	54		38	38	-16
Medical Coding Specialist	23		51	51	8	30	38	-13
Medical Laboratory Technician	16	6	12	18	6	6	12	-6
Nursing-Associate Degree	54	147	63	210	122	84	206	-4
Nursing-Associate Degree-Part-time	28		25	25	2	26	28	3
Physical Therapist Assistant	18	19	32	51	15	14	29	-22
Precision Machining Technology	15		9	9				-9
Security Operations			2	2				-2
Supervisory Management			10	10				-10
Supply Chain Assistant			1	1		2	2	1
Supply Chain Management			11	11		15	15	4
Undecided		27	0	27	28	0	28	1
Welding	40		48	48		33	33	-15
TOTAL		229	1037	1266	230	846	1076	-195

B. Chairperson's Report

1. Boards Association Committee Appointments

See the Committee descriptions and current committee assignments below. We will need to update the committee assignments.

Committee Descriptions

External Partnerships Committee

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

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

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

Internal Best Practices Committee

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

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

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

Bylaws, Policies and Procedures Committee

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

The Committee has additional specific assignments:

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

Awards Committee

The Awards Committee has responsibility for identifying and recognizing:

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

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

2017-2018 Technical College Representatives of the Board & Committee Appointments:

	Board of Director Member:	Awards Committee Representative:	Bylaws, Policies, & Procedures:	External Partnerships:	Internal Best Practices:
Blackhawk	Laverne Hays	Tom Heeg	Laverne Hays	Barbara Tillman Mark Mayer Rick Richard	Traci Davis Maik Surani Dr. Karen Schulte Dr. Eric Thornton
Chippewa Valley	Ramona Mathews	Paul Bauer	Ronald Walsh	Dawn Garcia (Justin Zoromski is alternate)	Russell Ratch (Paul Schley is alternate)
Fox Valley	Tammie DeVooght Blaney	N/A	Justin Krueger	Tammie DeVooght Blaney Dr. Dominick Madison Stephen Kohler Bryan Albrecht	Anthony Gonzalez Patricia Van Ryzin Dawn Rosicky
Gateway	William Duncan	Pamela Zenner Richards Kimberly Payne	Ram Bhatia	Scott Pierce Roger Zacharias Ram Bhatia	Bethany Ormseth Ronald Frederick Gary Olson
Lakeshore	John Lukas (Roy Kluss is alternate)	Roy Kluss	John Wyatt Lois Vasquez	Jim Parrish Vicky Hildebrandt Don Pohman	Jim Parrish Kim Rooney Lois Vasquez John Lukas
Madison	Joseph Hasler	N/A	Frances Huntley-Cooper	Dr. Elton Crim	N/A
Mid-State	Betty Bruski-Mallek	Lynneia Miller	Betty Bruski-Mallek	Betty Bruski-Mallek Robert Beaver William Greb	Peggy Ose
Milwaukee	N/A	N/A	N/A	N/A	N/A
Moraine Park	Vernon Jung Vice President	Lowell Prill & Mike Staral	Bob Lloyd Bur Zeratsky	Vernon Jung Mike Miller	Candy Fields Cindy Laubenstein Mike Staral
Nicolet	Ron Zimmerman (2016-2018)	Ron Zimmerman	Bob Egan Linda Skallerud Sharon Nielsen	Jennifer Vogler	David Soin Kimberly Baltus
Northcentral	Paul Proulx	Maria Volpe Kristine Gilmore	Paul Proulx Lee Lo	Tom Felch Charlie Paulson	Dale Smith Ruth Risley-Gray
Northeast Wisconsin	Carla Hedtke	Cathy Dworak	N/A	Dave Mayer Kim Schanock	Gerald Worrick
Southwest	Chris Prange	Chris Prange	Russell Moyer	Eileen Nickels Darlene Mickelson James Kohlenberg	Charles Bolstad Melissa Fitzsimons Donald Tiescher
Waukesha	Ron Bertieri	Jim Riley David Lancaster Courtney Bauer	Alan Karch	Dr. Patricia Deklotz Robyn Ludtke Michael Wiebe	Jim Riley Mary Weinheim Ron Bertieri
Western	Ed Lukasek	Carrie Buss Michelle Greendeer-Rave	Angie Lawrence Ed Lukasek Michelle Greendeer-Rave	Carrie Buss Dan Hanson Ken Peterson	Andrew Bosshard Dave Laehn Dennis Treu
Wisconsin Indianhead	James Beistle	Lara Frasier	Brett Gerber	James Beistle Chris Fitzgerald Janelle Gruetzmacher Josh Robinson Andy Albarado	Chris Fitzgerald Brett Gerber Lorraine Laberee Troy Lambert

Southwest Tech
Board Members'
Current
Committees

C. College President's Report

- 1. Data Protection at Southwest Tech**
- 2. College Happenings**

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Bid for Ag/Auto Storage Building
2. Bid for Facilities Storage Building
3. Foundation Quarterly Report

B. Time and Place

Thursday, August 23, 2018, at 7:00 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 legal issues per Wis. Stats. 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
2. Approval of Closed Session Minutes of June 21, 2018

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment

6:30 p.m. – Social – Southwest Tech Cafeteria

7:15 – Dinner and Program with the District Board, Foundation Board, and Real Estate Foundation Board

There will be a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. A program will be part of the dinner and will be focused on the future plans of Southwest Tech. No action will be taken at the social, dinner, or program.