



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 23, 2018

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	3
Open Meeting	6
A. Roll Call.....	6
B. Reports/Forums/Public Input.....	6
Adjourn to Closed Session	7
A. Consideration of adjourning to closed session for the purpose of.....	7
Reconvene to Open Session.....	7
A. Action, if necessary, on Closed Session Items	7
Consent Agenda.....	8
A. Approval of Agenda.....	8
B. Minutes of the Annual Board Meeting of July 9, 2018	10
C. Financial Reports	16
1. Purchases Greater than \$2,500	16
2. Treasurer's Cash Balance.....	20
3. Budget Control	21
D. Contract Revenue	22
E. Personnel Items	23
Other Items Requiring Board Action	26
A. Bid: Cold Storage Buildings	26
B. Memorandum of Understanding: Southwest Wisconsin Technical College, SWTC Foundation, and Real Estate Foundation.....	28
C. Resolution Authorizing the Issuance and Establishing Parameters to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes.....	43
D. Reclassification Policy.....	67
Board Monitoring of College Effectiveness.....	69
A. Foundation Quarterly Report.....	69
B. Staffing Update	71
Information and Correspondence.....	75
A. Enrollment Report	75
B. Chairperson's Report.....	81
C. College President's Report.....	81
D. Other Information Items.....	81
Establish Board Agenda Items for Next Meeting	82
A. Agenda for Next Board Meeting	82
B. Time and Place	82
Adjourn to Closed Session	83
B. Consideration of adjourning to closed session for the purpose of.....	83

<i>Reconvene to Open Session</i>.....	83
B. Action, if necessary, on Closed Session Items	83
<i>Adjournment</i>.....	83

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, August 23, 2018

5:45 p.m. – High School Partnerships Presentation

6:15 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The August 23, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

ADJOURN TO CLOSED SESSION

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

1. **Discussing a Legal Issue per 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.}

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Annual Meeting of July 9, 2018

Minutes of the July 9, 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 four contracts totaling \$1,980.40 in July 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Nine employment recommendations, one promotion/transfer, and two resignations are being presented for approval in the Personnel Report.

OTHER ITEMS REQUIRING BOARD ACTION

A. Bid: Cold Storage Buildings

The bid opening for Cold Storage Buildings took place on August 7, 2018, with six bids received. Dan Imhoff and Caleb White will present the summary of the bids received, which is included in the electronic Board material.

Recommendation – Accept the low bid for the Cold Storage Buildings Project, in the amount of \$672,745 to Epic Construction of Kieler, Wisconsin.

B. Memorandum of Understanding: Southwest Tech, SWTC Foundation, and Real Estate Foundation

The Memorandum of Understanding (MOU) between the college and the two foundations has been revised. It is being brought to the District Board for the proposed updates to be approved. The proposed MOU is included in the electronic Board material with the revisions in red font. Jason Wood and Holly Clendenen, Executive Director of College Advancement, will be available at the meeting for any questions or clarifications.

Recommendation – Approved the revised Memorandum of Understanding between Southwest Wisconsin Technical College, the SWTC Foundation, and the Real Estate Foundation, as presented.

C. Resolution Authorizing the Issuance and Establishing Parameters to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes

Robert W. Baird & Company has prepared a parameters resolution for the sale of not to exceed \$4,000,000 General Obligation Promissory Notes. The parameters resolution is included with the electronic Board material. Further information will be presented at the August 23 Board meeting.

Recommendation: Approve the Resolution Authorizing the Issuance and Establishing Parameters to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes.

D. Reclassification Policy

Included in the electronic Board packet is a proposed Reclassification Policy to be included in the Employee Handbook. Krista Weber, Chief Human Resources Officer, will present the policy at the Board meeting.

Recommendation: Approve the Reclassification Policy, as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Report

Holly Clendenen, Executive Director of College Advancement, will present the FY2018 fourth quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The report is available with the electronic Board material.

B. Staffing Update

Krista Weber 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

C. College President's Report

1. National Rankings
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Compliance Monitoring Report

B. Time and Place

Thursday, September 20, 2018, at 7:00 p.m. in Richland Center, WI

ADJOURN TO CLOSED SESSION

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

1. **Discussing a Legal Issue per 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 from July 9, 2018.**

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The August 23, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

Adjourn to Closed Session

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

1. 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.}

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, August 23, 2018

5:45 p.m. – High School Partnerships Presentation

6:15 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: "The August 23, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a Legal Issue per 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.}

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 9, 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. Bid: Cold Storage Buildings

- B. Memorandum of Understanding: Southwest Wisconsin Technical College, SWTC Foundation, and Real Estate Foundation
- C. Resolution Authorizing the Issuance and Establishing Parameters to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes
- D. Reclassification Policy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a Legal Issue per 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 from July 9, 2018.

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Annual Board Meeting of July 9, 2018

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JULY 9, 2018

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:01 p.m. on July 9, 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, Donald Tuescher, and Jane Wonderling

Absent: 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 Clendenen, Derek Dachelet, Dan Imhoff, Barb McCormick, Holly Miller, Kim Schmelz, 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

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}

Re-appointed Board members Melissa Fitzsimons and Donald Tuescher as well as newly appointed Board member Jane Wonderling read and signed the Oath of Office. They each will serve three-year terms ending June 30, 2021.

After a review of the Consent Agenda, including the July 9, 2018, agenda; June 21, 2018, Board minutes; financial reports; six contracts totaling \$6,796.59 in June 2018; and the employment recommendations of Jennifer Rice – Bookstore Assistant LTE, Lori Wiest – Bookstore Assistant LTE, and Bobbi Kammes – Administrative Support Assistant LTE and the retirement of Joy Kite – Financial Aid Manager, Mr. Tuescher moved to approve the Consent Agenda. Mr. Bolstad seconded the motion; motion carried.

Caleb White, Vice President of Administrative Services, informed the board that the agenda item regarding the Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes was not being brought to the board for approval due to a missed publication deadline. At the August 23, 2018, District Board meeting, a parameters resolution will be presented for Board approval.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2019 remodeling and capital projects. Remodeling projects include campus signage upgrade; sealing of Building 100 parking lot; lighting upgrades; replaced of Building 1300 roof and Building 300 Clerestory windows; and remodeling of Fiscal Services and Phase 1 of Building 300/400. Capital projects include the expansion of Buildings 1200 and 1800 cold storage and the removal of Building 1000. Projects for FY2020 include the second phase of Buildings 300/400 remodel, upgrading building entrances and the main parking lot, and replacing fire alarm systems and installing Building 300 fire sprinkler. Capital improvements including razing Building 700 and creating a parking lot. Remodeling projects for FY2021 include upgrading the Trane control system, remodeling of classroom in Buildings 100/200, dust collector and lighting upgrades, and replacement of a RTU. The capital improvements included firearms range at the Public Safety Complex and razing building 800. Mr. Tuescher moved to approve the FY 2019–2021 Three-Year Facilities Plan with Ms. Fitzsimons seconding the motion. The motion unanimously was approved.

Mr. Imhoff presented the bid for the Public Safety Complex storage building. The building will be 22' x 62' with five bays and will be built south of the skid pad. Mr. Tuescher moved to award the bid for the Public Safety Complex Storage Building in the amount of \$35,600 to Cleary Building Corp., Verona, Wisconsin. Ms. Nickels seconded the motion; motion unanimously carried.

Derek Dachelet, Executive Dean of Industry, Trades & Agriculture, presented a Concept Review for a short-term technical diploma in Nail Technician. Southwest Tech has offered an internal certificate in Nail Technician and would like to formalize the degree with the Wisconsin Technical College System. Students in this program will not be eligible for financial aid. Mr. Tuescher moved to approve the Concept Review for a short-term technical diploma in Nail Technician, 30-502-4, with Ms. Fitzsimons seconded the motion. The motion unanimously was approved.

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. Ms. Fitzsimons moved to approve the second reading of Governance Policy 2.6: Acting President. Ms. Nickels seconded the motion; motion unanimously carried.

Chief Human Resources Officer Krista Weber presented the Tuition Reimbursement Policy for approval. 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. Mr. Tuescher moved to approve the Tuition Reimbursement Policy as presented with Ms. Mickelson seconding the motion. The motion carried.

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. The 2018-19 Signatory Authority Policy was presented for approval. Mr. Bolstad moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2018-19 with the authority to sign official or legally binding documents. Ms. Fitzsimons seconded the motion; motion carried.

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.

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.

Letters of engagement for legal counsel were reviewed by the Board. Mr. Tuescher made a motion to 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. Ms. Fitzsimons seconded the motion. The motion unanimously carried.

Elections for the 2018-19 Officers of the Board were held. Mr. Bolstad nominated Chris Prange for Chairperson. Mr. Tuescher seconded the motion and then made a motion to close the nominations and cast a unanimous ballot. Ms. Fitzsimons seconded the motion. The motion carried by a unanimous vote and Mr. Prange was elected Chairperson.

Mr. Tuescher nominated Melissa Fitzsimons for Vice Chairperson. Mr. Bolstad seconded the motion. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms.

Fitzsimons. Ms. Mickelson seconded the motion. The motion carried, and Ms. Fitzsimons was elected Vice Chairperson.

Ms. Nickels nominated Darlene Mickelson for Secretary. Mr. Bolstad seconded the motion. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms. Mickelson. Ms. Fitzsimons seconded the motion. The motion carried, and Ms. Mickelson was elected Secretary.

Ms. Fitzsimons nominated Charles Bolstad for Treasurer. Ms. Mickelson seconded the motion. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Mr. Bolstad. Ms. Nickels seconded the motion. Motion carried, and Mr. Bolstad was elected Treasurer.

The Compensation Reclassification/Wage Progression Policy was deferred until the August 23, 2018, meeting.

Ms. Weber provided an update on College staffing noting that acceptances had been received for the Automotive Technician Instructor and Electromechanical Technology Instructor position; an offer had been extended for a Communications Instructor position; interviews have been scheduled for an Animal Science Instructor, Student Services Records Specialist, Public Relations Manager, Health/Science Academic Success Coach (0.75 FTE, LTE), and a 0.75 FTE Disability Services Specialist position; and positions have been posted for a part-time Automotive Technician Instructor, a 0.75 FTE Academic Success Coach, an Associate Degree Nursing Instructor, a LTE part-time Administrative Assistant – Public Safety, and a Regional Engagement Coordinator – Richland Center Outreach.

The Enrollment Report was reviewed with Holly Miller, Chief Student Services Officer, noting that FY2018 FTEs increased 1.64% over the previous year. Ms. Miller shared that the FY2019 report reflects a slight decrease of 1 percent over the previous year. The Program Application Report for Fall 2018 reflected a decrease and it was noted that applicants who have no intention of enrolling have been removed earlier this year than previous years.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Awards – Chris Prange; Bylaws – Russell Moyer and Chris Prange; Internal – Charles Bolstad and Darlene Mickelson; External – Eileen Nickels, Melissa Fitzsimons, and Don Tuescher; and Insurance Committee – Chris Prange.

Under the President's Report, Dr. Wood shared that Heath Ahnen, Director of IT Services, has led the effort in data protection and the College now has datacenter and cloud back-up for student data. The backups are automatically tested with reports being received on the data after the test is complete, and the backups are now being completed more frequently for most servers during business hours. Dr. Wood also acknowledged the recent July 2 US Army Golden Knights parachute jump into Southwest Tech. The event brought approximately 1,000 visitors to campus.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the legal issues per Wis. Stats. 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 5:54 p.m.

The Board reconvened to open session at 6:38 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 6:39 p.m.

Darlene Mickelson, Secretary

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

C. Financial Reports

1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
For 1 Month ended July 2018**

Invoices			
	Invoice #	Description	Amount
DISTRICTS MUTUAL INSURANCE	1655	Dist Policies 7.1.18-6.30.19	\$199,917.00
CRAIG S JOHNSON	BLDG 200 FINAL PMT	Bldg 200 Office Remodel Projec	\$26,150.00
HSR ASSOCIATES INC	18026-03	Prof Services	\$10,274.90
EMSI	7.1.18-6.30.19	Annual Subscript 7.1-6.30.19	\$8,400.00
	RENEW		
EBSCO SUBSCRIPTION SERVICES	10000080276-1	Delivery Svc 7.1-6.30.19	\$8,400.00
WISCONSIN LIBRARY SERVICES	488681	CINAHL Plus with full text	\$8,314.95
PRISMRBS LLC	514164	Software maintenance & Support	\$8,110.00
WISCONSIN LIBRARY SERVICES	488556	18-19 EBSCO Adademic eBook Sub	\$4,995.05
SCHOOL DATEBOOKS INC.	C18-0139367	Datebooks for students	\$4,984.32
LIBRARY CORPORATION	2018060067	18-19 software suport	\$4,807.00
OTIS ELEVATOR COMPANY	CED65346718	Elevator Svc Contract 18-19	\$4,268.50
BADGER PRESS INC	USPS MAIL	USPS Mail	\$4,262.26
WPS HEALTH INSURANCE	070318022739	Medicare Prem R Rogers	\$4,184.48
WPS HEALTH INSURANCE	070318007428	Medicare Prem K Suddeth	\$4,064.96
LAKESHORE TECHNICAL COLLEGE	L00011967	travel and crime insruance pre	\$3,683.88
3M HEALTH INFORMATION SYSTEMS INC	SC75587	coding, class, & reimb system	\$2,849.00
WPS HEALTH INSURANCE	070318016260	Medicare Prem C Rodgers	\$2,721.18
Brian D Walker	1528947	Opp Student Refund	\$2,693.11
Nathaniel P Patzner	1528235	Opp Student Refund	\$2,651.44
Total Invoices			\$315,732.03

Purchase Orders				
Vendor	PO #	Description	Amount	
FENNIMORE MUNICIPAL UTILITIES	6638	18-19 Blanket PO	\$295,000.00	
EXELON CORPORTATION	6637	18-19 Blanket PO	\$80,000.00	
POWER DISTRIBUTORS LLC	6633	Engine Training Kits-grant	\$53,211.20	
WE ENERGIES	6641	18-19 Blanket PO	\$50,000.00	
CLEARY BUILDING CORPORATION	6645	PSC: Storage Building	\$35,600.00	
C.K. NORMAN DEVELOPMENT	6630	Richland Center Rent-Blanket PO	\$30,542.40	
INSIGHT PUBLIC SECTOR	6654	ITS: Microsoft Licensing	\$28,465.02	
AT&T	6658	18-19 Blanket PO	\$22,001.52	
TDS TELECOM	6661	18-19 Blanket PO	\$16,800.00	
CAPITAL DODGEVILLE LLC	6628	Dodgeville Rent-Blanket PO	\$13,200.00	
UNITED RENTALS (NORTH AMERCA),	6640	Facilities: Electric Scissor Lift	\$10,946.95	
PLATTEVILLE SCHOOLS	6631	Platteville Rent-Blanket PO	\$8,400.00	
SLOAN IMPLEMENT COMPANY, INC.	6634	Facilities: John Deere Z970R Mower w/ trade	\$8,390.00	
CENTURY LINK	6649	18-19 Blanket PO	\$6,300.00	
POWER DISTRIBUTORS LLC	6655	Engine Training Kit-district	\$5,253.38	
RITCHIE IMPLEMENT INC.	6651	Facilities: 72" Brushcat Mower	\$4,700.00	
GENUINE TELECOM	6659	18-19 Blanket PO	\$4,500.00	
FED EX	6652	18-19 Blanket PO	\$4,056.50	
VANGUARD COMPUTERS INC	6647	ITS: HP EliteDisplay Bundle	\$3,492.96	
TDS TELECOM	6662	18-19 Blanket PO	\$3,300.00	
ALLIANT ENERGY / WP&L	6635	18-19 Blanket PO	\$3,000.00	
GANDERS CLEANING SERVICE LLC	6639	18-19 Blanket PO- RC Janitorial	\$2,800.00	
Total Purchase Orders				\$689,959.93

Bank Withdrawals

Vendor	Transaction #	Audit Trail	Amount	
July 2018 Health Insurance	CMTRX00002135	WDL000005652	\$308,737.27	
ETF June 2018	CMTRX00002160	WDL000005734	\$189,135.65	
IRS 941 #270860812030842	CMTRX00002158	WDL000005732	\$169,607.98	
IRS 941 7.13.18 Payroll	CMTRX00002144	WDL000005694	\$107,701.65	
Wells Fargo #722306309	CMTRX00002158	WDL000005731	\$70,762.94	
WDR WT-6 #11-273-699-267	CMTRX00002158	WDL000005730	\$29,980.03	
Wells Fargo #7173937189	CMTRX00002135	WDL000005654	\$29,627.00	
Wells Fargo #720378146	CMTRX00002146	WDL000005700	\$21,124.32	
WDR WT-6 7.13.18 Payroll	CMTRX00002144	WDL000005693	\$19,993.57	
Delta Dental #202295	CMTRX00002147	WDL000005701	\$9,482.42	
THE Hartford #584021094143	CMTRX00002148	WDL000005703	\$8,960.10	
Delta Dental #200103	CMTRX00002137	WDL000005665	\$8,316.63	
Delta Dental #205592	CMTRX00002152	WDL000005710	\$5,782.92	
NewPort Trust #626245	CMTRX00002159	WDL000005733	\$3,866.76	
WDR June SUI Payment	CMTRX00002144	WDL000005692	\$3,330.00	
Delta Dental #201200	CMTRX00002141	WDL000005682	\$2,972.44	
Total Bank Withdrawals				\$989,381.68

Payroll

Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 7/27/2018	UPRCC00000743	WDL000005717	\$298,995.50	
Direct Deposit 7/13/2018	UPRCC00000735	WDL000005681	\$253,890.20	
Direct Deposit 7/27/2018	UPRCC00000738	WDL000005712	\$50,886.92	
Direct Deposit 7/13/2018	UPRCC00000724	WDL000005670	\$41,797.50	
Direct Deposit 7/27/2018	UPRCC00000741	WDL000005715	\$20,979.29	
Direct Deposit 7/27/2018	UPRCC00000739	WDL000005713	\$18,488.68	
Direct Deposit 7/13/2018	UPRCC00000734	WDL000005680	\$17,148.26	

Direct Deposit 7/13/2018	UPRCC00000731	WDL000005677	\$10,772.55	
Direct Deposit 7/27/2018	UPRCC00000742	WDL000005716	\$4,211.19	
Direct Deposit 7/13/2018	UPRCC00000732	WDL000005678	\$4,208.86	
Direct Deposit 7/13/2018	UPRCC00000726	WDL000005672	\$4,161.83	
Direct Deposit 7/27/2018	UPRCC00000737	WDL000005709	\$3,447.60	
Direct Deposit 7/13/2018	UPRCC00000727	WDL000005673	\$2,776.96	
Direct Deposit 7/13/2018	UPRCC00000733	WDL000005679	\$2,669.27	
Total Payroll				\$734,434.61
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank 6.26.18 Statement	WDL000005684	US Bank 6.26.18 Statement	\$61,735.89	
US Bank 7.10.18 Statement	WDL000005721	US Bank 7.10.18 Statement	\$42,741.89	
Total Purchase Cards				\$104,477.78
Total Purchases > \$2,500				\$2,833,986.03

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 07/31/2018			
For 1 Month ended July 2018			
Receipts			
Fund			
	556,573.63		
2 Special Revenue	7,872.04		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	44,666.59		
6 Internal Service	313,475.75		
7 Financial Aid/Activities	63,435.22		
Total Receipts		986,023.23	
Expenses			
Fund			
1 General	2,057,719.79		
2 Special Revenue			
3 Capital Projects	24,104.86		
4 Debt Service	-		
5 Enterprise	59,506.66		
6 Internal Service	349,119.16		
7 Financial Aid/Activities	108,478.24		
Total Expenses		2,598,928.71	
Net cash change - month			(1,612,905.48)
EOM Cash Balances			
-American Operating 0356	571,712.74		
-American Cash Deposit 062 (Fenn)	2,651.64		
-American Money Market 502 (Fenn)	5,027,505.77		
-American Investment 4929	6,082,247.59		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,188,358.68		
Ending Cash/Investment Balance		12,875,416.42	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 1 Month ended July 2018							
	2018-19	2018-19	2018-19	2017-18	2016-17	2015-16	2014-15
	<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	23,355,000.00	556,573.63	2.38	4.42	4.02	2.42	2.38
General Fund Expenditures	24,685,400.00	2,057,719.79	8.34	7.91	8.88	9.13	6.00
Capital Projects Fund Revenue	4,050,000.00	7,872.04	0.19	-	0.97	0.01	0.13
Capital Projects Fund Expenditures	3,775,000.00	24,104.86	0.64	0.53	4.52	3.71	5.80
Debt Service Fund Revenue	5,616,000.00	-	-	-	-	-	-
Debt Service Fund Expenditures	5,616,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,900,000.00	44,666.59	2.35	1.57	1.90	1.92	1.66
Enterprise Fund Expenditure	1,800,000.00	59,506.66	3.31	11.54	3.10	4.58	6.42
Internal Service Fund Revenue	4,385,000.00	313,475.75	7.15	7.56	10.30	10.91	5.87
Internal Service Fund Expenditures	4,385,000.00	349,119.16	7.96	7.94	7.78	14.08	9.36
Trust & Agency Fund Revenue	8,000,000.00	63,435.22	0.79	1.73	1.03	1.49	0.14
Trust & Agency Fund Expenditures	8,030,000.00	108,478.24	1.35	1.94	1.59	1.81	1.15
Grand Total Revenue	47,306,000.00	986,023.23	2.08	3.35	3.34	2.58	1.87
Grand Total Expenditures	48,291,400.00	2,598,928.71	5.38	5.62	5.98	6.72	4.76

D. Contract Revenue

There were four contracts totaling \$1,980.40 in July 2018 being presented for Board approval. The Contract Revenue Report is included below.

2018-2019 CONTRACTS 7/1/2018 - 7/31/2018

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
ITW Shakeproof	03-2019-0049-I-41	Heartsaver CPR/AED w/ First Aid	Kris Wubben	8	\$ 650.00	No		X	
Community First Bank - WAT Grant	03-2019-0051-I-47	Knowing Yourself	Amy Charles	8	\$ 697.59	No		X	
Rewey Fire and First Response	03-2019-0061-T-42	Equipment Rental	Kris Wubben		\$ 37.00	No		X	
USA High School Clay Target League	03-2019-0063-F-42	League Director Duties	Caleb White		\$ 595.81	No		X	
TOTAL of all Contracts				16	\$ 1,980.40				
Exchange of Services				1	\$ -				
For Pay Service				16	\$ 1,980.40				

E. Personnel Items

Nine employment recommendations, one promotion/transfer, and two resignations are being presented for Board approval. The Personnel Report is included below.

PERSONNEL REPORT August 23, 2018

Employment: NEW HIRES

Name	Jobert Bermudo
Title	Electromechanical Technology Instructor
Number of Applicants and Number Interviewed	4 applications; 3 interviewed
Start Date	7/30/2018
Salary/Wages	\$60,000
Classification	Full-time Regular
Education and/or Experience	Associate's degree in Instrumentation and Controls Technology and associate degree in Electromechanical Technology with experience as a technician for 5 years.

Name	Brian Waldner
Title	Automotive Technician Instructor
Number of Applicants and Number Interviewed	11 applications; 4 interviewed
Start Date	7/30/2018
Salary/Wages	\$59,000
Classification	Full-time Regular
Education and/or Experience	Technical diploma as an Automotive Technician with experience as a master automotive technician for over 5 years.

Name	Ryan Weigel
Title	Animal Science Instructor
Number of Applicants and Number Interviewed	22 applications; 5 interviewed
Start Date	8/6/2018
Salary/Wages	\$62,000
Classification	Full-time Regular
Education and/or Experience	Bachelor's degree in Animal Science with over 20 years of experience in the animal/dairy industry.

Name	Heather Day
Title	Student Services Records Specialist
Number of Applicants and Number Interviewed	91 applications; 6 interviewed
Start Date	8/6/2018
Salary/Wages	\$17.00/hr
Classification	Full-time Regular
Education and/or Experience	Over 12 years of experience as an administrative assistant.

Name	George Whiteaker
Title	Automotive Technician Instructor
Number of Applicants and Number Interviewed	11 applications; 4 interviewed
Start Date	9/1/2018
Salary/Wages	\$60,000 (base)
Classification	Part-time
Education and/or Experience	Automotive Technician technical diploma with over 22 years of experience as an Automotive Technician and 3 years as an adjunct Automotive Instructor.

Name	Katie Snitker
Title	Academic Success Coach
Number of Applicants and Number Interviewed	8 applications; 2 interviewed
Start Date	8/6/2018
Salary/Wages	\$25.32/hr
Classification	Full-time 75% LTE
Education and/or Experience	Bachelor's degree in English Writing and Master's in Divinity/Theological Studies/Conflict Transformation. 4 years of supervisor/leadership experience.

Name	Brian Molini
Title	Health/Science Academic Success Coach
Number of Applicants and Number Interviewed	7 applications; 2 interviewed
Start Date	8/6/2018
Salary/Wages	\$25.32/hr
Classification	Full-time 75% LTE
Education and/or Experience	Doctorate in Chiropractic Medicine with a Bachelor degree in general science. 2 years of chiropractic experience.

Name	Dennis Cooley
Title	Public Relations Manager
Number of Applicants and Number Interviewed	20 applications; 5 interviewed
Start Date	8/13/2018
Salary/Wages	\$75,139
Classification	Full-time Regular
Education and/or Experience	Bachelor's degree in Mass Communications with over 15 years of experience in communications and public relations.

Name	Sherri Seitz
Title	Student Services Admissions Specialist
Number of Applicants and Number Interviewed	91 applications; 2 interviewed
Start Date	8/13/2018
Salary/Wages	\$16.50/hr
Classification	Full-time Regular
Education and/or Experience	Administrative Professional Associate Degree. Over 15 years of sales experience and 1 year experience as an administrative assistant.

PROMOTIONS / TRANSFERS

Craig Woodhouse	Regional Engagement Coordinator – Richland Center Outreach
-----------------	--

RETIREMENTS / RESIGNATIONS

Lori Wiest (resignation 7/9/18)	Bookstore Assistant
Breanna Callahan (resignation 8/3/18)	Student Services Admissions Specialist

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Bid: Cold Storage Buildings

The bid opening for Cold Storage Buildings took place on August 7, 2018, with six bids received. Dan Imhoff and Caleb White will present the summary of the bids received, which is below.

Recommendation – Accept the low bid for the Cold Storage Buildings Project, in the amount of \$672,745 to Epic Construction of Kieler, Wisconsin.

Bid #1819-01 Cold Storage Buildings
August 7, 2018 @ 2:00 p.m., Room 490

Invitations to bid on the Cold Storage Buildings project were provided to an extensive list of vendors and posted widely in applicable electronic and physical venues. A pre-bid meeting was held on July 23, 2018, for interested bidders.

The project consists of the construction of two rigid frame metal buildings. One is a new 7,232 SF free standing building to be located directly to the south of the existing maintenance building (1200) and includes a mezzanine and metal staircase. The other is a 5,933 SF addition to the existing metal agriculture equipment storage building (1800). Work includes, but is not limited to site work, concrete slabs and foundation, metal building package and all electrical/mechanical work.

Public opening of the bids was held on Tuesday, August 7, 2018 at 2:00 p.m. in Room 490 of the College Campus. Six vendors responded to the bid request. The results of the six bids are as follows:

Organization	Base Bid	Alternate Bid: Fencing & Gates	Final Total Bid	UNIT PRICES	
				Excess Excavation (Per cubic yard)	Compacted Fill (Per cubic yard)
Epic Construction Kieler, WI	659,000	13,745	672,745	9.00	8.00
Midwest Builders Fennimore, WI	706,613	16,494	723,107	9.00	8.00
Brickl Brothers West Salem, WI	922,500	15,300	937,800	17.00	22.00
Midwest Roofing & Construction, LLC Dodgeville, WI	923,000	22,000	945,000	11.00	10.00
Fowler & Hammer LaCrosse, WI	1,025,000	18,000	1,043,000	20.00	32.00
Fox Arneson Madison, WI	1,088,962	15,200	1,104,162	18.00	26.00

RECOMMENDATION: The recommendation is to accept the low bid for the Cold Storage Buildings Project, in the amount of \$672,745 to Epic Construction of Kieler, Wisconsin. This bid amount falls under the project amount approved by the WTCS state board in May 2018.

B. Memorandum of Understanding: Southwest Wisconsin Technical College, SWTC Foundation, and Real Estate Foundation

The Memorandum of Understanding (MOU) between the college and the two foundations has been revised. It is being brought to the District Board for the proposed updates to be approved. The proposed MOU is below with the revisions in red font. Jason Wood and Holly Clendenen, Executive Director of College Advancement, will be available at the meeting for any questions or clarifications.

Recommendation – Approved the revised Memorandum of Understanding between Southwest Wisconsin Technical College, the SWTC Foundation, and the Real Estate Foundation, as presented.

Issue Date: 03/30/2016
Approval Date: 05/26/2016
Effective Date: 07/01/2016
Revised:

MEMORANDUM OF UNDERSTANDING

Purpose

To clearly define the relationship among Southwest Wisconsin Technical College; the Southwest Wisconsin Technical College Foundation, Inc., a Wisconsin non-stock 501(c)(3) organization; and the SWTC Real Estate Foundation, Inc., a Wisconsin non-stock corporation 501(c)(3) organization.

Operating Protocol

~~Each of~~ Southwest Wisconsin Technical College (the "College") and the Southwest Wisconsin Technical College Foundation, Inc. (the "Foundation") ~~and the SWTC Real Estate Foundation, Inc. (REF)~~ are governed by a separate and distinct Board of Directors (each a "Board"). ~~The SWTC Real Estate Foundation, Inc., ("REF") is a Type 1 supporting organization operated, supervised and controlled by the Foundation with a separate Board of Directors (a "Board"). Each Foundation and the College maintains an arms-length transaction with the other.~~ While each entity maintains significant independence, ~~is independently governed,~~ it is recognized that close collaboration and cooperation are essential to the success of the College, for which the Foundation and REF exist to support. ~~attain their separate missions.~~ For purposes of clarity and mutual understanding, a Memorandum of Understanding (the "MOU" or "Agreement") shall be executed and filed as a permanent record.

The College was organized in 1967 for the purpose of providing technical education to the residents of its district.

The Foundation was organized and incorporated in 1980 for the primary benefit of the College within the meaning of section 170(b)(1)(A)(iv) of the Internal Revenue Code of 1986, as amended (the "Code"). The Foundation's mission is to promote ~~purpose of promoting~~ learning through funding and activities that enable the College to provide opportunities for success.

The Foundation exists to raise and manage private resources that support the educational mission and priorities of the College; provide opportunities for students through grants, scholarships, or loans; extend financial assistance to the College; and enhance institutional excellence in ways that would not be possible with local, state, and tuition funds.

The RE Foundation was organized and incorporated in June 2015 for the purpose of acquiring, developing and holding real estate for the benefit of the College and the Foundation. The REF received 501(c)(3) tax-exempt status as a Type 1 supporting organization of the Foundation and the College under section 509(a)(3)(B)(i) of the Internal Revenue Code in November 2015.

Under this Agreement ~~memorandum of understanding~~, the key role of each organization is understood to be as follows:

1. The College sets the strategic priorities and objectives consistent with its role as an educational institution. The ~~mission and~~ activities of the Foundation and the REF should be ~~consistent with and~~ aligned with the College's objectives.
2. The Foundation ~~Board~~ supports the College by raising and administering funds for ~~its-the~~ College's programs, including scholarship programs for students of the College. The Foundation is intended to be the primary means through which private donors may assist the college.
3. The REF supports the College by holding and managing real estate that is integral to the College's mission.

The parties wish to set out their agreement on standards of operation and to convey these standards to alumni, donors, and other persons.

AGREEMENT

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

- I. **Mutual Undertakings.** To ensure effective achievement of the terms of this agreement, the College, Foundation, and REF will have mutual responsibilities as outlined below:
 - A. The College Board, Foundation Board, and REF Board will hold periodic joint meetings, involving representatives of each of the boards. These meetings will be held at least once every year. The meetings will be designed to foster communication and collaboration.
 - B. The President of the College will maintain a close working relationship with the senior management staff of both ~~the Foundation and REF foundations~~ to help foster communication and collaboration.
 - C. All parties agree to use their best efforts to establish and maintain a close relationship to align Foundation and REF activities with College priorities in an effort to build sustainable Foundation revenues to advance the College's programs.
 - D. All entities will coordinate fundraising, donor acquisition programs, or gifts of property to support the College's strategic plan and priorities including, but not limited to, annual giving, major gifts, planned gifts, alumni development, special events, corporate sponsorships, real estate acquisitions, and capital fund drives.
 - E. All parties will establish practices, policies and procedures, in compliance with applicable laws, for developing gifts, gift receipting, endowment administration, and investment disbursement, as consistent with the fiduciary responsibilities of

each entity in this Agreement, with such practices, policies, and procedures to advance the mission, vision, and strategic priorities of the College.

- F. One member of the College Board shall serve on the Foundation Board ~~as an ex-officio non-voting member~~, and one member of the College Board shall serve on the REF Board ~~as an ex-officio non-voting member~~. These two College Board members may attend corresponding Foundation and REF Board meetings in each other's place for informational purposes ~~but only the designated member of each board will have voting rights~~. The Presidents of the Foundation board and REF board shall submit a report to the College Board quarterly in advance of College Board meetings. The report may be presented in writing or in-person.
- G. Each Board shall establish and enforce policies to identify and manage potential conflicts of interest and ensure that Foundation assets ~~and net earnings~~ do not directly or indirectly ~~inure to the benefit of any private shareholder or individual or otherwise benefit private interests such as designated individuals, the creators or their families, shareholders of the organizations, or persons controlled, directly or indirectly, by such private interests~~ ~~unduly benefit an individual or other person in a manner inconsistent~~ within the meaning of section 501(c)(3) of the ~~Internal Revenue~~ Code and the Treasury Regulations issued thereunder.
- H. The College, Foundation, and REF will ~~each~~ engage an independent accounting firm to annually conduct audits of the financial statements of all entities, including management letters. The final report shall be delivered to the College President and disseminated to each entity by a date specified by the College in order to meet each entity's audit requirement.
- I. Each entity, at its own cost, may engage the services of legal counsel for its own benefit for the review of contracts and other legal issues if necessary. ~~The Foundation and REF will authorize consultation of legal counsel through full board votes. The Foundation and REF may choose to consult with an attorney with the full board, the Executive Committee, or defer the issue to the College. If the issue is deferred to the college, the College President, or designee, and Executive Director, or designee, will engage the designated attorney and report findings to the full Boards.~~
- J. Each entity should maintain general liability, directors', officers', and employees' errors and omissions, ~~as well as and~~ such other insurance coverage as may be necessary or appropriate for ~~that~~ liabilities which may arise in connection with its operations and carry bonding insurance on all ~~of its~~ employees.
- K. The Foundation, REF (to the extent required to give effect to this Agreement) and College will jointly establish gift-acceptance, investment management, donor

privacy, and naming policies, ~~as well as along~~ any other policies that are necessary or advisable to carry out the intent of this agreement. The Foundation, REF, and the College will also jointly agree on provisions for establishing of scholarships, chairs, and other endowed purposes. The Foundation and REF cannot name rooms or buildings without prior College Board approval.

- L. The Foundation and REF will amend their ~~articles of incorporation and~~ bylaws to be consistent with this Agreement, including, but not limited to bylaws provisions:
 - i. To allow access to Foundation ~~and REF~~ records by the President of the College;
 - ii. To provide for board service by College representatives on the Foundation ~~and REF~~ boards;
 - iii. To adopt policies provided under this Agreement;
 - iv. To provide for reports to the College as anticipated under the agreement; and
 - v. To provide for notice and consent by the College to amend the bylaws or articles of incorporation for each ~~of the~~ Foundation ~~and REF~~, with the intent that amendments will be approved if consistent with this Agreement.
- M. The College, Foundation, and REF are independent ~~legal~~ entities and no one entity will be liable for another entity's contracts, torts, or other actions or omissions, or those of another entity's trustees, directors, officers, employees or agents. This Agreement shall not be construed to constitute either party as a partner, agent, joint venture or representative of the other party. The parties shall not make any contract or representation, nor incur any liability or obligation whatsoever, on behalf of or in the name of the other party.
- N. No entity shall, by entering into this agreement, assume or become liable for any of the existing or future obligations, liabilities, debts directly or indirectly attributable to another entity except as otherwise expressly provided by this agreement.

II. The College's Responsibilities

- A. The Board of Directors of the College is responsible for: (i) overseeing the mission, vision, values, and governance of the College and (ii) setting priorities and long-term plans for the College.
- B. The College agrees to provide staffing for the operations of fundraising and friend-raising. The College will hire and employ (according to College policies) an

Executive Director and other staff as determined by the College President. ~~mutually agreed to by the parties.~~ Decisions to add or reduce staff will be made by the College President who will communicate with the Foundation and REF regarding employment decisions, ~~mutually reviewed by the parties as a part of the budget process for the College, Foundation, and REF, and the College will consult and collaborate with The Foundation and REF for employment decisions.~~ Under the authority of the College Board ~~of Directors~~, the College President will make all employment decisions ~~for the Foundation and REF~~ as part of the College's employment policies. Annual work plans and goals for these positions will be developed in collaboration between the College, Foundation, and REF, as applicable. Employee evaluations will be conducted by the College President, or designee, with input from members of ~~both foundation~~ the Boards ~~of both the Foundation and REF.~~

- C. The College agrees to perform all accounting functions for both ~~the Foundation and REF foundations~~ according to Generally Accepted Accounting Principles and in accordance with the standards set forth in the American Institute of Certified Public Accountants Audits of Certain Non-Profit Corporations. The College agrees that ~~no~~ Foundation funds will ~~not~~ be co-mingled in any form with any College funds ~~or REF funds~~, and no REF funds will be co-mingled ~~in any form with any College funds or any~~ Foundation funds. Separate funds and bank accounts will be established and maintained for each ~~of the College, the~~ Foundation and REF. Accounting administration includes general operations, endowments and their respective donor criteria, funding matches, scholarships, and grants. The College agrees to assist ~~both~~ the Foundation and REF in forming annual budgets to support Foundation ~~and REF~~ activities, ~~respectively~~. The College agrees that no Foundation ~~or REF~~ funds may be spent, transferred, or disbursed without proper Foundation ~~or REF~~ authorization, ~~respectively~~, as designated within the bylaws for each ~~of the~~ Foundation and REF. The College, Foundation and REF will strive for an "unqualified" audit.
- D. The College recognizes that the Foundation and the REF are private corporations with the responsibility to protect the confidentiality of donors consistent with the law. The College President and Executive Director of ~~each of the Foundation and REF the foundations~~ will have access to all donor records, subject to the applicable privacy policy.
- E. The President of the College shall serve as an ex-officio non-voting member of both Foundation Board and REF Board, and an ex-officio non-voting member of the executive committee of the Foundation. The President shall assume a prominent role in fund-raising activities.

- F. The College shall accept **all** grants from state or federal agencies unless there are special circumstances, which are approved by the College, the Foundation or REF Boards, as applicable, and the government agency. Such approval by either Foundation **or REF** may be by general resolution not specific to each grant.
- G. The College, at its own expense, will provide to both **the Foundation and REF foundations** office space, computers, technology, general software, mail services, furniture, janitorial services, parking, signage, telephones, human resource services, management services, marketing services, information technology services, promotional assistance, utilities, meeting space, and other such considerations that may be necessary for operation of **both the Foundation* and REF**.
- i. Student Housing: The College will use REF housing for official college housing. The College will provide the REF with maintenance of the housing grounds and labor for renovations and repairs that are within the scope of the College facilities crew's abilities. The College will provide for management of student housing that is owned by the REF.
 - ii. Human Resources: The College will **be the sole provider of provide** human resources services in support of both the **Foundation and REF. Foundations**. The College will **communicate with the Foundation and REF Boards to in** ~~coordination and consultation with the Foundation and REF Boards~~, hire, employ, and evaluate all employees of the College performing services for and on behalf of the Foundation and REF.
 - iii. Emergency Response Protocol: **The College will maintain emergency response plans affecting students living in REF-owned housing. Periodic training will be conducted by the College. The College will make decisions during emergency response situation and inform the Foundation and REF when appropriate.**
 - iv. College Records: To the extent permitted by law, and consistent with any policies adopted by the College and/or the Foundation, the College agrees to permit the Foundation to have access to relevant information in its records regarding students, alumni, parents of students, employees, friends, and supporters of the College and all other appropriate persons that may be necessary to enable the Foundation to perform its obligations under this agreement. The Foundation agrees to maintain confidentiality as required by law with respect to such information.
- H. The Foundation and REF are hereby granted a royalty-free, limited, nonexclusive and nontransferable right to use the name of the College, its logo, and other marks

to identify the ~~Foundation and REF~~ ~~Foundation(s)~~ as organization(s) whose mission supports the College, provided that each ~~of the Foundation and REF~~ acts in accordance with the terms and provisions of this agreement and its articles of incorporation and bylaws. The logos and marks must be used in a professional and business-like manner.

- I. The College will, as part of the annual strategic planning and budgeting process, develop a list of funding priorities. The College will engage representatives from the Foundation and the REF in developing the priorities. The list shall include the project or item, a description of the project or item, the reason for its inclusion on the priority list, and the estimated cost of purchase or project completion. The full board of the Foundation will review the projects and determine the extent of support, if any, that will be provided to complete the projects. The College and Foundation will then determine the procedure for transferring funds to implement the projects. Project updates, including evaluations of progress, will be discussed at board meetings of the College and Foundation. New funding priorities may come up outside of the annual strategic planning and budgeting process and may be brought forward to the Foundation Board by the College President.

III. The Foundation's Responsibilities

- A. The Foundation is primarily responsible for raising funds to support the College. The Foundation, through its plans and actions, shall focus on raising the levels of private, public, and other ~~financial~~ support for the mission and priorities of the College.
- B. The Foundation's ~~Board of Directors~~ is responsible for the control and management of all assets of the Foundation including the prudent management of all gifts consistent with donor intent. The assets shall be managed in accordance with any investment management policy applicable to the Foundation.
- C. The Executive Director of the Foundation shall serve as an ex-officio non-voting member of the Foundation and REF Boards, and an ex-officio non-voting member of the executive committee of the Foundation.
- D. The Foundation shall ~~annually~~ transfer excess reserves, ~~including the anticipate transfer from the REF~~, to the College based upon ~~June 30 audited financials. semi-annually by February 28 based upon January 31 internally compiled financials and August 31 based upon June 30 internally compiled financials.~~ Excess reserves is defined as all unrestricted cash reserves ~~plus the anticipated transfer from the REF~~ in excess of a minimum of six months budgeted operating expenses. Calculation is based upon the budget year in which the payment will be made. ~~The Foundation~~

~~Board may determine to designate additional funds for specific college identified priorities as outline in II.I.~~

- E. The Foundation will consider the College list of priorities and determine, at its sole discretion, which priorities to fundraise for and provide such funding. Nothing in this paragraph, however, shall create any obligation on the part of the ~~Southwest Tech~~ Foundation to provide funding for any specific project or item. If the Foundation has sufficient funds but determines not to allocate funds to the College's list of priorities, funds in excess of Foundation reserve goals shall be transferred to the College to be used in direct support of student success. Reserve goals will be mutually established by the applicable parties. Transfer fund goals will also be mutually established on an annual basis.
- F. The Foundation's accounts and funds are maintained separate from those of the College and REF. The Foundation shall maintain identity of individually named funds through the application of Generally Accepted Accounting Principles and in accordance with the standards set forth in the American Institute of Certified Public Accountants Audits of Certain Non-Profit Corporations.
- G. The Foundation ~~shall be governed by bylaws that set out how the Foundation's Board~~ is responsible for the performance and oversight of all aspects of its operations ~~based upon a comprehensive set of bylaws~~ that clearly address the ~~Foundation~~ Board's fiduciary responsibilities, including expectations of individual Board members based upon ethical guidelines and policies.
- H. The Foundation will receive, hold, manage, invest, and disburse contributions, including immediately vested gifts and deferred gifts that are contributed in the form of planned and deferred gift instruments. All gifts of real estate that are not made directly to the REF may, after consultation with the REF Board of Directors and the President of the College, be conveyed to the REF provided that such conveyance is consistent with both Foundation's articles of incorporation, bylaws and policies, and is consistent with section 501(c)(3) of the Code. Gifts shall be accepted in accordance with any gift acceptance policy applicable to the Foundation and REF, as applicable.
- I. The Foundation shall not accept any gift, donation, or grant which creates a future liability for the College without the advance written approval of the President of the College.
- J. The Foundation shall maintain, at its own expense, copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations. Alumni records shall be shared with the College, and the College, to

the extent feasible and allowed by law, will provide the Foundation all data received on alumni as a result of its alumni relations activities.

- K. The Foundation will provide information from its data and records to the College President or his/her designee as requested, in accordance with applicable laws, policies, and guidelines. The Foundation independently owns and oversees its own donor and financial records and donor software.
- L. The Foundation will issue to the College, donors, and the community an annual report of its revenue, expenditures, programs, and activities.
- M. Consistent with provisions appearing in the Foundation's bylaws and its articles of incorporation, should the Foundation cease to exist or cease to be a ~~tax-exempt organization under Internal Revenue Code~~ section 501(c)(3) ~~of the Code tax-exempt corporation~~, the Foundation will transfer its assets and property to the College, to a newly incorporated, ~~tax-exempt~~ successor Foundation, ~~or to another section 501(c)(3) organization affiliated with the College, or to the state or federal government for public purposes, in accordance with the law and donor intent. Any debt incurred by the Foundation or College that could transfer to the other organization in excess of \$50,000 will be disclosed to the College or Foundation on an annual basis.~~

IV. REF's Responsibilities:

- A. The REF is a separately incorporated organization created to hold and develop real estate for the exclusive benefit of the College and the Southwest Tech Foundation. The REF is a ~~tax-exempt organization under section 501(c)(3) of the Code and a Type 1 supporting organization under section tax-exempt status as a supporting organization under section 509(a)(3) of the Internal Revenue Code.~~
- B. The REF Board is responsible for the control and management of all assets of the REF including the prudent management of all gifts consistent with donor intent. The assets shall be managed in accordance with any investment management policy applicable to the REF.
- C. The REF shall ~~annually~~ transfer excess reserves to the Foundation ~~based upon June 30 audited financials. semi-annually by January 31 based upon December 31 internally compiled financials and by June 30 based upon May 31 internally compiled financials.~~ Excess reserves is defined as all unrestricted cash reserves in excess of a minimum of 6 months budgeted ~~operating~~ expenses. ~~Calculation is based upon the budget year in which the payment will be made. The REF Board may determine to designate additional funds for specific college-identified priorities as outlined in III.~~

- D. The REF will acquire, hold and develop real estate for the exclusive benefit of the College ~~and the Foundation~~. All gifts of real estate that are not made directly to the REF may, after consultation with the Foundation Board (if the real estate is given to the Foundation) and the President of the College, be conveyed to the REF provided that such conveyance is consistent with the REF's articles of incorporation, bylaws and policies, and is consistent with the REF's tax-exempt purposes. Gifts shall be accepted in accordance with any gift acceptance policy ~~applicable to~~ by the Foundation ~~and the REF, as applicable~~.
- E. The REF 's accounts and funds are maintained separately from those of the College ~~and the Foundation~~. The REF shall maintain identity of individually named funds through the application of Generally Accepted Accounting Principles and in accordance with the standards set forth in the American Institute of Certified Public Accountants Audits of Certain Non-Profit Corporations.
- F. The REF is responsible for the performance and oversight of all aspects of its operations based upon a comprehensive set of bylaws that clearly address the REF Board's fiduciary responsibilities, including expectations of individual Board members based upon ethical guidelines and policies.
- a. The REF will accept and adopt the College's Student Conduct and other related policies as they apply to the Student Housing facilities.
 - b. The REF will permit the College to manage students housing that is owned by the REF. Management decisions that may have a financial impact should be discussed with the REF ~~Board Executive Director~~, including rent prices, leases, and improvements/maintenance, ~~but decided by the College as part of their management responsibilities~~.
 - c. The REF will permit the College to submit periodic reports on its behalf, as required by law, guidelines, or policies, and shall receive a copy of the submitted reports.
- G. The REF may serve ~~to perform the functions of or carry out the purposes of the College, including as an instrument for entrepreneurial activities of the College and may engage~~ engaging in such activities as managing real estate for campus expansion and student housing or participating in joint ventures that advance the mission of the College. ~~REF it also~~ may hold licensing agreements and other forms of intellectual property, borrow or guarantee debt issued by third parties, or engage in other activities to increase REF's revenue with no direct connection to a College instructional purpose, provided, that such activities are consistent with the REF's tax-exempt purposes and do not jeopardize its tax-exempt status under sections 501(c)(3) and 509(a)(3) of the Code.

- H. The REF shall not accept any gift, donation, or grant which creates a future liability for the College without the advance written approval of the President of the College.
- I. Consistent with provisions appearing in the REF's bylaws and its articles of incorporation, should the REF cease to exist or cease to be a Code section 501(c)(3) tax-exempt organization, the REF will transfer its assets and property to the Foundation, to a newly incorporated ~~tax-exempt~~ successor of the REF, to another Code section 501(c)(3) organization affiliated with the College, or to the state or federal government for public purposes, in accordance with the law and donor intent. Any debt incurred by the REF or College that could transfer to the other organization in excess of \$50,000 will be disclosed to the College or the REF on an annual basis.
- J. The REF will provide information from its data and records to the College President or his/her designee as requested, in accordance with applicable laws, policies, and guidelines. The REF independently owns and oversees its own financial and donor records.

V. **Term and Termination Provisions**

- A. This Agreement shall be for a term of five years, beginning on the effective date of this agreement. The parties agree to mutually review this Agreement on or near the one-year anniversary of the effective date, and thereafter as mutually agreed to by the parties. If no party takes action to terminate this Agreement, then this Agreement, including any then-existing amendments, shall be deemed to be renewed for an additional five-year term. There is no limit on the number of automatic renewals of terms of this Agreement. ~~Amendments may be made and approved by mutual agreement of the College, the Foundation, and REF at any time.~~
- B. Should the College choose to terminate this Agreement under paragraph ~~V.B. VIII.D~~, the Foundation or REF may require the College to pay, within 180 days of written notice, all debt incurred by either or both ~~the Foundations~~ or REF on the College's behalf, including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives. Should either ~~the Foundation~~ or REF choose to terminate this Agreement the College may require the ~~entity Foundation~~ seeking termination to pay the debt the College holds on behalf of such ~~entity Foundation~~ in like manner.
- C. This ~~Agreement MOU~~ will be reviewed bi-annually ~~or another frequency determined;~~ ~~or~~ by mutual agreement of the College, the Foundation, and REF. Amendments may be made and approved by mutual agreement of the College, the Foundation, and REF at any time ~~in the process.~~

- D. Should the ~~College~~, Foundation or REF choose to terminate this Agreement under paragraph ~~V.D. VIII.D~~, the College may, at its sole discretion, require the transfer of all of the ~~net~~ assets of ~~the terminating organization(s) according to the Articles of Incorporation of the terminating organization, either or both Foundations to the College or to a new tax-exempt entity described in section 501(c)(3) of the Code, as directed by the College, within 180 days of satisfying the debt obligations in paragraph VIII.B.~~
- E. No party may terminate this Agreement without providing at least 90 days' written notice to the other parties. Notices may be delivered as follows:
- i. By first class mail to the President of the College (if to the College) at Southwest Tech, Office of the President, 1800 Bronson Blvd., Fennimore, WI 53809.
 - ii. By first class mail to the President of the Foundation ~~Board~~ at Southwest Tech Foundation, Board President, 1800 Bronson Blvd., Fennimore, WI 53809.
 - iii. By first class mail to the President of the REF ~~Board~~ at SWTC REF, Board President, 1800 Bronson Blvd., Fennimore, WI 53809.

VI. Miscellaneous Provisions

- A. *Additional Agreements.* The parties agree, as to the matters addressed in this ~~Agreement Memorandum of Understanding~~ or the relationship among the parties, there shall be no additional agreements, understandings or decisions made that are predicated on the terms of this ~~Agreement Memorandum~~ between two of the parties without notice to and an opportunity to participate by the third party to this ~~Agreement Memorandum~~.
- B. *Entire Agreement.* This Agreement constitutes the entire agreement between the parties. Modifications, amendments or additions to this Agreement must be made in writing and signed by all applicable entities to be effective.
- C. *Non-Waiver.* Inaction or failure to demand performance of the terms hereof shall not be deemed a waiver of any provision of this Agreement.
- D. *Binding Agreement and Assignment.* This agreement shall be binding upon, and inure to the benefit of the parties hereto and their respective permitted successors and assigns. No party shall assign any of the duties, rights or obligations of this Agreement without the written consent of the other parties.
- E. *Severability.* If, for any reason, any provision of this Agreement is held invalid, such invalidity shall not affect any other provision of this Agreement not held invalid, and every other provision hereof shall continue in full force and effect. If any provision of this Agreement shall be held invalid in part, such invalidity shall in no way affect the

rest of such provision not held invalid, and the rest of such provision, together with all other provisions of this agreement, shall continue in full force and effect.

F. *Governing Law.* This Agreement shall be construed pursuant to the internal laws of the State of Wisconsin.

G. *Counterparts/PDF Signatures.* This Agreement may be executed in counterpart originals, each of which when duly executed and delivered shall be deemed an original and both of which taken together shall constitute one and the same agreement. Original signatures of the Parties on copies of this Agreement transmitted by facsimile or an electronic method that permits an image of the original signed document to be displayed (such as an e-mail attachment in "portable document format"/PDF) shall be deemed originals for all purposes and shall be binding on the Parties.

H. *Headings.* Paragraph and section headings in this agreement are for convenience only and shall not be relied upon in construing the intent of this agreement.

IN WITNESS THEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day first above written.

THIS AGREEMENT was entered into effective as of this ____ day of _____, 20____, by and among Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, Inc. and the SWTC RE Foundation, Inc.

Board President
Southwest Wisconsin Technical College Foundation, Inc.

District Board President
Southwest Wisconsin Technical College

Board President
SWTC Real Estate Foundation, Inc.

Jason S. Wood, Ph.D.
President
Southwest Wisconsin Technical College

Holly Clendenen
Executive Director
Southwest Wisconsin Technical College Foundation, Inc.
SWTC Real Estate Foundation, Inc.

Board President
SWTC Real Estate Foundation, Inc.

Proposed

C. Resolution Authorizing the Issuance and Establishing Parameters to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes

Robert W. Baird & Company has prepared a parameters resolution for the sale of not to exceed \$4,000,000 General Obligation Promissory Notes. The parameters resolution is below. Further information will be presented at the August 23 Board meeting.

Recommendation: Approve the Resolution Authorizing the Issuance and Establishing Parameters to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE AND
ESTABLISHING PARAMETERS TO AWARD THE SALE OF
NOT TO EXCEED \$4,000,000 GENERAL OBLIGATION
PROMISSORY NOTES

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

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

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

NOW, THEREFORE, BE IT:

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

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

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

WHEREAS, it is the finding of the District Board that it is in the best interest of the District to direct its financial advisor, Robert W. Baird & Co. Incorporated ("Baird"), to take the steps necessary for the District to offer and sell the general obligation promissory notes (the "Notes") at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the District Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to delegate to the Vice President for Administrative Services (the "Authorized Officer") the authority to accept on behalf of the District the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in

QB\53615949.1

this Resolution by executing a certificate in substantially the form attached hereto as Exhibit D and incorporated herein by reference (the "Approving Certificate").

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

Section 1. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Dodgeville Chronicle, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference;

Section 2. Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the District is authorized to borrow pursuant to Section 67.12(12) Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION DOLLARS (\$4,000,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the conditions set forth in Section 17 of this Resolution, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the District, Notes aggregating the principal amount of not to exceed FOUR MILLION DOLLARS (\$4,000,000). The purchase price to be paid to the District for the Notes shall not be less than 100% of the principal amount of the Notes. The District shall pay all costs of issuance with respect to the Notes.

Section 3. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of up to \$4,000,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$300,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Notes shall not exceed \$4,000,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$4,000,000.

<u>Date</u>	<u>Principal Amount</u>
06-01-2019	\$800,000
06-01-2020	800,000
06-01-2021	800,000
06-01-2022	800,000
06-01-2023	800,000

Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2019. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) will not exceed 4.00%. 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.

Section 4. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Exhibit MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.

Section 5. 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 6. 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 7. 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 8. 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 (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. 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 9. 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 10. 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 11. 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 12. 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 13. Payment of the Notes: Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Secretary or the District Treasurer (the "Fiscal Agent") unless a fiscal agent is specified in the Approving Certificate.

Section 14. 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 15. 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 16. 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 17. Conditions on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to satisfaction of the following conditions:

(a) expiration of the petition period provided under Section 67.12(12)(e)(5), Wis. Stats., without the filing of a sufficient petition for a referendum with respect to the issuance of the Notes to finance the building remodeling and improvement and movable equipment portion of the Project; and

(b) approval by the Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officer of the Approving Certificate.

Upon the approval of the Authorized Officer of the terms of the Notes, the Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser. The Notes shall not be issued and delivered until this approval is obtained, the referendum petition period expires as provided in (a) above.

Section 18. Official Statement. The District Board hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem 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 the Authorized Officer or other 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 19. 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 20. 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 21. 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 22. 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 August 23, 2018.

Chris J. Prange
Chairperson

ATTEST:

Darlene Mickelson
Secretary

(SEAL)

EXHIBIT A

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on August 23, 2018, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,255,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of the construction of buildings and building additions or enlargements at the Fennimore campus.

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

Dated this 23rd day of August, 2018.

BY THE ORDER OF THE
DISTRICT BOARD

Darlene Mickelson
Secretary

QB\53507778.1

EXHIBIT B

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on August 23, 2018, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$475,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

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

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

Dated this 23rd day of August, 2018.

BY THE ORDER OF THE
DISTRICT BOARD

Darlene Mickelson
Secretary

QB\53507778.1

EXHIBIT C

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on August 23, 2018, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,270,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable equipment.

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

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

Dated this 23rd day of August, 2018.

BY THE ORDER OF THE
DISTRICT BOARD

Darlene Mickelson
Secretary

QB\53615949.1

EXHIBIT D

Approving Certificate

(See Attached)

QB\53615949.1

CERTIFICATE APPROVING THE PRELIMINARY OFFICIAL STATEMENT
AND DETAILS OF
GENERAL OBLIGATION PROMISSORY NOTES

The undersigned Vice President for Administrative Services of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District"), hereby certify that:

1. Resolution. On August 23, 2018, the District Board of the District adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$4,000,000 General Obligation Promissory Notes of the District (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "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.

3. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and _____ (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule I and incorporated herein by this reference (the "Proposal"). Robert W. Baird & Co. Incorporated recommends the District accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$ _____, which is not more than the \$4,000,000 approved by the Resolution, and shall mature on June 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes is not more than \$300,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
06-01-2019	\$800,000	\$ _____
06-01-2020	800,000	_____
06-01-2021	800,000	_____
06-01-2022	800,000	_____
06-01-2023	800,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.00%, as required by the Resolution.

QB\53615949.1

4. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes which is not less than 100% of the principal amount of the Notes as required by the Resolution.

5. Redemption Provisions of the Notes. The Notes are not subject to optional redemption.] **OR** [The Notes maturing on June 1, 20__ and thereafter are subject to redemption prior to maturity, at the option of the District, on June 1, 20__ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.] [The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.]

6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the District have been irrevocably pledged and there has been levied on all of the taxable property in the District, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

7. Expiration of Petition Period. Award of the Notes is subject to the expiration of the petition period provided for under 67.12(12)(e)(5), Wisconsin Statutes without the filing of a sufficient petition for a referendum with respect to the Parameters Resolution authorizing the issuance of the Notes. Such petition period will expire on _____, 2018.

8. Approval. This Certificate constitutes my approval of the Proposal, and the definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrevocable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on _____, 2018
pursuant to the authority delegated to me in the Resolution.

Caleb White
Vice President for Administrative Services

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

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

(See Attached)

COPY

QB\53615949.1

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

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

(See Attached)

COPY

QB\53615949.1

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

COPY

QB\53615949.1

EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on June 1, ____, ____, and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on June 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on June 1, 20

<u>Redemption</u>	
<u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on June 1, 20 Redemption

<u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on June 1, 20

<u>Redemption</u>	
<u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on June 1, 20

<u>Redemption</u>	
<u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)]

QB\53615949.1

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, _____, 20____ % _____

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 District Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$_____, 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 a resolution

QB\S3615949,1

adopted on August 23, 2018, as supplemented by a Certificate Approving the Preliminary Official Statement and Details of General Obligation Promissory Notes, dated _____, 2018 (the "Resolution"). Said Resolution is recorded in the official minutes of the District Board for said date.

[This Note is not subject to optional redemption.] [The Notes maturing on June 1, 20__ and thereafter are subject to redemption prior to maturity, at the option of the District, on June 1, 20__ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution awarding the Notes, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

[In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.]

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 [(i)] after the Record Date[, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption]. 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: _____
Chris J. Prange
Chairperson

(SEAL)

By: _____
Darlene Mickelson
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)

D. Reclassification Policy

Below is a proposed Reclassification Policy to be included in the Employee Handbook. Krista Weber, Chief Human Resources Officer, will present the policy at the Board meeting.

Recommendation: Approve the Reclassification Policy, as presented.

Reclassification Policy

Reclassification Requests

From time to time, it may be necessary to reclassify certain positions, to update classification descriptions, and/or to develop a new classification. It may be necessary to make one or more of these changes when an individual's duties and responsibilities change significantly, a department or function reorganizes, or a new position is created. Before any changes to the class structure are made, a job analysis must be completed. Job analysis is a systematic way of collecting data and making judgments about the duties and nature of a specific job. The job analysis provides the information necessary to allocate a position to a classification, modify a classification, or develop a new classification.

A job analysis will be performed if:

- A new position is created at the college;
- A position's essential duties of the position have substantially changed. Typically, this means that 30% or more of the duties have changed. These new duties must be worked for at least six months and are not deemed to be temporary.

Employees who believe their duties and responsibilities have substantially changed should get approval from their supervisor to request a job analysis with the Human Resources department. Requests can be made during the month of March each year. Individuals requesting a job analysis will be asked to complete a Position Description Questionnaire. The PDQ will be used to determine if the job is appropriately classified, should be allocated to a different classification, or if a new classification should be developed. This will be done using the Decision Band Method™ (DBM) of job evaluation. DBM ratings are applied to entire classifications, not to individual positions. In addition, DBM ratings are not a vehicle for rewarding employee performance, workload or efficiency. An analysis will also result in an updated position description.

Reclassification Changes

An employee who is advanced to a higher pay grade through reclassification or classification regrade shall have his/her salary set within the range of the new pay grade based on education or experience relating to the new position at a rate between the minimum and midpoint of assigned salary range, but not to exceed the midpoint of the assigned pay range for the new job classification. An employee who is reduced to a lower pay grade by reclassification or regrade action may retain the previous rate of pay so long as it does not exceed the midpoint of the new pay range. Any changes determined during the request process will be effective at the start of the next fiscal year.

Salary Increase for Degree Attainment

Upon the successful completion of a bachelor or master's degree with a 3.0 grade point average or above, non-faculty employees will be eligible for a base salary increase of 2.5%. Faculty will follow the Master Equivalency procedure for salary increases.

Board Monitoring of College Effectiveness

A. Foundation Quarterly Report

Holly Clendenen, Executive Director of College Advancement, will present the FY2018 fourth quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The report follows.



Southwest Tech Foundation and SWTC Real Estate Foundation (REF) FY18 Fourth Quarter Report to District Board August 23, 2018

- ***FY18 Fundraising Totals***
 - \$624,246.26 total gifts received (*FY18 goal is \$600,000*)
 - \$567,872.26 cash received (*FY18 goal is \$375,000*)
 - \$56,374.20 Gift In-Kind total
 - \$41,199.53 received from retirees
 - \$56,134.05 received from current employees, 171 employee donors including 87 ongoing payroll deductions (*FY17 total was \$45,344.69, 176 employee donors*)
 - 4,261 total gifts (*FY17 total was 3,387*)
 - 939 total donors (*FY17 total was 1,000*)
- ***Gift Highlights – Thank you!***
 - \$75,000 from Pat Thiele for James and Grace Thiele Scholarship (endowed)
 - \$10,323.20 from Sue Lewison for Suzann (Sue) Lewison Scholarship (endowed)
 - \$7,500 from Tuescher Electric and Refrigeration for Brian J. Tuescher Scholarship (endowed)
 - \$5,000 from Alliant Energy Foundation for Network Communication Specialist Development Fund to purchase an industrial 3D printer for new IT space
 - \$5,000 from Districts Mutual Insurance for Southwest Tech Foundation Scholarship (endowed)
- ***FY19 Fundraising Goals***
 - \$700,000 total gifts received
 - \$550,000 cash received
 - \$15,000 Foundation and REF board giving and 100% participation
 - 100% employee participation and 100 payroll deductions
 - \$75,000 in gifts to endowment
 - Increase business donation from \$350,000 to \$420,000

- **Board Updates**
 - Jerry Brunner, Becky Fernette and Pete Hoffman completed their terms on the Foundation board and Bryant Gill and Josh Wiederholt resigned from the board. New board members approved are Linda Parrish and Connie Haberkorn (staff representative). A student representative will be recommended after classes begin. Still working to add 2 more new members before November.
- **Scholarships**
 - Anticipate awarding \$203,645 through 385 scholarships in 2018-19. In 2014-15, \$133,600 was awarded through 238 scholarships.
- **Employee Awards**
 - Janet Kohlenberg Memorial Professional Development awards were presented in May to Matt Schneider and Ed Anderson.
- **Appeals/Requests**
 - Phonathon total for FY18 was 39,921.42. In October, Holly and Gina are presenting at a national conference on annual giving in a small shop.
 - Dubuque Racing Association grant was funded for \$4,000 for Teaching and Learning recording studio.
 - Alliant Energy Foundation grant was funded for \$5,000 (listed above).
 - Elmer Biddick Foundation grant was funded for \$1,000 for 20/2020 Program scholarships.
- **Events**
 - Aug. 22 – [Ladies Leadership Social](#), Dodge Point Country Club
 - Sept. 7 – [Charger Golf Classic](#), Platteville Golf & Country Club
 - Sept. 15 – [Farm to Tech Table Progressive Dinner](#), campus
 - Oct. 25 - [Ladies Leadership Luncheon](#) featuring speaker Betsy Ralph-Tollefson, Southwest Tech campus
 - Nov. 15 – Scholarship Reception (prior to District Board Meeting)
 - In October, Kim and Holly are presenting at a national conference about our 50th Anniversary Celebration.
- **Real Estate Foundation**
 - Construction complete on 1533/35 Brownwood duplex built by carpentry program.
 - REF board approved carpentry program building 1527/29 Brownwood Rd in 2018-19.
 - REF board accepted bid from Midwest Builders to build two 2-story duplexes where 1920 Brownwood Rd was previously located. Will be working with City of Fennimore to amend current Planned Unit Development.
 - Dennis Cooley resigned from the board due to his full-time employment with the College. The board would like to recruit 1-2 new members to join.

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	Brian Waldner	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$59,000
2	Replacement - Steve McCauley	Electromechanical Technician Instructor	Jobert Bermudo	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000
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	No Hire	8/1/2018	MS \$52,202-\$83,000
5	Replacement - Jeff Domink	Animal Science Instructor	Ryan Weigel	8/6/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$62,000
6	Replacement - Chyme Stimart	Student Services Records Specialist	Heather Day	8/6/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$17.00

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	George Whiteaker	9/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000 (base)
8	New Position	Public Relations Manager	Dennis Cooley	8/13/2018	Salary Band C44 \$53,671 - \$75,139 Hired at \$75,139
9	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Katie Snitker	7/1/2018	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
10	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Brian Molini	7/1/2018	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
11	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	Posted	8/1/2018	MS \$52,202-\$83,000
12	New Position	Disability Services Associates	Interview Scheduled	9/4/2018	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-30 hr)	Posted	9/15/2018	Hourly Band B21 \$16.79 - \$21.83
14	New Position	Regional Engagement Coordinator - Richland Center Outreach	Criag Woodhouse	8/13/2018	Salary Band C43 \$50,394-\$70,552 Hired at \$60,500
15	New Position	Regional Engagement Coordinator - Darlington Outreach	Hold	8/1/2018	Salary Band C43 \$50,394-\$70,552
16	Replacement - Breanna Callahan	Student Services Admission Specialist	Sherri Seitz	8/13/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$16.50
17	New Position	Safety Coordinator	Interviews Scheduled	9/15/2018	Salary Band C42 \$47,777-\$66,888

Information and Correspondence

A. Enrollment Report

The 2017-18 Comparison FTE Report and 2018-19 Comparison FTE 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	08-14-17 Students	08-13-18 Students	Student Change	08-14-17 FTE	08-13-18 FTE	FTE Change
10-101-1	Accounting	42	36	(6)	30.63	26.87	(3.77)
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	59	48	(11)	22.53	25.47	2.93
10-307-1	Early Childhood Education	35	47	12	27.80	34.73	6.93
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)
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

Program Code	Program Title	08-14-17 Students	08-13-18 Students	Student Change	08-14-17 FTE	08-13-18 FTE	FTE Change
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	225	206	(19)	122.37	104.27	(18.10)
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	1,014	1,078	64	694.07	722.60	28.53
31-101-1	Accounting Assistant	1	8	7	0.20	4.30	4.10
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	2	1	(1)	1.60	0.87	(0.73)
31-475-1	Building Trades - Carpentry	14	9	(5)	12.87	7.27	(5.60)
31-307-1	Child Care Services (ETD)	13	3	(10)	9.30	2.80	(6.50)
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 (NEW)	17	9	(8)	7.10	3.43	(3.67)
31-317-1	Culinary Specialist (ETD)	3	3	-	2.90	0.77	(2.13)
31-091-1	Dairy Herd Management (OLD)	19	2	(17)	19.53	1.30	(18.23)
30-508-2	Dental Assistant - Short Term	17	14	(3)	9.57	7.80	(1.77)
30-812-1	Driver and Safety Education Certification	9	20	11	2.30	5.40	3.10
31-413-2	Electrical Power Distribution	24	29	5	22.73	26.33	3.60
50-413-2	Electricity (Construction) Apprentice	24	22	(2)	3.50	2.87	(0.63)
30-531-3	Emergency Medical Technician	58	68	10	15.33	16.90	1.57
32-080-4	Farm Operations & Management - Ag Mechanics		1	1		0.33	0.33
32-080-3	Farm Operations & Management - Dairy	1	3	2	0.43	2.47	2.03
31-080-3	Farm Operations & Management - Dairy Technician(ETD)	1	4	3	0.40	2.47	2.07
32-080-6	Farm Operations & Management - Livestock	1		(1)	0.33		(0.33)
31-080-7	Farm Operations & Management - Livestock Tech(ETD)		1	1		0.93	0.93
30-317-1	Food Production Assistant (ETD)	1		(1)	0.60		(0.60)

Program Code	Program Title	08-14-17 Students	08-13-18 Students	Student Change	08-14-17 FTE	08-13-18 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	35	36	1	28.90	28.20	(0.70)
31-530-2	Medical Coding Specialist (ETD)	49	56	7	23.67	27.93	4.27
30-543-1	Nursing Assistant	219	223	4	26.30	26.10	(0.20)
31-106-8	Office Support Specialist	6	2	(4)	5.73	0.70	(5.03)
50-427-5	Plumbing Apprentice	22	18	(4)	3.06	3.40	0.34
31-420-7	Precision Machining Technology	1	8	7	1.03	8.00	6.97
31-504-5	Security Operations (ETD) (NEW)		2	2		1.20	1.20
31-182-1	Supply Chain Assistant (ETD)	1	6	5	0.43	2.33	1.90
31-442-1	Welding	72	64	(8)	53.43	51.20	(2.23)
	Total Technical Diploma	775	763	(12)	373.09	340.10	(32.99)
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	14	26	12	5.33	10.17	4.83
	Undeclared Majors	356	523	167	53.37	90.57	37.20
	Total	2,175	2,408	233	1,132.69	1,169.37	36.68
	Percent of Change						3.24%
	Vocational Adult (Aid Codes 42-47)	3,805	3,818	13	69.98	76.28	6.30
	Community Services (Aid Code 60)	60	42	(18)	0.35	0.20	(0.15)
	Basic Skills (Aid Codes 73,74,75,76)	409	347	(62)	47.00	46.93	(0.07)
	Basic Skills (Aid Codes 77 & 78)	1,021	934	(87)	81.80	60.87	(20.93)
	Grand Total	7,470	7,549	79	1,331.82	1,353.64	21.82
	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	08-14-17 Students	08-13-18 Students	Student Change	08-14-17 FTE	08-13-18 FTE	FTE Change
10-101-1	Accounting	34	24	(10)	14.93	9.87	(5.07)
10-106-6	Administrative Professional	6		(6)	3.13		(3.13)
10-006-2	Agri-Business/Science Technology (OLD)	7	1	(6)	1.80	0.10	(1.70)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	11	17	6	6.33	9.53	3.20
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	24	14	(10)	14.07	7.47	(6.60)
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	24	27	3	13.40	15.37	1.97
10-102-3	Business Management	98	103	5	43.73	43.70	(0.03)
10-530-5	Cancer Information Management	55	76	21	24.13	28.00	3.87
10-504-X	Criminal Justice Studies	52	57	5	24.07	27.47	3.40
10-316-1	Culinary Arts	17	11	(6)	7.73	5.37	(2.37)
10-317-1	Culinary Management	7	6	(1)	3.43	3.30	(0.13)
10-510-6	Direct Entry Midwife	32	36	4	12.80	12.10	(0.70)
10-307-1	Early Childhood Education	35	52	17	16.67	24.77	8.10
10-620-1	Electromechanical Technology	34	35	1	17.20	16.60	(0.60)
10-325-1	Golf Course Management	18	21	3	9.00	10.63	1.63
10-201-2	Graphic And Web Design	33	30	(3)	16.30	14.27	(2.03)
10-530-1	Health Information Technology	52	50	(2)	22.03	18.93	(3.10)
10-520-3	Human Services Associate	38	31	(7)	17.60	14.57	(3.03)
10-825-1	Individualized Technical Studies	5	8	3	3.23	3.20	(0.03)
10-620-3	Instrumentation and Controls Technology	3	5	2	1.07	2.67	1.60
10-150-X	IT-Network Specialist	28	41	13	12.33	18.23	5.90
10-513-1	Medical Laboratory Technician	15	12	(3)	7.03	4.77	(2.27)
10-543-1	Nursing - Associate Degree	188	198	10	56.80	62.77	5.97
10-531-1	Paramedic Technician	9		(9)	5.10		(5.10)
10-524-1	Physical Therapist Assistant	44	43	(1)	15.60	15.80	0.20
10-196-1	Leadership Development	30	21	(9)	9.47	6.57	(2.90)
10-182-1	Supply Chain Management	20	37	17	7.50	13.33	5.83
Total Associate Degree		919	956	37	386.50	389.37	2.87

Program Code	Program Title	08-14-17 Students	08-13-18 Students	Student Change	08-14-17 FTE	08-13-18 FTE	FTE Change
31-101-1	Accounting Assistant	5	5	-	1.97	1.20	(0.77)
30-531-6	Advanced EMT	3	2	(1)	0.40	0.77	0.37
32-070-1	Agricultural Power & Equipment Technician	38	32	(6)	19.50	16.90	(2.60)
31-405-1	Auto Collision Repair & Refinishing Technician	19	13	(6)	7.67	5.13	(2.53)
32-404-2	Automotive Technician	34	33	(1)	15.93	16.40	0.47
31-408-1	Bricklaying & Masonry		1	1		0.47	0.47
31-475-1	Building Trades - Carpentry	9	9	-	4.40	4.20	(0.20)
31-307-1	Child Care Services (ETD)	5	6	1	2.50	2.60	0.10
30-420-2	CNC Setup/Operation (ETD)		5	5		2.20	2.20
31-502-1	Cosmetology	21	23	2	10.67	11.50	0.83
30-504-2	Criminal Justice-Law Enforcement 720 Academy	8	13	5	3.40	8.43	5.03
31-317-1	Culinary Specialist (ETD)	3		(3)	0.93		(0.93)
31-091-1	Dairy Herd Management (OLD)	1		(1)	0.73		(0.73)
30-508-2	Dental Assistant - Short Term	16	18	2	8.53	9.60	1.07
30-812-1	Driver and Safety Education Certification	11	9	(2)	2.00	1.80	(0.20)
31-413-2	Electrical Power Distribution	28	33	5	14.37	16.10	1.73
50-413-2	Electricity (Construction) Apprentice	19	19	-	1.27	1.27	-
30-531-3	Emergency Medical Technician	26	24	(2)	4.33	4.00	(0.33)
32-080-4	Farm Operations & Management - Ag Mechanics	6	7	1	3.17	2.90	(0.27)
31-080-6	Farm Operations & Management - Crop Operations (ETD)	1	1	-	0.27	0.57	0.30
32-080-3	Farm Operations & Management - Dairy	6	15	9	2.27	8.10	5.83
31-080-3	Farm Operations & Management - Dairy Technician(ETD)	2	5	3	0.63	2.13	1.50
31-080-2	Farm Operations & Management - Farm Ag Maintenance(ETD)	1	3	2	0.50	1.17	0.67
31-080-7	Farm Operations & Management - Livestock Tech(ETD)	1	2	1	0.43	0.83	0.40
30-317-1	Food Production Assistant (ETD)		1	1		0.53	0.53
50-413-1	Industrial Electrician Apprentice	8	3	(5)	0.83	0.27	(0.57)
31-620-1	Industrial Mechanic (ETD)	7	2	(5)	3.50	0.77	(2.73)
31-154-6	IT-Computer Support Technician	13	13	-	4.40	5.27	0.87
31-513-1	Laboratory Science Technician	3	4	1	1.10	1.37	0.27
31-509-1	Medical Assistant	35	36	1	16.97	18.20	1.23
31-530-2	Medical Coding Specialist (ETD)	45	32	(13)	18.03	12.63	(5.40)
30-543-1	Nursing Assistant	121	98	(23)	13.90	11.07	(2.83)
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)

Program Code	Program Title	08-14-17 Students	08-13-18 Students	Student Change	08-14-17 FTE	08-13-18 FTE	FTE Change
50-427-5	Plumbing Apprentice	15	6	(9)	1.37	0.49	(0.88)
31-420-7	Precision Machining Technology	8		(8)	3.83		(3.83)
31-504-5	Security Operations (ETD)	1	1	-	0.30	0.50	0.20
31-182-1	Supply Chain Assistant (ETD)	3	4	1	1.47	1.47	-
31-442-1	Welding	51	44	(7)	26.47	21.20	(5.27)
	Total Technical Diploma	575	522	(53)	198.73	192.03	(6.71)
20-800-1	Liberal Arts - Associate of Arts	9	20	11	1.67	3.83	2.17
20-800-2	Liberal Arts - Associate of Science	16	11	(5)	4.20	2.43	(1.77)
	Undeclared Majors	232	211	(21)	35.23	34.70	(0.53)
	Total	1,751	1,720	(31)	626.33	622.36	(3.97)
	Percent of Change						-0.63%
	Vocational Adult (Aid Codes 42-47)	1,276	1,107	(169)	25.85	23.39	(2.45)
	Community Services (Aid Code 60)	26	-	(26)	0.09	-	(0.09)
	Basic Skills (Aid Codes 73,74,75,76)	125	78	(47)	8.37	-	(8.37)
	Basic Skills (Aid Codes 77 & 78)	146	101	(45)	5.10	7.43	2.33
	Grand Total	3,324	3,006	(318)	665.73	653.19	(12.55)
	Total Percent of Change						-1.88%
	(ETD= Embedded Technical Diploma)						

B. Chairperson's Report

C. College President's Report

1. National Rankings
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Compliance Monitoring Report

B. Time and Place

Thursday, September 20, 2018, at 7:00 p.m. in Richland Center, WI

Adjourn to Closed Session

B. 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 July 9, 2018

Reconvene to Open Session

B. Action, if necessary, on Closed Session Items

Adjournment