



Southwest Wisconsin Technical College
District Board Meeting

Board Retreat and Regular Meeting

October 24, 2019

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda	2
Open Meeting.....	7
A. Roll Call.....	7
Board Retreat.....	7
A. Trends Affecting the College	7
B. Review of Board Ends	7
C. Student Success: Board Policy	7
D. The Elements of Quality Decisions at Southwest Tech.....	7
E. President's Goals and Future & Teambuilding Dialogue.....	8
Open Meeting.....	8
A. Reports/Forums/Public Input	8
Consent Agenda.....	9
A. Approval of Agenda	9
B. Minutes of the Regular Board Meeting of September 19, 2019	12
C. Financial Reports	16
1. Purchases Greater than \$2,500	16
2. Treasurer's Cash Balance.....	21
3. Budget Control.....	22
D. Contract Revenue	23
E. Personnel Items	25
F. American Association of Community Colleges Membership.....	26
Other Items Requiring Board Action.....	29
A. Student Club Approval: SWT3K3z (Southwest Techies)	29
B. Bid: HP Proliant DL360 Servers	33
C. Resolution for Adoption of 2019 Tax Levy.....	34
D. Wisconsin Code of Ethics Resolution.....	35
Board Monitoring of College Effectiveness.....	37
A. Fund Updates (2018-19 Budget)	37
B. Foundation Quarterly Board Report	44
C. Review of Purchasing Activities.....	48
D. Staffing Update	52
Information and Correspondence	56
A. Enrollment Report.....	56
B. Chairperson's Report	60
C. College President's Report	61
D. Other Information Items	61
Establish Board Agenda Items for Next Meeting.....	61
A. Agenda for Next Board Meeting	61
B. Time and Place	61
Adjourn to Closed Session	62
A. Consideration of adjourning to closed session for the purpose of.....	62
B. Approval of Closed Session Minutes of August 22, 2019	62
Reconvene to Open Session.....	62
A. Action, if necessary, on Closed Session Items.....	62
Adjournment.....	62

Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, October 24, 2019

12:00 – 5:45 p.m. – Light Lunch/Board Retreat

6:00 p.m. – Dinner & Student Senate Update

6:45 p.m. – Regular Board Meeting

Southwest Tech Campus

12:00 – 5:45 p.m. – Board Retreat

Southwest Tech Campus

Room 492-493

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The October 24, 2019, Board Retreat/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

BOARD RETREAT

A. Trends Affecting the College

A review of national, state, and local trends will be presented for discussion and initial prioritization.

B. Review of Board Ends

The board will review the mission, vision, values, purposes, strategic directions, and College Health Indicators and determine updates as warranted.

C. Student Success: Board Policy

An initial discussion about developing a student success policy to guide the college.

D. The Elements of Quality Decisions at Southwest Tech

The Board will explore the protocol for improving the quality of decisions made at the college.

E. President's Goals and Future & Teambuilding Dialogue

The Board and the President will establish benchmarks for high priority goals.

6:00 p.m. – Dinner & Student Senate Presentation

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

6:45 p.m. – Regular Board Meeting Southwest Tech Campus Rooms 492-493

OPEN MEETING

A. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

The October 24, 2019, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of September 19, 2019

Minutes of the September 19, 2019, regular Board meeting are included with the Board packet.

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

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

D. Contract Revenue

There were eight contracts totaling \$18,386.35 in September 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

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

F. American Association of Community Colleges Membership

Included in the electronic Board packet is the membership renewal invoice from the American Association of Community Colleges for the College's 2020 membership fees.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Student Club Approval: SWT3K3z (Southwest Techies)

A student club has been formed for any student enrolled in any program at the College. The purpose of the organization is to develop an individual that employers prefer to hire and promote by applying Southwest Tech's Core Abilities and to promote each Core Ability – Act Professionally, Communicate Clearly, Value Learning, Work Productively, Work Cooperatively, and Solve Problems. In addition students will explore how technology will play a part in their education, future careers, civic, recreational, and social activities and the organization will unite in a common bond without regard to race, creed, sex, national origin or other prejudices. Aaron Holverson and Dave Birkelo, IT Instructors, will be co-leading the club. Dave Birkelo will be at the Board meeting to review the club's purposes and answer questions. The SWT3K3z was approved by Student Senate on October 2. The bylaws are included in the electronic Board material.

Recommendation: Approve the SWT3K3z (Southwest Techies) as an official student club at Southwest Tech.

B. Bid: HP Proliant DL360 Servers

The College solicited for four (4) HP Proliant Servers to practice configuration, installation and troubleshooting real world software and Server hardware. The servers will be used for training purposes. Five vendors submitted responses. Caleb White will present the bid recommendation. A summary of the bids received is included in the electronic Board material.

Recommendation: Award the bid for the HP Proliant DL360 Servers in the amount of \$52,882.60 to SHI International Corp. of Somerset, NJ.

C. Resolution for Adoption of 2019 Tax Levy

Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2019 in the amount \$5,299,847 for operational expenses, \$5,345,000 for debt retirement for a total tax levy of \$10,644,847. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2019.

D. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available electronically with all other material. This is an annual resolution that comes before the Board.

Recommendation: Approve the Code of Ethics Resolution as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Fund Updates (2018-19 Budget)

Included in the electronic Board packet are the 2018-19 financial results by fund. Caleb White will review each of the funds with the Board.

B. Foundation Quarterly Board Report

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY20 First Quarter report is available with the electronic Board material.

C. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2019 >\$50,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2019-20 Comparison FTE Report and the Fall 2020 Application Report are available with the electronic Board material.

B. Chairperson's Report

1. ACCT Leadership Congress

C. College President's Report

1. Fire Update
2. Enterprise Resource Planning System Update
3. Fennimore Schools Partnership Update
4. Master Facilities & Investment Plan
5. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Budget Modifications (FY2019)
2. 2020-21 Budget Process
3. Board Monitoring Report – Student Access

B. Time and Place

Thursday, November 14, 2019, at 7:15 p.m. in Rooms 492-493, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

1. **Discussing potential legal topics per Wis. Statutes 19.85(1)(g)** {Conferring with legal counsel for the governmental body who is rendering oral or written advice

concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}

2. **Discussing personnel issues per Wis. Statutes 19.85(1)(f)** {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

B. Approval of Closed Session Minutes of August 22, 2019.

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The October 24, 2019, Board Retreat/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, at CESA 3, at the City of Fennimore Office, and on the College's website in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

Board Retreat

A. Trends Affecting the College

A review of national, state, and local trends will be presented for discussion and initial prioritization.

B. Review of Board Ends

The board will review the mission, vision, values, purposes, strategic directions, and College Health Indicators and determine updates as warranted.

C. Student Success: Board Policy

An initial discussion about developing a student success policy to guide the college.

D. The Elements of Quality Decisions at Southwest Tech

The Board will explore the protocol for improving the quality of decisions made at the college.

E. President's Goals and Future & Teambuilding Dialogue

The Board and the President will establish benchmarks for high priority goals.

6:00 p.m. – Dinner & Student Senate Presentation

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

**6:45 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

Open Meeting

A. Reports/Forums/Public Input

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, October 24, 2019

12:00 – 5:45 p.m. – Light Lunch/Board Retreat
6:00 p.m. – Dinner & Student Senate Update
6:45 p.m. – Regular Board Meeting
Southwest Tech Campus

12:00 – 5:45 p.m. – Board Retreat
Southwest Tech Campus
Room 492-493

AGENDA

OPEN MEETING

The following statement will be read: "The October 24, 2019, Board Retreat/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

BOARD RETREAT

- A. Trends Affecting the College
- B. Review of Board Ends
- C. Student Success: Board Policy
- D. The Elements of Quality Decisions at Southwest Tech
- E. President's Goals and Future & Teambuilding Dialogue

6:00 p.m. – Dinner & Student Senate Presentation

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

**6:45 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 19, 2019
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Student Club Approval: SWT3K3z (Southwest Techies)
- B. Bid: HP Proliant DL360 Servers
- C. Resolution for Adoption of 2019 Tax Levy
- D. Wisconsin Code of Ethics Resolution

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Fund Updates (2018-19 Budget)
- B. Foundation Quarterly Board Report
- C. Review of Purchasing Activities
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing potential legal topics per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
 - 2. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
- B. Approval of Closed Session Minutes of August 22, 2019.

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

B. Minutes of the Regular Board Meeting of September 19, 2019



**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 19, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:05 p.m. on September 19, 2019, 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:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Russell Moyer, Eileen Nickels, Chris Prange, and Jane Wonderling

Absent: Donald Tuescher

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

Chairperson Bolstad called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

BOARD MEETING NOTICE/AGENDA

Thursday, September 19, 2019

6:00 p.m. – Bookstore Strategic Initiative Project

6:15 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Rooms 492-493

AMENDED AGENDA

OPEN MEETING

The following statement will be read: "The September 19, 2019, 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 and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA

- A. Approval of Agenda

- B. Minutes of the Regular Board Meeting of August 22, 2019
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Division of Vocational Rehabilitation Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP For Platteville Outreach
- B. WTCS Facilities Request: Platteville Outreach Leases & Related Remodeling
- C. Resolution: 2019 Professional Board Staff Award

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Compliance
- B. October Board Retreat
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
- B. Approval of Closed Session Minutes of August 22, 2019.

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

Newly appointed Board member Tracy Fillback read and signed the Oath of Office. She will serve a term ending June 30, 2022.

After a review of the Consent Agenda, including the September 19, 2019, agenda; August 22, 2019, Board minutes; financial reports; five contracts totaling \$2,466.65 in August 2019; employment recommendations for Amber Adney – Child Care Aide, Jordan Streeter – Child Care Aide, and Madison Cooper – Grant Manager Assistant; and a 36-month lease for the State of Wisconsin, Department of Administration to lease space for the Division of Vocational Rehabilitation at the Richland Center outreach site, Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

The College issued a Request for Proposals (RFP) to provide a rental property for the purpose of supporting, expanding and/or enhancing existing programming in the City of Platteville with the public opening of the RFP on May 15, 2019. Dr. Wood informed the Board the college was able to lease parking at McGregor Plaza directly across the street from the proposed site. Mr. Prange moved to award the Platteville Outreach Space Rental RFP to General Capital Development, LLC, Fox Point, WI, for 2,500 sq. ft. of leased space at 150 East Pine Street, Platteville, WI. Mr. Moyer seconded the motion; motion unanimously carried.

Mr. White presented a resolution for approval of a lease for the new Platteville Outreach site and for parking located across the street from the new outreach site. Mr. Moyer moved to approve the resolution to lease from General Capital Development, LLC, Fox Point, WI, an off-site 2,500 square foot classroom/office space located at 150 East Pine Street, Platteville, WI, for \$1,500 per month for the first year for a period of five years with an annual 3% in rent increases; to lease ten parking spaces located at McGregor Plaza Shopping Center, Platteville, WI, from PJR Properties, LLC, Sheboygan, WI, for \$400 per month; and to make the necessary upgrades/remodeling to accommodate the classroom/office space. Ms. Fitzsimons seconded the motion. Upon a roll call vote, the motion was unanimously approved.

A board resolution honoring Karen Campbell, Executive Services Director, as the Association of Community College Trustees (ACCT) 2019 Central Region Professional Board Staff Award recipient was read by Dr. Wood. Ms. Nickels moved to approve, as presented, the Resolution Honoring Karen Campbell as the ACCT 2019 Central Region Professional Board Staff Award recipient. Ms. Wonderling seconded the motion; motion carried.

Barb Tucker, Accreditation Liaison Officer, presented the Compliance Board Monitoring Report. The focus of this report was on the Higher Learning Commission accreditation. Ms. Tucker outlined the Standard Pathway 10-year timeline, noting a comprehensive visit will take place in 2021-22. Prior to the visit, an assurance document and associated evidence will be developed and submitted. Mr. Bolstad thanked Ms. Tucker and everyone at the College for moving accreditation forward.

A draft October 24 Board retreat agenda was presented for review. Mr. Bolstad reminded Board members the Board's role is to be visionary and not focus on strategy.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting that a temporary worker will be brought in for the café' position and interviews are being scheduled for the assistant recruiter position(s).

Caleb White, Vice President for Administrative Services, reviewed the 2019-20 Comparison FTE Report noting we are on track to meet the budget goal. Katie Glass, Executive Director of Marketing, provided a presentation on recruitment.

Under the Chairperson's report, Mr. Bolstad included highlights from the District Boards Association annual planning meeting. The focus this year will be on getting more engagement from trustees by making the quarterly meetings more enhanced.

Dr. Wood updated the Board members on college happenings including the recent retirees' breakfast and the WTCS Presidents' Association. The next Board Appointment meeting will be Thursday, November 7. Dr. Wood invited the Board members to attend the October 16 accreditation celebration on campus.

The Closed Session was not needed. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried and the meeting adjourned at 8:18 p.m.

Donald L. Tuescher
Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 09/01/2019 - 09/30/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
CAMPUS WORKS INC	7185	PO# 6750 amendment #1	\$40,625.00	
CAMPUS WORKS INC	7110	amendment#1-phase 2 PO# 6750	\$40,625.00	
J&T CONCRETE CONSTRUCTION LLC	1133	Concrete walls-REF	\$29,502.00	
NATIONAL BUSINESS FURNITURE	ZK057966-TDQ	chairs	\$16,342.00	
REDSHELF	INV-11048	Redshelf Inclusive spring 2019	\$12,488.36	
FLIGHTPATH AGENCY	SWTC-3	Hulu Campaign	\$11,750.00	
H & N PLUMBING & HEATING, INC.	187179	Water main break	\$11,625.53	
FRANKLIN COVEY CLIENT SALES INC	IS10090865	All Access pass 191/20	\$10,950.00	
MBS TEXTBOOK EXCHANGE LLC	47-4809903	Books	\$8,865.00	
J&T CONCRETE CONSTRUCTION LLC	1134	concrete work	\$8,320.00	
EMSI	19326	PO# 6755 GAP Analysis	\$8,250.00	
HSR ASSOCIATES INC	19024-03	Prof Svcs	\$8,210.70	
WI TECHNICAL COLLEGE SYSTEM	2000030	annual consult FQAS	\$8,168.44	
FENNIMORE MUNICIPAL UTILITIES	HOUSING UTILITIES	Housing Utilities july/aug	\$7,516.10	
CREATIVE SOLUTIONS	C-012091	Carpet replacement 100 water	\$6,203.49	
WIENKES KEVIN	7831	Housing building-backfill	\$6,200.00	
VIKING ELECTRIC SUPPLY, INC.	S002781042.001	lighting	\$5,510.00	
CAMPUS WORKS INC	7151	travel expenses	\$5,193.30	
FLIGHTPATH AGENCY	SWTC-2	YouTube Campaign	\$5,000.00	
Marie Stimpson	1700111	Opp Student Refund	\$5,000.00	
WIENKES KEVIN	7832	Housing-Stone	\$4,916.88	
ADVANCED HEALTH & SAFETY LLC	AHS10291	asbestos removal	\$4,845.00	
WERTZ TRAVIS	3663A	RC outreach site PO# 6742	\$4,575.06	
MBS TEXTBOOK EXCHANGE LLC	47-4813770	books	\$4,500.00	
AMERICAN PHYSICAL THERAPY	1553741	2020 Annual Accreditation Fee	\$4,500.00	
Miranda B Updike	1699714	Opp Student Refund	\$4,230.24	
MADISON AREA TECHNICAL COLLEGE	19-20 DISTRICT	CTSO fees	\$4,075.00	
BRAND L EMBROIDERY	37049	Folding camp chair	\$4,042.64	

Vendor	Invoice #	Description	Amount
Lydia M Kulp	1699894	Opp Student Refund	\$4,038.21
DULL JUSTIN	08-15-19	Housing Cleaning REF	\$3,860.00
OTTER CREEK CONSTRUCTION LLC	944	Door updates	\$3,859.62
WUBBEN GREG	REIMB 1988 CHEV	1988 Chevy pickup	\$3,772.00
Zachary D Dean	1699903	Opp Student Refund	\$3,765.96
Britney R Wall	1699672	Opp Student Refund	\$3,759.57
Nichole E Buckley-Metcalf	1699721	Opp Student Refund	\$3,633.48
W.W. NORTON & COMPANY	380856	N Sampler 9E PA	\$3,600.00
Marissa A Hoehne	1699747	Opp Student Refund	\$3,594.72
KRAEMER AIR FILTER CORP.	18762	Filters	\$3,562.09
Sara E Diaz	1699802	Opp Student Refund	\$3,523.20
Samantha J Goodman	1699978	Opp Student Refund	\$3,492.32
KNELLWOLF CLAREY	DWD REIMBURSE	DWD Dual Grant Reimburse	\$3,477.96
PRISMRS LLC	222002	maintenance/hosting(annual ssl	\$3,469.33
J R ELECTRIC	10080	Blue Print HVAC design-REF	\$3,468.75
Bailey E McQuaid	1699959	Opp Student Refund	\$3,443.00
WPS HEALTH INSURANCE	090319011374	Medicare Prem-M Strohbusch	\$3,435.50
Ashley Hohmann	1699878	Opp Student Refund	\$3,424.16
Ashley A Kirchner	1699807	Opp Student Refund	\$3,415.54
Esther N Breininger	1700025	Opp Student Refund	\$3,414.58
Jessica L Nicholls	1700020	Opp Student Refund	\$3,406.31
Emily L Page	1699991	Opp Student Refund	\$3,365.04
Catrinia M Fagan	1699977	Opp Student Refund	\$3,356.58
Courtney A Schweiger	1699915	Opp Student Refund	\$3,342.72
Nicholas R Le Brun	1700043	Opp Student Refund	\$3,333.20
Daisy J Chavez Medina	1699944	Opp Student Refund	\$3,302.86
Taylor D Bangert	1699744	Opp Student Refund	\$3,302.29
Virginia L Wittman	1699955	Opp Student Refund	\$3,276.71
NJCAA REGION XIII	2804	Golf Dues	\$3,245.00
WPS HEALTH INSURANCE	090319006681	Medicare Prem N Strohbusch	\$3,191.66
Bridgett M Miesen	1700034	Opp Student Refund	\$3,184.20
MILLER KIMBERLEY K	1198	PAT completion PO# 6752	\$3,145.00
Morgan A Miller	1699992	Opp Student Refund	\$3,136.01
Madison M Travis	1699853	Opp Student Refund	\$3,096.22

Vendor	Invoice #	Description	Amount	
FRANKLIN COVEY CLIENT SALES INC	IS10099652	Unconscious Bias Kit	\$3,074.40	
Joshua J Hardy	1699935	Opp Student Refund	\$3,065.15	
LAMAR COMPANIES	110632541	Open House ad	\$3,054.00	
Ashley M Olson	1699740	Opp Student Refund	\$3,029.98	
Anna M Ninneman	1699929	Opp Student Refund	\$3,022.91	
Christina M Hill	1699748	Opp Student Refund	\$3,001.51	
Dillon J Potts	1699750	Opp Student Refund	\$2,995.97	
Emily L Schumacher	1699828	Opp Student Refund	\$2,983.70	
Michael S Buttchen	1699751	Opp Student Refund	\$2,965.95	
Heather N Brown	1700101	Opp Student Refund	\$2,959.63	
COMPUGROUP MEDICAL	8180166393	maintenance-unidirectional ana	\$2,954.00	
Alexander R Udelhoven	1699773	Opp Student Refund	\$2,935.12	
Samantha M Lammers	1700060	Opp Student Refund	\$2,905.92	
Hazen M Newton	1699764	Opp Student Refund	\$2,895.67	
Mark A VanNatta	1699684	Opp Student Refund	\$2,886.22	
ACCREDITATION COMMISSION FOR	991810	Annual Accred (assoc nurse)	\$2,875.00	
Shanta A Anderson	1699693	Opp Student Refund	\$2,819.05	
Alexis A M Smith	1699786	Opp Student Refund	\$2,813.19	
REDSHELF	INV-12808	POS sales/less commission	\$2,807.88	
Mariah R Steiner	1699907	Opp Student Refund	\$2,791.09	
OCLC, INC.	0000682753	EZ Proxy hosting Tier 2	\$2,765.55	
WINGERT WESLEY M	7 CREDITS REIMB	DWD Dual Grant Reimburse	\$2,740.58	
Kami L Turner	1699722	Opp Student Refund	\$2,712.81	
Allie A Halvorson	1699870	Opp Student Refund	\$2,698.78	
Danielle M Brockway	1699837	Opp Student Refund	\$2,692.65	
Shanda M Trumm	1699745	Opp Student Refund	\$2,663.22	
Amanda D Sutton	1699777	Opp Student Refund	\$2,658.58	
Bryce M Schute	1699815	Opp Student Refund	\$2,653.29	
Rachel M Dugan	1699845	Opp Student Refund	\$2,602.11	
Jennifer A Torres	1699924	Opp Student Refund	\$2,596.60	
Kasey M Winters	1699930	Opp Student Refund	\$2,591.96	
Rubilly F Wilson	1700005	Opp Student Refund	\$2,564.91	
Jennifer L Lawinger	1699981	Opp Student Refund	\$2,538.41	
Joni M Foley	1699736	Opp Student Refund	\$2,538.01	
Tingbin Weng	1699964	Opp Student Refund	\$2,526.67	
Kenneth W Adams	1699812	Opp Student Refund	\$2,518.81	
Catie A Kreul	1699931	Opp Student Refund	\$2,518.76	
Tishia J Richards	1700059	Opp Student Refund	\$2,513.29	
Taryn J Rankin	1699957	Opp Student Refund	\$2,507.72	
Total Invoices				\$518,162.58

Purchase Orders				
Vendor	PO #	Description	Amount	
RESCO	6823	EPD: Utilco 6 Ton Inline Press Tool	\$5,547.00	
Total Purchase Orders				\$5,547.00
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI ETF #216437	CMTRX00002502	WDL000006704	\$122,426.00	
941 ER Federal Tax #90607810	CMTRX00002498	WDL000006693	\$111,086.00	
941 Federal ER Tax #41817417	CMTRX00002488	WDL000006665	\$109,452.63	
WI DOR Sale Tax August 2019	CMTRX00002496	WDL000006685	\$26,967.89	
WI DOR ER Tax #0-927-685-152	CMTRX00002498	WDL000006695	\$22,069.32	
WI DOR Payroll #1-883-482-65	CMTRX00002488	WDL000006666	\$21,915.98	
SYMETRA LIFE INS #1437472	CMTRX00002498	WDL000006694	\$9,851.75	
Delta Dental #301250	CMTRX00002487	WDL000006659	\$6,597.50	
Wells Fargo #784036258	CMTRX00002491	WDL000006673	\$6,447.00	
Wells Fargo #786640952	CMTRX00002499	WDL000006700	\$6,447.00	
Merchant Fee August 2019	CMTRX00002489	WDL000006668	\$6,168.99	
Delta Dental #307140	CMTRX00002501	WDL000006702	\$5,852.35	
Hasler Advance Sept 2019	CMTRX00002491	WDL000006671	\$5,000.00	
Delta Dental #303494	CMTRX00002496	WDL000006683	\$4,441.00	
DeltaDental #302372	CMTRX00002493	WDL000006677	\$4,244.04	
Total Bank Withdrawals				\$468,967.45
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 9/6/2019	UPRCC00000952	WDL000006651	\$288,315.78	
Direct Deposit 9/20/2019	UPRCC00000961	WDL000006690	\$286,798.73	
Direct Deposit 9/20/2019	UPRCC00000960	WDL000006689	\$34,682.92	
Direct Deposit 9/6/2019	UPRCC00000951	WDL000006649	\$30,063.92	
Direct Deposit 9/20/2019	UPRCC00000957	WDL000006686	\$9,548.17	
Direct Deposit 9/6/2019	UPRCC00000954	WDL000006653	\$6,762.48	
Direct Deposit 9/20/2019	UPRCC00000958	WDL000006687	\$6,509.43	
Direct Deposit 9/6/2019	UPRCC00000955	WDL000006654	\$6,296.21	
Direct Deposit 9/6/2019	UPRCC00000956	WDL000006655	\$6,251.91	
Direct Deposit 9/20/2019	UPRCC00000959	WDL000006688	\$3,834.79	
Total Payroll				\$679,064.34

Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 9.03.2019	CMTRX00002496	WDL000006684	\$200,845.81	
US Bank ending 8.20.2019	CMTRX00002487	WDL000006661	\$94,746.85	
Total Purchase Cards				\$295,592.66
Total Purchases >= \$2,500				\$1,967,334.03

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 09/30/2019			
Receipts			
2 Special Revenue			
3 Capital Projects	1.89		
4 Debt Service	-		
5 Enterprise	95,771.29		
6 Internal Service	314,704.32		
7 Financial Aid/Activities	243,515.29		
Total Receipts		653,992.79	
Expenses			
Fund			
1 General	1,787,652.04		
2 Special Revenue	-		
3 Capital Projects	204,277.01		
4 Debt Service			
5 Enterprise	255,958.13		
6 Internal Service	312,356.55		
7 Financial Aid/Activities	1,778,437.33		
Total Expenses		4,338,681.06	
Net cash change - month			(3,684,688.27)
EOM Cash Balances			
-American Operating 0356	-		
-American Investment 1324	13,253,815.69		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,220,841.11		
Ending Cash/Investment Balance		14,477,596.80	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 3 Months ended September 2019							
	2019-20	2019-20	2019-20	2018-19	2017-18	2016-17	2015-16
	<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	23,506,000.00	4,630,987.51	19.70	20.12	20.63	19.36	18.97
General Fund Expenditures	24,165,000.00	5,416,846.42	22.42	22.19	22.09	22.46	24.16
Capital Projects Fund Revenue	4,020,000.00	2,841.94	0.07	0.31	99.12	100.69	98.85
Capital Projects Fund Expenditures	5,100,000.00	187,257.12	3.67	6.99	24.41	17.93	6.81
Debt Service Fund Revenue	5,425,000.00	-	-	-	0.66	1.29	0.86
Debt Service Fund Expenditures	5,724,600.00	-	-	0.21	0.62	0.60	-
Enterprise Fund Revenue	1,768,000.00	709,339.30	40.12	34.31	31.46	31.65	31.80
Enterprise Fund Expenditure	1,636,000.00	550,622.75	33.66	23.66	28.31	24.50	20.02
Internal Service Fund Revenue	4,427,000.00	929,855.27	21.00	21.98	22.95	24.39	26.40
Internal Service Fund Expenditures	4,427,000.00	1,002,172.21	22.64	24.32	24.23	24.27	39.90
Trust & Agency Fund Revenue	8,020,000.00	503,431.57	6.28	23.41	24.02	28.14	7.12
Trust & Agency Fund Expenditures	8,075,000.00	1,972,927.27	24.43	24.92	25.80	28.26	25.82
Grand Total Revenue	47,166,000.00	6,776,455.59	14.37	17.33	24.00	24.34	20.39
Grand Total Expenditures	49,127,600.00	9,129,825.77	18.58	19.15	20.89	20.90	22.04

D. Contract Revenue

There were eight contracts totaling \$18,386.35 in September 2019 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS

9/1/2019 - 9/30/2019

<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>
WAT Grant - Dillman Equipment	03-2020-0001-I-47	Body Mechanics for Industry	Amy Charles	70	\$ 253.79	No		X	
WAT Grant - Community First Bank	03-2020-0034-I-47	5 Behaviors of a Cohesive Team	Amy Charles	12	\$ 1,100.00	No		X	
WAT Grant - Community First Bank	03-2020-0034-I-47	Strengths Finder	Amy Charles	11	\$ 471.20	No		X	
WAT Grant - Community First Bank	03-2020-0034-I-47	Strengths Finder	Amy Charles	9	\$ 471.20	No		X	
UW-Platteville	03-2020-0036-I-18	Large Van Driver Education	Kris Wubben	2	\$ 200.00	No		X	
SW CAP-Headstart	03-2020-0050-I-41	Heartsaver CPR/AED w/ First Aid	Kris Wubben	49	\$ 4,500.00	No		X	
WAT Grant - Lactalis	03-2020-0061-I-47	Project Management	Amy Charles	12	\$ 1,100.00	No		X	
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - August	Caleb White		\$ 500.00	No		X	
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - September	Caleb White		\$ 500.00	No		X	
Prairie du Chien High School	03-2020-0066-I-11	Introduction to Criminal Justice Studies	Kim Maier	17	\$ 9,290.16	No		X	
TOTAL of all Contracts				182	\$ 18,386.35				
Exchange of Services				-	\$ -				
For Pay Service				182	\$ 18,386.35				

E. Personnel Items

Two employment recommendations and one retirement are being presented for approval in the Personnel Report. The Personnel Report is included below.

PERSONNEL REPORT October 24, 2019

Employment: NEW HIRES

Name	Kaye Woodke
Title	Assistant Recruiter
Number of Applicants and Number Interviewed	14 applicants, 7- phone screened, 3-interviewed
Start Date	10/16/2019
Salary/Wages	\$21.00/hour
Classification	Full-time – LTE through 6/30/2020
Education and/or Experience	Associate Degrees in Administrative Professional, Graphic & Web Design and Early Childhood Education from Southwest Tech. Kaye served as a Student Ambassador and Student Services work study for 3 years and was Student Senate President for 1 year at Southwest.

Name	Brianna Hartman
Title	Assistant Recruiter
Number of Applicants and Number Interviewed	14 applicants, 7- phone screened, 3-interviewed
Start Date	10/16/2019
Salary/Wages	\$21.00/hour
Classification	Full-time – LTE through 6/30/2020
Education and/or Experience	Bachelor's Degree in Psychology from UW-Oshkosh with 3 years of experience in college financial aid and advising roles.

PROMOTIONS / TRANSFERS

None	
------	--

RETIREMENTS / RESIGNATIONS

Steve Elliott (Retirement 1/3/2020)	Maintenance
-------------------------------------	-------------

F. American Association of Community Colleges Membership

Included below is the membership renewal invoice from the American Association of Community Colleges for the College's 2020 membership fees.

Recommendation: Approve the Consent Agenda as presented.



September 19, 2019

Thank you for your membership in the American Association of Community Colleges (AACC). For a century, AACC has been proud to represent you, the leaders of the nation's community colleges. We know that the strength of our organization lies with our members and we are happy to be a part of the work you do to ensure the success of the nation's 12.2 million community college students.

We are grateful for your continued participation in AACC. Lending your voice to our advocacy efforts in Washington, DC has proven invaluable in securing access to the people and policies that effect our colleges. We have built strong relationships in the Nation's Capital and will continue to work across the aisle and across sectors to ensure that your voice is included in legislative and policy discussions. Advocacy has always been, and will continue to be, a major focus for AACC, but I encourage you to take advantage of all we have to offer.

- **AACC Events** are the best way to connect with colleagues. Whether attending one of our issue-specific convenings, Advocates in Action, Workforce Development Institute, or AACC's Annual Convention, we welcome your participation.
- **AACC's Leadership Suite** is designed to provide talent development for you and your team. With a variety of programs that focus on critical skills and timely topics, leaders are better prepared to take on the opportunities and challenges of our complex institutions.
- AACC's award winning communications provide you with the news that you need to lead.
 - o The **Community College Daily** is a great way to start your day with the news that impacts community colleges. (www.ccdaily.com)
 - o The **Community College Journal** provides a deeper dive into the topics that are important to you.
 - o **CC Voice** podcast is the only podcast about the power of the nation's community colleges. Designed to bring you up to speed on the issues that matter.
 - o Participate in a national conversation on the topics that are important to you at the **AACC 21st Century Center** (www.aacc21stcenturycenter.org).
- **Voluntary Framework of Accountability (VFA)** is the data collection system designed by community colleges, for community colleges. Existing accountability measures in higher education do not adequately measure the unique mission of community colleges. VFA data, however, provides you with an improved ability to assess student and institutional performance and create pathways to student success. Best of all, participation in VFA is included as a part of your AACC membership.

We understand that declining enrollments can lead to decreased apportionment for some of our colleges. Fiscal instability is a challenge for any leader, and we recognize that the financial health of your college is priority. Because of that, we are freezing your membership dues calculation at the 2019 rate in order to ensure that you can plan appropriately as you move forward with your budget plans. If you have any questions, please contact our Membership Services team at membership@aacc.nche.edu or by calling (202) 728-0200.

Thank you, again for your membership. Your continued engagement with AACC helps to ensure that our collective voice remains strong on Capitol Hill and throughout the nation.

Sincerely,

Membership Services Department

One Dupont Circle, NW | Suite 700 | Washington, DC 20036 | T: 202.728.0200 | www.aacc.nche.edu



American Association of Community Colleges
One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA
Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 18-Sep-2019
Ship-To: 000000001102-0

Order Number: 1000171266
Order Date: 17-Sep-2019
Invoice Number :

Southwest Wisconsin Technical College
Attn: Jason S. Wood
President
1800 Bronson Blvd
Fennimore, WI 53809

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AAACC - Institutional Member 01-Jan-2020 to 31-Dec-2020	Active	Proforma	1	3,463.00	0.00	0.00	0.00	3,463.00
AACC/PRES_ACADEMY-AAACC - Presidents Academy Fee 01-Jan-2020 to 31-Dec-2020	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
Shipping:								0.00
Total :								3,538.00
Paid To Date								0.00
Current Amount Due :								3,538.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000001102-0	Southwest Wisconsin Technical College	Balance Due(USD):	3,538.00
Order No.: 1000171266	Invoice No:	Amount:	_____
Federal Tax ID: 53 0196569			

Send payments to: American Association of Community Colleges
PO Box 75263
Baltimore, MD 21275

Other Items Requiring Board Action

A. Student Club Approval: SWT3K3z (Southwest Techies)

A student club has been formed for any student enrolled in any program at the College. The purpose of the organization is to develop an individual that employers prefer to hire and promote by applying Southwest Tech's Core Abilities and to promote each Core Ability – Act Professionally, Communicate Clearly, Value Learning, Work Productively, Work Cooperatively, and Solve Problems. In addition students will explore how technology will play a part in their education, future careers, civic, recreational, and social activities and the organization will unite in a common bond without regard to race, creed, sex, national origin or other prejudices. Aaron Holverson and Dave Birkelo, IT Instructors, will be co-leading the club. Dave Birkelo will be at the Board meeting to review the club's purposes and answer questions. The SWT3K3z was approved by Student Senate on October 2. The bylaws are included below.

Recommendation: Approve the SWT3K3z (Southwest Techies) as an official student club at Southwest Tech.

PREAMBLE

Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations. It is deemed essential that this organization will be an integral part of the career and technical education curriculum by emphasizing how to implement technology safely at work, home, or in a public setting.

ARTICLE I - NAME

The name of this organization shall be **SWT3K3z (Southwest Techies)**.

At this time there are no officially recognized state or national affiliations that are associated with this local organization.

ARTICLE II - PURPOSE

The purposes of this organization are:

1. To provide opportunities for members to explore their interests in technology.
2. To assist students in understanding how technology can be integrated into and enhance daily life.
3. To develop and strengthen members' confidence in themselves and their work by using technology.
4. To develop an understanding of how technology will play a part in their future careers, technical education, civic, recreational, and social activities.
5. To develop competent, assertive, and technologically adept future leaders of the world.
6. To unite in a common bond without regard to race, creed, sex, or national origin.

ARTICLE III – ORGANIZATION

SWT3K3z will have officers who will be elected annually by the membership. The officers, through the president, will make recommendations to the advisor with respect to the welfare of SWT3K3z.

ARTICLE IV – MEMBERSHIP

Membership in SWT3K3z shall consist of any student from Southwest Wisconsin Technical College that's enrolled in any program. ALL members must pay dues as established by the local association; and will be eligible to hold office, participate in programs, and to otherwise represent his/her organization in state and/or national SWT3K3z affairs.

ARTICLE V - VOTING

Local members of SWT3K3z shall exercise their voting privilege through at local monthly meetings.

SWT3K3z (Southwest Techies)

ARTICLE VI – OFFICERS

The term of office shall be “two semesters (one school year).” Officers of the SWT3K3z shall be elected by majority vote of the membership at the September meeting. Officer positions shall consist of President, Vice President, Treasurer, Event Coordinator. Duties are listed in the Bylaws Article II.

ARTICLE VII – MEETINGS

Regular meetings of the **SWT3K3z** will be held at a minimum of once per month. Parliamentary procedure for all meetings will be governed by the current edition of Robert’s Rules of Order, Newly Revised.

ARTICLE VIII - ADVISORS

Any instructor of any Information Technology program at Southwest Wisconsin will serve as an advisor for the SWT3K3z. However, an alternative advisor may be appointed as deemed necessary by the school administration.

ARTICLE IX – FINANCES

SWT3K3z will be responsible for any local, state, and national affiliation dues according to the number of individual members claimed for such affiliation.

ARTICLE X - EMBLEM AND COLORS

Section 1: Colors



Section 2: The official SWT3K3z emblem is (in the making)

Section 3: The official SWT3K3z Flag is (in the making)

ARTICLE XI - AMENDMENTS

To amend this constitution, the proposed amendment must be presented in writing by the member proposing the amendment to the president and advisor at least ten days prior to the next regularly scheduled meeting. The proposed amendment may be adopted by a two-thirds approval of the voting members.

ARTICLE XII - RULES, REGULATIONS, AND BYLAWS

SWT3K3z will adopt such rules, regulations, and bylaws as are deemed necessary by the members and advisor.

BYLAWS

ARTICLE I - QUALIFICATIONS FOR STUDENT OFFICE

Only active students will be eligible for office in the **SWT3K3z** Chapter.

ARTICLE II - DUTIES OF STUDENT OFFICERS

Section 1: President. It shall be the duty of the president to preside at all business meetings; to preside over officer meetings; to make all necessary committee appointments including the designation of committee chairmen; to be available, as necessary, in promoting the general welfare of SWT3K3z.

Section 2: Vice President. It shall be the duty of the vice president to serve in any capacity as directed by the president; to record the proceedings of all business and officer meetings; to serve as chairman of the committees; to accept the responsibilities of the president as occasions may demand; and to be available, as necessary, in promoting the general welfare of SWT3K3z.

Section 3: Treasurer. It shall be the duty of the treasurer to serve in any capacity as directed by the president; to present any financial reports necessary for the division; membership management; and to be available, as necessary, in promoting the general welfare of SWT3K3z.

Section 4: Event Coordinator. It shall be the duty of the Event Coordinator to serve in any capacity as directed by the president; to coordinate any SWT3K3z approved event; be fiscally responsible with approved event management; and to be available, as necessary, in promoting the general welfare of SWT3K3z.

ARTICLE III - DUES

The membership year shall be **August 1st** through **June 1st**. It will be the responsibility of the organization Treasurer for the collection, pursuing and organization of these dues within the deadline.

ARTICLE IV – AMENDMENTS

To amend these bylaws, the proposed amendment must be presented in writing by a member to the president and advisor at least ten days prior to the next regularly scheduled meeting. The proposed amendment must be considered at the next meeting. The proposed amendment may be adopted by a majority approval of the voting members.

ARTICLE V – FIRST DRAFT APPROVAL

President: _____ Print: _____

Advisor: _____ Print: _____

Date: _____

B. Bid: HP Proliant DL360 Servers

The College solicited for four (4) HP Proliant Servers to practice configuration, installation and troubleshooting real world software and Server hardware. The servers will be used for training purposes. Five vendors submitted responses. Caleb White will present the bid recommendation. A summary of the bids received is included below.

Recommendation: Award the bid for the HP Proliant DL360 Servers in the amount of \$52,882.60 to SHI International Corp. of Somerset, NJ.

Bid # 1920-03 HP Proliant DL360 Servers
October 11, 2019 @ 1:30 p.m., Room 492

Invitations to bid on four (4) HP Proliant Servers were solicited of vendors. The Servers will be purchased with grant funds from the Impact Grant. The equipment will allow students to practice configuration, installation and troubleshooting real world software and Server hardware.

The public opening of bids was held on Friday, October 11, 2019 at 1:30 p.m. in Room 492 of the College Campus. Five vendors submitted responses that met all requirements and specifications to the bid request and the results are as follows:

<u>Bidder</u>		<u>Base Bid</u>
SHI International Corp.	4 HP Proliant Servers with 3 year 24 x 7 Warranty	52,881.60
Old American	4 HP Proliant Servers with 3 year 24 x 7 Warranty	59,012.00
Server Monkey	4 HP Proliant Servers with 3 year 24 x 7 Warranty	67,208.20
Insight	4 HP Proliant Servers with 3 year 24 x 7 Warranty	79,099.00
CDW-G	4 HP Proliant Servers with 3 year 24 x 7 Warranty	93,010.20

RECOMMENDATION: Award the bid for the HP Proliant DL360 Servers in the amount of \$52,882.60 to SHI International Corp. of Somerset, NJ.

C. Resolution for Adoption of 2019 Tax Levy

Included below is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2019 in the amount \$5,299,847 for operational expenses, \$5,345,000 for debt retirement for a total tax levy of \$10,644,847. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2019.

**RESOLUTION PROVIDING FOR TAX LEVY
FOR THE YEAR 2019**

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2019, a tax for operational expenses in the amount of \$5,299,847, a tax for debt retirement in the amount of \$5,345,000 for a total tax of \$10,644,847, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 24th day of October 2019.

Charles J. Bolstad, Chairperson

ATTEST:

Donald L. Tuescher, Secretary



D. Wisconsin Code of Ethics Resolution

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available below. This is an annual resolution that comes before the Board.

Recommendation: Approve the Code of Ethics Resolution as presented.

RESOLUTION

CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

Resolved that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Southwest Wisconsin Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

Jason S. Wood	College President
Holly Clendenen	Executive Director of College Advancement
Derek Dachelet	Executive Dean of Industry, Trades & Agriculture
Kathleen E. Garrity	Chief Academic Officer
Krista M. Weber	Chief Human Resources Officer
Caleb J. White	Vice President for Administrative Services

Approved this 24th day of October, 2019.

Charles J. Bolstad, Chairperson



October 2019

Board Monitoring of College Effectiveness

A. Fund Updates (2018-19 Budget)

Included below are the 2018-19 financial results by fund. Caleb White will review each of the funds with the Board.

Southwest Wisconsin Technical College
General Fund
2018-19 Financial Results
Resources, Uses, and Changes in Fund Balance

	2017-18	<u>2018-19</u>		2019-20
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
REVENUES				
Local Government	5,392,513	5,140,000	5,416,843	5,343,000
State Aids	10,306,219	10,398,000	10,014,880	10,451,100
Program Fees	4,523,250	4,756,500	4,441,994	4,551,400
Material Fees	314,906	323,000	289,212	291,000
Other Student Fees	556,614	521,000	575,648	567,700
Institutional	1,913,756	1,591,000	2,144,985	1,654,600
Federal	<u>916,392</u>	<u>625,500</u>	<u>715,191</u>	<u>647,200</u>
Total Revenues	23,923,650	23,355,000	23,598,753	23,506,000
EXPENDITURES				
Instruction	14,691,817	15,276,000	15,020,290	14,907,000
Instructional Resources	148,419	210,000	149,622	173,000
Student Services	2,139,127	2,225,000	2,162,173	1,999,000
General Institutional	4,274,973	4,847,000	4,868,968	4,994,000
Physical Plant	<u>1,989,195</u>	<u>2,127,400</u>	<u>2,023,329</u>	<u>2,092,000</u>
Total Expenditures	23,243,531	24,685,400	24,224,382	24,165,000
Net Revenue (Expenditures)	680,119	(1,330,400)	(625,629)	(659,000)
OTHER SOURCES (USES)				
Operating Transfer In	180,181	470,000	127,856	310,000
Operating Transfer Out	<u>(39,937)</u>	<u>-</u>	<u>-</u>	<u>(45,000)</u>
Total Resources (Uses)	140,244	470,000	127,856	265,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	820,363	(860,400)	(497,773)	(394,000)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	820,363	(860,400)	(497,773)	(394,000)
Beginning Fund Balance	<u>8,608,541</u>	<u>9,620,540</u>	<u>9,428,904</u>	<u>8,528,904</u>
Ending Fund Balance	<u>9,428,904</u>	<u>8,760,140</u>	<u>8,931,131</u>	<u>8,134,904</u>

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

Southwest Wisconsin Technical College
Special Revenue - Non-Aidable Fund
2018-19 Financial Results
Resources, Uses, and Changes in Fund Balance

	2017-18	<u>2018-19</u>		2019-20
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
REVENUES				
State Aids	535,999	500,000	548,676	600,000
Other Student Fees	234,978	250,000	263,576	260,000
Institutional	268,394	250,000	189,740	250,000
Federal	<u>5,537,433</u>	<u>7,000,000</u>	<u>5,129,130</u>	<u>6,910,000</u>
Total Revenues	6,576,804	8,000,000	6,131,122	8,020,000
EXPENDITURES				
Student Services	<u>6,522,654</u>	<u>8,030,000</u>	<u>6,117,342</u>	<u>8,075,000</u>
Total Expenditures	6,522,654	8,030,000	6,117,342	8,075,000
Net Revenue (Expenditures)	54,150	(30,000)	13,780	(55,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>39,937</u>	<u>30,000</u>	<u>44,436</u>	<u>45,000</u>
Total Resources (Uses)	39,937	30,000	44,436	45,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>94,087</u>	-	<u>58,216</u>	<u>(10,000)</u>
Total Transfers To (From) Fund Balance	94,087	-	58,216	(10,000)
Beginning Fund Balance	<u>307,930</u>	<u>318,930</u>	<u>402,017</u>	<u>378,017</u>
Ending Fund Balance	<u>402,017</u>	<u>318,930</u>	<u>460,233</u>	<u>368,017</u>

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

Southwest Wisconsin Technical College
Capital Projects Fund
2018-19 Financial Results
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual</u>	2018-19 <u>Budget</u>	2018-19 <u>Actual</u>	2019-20 <u>Budget</u>
REVENUES				
Institutional	<u>165,195</u>	<u>50,000</u>	<u>81,849</u>	<u>20,000</u>
Total Revenues	165,195	50,000	81,849	20,000
EXPENDITURES				
Instruction	603,039	1,185,000	728,337	599,000
Instructional Resources	28,718	75,000	29,526	50,000
General Institutional	1,325,294	500,000	1,092,640	2,512,000
Physical Plant	<u>753,433</u>	<u>2,015,000</u>	<u>1,594,635</u>	<u>1,939,000</u>
Total Expenditures	2,710,484	3,775,000	3,445,138	5,100,000
Net Revenue (Expenditures)	(2,545,289)	(3,725,000)	(3,363,289)	(5,080,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	<u>(180,181)</u>	<u>(100,000)</u>	<u>(172,292)</u>	<u>(310,000)</u>
Total Resources (Uses)	2,319,819	3,900,000	3,827,708	3,690,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>(225,470)</u>	<u>175,000</u>	<u>464,419</u>	<u>(1,390,000)</u>
Total Transfers To (From) Fund Balance	(225,470)	175,000	464,419	(1,390,000)
Beginning Fund Balance	<u>1,123,734</u>	<u>32,734</u>	<u>898,264</u>	<u>1,485,264</u>
Ending Fund Balance	<u>898,264</u>	<u>207,734</u>	<u>1,362,683</u>	<u>95,264</u>

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

Southwest Wisconsin Technical College
Debt Service Fund
2018-19 Financial Results
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual</u>	2018-19 <u>Budget</u>	2018-19 <u>Actual</u>	2019-20 <u>Budget</u>
REVENUES				
Local Government	4,950,000	5,345,000	5,345,000	5,345,000
State Aids	19,562	19,000	20,530	20,000
Institutional	23,921	30,000	489,783	60,000
Federal Aids	<u>314,949</u>	<u>222,000</u>	<u>298,603</u>	<u>-</u>
Total Revenues	5,308,432	5,616,000	6,153,916	5,425,000
EXPENDITURES				
Physical Plant	<u>12,082,291</u>	<u>5,616,000</u>	<u>13,865,022</u>	<u>5,724,600</u>
Total Expenditures	12,082,291	5,616,000	13,865,022	5,724,600
Net Revenue (Expenditures)	(6,773,859)	-	(7,711,106)	(299,600)
OTHER SOURCES (USES)				
Refunding Debt Issued	6,485,000		7,901,432	
Operating Transfer In (Out)	<u>298,737</u>	-	-	-
Total Resources (Uses)	9,878	-	7,901,432	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>9,878</u>	-	<u>190,326</u>	<u>(299,600)</u>
Total Transfers To (From) Fund Balance	9,878	-	190,326	(299,600)
Beginning Fund Balance	<u>1,397,531</u>	<u>1,371,531</u>	<u>1,407,409</u>	<u>1,407,409</u>
Ending Fund Balance	<u>1,407,409</u>	<u>1,371,531</u>	<u>1,597,735</u>	<u>1,107,809</u>

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

Southwest Wisconsin Technical College
Enterprise Fund
2018-19 Financial Results
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual</u>	<u>2018-19</u> <u>Budget</u>	<u>Actual</u>	2019-20 <u>Budget</u>
REVENUES				
Institutional	<u>1,544,884</u>	<u>1,900,000</u>	<u>1,534,926</u>	<u>1,768,000</u>
Total Revenues	1,544,884	1,900,000	1,534,926	1,768,000
EXPENDITURES				
Auxiliary Services	<u>1,564,046</u>	<u>1,800,000</u>	<u>1,273,413</u>	<u>1,636,000</u>
Total Expenditures	1,564,046	1,800,000	1,273,413	1,636,000
Net Revenue (Expenditures)	(19,162)	100,000	261,513	132,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	-	(400,000)	-	-
Total Resources (Uses)	-	(400,000)	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(19,162)</u>	<u>(300,000)</u>	<u>261,513</u>	<u>132,000</u>
Total Transfers To (From) Fund Balance	(19,162)	(300,000)	261,513	132,000
Beginning Fund Balance	<u>3,581,338</u>	<u>3,651,237</u>	<u>3,562,176</u>	<u>3,664,176</u>
Ending Fund Balance	<u>3,562,176</u>	<u>3,351,237</u>	<u>3,823,689</u>	<u>3,796,176</u>

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

Southwest Wisconsin Technical College
Internal Service Fund***
2018-19 Financial Results
Resources, Uses, and Changes in Fund Balance

	2017-18	<u>2018-19</u>		2019-20
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
REVENUES				
Institutional	<u>4,057,063</u>	<u>4,385,000</u>	<u>3,833,084</u>	<u>4,427,000</u>
Total Revenues	4,057,063	4,385,000	3,833,084	4,427,000
EXPENDITURES				
Auxiliary Services	<u>3,722,962</u>	<u>4,385,000</u>	<u>3,639,409</u>	<u>4,427,000</u>
Total Expenditures	3,722,962	4,385,000	3,639,409	4,427,000
Net Revenue (Expenditures)	334,101	-	193,675	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>334,101</u>	<u>-</u>	<u>193,675</u>	<u>-</u>
Total Transfers To (From) Fund Balance	334,101	-	193,675	-
Beginning Fund Balance	<u>971,610</u>	<u>1,171,610</u>	<u>1,305,711</u>	<u>1,155,711</u>
Ending Fund Balance	<u>1,305,711</u>	<u>1,171,610</u>	<u>1,499,386</u>	<u>1,155,711</u>

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

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

B. Foundation Quarterly Board Report

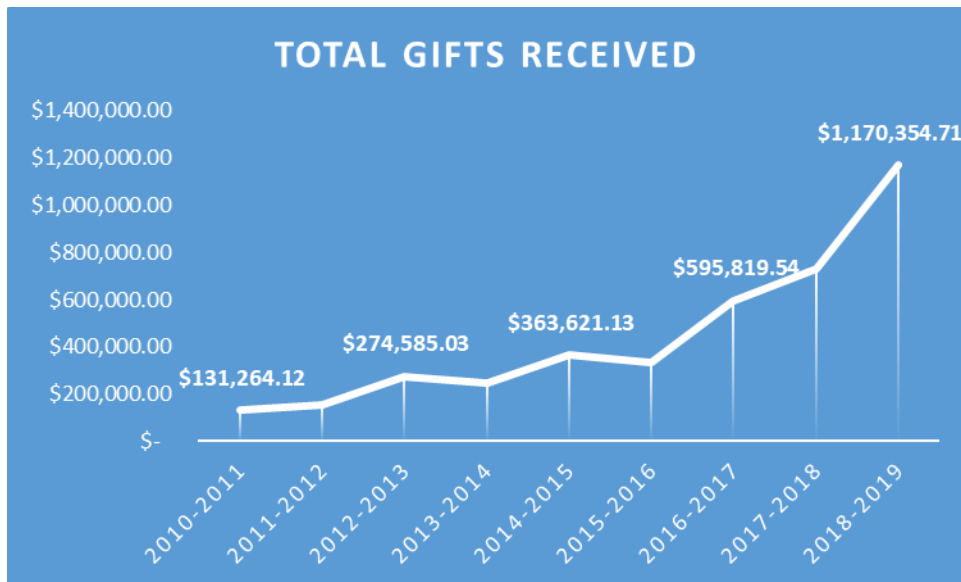
Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY20 First Quarter report is available below.



Southwest Tech Foundation and SWTC Real Estate Foundation (REF)
FY20 First Quarter Report to District Board
October 24, 2019

- **FY20 Fundraising Totals 7/1-9/30/19**

- \$169,231.26 total gifts received (*FY20 goal is \$1,000,000*)
 - \$145,181.07 cash received (*FY20 goal is \$800,000*)
 - \$11,071.15 Gift In-Kind total
 - \$17,311.88 received from current employees
- 1,451 total gifts (*FY19 total was 5,336*)
- 337 total donors (*FY19 total was 1117*)



- **Appeals/Requests**

- I Heart SWTC – Employee Giving Campaign ended on Oct. 1. Goal was 100% participation and 120 payroll deductions. **Campaign ended with 92% participation (165 FT employee donors) and 131 payroll deductions. THANK YOU TO OUR GENEROUS EMPLOYEES!**

- All About Our Students – provides scholarships, book vouchers, and support to Feed a Charger fund established by Fiscal Services department including financial aid, dining services, and bookstore
- Knox Learning Center Scholarship – funded by Knox Learning Center staff
- Helping Hands Scholarship – funded by team made up of Facilities, Human Resources, College Effectiveness and President’s Office
- Online Student Scholarship – funded by Innovative and Alternative Learning department



*FY20 only through 10/15/19

- Fall Phonathon – Currently in week 7 of 10. Asking for support of Charger Dream Fund and Fuel a Charger Fund.
- Kim Schmelz is working with Derek Dachelet on company support to expand mech-trainer program at local high schools. Grant submitted to 3M and in process for Cummins. Energizer/Rayovac is also considering.
-
- **Gift Highlights – Thank you!**
 - \$45,000 from Patrick Thiele for Jim and Grace Thiele Scholarship
 - \$18,000 from Madison Community Foundation for Garrison L. Lincoln Scholarship
 - \$6,000 from Compeer Financial for Agriculture Development Fund
 - \$6,000 from Alliant Energy for Alliant Energy Scholars Scholarship
 - \$5,000 from Hartung Brothers for Hartung Bros. Scholarship
 - \$4,500 from MidWestOne Bank for MidWestOne Bank Scholarship and Charger Dream Fund
 - \$4,000 from Energizer for Energizer-Rayovac Fennimore Scholarship
- **FY20 Fundraising Goals**
 - \$1,000,000 total gifts received
 - \$800,000 cash received
 - 100% giving by Foundation and REF boards

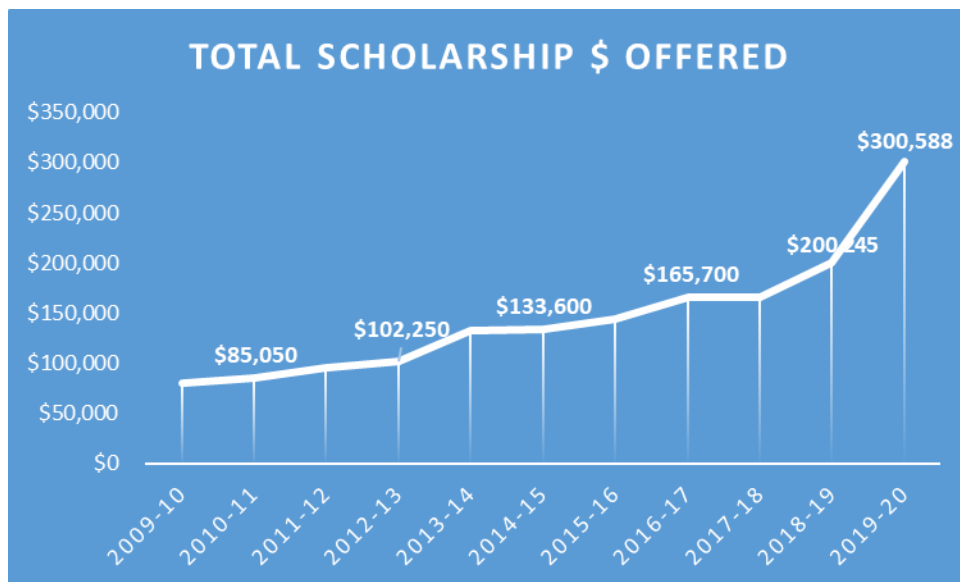
- 100% employee participation and 120 payroll deductions
- \$55,000 in gifts from phonathon

- **FY20 Fundraising Priorities**

1. Scholarships
 - i. Charger Scholars Scholarships (\$12,500 for 19-20, \$25,000 for 20-21)
 - ii. STEP Scholarships (no application)
 - iii. Recruitment scholarships (no application)
 - iv. Completion scholarships (no application)
2. Student Support Funds
 - i. Charger Dream
 - ii. Gas Card Project
 - iii. Charger Cupboard
3. Academic Program Support
4. Outreach Center Development and Expansion (capital & programmatic)
5. Student Activities and Event Center

- **Scholarships**

- Projecting to offer \$300,500 in scholarships in 2019-20. In 2014-15, \$133,600 was awarded.
- 2020-21 Scholarship application open online. Deadline to apply is March 31, 2020.



- **Foundation Board: New Members**

- Rose Kelley, Lancaster
- Courtney Friese, Reedsburg
- Lisa Gotzinger, Potosi
- Debbie Johnson, Merrimac
- Beth Mikrut-Gilles, Dodgeville

- **Events**
 - Nov. 5 - Ladies Leadership Luncheon, Steve's Pizza, Platteville
 - Nov. 14 – Scholarship Reception (prior to District Board Meeting)

- **Real Estate Foundation**
 - 139 leases for 2019-20; 140 total beds.
 - Construction underway at 1523/25 Brownwood – new 4-plex design being built by carpentry program. Self-financed construction.
 - Mortgage completed with MidWestOne Bank for 3 units (1920, 1930 & 1527/29 Brownwood Rd) built in 2018-19,

- **News Releases**
 - [Droessler builds business career with Southwest Tech education](#)
 - [Students and community benefit from campus housing](#)
 - [Cummins Awarded WTC Districts Board Association's Technical Education Champion Honor for Partnership with Southwest Tech](#)

C. Review of Purchasing Activities

A five-year Purchase Card Activity Summary report and a listing of the FY2019 >\$50,000 Vendors follow. Caleb White will review this information at the meeting.

Purchase Card Activity Summary

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
July	170,411	240,141	199,261	164,833	316,607	169,475
August	151,981	216,572	193,660	325,380	213,001	237,810
September	123,283	199,384	140,259	241,629	123,426	172,818
October	105,329	134,571	152,028	113,389	113,644	142,312
November	106,307	132,616	157,620	174,565	116,801	148,678
December	212,692	273,797	172,783	159,040	272,740	261,246
January	146,608	304,595	179,975	151,655	162,582	142,566
February	91,348	124,918	194,093	142,097	127,798	148,754
March	101,099	136,164	168,903	157,981	141,797	133,258
April	119,225	147,554	131,686	128,834	132,454	110,320
May	113,947	120,566	139,389	163,685	163,957	136,466
June	223,878	348,831	136,481	138,448	92,643	98,439
Totals	1,666,109	2,379,707	1,966,139	2,061,536	1,977,451	1,902,141
Rebates	22,760	26,367	40,107	43,361	42,870	41,438
No. of Transactions	6,282	7,541	7,259	7,106	7,217	6,904
Average Number of Transactions per Month	524	628	605	592	601	575
Average Transaction	265	316	271	290	274	276
Monthly Average	138,842	198,309	163,845	171,795	164,788	158,512
Points of Interest:						
*Currently 144 staff and district board members have purchase cards						
* 6904 transactions in the prior fiscal year were processed without the paperwork of requisitions, purchase orders, and voucher sign-offs. As a result, the number of accounts payable checks being issued is significantly reduced. Purchase card transactions are processed more efficiently, saving time and money for the College and increasing vendor satisfaction with payment timing.						
*No material issues or problems have occurred with purchase card activity audits.						

\$50,000 and Greater Vendors for 2018-19

Vendor	General	Capital Equipment	Capital Construction	Enterprise	Internal Serv/Trust/Agency	Comments
AMAZON Total	\$ 237,377.03					Individual purchasing supplies throughout the year
CAMPUS WORKS INC Total		\$ 164,171.05				ERP Evaluation/Needs Assessment/Consulting Project
CHIPPEWA VALLEY TECHNICAL COLLEGE Total					\$ 113,190.00	Grant #177 Reimbursement
CONSTELLATION NEW ENERGY-GAS DIVISION Total	\$ 67,940.53					Utilities
DISTRICTS MUTUAL INSURANCE Total	\$ 205,613.50					Property/Casual Insurance
EPIC CONSTRUCTION INC Total			\$ 527,739.25			Cold Storage Project
EWALD'S HARTFORD FORD LLC Total		\$ 59,038.00				2 Ford Interceptors
FENNIMORE MUNICIPAL UTILITIES Total	\$ 263,995.04					Utilities
FENNIMORE TIMES Total	\$ 62,385.67					General and Event Advertising
GEISLER BROTHERS COMPANY Total			\$ 61,375.00			Bldg 500 Rooftop Unit
GLADWIN MACHINERY & SUPPLY CO Total		\$ 67,900.00				Used Accurpress
H & N PLUMBING & HEATING, INC. Total	\$ 7,388.56	\$ 62,900.00				Bldg 1500 Boiler/other small projects and supplies
HEARTLAND BUSINESS SYSTEMS Total		\$ 277,525.10				Recording Studio furniture/accessories; computers/monitors/TVs/equipment
INTERNATIONAL THOUGHT LEADER NETWORK LLC Total	\$ 30,504.12				\$ 20,430.88	Professional Development & materials
LAERDAL MEDICAL Total		\$ 54,616.94				Nursing Annie Simulators
LAMAR COMPANIES Total	\$ 55,942.50					Event and College Advertising Billboards
MARCO Total	\$ 10,000.00	\$ 22,095.70			\$ 35,000.00	Life Safety Project/yearly contract service
MBS TEXTBOOK EXCHANGE LLC Total				\$ 56,538.71		Textbooks
NATIONAL BUSINESS FURNITURE Total		\$ 50,646.59				Furniture for RC outreach site/recording studio/Misc locations around campus
POWER DISTRIBUTORS LLC Total		\$ 16,583.17			\$ 63,767.86	Engine Training Kits
RITTENHOUSE BOOKS Total				\$ 51,490.69		Textbooks

Vendor	General	Capital Equipment	Capital Construction	Enterprise	Internal Serv/ Trust/Agency	Comments
SYSCO FOODS OF BARABOO Total				\$ 71,526.08		Cafeteria Food/Supplies
TRANE U.S. INC. Total	\$ 39,770.72		\$ 222,730.00			Bldg 500 Rooftop Air Handling Unit/Service Agreement/Misc parts and repairs
UNIT4 EDUCATION SOLUTIONS INC Total	\$ 99,762.97					Annual Maintenance Agreement (CAMS)
VANGUARD COMPUTERS INC Total		\$ 226,953.15				Computers
WPS HEALTH INSURANCE Total					\$ 137,204.75	Retiree Medicare Supplement Coverage
Totals	\$ 1,080,681	\$ 1,002,430	\$ 811,844	\$ 179,555	\$ 369,593	
Grand Total					\$ 3,444,104	
Some purchases that accumulated to over \$50,000 for the entire fiscal year with any single supplier that did not receive formal bidding attention were sporadic or emergent in nature, where it was not possible at the time to predict or forecast these requirements for grouping and consolidation into a formal bid or RFP.						

D. 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 - Tim Evans	Café Food Service Worker	Re-evaluating	10/1/2019	Hourly Band A12 \$15.61 - \$18.73
2	Replacement - Kendrick Henkel	Evening Custodian	William Murray	7/8/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
3	Replacement - Dave Markin	Maintenance - Carpenter	Andy Reynolds	7/8/2019	Hourly Band A13 \$16.42 - \$19.70 Hired at \$18.44/hour
4	Replacement - Charles Herbers	IT Support Specialist	Tyler Horton	7/9/2019	Hourly Band C42 \$23.46 - \$32.84 Hired at \$25.25/hour
5	Replacement - Mary Schmitz	Administrative Assistant - Facilities	Nicole Nelson	7/22/2019	Hourly Band B22 \$18.26 - \$23.74 Hired at \$20.00/hour
6	Replacement - JoEllen Taylor	Child Care Lab Assistant	Gina Kartman	8/1/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$18.40/hour

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	Graphic & Web Design Instructor/Marketing Specialist	Erin Kerkhoff	7/15/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93) Hired at \$60,000
8	New Position	Farm Operations & Mechanics Instructor	Interviews Scheduled	11/11/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768
9	Replacement/New Position - Brian Kitelinger/Asst with added section	Electrical Power Distribution Lab Assistant	Jan Portwine	8/19/2019	Hourly Band B21 \$17.51 - \$22.30 Hired \$21.00/hour
10	New Position	Revised to Grant Manager Assistant (Tech Hire IMPACT Grant Assistant) - Part-time	Madison Cooper	9/4/2019	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.00/hour
11	New Position	Assistant Recruiter - 2	Kaye Woodke & Brianna Hartman	10/16/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$21.00
12	Replacement for Brian Molini	Academic Success Coach - 75% Limited Term	Matthew Cram	8/19/2019	Hourly Band A24 \$20.32 - \$26.41 Hired at \$25.50/hour


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 for Sue Crouch	Academic Resources Specialist	Natalie Long	8/19/2019	Hourly Band B31 \$20.75 - \$26.98 Hired at \$26.00/hour
14	Replacement for Gina Kartman	Child Care Lab Aide (Part-time, 27 hrs/week)	Amber Adney	8/26/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
15	New Position	Child Care Lab Aide (Part-time 30 hrs/week)	Jordan Streeter	9/3/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour


Information and Correspondence

A. Enrollment Report

The 2019-20 Comparison FTE Report and the Fall 2020 Application Report are available below.

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	10-15-18 Students	10-14-19 Students	Student Change	10-15-18 FTE	10-14-19 FTE	FTE Change
10-101-1	Accounting	26	45	19	10.10	19.23	9.13
10-006-2	Agri-Business/Science Technology	1		(1)	0.10		(0.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	17	16	(1)	9.40	9.03	(0.37)
10-006-5	Agribusiness Science & Technology - Agronomy	14	14	-	7.90	7.70	(0.20)
10-006-6	Agribusiness Science & Technology - Animal Science	27	28	1	14.03	16.50	2.47
10-102-3	Business Management	111	109	(2)	46.57	44.23	(2.33)
10-530-5	Cancer Information Management	79	86	7	27.57	27.20	(0.37)
10-504-5	Criminal Justice Studies	56	39	(17)	27.23	17.13	(10.10)
10-316-1	Culinary Arts	13	3	(10)	5.13	0.77	(4.37)
10-317-1	Culinary Management	6	7	1	3.47	3.50	0.03
10-510-6	Direct Entry Midwife	39	49	10	12.63	15.67	3.03
10-307-1	Early Childhood Education	55	43	(12)	25.50	17.27	(8.23)
10-620-1	Electro-Mechanical Technology	36	36	-	18.20	16.67	(1.53)
10-325-1	Golf Course Management	21	19	(2)	10.73	9.07	(1.67)
10-201-2	Graphic And Web Design	29	23	(6)	13.80	9.43	(4.37)
10-530-1	Health Information Technology	47	48	1	18.30	16.13	(2.17)
10-520-3	Human Services Associate	28	36	8	12.83	16.83	4.00
10-825-1	Individualized Technical Studies	6	1	(5)	2.97	0.30	(2.67)
10-620-3	Instrumentation and Controls Technology	5	9	4	2.53	3.40	0.87
10-150-2	IT-Network Specialist	39	30	(9)	16.67	12.77	(3.90)
10-196-1	Leadership Development	27	23	(4)	7.90	7.27	(0.63)
10-513-1	Medical Laboratory Technician	15	21	6	5.87	8.90	3.03

Program Code	Program Title	10-15-18 Students	10-14-19 Students	Student Change	10-15-18 FTE	10-14-19 FTE	FTE Change
10-543-1	Nursing-Associate Degree	199	192	(7)	63.03	54.87	(8.17)
10-524-1	Physical Therapist Assistant	44	31	(13)	15.93	11.63	(4.30)
10-182-1	Supply Chain Management	41	41	-	13.80	14.73	0.93
	Total Associate Degree	981	949	(32)	392.20	360.23	(31.97)
31-101-1	Accounting Assistant	6	3	(3)	1.73	0.83	(0.90)
30-531-6	Advanced EMT	3		(3)	1.27		(1.27)
32-070-1	Agricultural Power & Equipment Technician	34	35	1	17.50	17.63	0.13
31-405-1	Auto Collision Repair & Refinish Technician	14	10	(4)	5.73	3.47	(2.27)
32-404-2	Automotive Technician	30	26	(4)	13.77	12.47	(1.30)
31-408-1	Bricklaying & Masonry		1	1		0.07	0.07
30-443-1	Building Maintenance & Construction		1	1		0.07	0.07
31-475-1	Building Trades-Carpentry	7	10	3	3.20	4.93	1.73
31-307-1	Child Care Services	7	8	1	3.30	2.90	(0.40)
30-420-2	CNC Machine Operator/Programmer	6	8	2	2.30	3.90	1.60
31-502-1	Cosmetology	23	26	3	10.70	12.63	1.93
30-504-2	Criminal Justice-Law Enforcement 720 Academy	12	17	5	7.97	12.23	4.27
31-317-1	Culinary Specialist		3	3		0.67	0.67
30-508-2	Dental Assistant	17	16	(1)	9.07	8.53	(0.53)
30-812-1	Driver and Safety Education Certification	12	13	1	2.40	2.50	0.10
31-413-2	Electrical Power Distribution	24	45	21	12.97	22.40	9.43
50-413-2	Electricity (Construction) Apprentice	21	19	(2)	1.40	1.27	(0.13)
30-531-3	Emergency Medical Technician	21	45	24	3.50	7.03	3.53
32-080-4	Farm Operations & Management - Ag Mechanics	6	2	(4)	2.50	0.87	(1.63)
31-080-6	Farm Operations & Management - Crop Operations	3	1	(2)	0.67	0.10	(0.57)
32-080-3	Farm Operations & Management - Dairy	13	16	3	6.70	9.63	2.93
31-080-3	Farm Operations & Management - Dairy Technician	6	4	(2)	2.30	1.00	(1.30)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	13	9	1.47	3.57	2.10
32-080-6	Farm Operations & Management - Livestock		1	1		0.53	0.53
31-080-7	Farm Operations & Management - Livestock Tech	4	2	(2)	2.30	0.77	(1.53)
30-317-1	Food Production Assistant	1		(1)	0.53		(0.53)

		10-15-18	10-14-19	Student	10-15-18	10-14-19	FTE
Prog Code	Program Title	Students	Students	Change	FTE	FTE	Change
50-413-1	Industrial Electrician Apprentice	6	8	2	0.47	0.67	0.20
31-620-1	Industrial Mechanic	2	2	-	0.77	1.07	0.30
31-154-6	IT-Computer Support Technician	12	18	6	5.00	8.13	3.13
31-513-1	Laboratory Science Technician	4	4	-	1.37	1.07	(0.30)
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	0.93	0.80	(0.13)
31-509-1	Medical Assistant	32	30	(2)	16.23	15.40	(0.83)
31-530-2	Medical Coding Specialist	32	45	13	12.17	14.70	2.53
30-504-4	Nail Technician		2	2		0.27	0.27
30-543-1	Nursing Assistant	145	101	(44)	16.40	12.57	(3.83)
50-427-5	Plumbing Apprentice	23	21	(2)	1.72	1.93	0.22
31-504-5	Security Operations	1	3	2	0.50	1.27	0.77
31-182-1	Supply Chain Assistant	4	3	(1)	1.50	0.37	(1.13)
31-442-1	Welding	38	36	(2)	18.27	16.10	(2.17)
	Total Technical Diploma	581	604	23	188.58	204.33	15.75
20-800-1	Liberal Arts - Associate of Arts	21	21	-	4.00	4.20	0.20
20-800-2	Liberal Arts - Associate of Science	11	9	(2)	2.50	3.07	0.57
	Undeclared Majors	294	375	81	43.80	50.60	6.80
	Total	1,888	1,958	70	631.08	622.43	(8.65)
	Percent of Change						-1.37%
	Vocational Adult (Aid Codes 42-47)	1,777	1,802	25	36.76	37.69	0.93
	Community Services (Aid Code 60)	5	-	(5)	0.02	-	(0.02)
	Basic Skills (Aid Codes 73,74,75,76)	180	186	6	16.50	15.23	(1.27)
	Basic Skills (Aid Codes 77 & 78)	119	89	(30)	4.10	2.73	(1.37)
	Grand Total	3,969	4,035	66	688.47	678.09	(10.38)
	Total Percent of Change						-1.51%

Fall 2020 Application Report

Program Application Comparison 2019/20 vs. 2020/21								
PROGRAM	CAP	10/09/18			10/15/19			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			6	6		3	3	-3
Accounting Assistant			2	2		0	0	-2
Agribusiness Science & Technology - Agbus Mgmt	20		1	1		0	0	-1
Agribusiness Science & Technology - Agronomy	20		2	2		0	0	-2
Agribusiness Science & Technology - Agronomy Tech	20		0			0	0	0
Agribusiness Science & Technology - Animal Science	20		3	3		5	5	2
Agricultural Power & Equipment Technician	22		18	18		15	15	-3
Auto Collision Repair & Refinish Technician	22		2	2		1	1	-1
Automotive Technician	22		7	7		12	12	5
Building Trades-Carpentry	20		2	2		3	3	1
Business Management			1	1		5	5	4
Cancer Information Management	30	5	41	46	2	31	33	-13
Child Care Services	13		1	1		0	0	-1
CNC Machine Operator/Programmer	5		0	0		0	0	0
Cosmetology	24		4	4		0	0	-4
Criminal Justice Studies	70		5	5		6	6	1
Culinary Arts			1	1		1	1	0
Culinary Management			1	1		0	0	-1
Dental Assistant	18		13	13		8	8	-5
Early Childhood Education	28		8	8		7	7	-1
Electrical Power Distribution	44		42	42		34	34	-8
Electro-Mechanical Technology	24		8	8		6	6	-2
Farm Operations & Management - Ag Mechanics	20		0	0		0	0	0
Farm Operations & Management - Crops Operations	20		0	0		1	1	1
Farm Operations & Management - Crops	20		0	0		0	0	0
Farm Operations & Management - Dairy	20		2	2		0	0	-2
Farm Operations & Management - Dairy Technician	20		0	0		0	0	0
Farm Operations & Management - Farm Ag Mntc	20		0	0		1	1	1
Farm Operations & Management - Livestock	20		0	0		0	0	0
Farm Operations & Management - Livestock Tech	20		0	0		0	0	0
Golf Course Management			0	0		2	2	2
Graphic and Web Design	25		1	1		3	3	2
Health Information Technology	22		7	7	1	6	7	0
Human Services Associate	31		5	5		3	3	-2
Industrial Mechanic	6		0	0		1	1	1
Instrumentation and Controls Technology	6		0	0		0	0	0
IT-Computer Support Technician			2	2		2	2	0
IT-Network Specialist			2	2		3	3	1
Laboratory Science Technician	15		2	2		0	0	-2
Leadership Development			1	1		0	0	-1
Liberal Arts - Associate of Arts		1	0	1	1	0	1	0
Liberal Arts - Associate of Science			0	0	1	0	1	1

C. College President's Report

1. Fire Update
2. Enterprise Resource Planning System Update
3. Fennimore Schools Partnership Update
4. Master Facilities & Investment Plan
5. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Budget Modifications (FY2019)
2. 2020-21 Budget Process
3. Board Monitoring Report – Student Access

B. Time and Place

Thursday, November 14, 2019, at 7:15 p.m. in Rooms 492-493, Southwest Tech Campus

Adjourn to Closed Session

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

- 1. Discussing potential legal topics per Wis. Statutes 19.85(1)(g)** {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
- 2. Discussing personnel issues per Wis. Statutes 19.85(1)(f)** {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

B. Approval of Closed Session Minutes of August 22, 2019

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment