



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

December 19, 2019

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, December 19, 2019

6:00 – Registration Experience / Dinner

7:00 p.m. – Board Meeting

Room 365 – Lenz Center, Southwest Tech Campus

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The December 19, 2019, regular Board 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 the Fennimore City Clerk's Office and 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

The December 19, 2019, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of November 14, 2019

Minutes of the November 14, 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 18 contracts totaling \$85,503.25 in November 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Two resignations 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 fee.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

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

Up to \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; up to the amount of \$1,024,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. A copy of the resolution is available with the electronic Board material.

Recommendation: Approve the resolution authorizing the issuance of not to exceed \$4,000,000 and setting the sale.

B. Bid: Bookstore Remodel

A Request for Bids was solicited from vendors with the bid opening on December 3, 2019. Ten vendors submitted bids and the summary of the bids received is included in the electronic Board material. The project consists of the remodel and repurpose of 5,205 SF of general office and meeting room areas in the southeast portion of Building 400 into a Welcome Center and relocated Bookstore located inside the College main entrance. Included in the bid specifications was an alternate bid to upgrade the Building 300 east vestibule. Dan Imhoff, Director of Facilities, and Caleb White will be present to answer any questions.

Recommendation: Award the low bid for the Bookstore Remodel Project, in the amount of \$446,266 to KSW Construction of Verona, Wisconsin. This bid amount falls under the project amount approved by the WTCS state board in November 2019.

C. Bid: HP Proliant DL360 Servers

The Board had approved awarding the bid for the servers at the October 24, 2019, Board meeting. However, it was discovered the bids received were for remanufactured servers, not new servers. Therefore, a Request for Bids was resolicited from vendors. The bid opening was on December 6, 2019, with four bids received from vendors. The bid summary is available in the electronic Board material.

Recommendation: Award the bid for the HP Proliant DL360 Servers in the amount of \$52,107.00 to SHI International Corp. of Somerset, NJ.

D. Grant County Economic Development Corporation Lease

The 2020 office space lease for Grant County Economic Development Corporation is available with the Board material. The lease remains the same as the 2019 lease agreement and is for rental and furniture for two office spaces.

Recommendation: Approve the 2020 lease in the amount of \$370 per month for Grant County Economic Development Corporation.

E. Second Reading of Governance Policy 4.5: College Strategic Directions

At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact. The Board approved the first reading of the policy at its November 14, 2019, Board meeting. The proposed change to the policy is included in the electronic Board material.

Recommendation: Approve the second reading of the Governance Policy 4.5: College Strategic Directions.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Platteville Outreach Site Update

Included in the electronic Board material is the Platteville Outreach Academic & Operations Proposal presented at the August 22 Board meeting. An updated project timeline for remodeling is also included in the electronic material. More details on the Marketing plan and the Academic plan will be presented at the Board meeting.

B. Enterprise Resource Plan (ERP) Update

Two vendors were brought back to campus for additional demonstrations the week of December 9. The Operations Council/ERP core team will be reviewing the information related to the ERP on December 17 and will provide an overview of the status to date.

C. 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 Enrollment Report and Fall 2020 Application Report are included in the electronic Board material. Also included is the PowerPoint slides showing the recruitment metrics.

B. Chairperson's Report

C. College President's Report

1. Upcoming Board Meetings
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. FY2019 Financial Audit
2. Enterprise Resource Planning (ERP) RFP
3. James Property Lease
4. Foundation Quarterly Report
5. Safety & Security Monitoring Report

B. Time and Place

Thursday, January 23, 2020, at 7:00 p.m. in Room 365 (Lenz Center) at the Fennimore campus.

ADJOURN TO CLOSED SESSION

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

1. **Discussing a contract** per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. **Discussing Conflict of Interest policy** per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
3. **Discussing a student** 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 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 October 24, 2019

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The December 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, at the Fennimore City Clerk's Office, and 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



BOARD MEETING NOTICE/AGENDA

Thursday, December 19, 2019

6:00 – Registration Experience / Dinner
7:00 p.m. – Board Meeting
Room 365 – Lenz Center

AGENDA

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 14, 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. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes and Setting the Sale
- B. Bid: Bookstore Remodel
- C. Bid: HP Proliant DL360 Servers
- D. Grant County Economic Development Lease
- E. Second Reading of Governance Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Platteville Outreach Site Update
- B. Enterprise Resource Planning (ERP) Update
- 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 a contract per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 2. Discussing Conflict of Interest policy per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 3. Discussing a student 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 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 October 24, 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 Meeting of November 14, 2019



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOVEMBER 14, 2019

The Board of Southwest Wisconsin Technical College met in open session of the Board meeting commencing at 7:20 p.m. on November 14, 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, Eileen Nickels, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Melissa Fitzsimons, 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, Jen Fonder, Katie Garrity, Katie Glass, Dan Imhoff, Kelly Kelly, Eric Rohn, 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, November 14, 2019

5:30 p.m. – Scholarship Ceremony and Reception
7:15 p.m. - Board Meeting
Southwest Tech Campus
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: "The November 14, 2019, regular Board 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 online and 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."

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda

- B. Minutes of the Board Retreat / Regular Meeting of October 24, 2019
- 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. Fund & Account Transfers (2018-19 Budget Modifications)
- B. Bid: Miller Multimatic 220 AC/DC Welders
- C. First Reading: Governance Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Student Access
- B. 2020-21 Budget Process
- C. Bookstore Remodeling Project Update
- 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

ADJOURNMENT

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After a review of the Consent Agenda, including the November 14, 2019, agenda; October 24, 2019, Board retreat/meeting minutes; financial reports; three contracts totaling \$14,331.12 in October 2019; and one employment recommendation for Dan Kieffer – Farm Operations & Mechanics Instructor, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

Kelly Kelly, Controller, presented the Fund & Account Transfers for the 2018-19 budget modifications. Three funds were affected with the modifications. They include moving \$100,000 in Uses from Instructional to General Institutional in the General Fund and moving \$600,000 in Uses from General Institutional to Instructional and Physical Plant (\$300,000 respectively) in the Capital Fund. In addition the Debt Service Fund added \$400,000 in Institutional and \$7,900,000 in Other Funding Sources to the Resources section due to refinancing of long-term debt. Mr. Tuescher moved to approve the 2018-19 budget modifications as presented. Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the 2018-19 budget modifications were approved.

Invitations to bid on replacement welders for Room 505 were solicited from vendors. The public opening of the bids was held on November 4. Two vendors responded to the bid request. Mr. Tuescher moved to award the bid for Miller Multimatic 220 Welders in the amount of \$49,093 to Badger Welding Supplies, Inc. of Mineral Point, WI. Ms. Nickels seconded the motion; motion unanimously carried.

At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact in Governance Policy 4.5. Mr. Prange moved to approve the first reading of the Governance Policy 4.5: College Strategic Directions. Ms. Wonderling seconded the motion; motion unanimously carried.

Katie Garrity, Chief Academic Officer, presented the Student Access Board Monitoring Report. The focus of the report was on strategic initiatives related to increasing access to education through enrollment and retention efforts remedial teaching and learning, student employment, Charge Forward Scholars program for special population students, and more students learning more.

Ms. Kelly presented the 2020-21 budget process noting the process starts on November 15 and ends with the final budget hearing in June 2020.

Dan Imhoff, Director of Facilities updated the Board on the Bookstore remodeling project including the timeline. Kelly Kelly; Jen Fonder, Bookstore Resource Coordinator; and Eric Rohn, Bookstore Merchandising Coordinator, presented information on the strategic initiative related to the Bookstore including diversification of product lines and Open Educational Resources (OER) / Affordable Educational Resources (AER) to reduce textbook costs for students.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting there has been a job posting completed for a full-time Midwifery Instructor.

The 2019-20 Comparison Enrollment Report and Fall 2020 Application Report were presented. Mr. White noted a slight reduction of just under one percent for the year-over-year FTE report. The Board reviewed the Fall 2020 Application Report. Katie Glass, Executive Director of Marketing, updated the Board on the 'More Students Learning More' strategic initiative noting the Automotive Technician faculty held a recruiting event, 20 staff are calling prospective students, and there will be on campus events for homeschooled students and dual credit students in the next month.

Under the Chairperson's Report, Mr. Bolstad reported on the Fall District Boards Association conference recently held. Items he noted included Board Monitoring Reports, a potential for an administrative policy on Free Speech & Solicitation, and the Tableau system the WTCS uses. Mr. Prange discussed a buy local approach some local communities use. Dr. Wood will provide more information on the College's performance related to purchasing.

The College President's Report included an update on the fire in the central receiving area, the emergency response and evacuation for the gas leak, the WTCS State Board approved Southwest Tech's Platteville Outreach Site Facility Request, and the January in-service focused on *The Orange Frog* parable. Dr. Wood also provided an Enterprise Resource Planning (ERP) project update.

Under Other Information Items, Jane Wonderling, shared that the College and Fennimore Community Schools are piloting a high school academy cohort starting in January. The two academies they are focusing on are Accounting and Welding. Fennimore High Schools will be enrolled in each of the academies taking the dual enrollment classes at both the high school and the college.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 8:34 p.m.

Donald J. Tuescher, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 11/01/2019 - 11/30/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
ASSOCIATED BANK	12.1.19 INTEREST DUE	99G100003 -issuer 845-101	\$211,337.50	
UNIT4 EDUCATION SOLUTIONS INC	20000001467	Annual maint agreement CAMS	\$104,751.12	
ASSOCIATED BANK	12.1.2019 INTEREST	99G100003 issuer 845-103	\$97,275.00	
ASSOCIATED BANK	DEC 2019 INTEREST	December 2019 Interest	\$86,000.00	
SWTC REAL ESTATE FOUNDATION	FALL 1920 HOUSE	Housing	\$70,929.89	
ASSOCIATED BANK	12.1.19 INTEREST	99G100003 issuer 845-102	\$64,050.00	
CHIPPEWA VALLEY TECHNICAL	GRANT# 177	Grant #177 reimbursement	\$28,821.00	
WEGNER CPAS LLP	1594934	18-19 audit (BID# 1213-11)	\$23,150.00	
OTTER CREEK CONSTRUCTION LLC	949	Remodel	\$15,435.00	
OPG-3 INC	3629	Laserfiche Renewal LSAP	\$15,318.40	
ACTION TARGET INC.	115051-4	FINAL payment PO# 6748	\$13,800.00	
HSR ASSOCIATES INC	19024-04	Bookstore Prof Svcs	\$13,684.50	
HSR ASSOCIATES INC	19024-02	bookstore 1920-05	\$10,947.60	
PRAIRIE DU CHIEN SCHOOL DISTRICT	S TIMMERMAN REIMB	DWD reimbursement-S Timmerman	\$8,221.53	
MIDWEST BUILDERS, INC.	72-2019	Emergency Repair	\$6,335.00	
Silfise Pubien	1707321	Opp Student Refund	\$5,198.00	
PRAIRIE DU CHIEN SCHOOL DISTRICT	NAOMI HUFFMAN	DWD Reimbursement-N Huffman	\$5,126.40	
MCDONALD SUPPLY	S014668233.001	bottle filler	\$5,055.00	
Keigan N Jordan	1709667	Opp Student Refund	\$4,702.00	
BLASCHKO ENTERPRISES INC	107062	SWTC Preview Guide	\$4,210.00	
LAMAR COMPANIES	110837527	Visit	\$3,804.00	
NEBRASKA BOOK COMPANY	623495-N	books	\$3,543.25	
H & N PLUMBING & HEATING, INC.	188129	electrical work in pscshooting	\$3,498.00	
DISTRICTS MUTUAL INSURANCE	1800	workers comp/payroll audit	\$3,318.00	
BADGER WELDING SUPPLIES, INC.	3545029	Supplies	\$3,060.20	
COMMISSION ON ACCREDITATION FOR	ANL3000	HIT Annual Accreditation fee	\$3,000.00	
Valerie J Heins	1710181	Opp Student Refund	\$2,970.00	
SYSCO FOODS OF BARABOO	218297296	supplies	\$2,877.57	
Dawson R Jones	1709680	Opp Student Refund	\$2,852.96	
PRAIRIE DU CHIEN SCHOOL DISTRICT	HEATHER LUSTER	DWD reimbursement-H Luster	\$2,680.00	
Total Invoices				\$825,951.92

Purchase Orders				
Vendor	PO #	Description	Amount	
		none this month		
Total Purchase Orders				\$0.00
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit Nov 2019	CMTRX00002528	WDL000006777	\$286,115.76	
941 ER Fed Tax #60877669	CMTRX00002547	WDL000006833	\$117,550.80	
WI EE Trust Funds #219201	CMTRX00002547	WDL000006834	\$114,737.26	
941 ER Federal Tax #92141975	CMTRX00002528	WDL000006779	\$113,231.88	
941 ER Fed Tax #20020341	CMTRX00002535	WDL000006805	\$110,500.63	
WI DOR State Tax	CMTRX00002547	WDL000006835	\$23,470.46	
WI DOR #1-859-135-008	CMTRX00002528	WDL000006780	\$22,428.21	
WI DOR #0-756-979-232	CMTRX00002535	WDL000006807	\$21,933.24	
Wells Fargo #794010281	CMTRX00002533	WDL000006795	\$6,537.00	
Wells Fargo #796462288	CMTRX00002536	WDL000006811	\$6,537.00	
Dental Dental #316409	CMTRX00002529	WDL000006781	\$5,134.63	
Hasler Advance - Nov 2019	CMTRX00002533	WDL000006792	\$5,000.00	
Delta Dental #321233	CMTRX00002538	WDL000006813	\$4,055.35	
Delta Dental #322363	CMTRX00002541	WDL000006822	\$3,182.00	
Total Bank Withdrawals				\$840,414.22
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 11/29/2019	UPRCC00000989	WDL000006816	\$305,483.28	
Direct Deposit 11/15/2019	UPRCC00000984	WDL000006797	\$287,566.69	
Direct Deposit 11/1/2019	UPRCC00000977	WDL000006766	\$287,427.86	
Direct Deposit 11/1/2019	UPRCC00000981	WDL000006770	\$29,124.78	
Direct Deposit 11/29/2019	UPRCC00000990	WDL000006817	\$26,159.76	
Direct Deposit 11/15/2019	UPRCC00000986	WDL000006799	\$25,118.44	
Direct Deposit 11/1/2019	UPRCC00000982	WDL000006771	\$13,859.02	
Direct Deposit 11/15/2019	UPRCC00000983	WDL000006796	\$12,131.50	
Direct Deposit 11/1/2019	UPRCC00000980	WDL000006769	\$11,248.76	
Direct Deposit 11/29/2019	UPRCC00000988	WDL000006815	\$10,474.75	
Direct Deposit 11/29/2019	UPRCC00000991	WDL000006818	\$9,554.88	
Direct Deposit 11/29/2019	UPRCC00000992	WDL000006819	\$8,617.44	
Direct Deposit 11/1/2019	UPRCC00000979	WDL000006768	\$7,679.65	
Direct Deposit 11/15/2019	UPRCC00000987	WDL000006800	\$5,568.09	
Direct Deposit 11/15/2019	UPRCC00000985	WDL000006798	\$5,365.77	
Total Payroll				\$1,045,380.67

Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 10.29.2019	CMTRX00002534	WDL000006802	\$45,683.59	
US Bank ending 11.12.2019	CMTRX00002541	WDL000006823	\$41,664.52	
Total Purchase Cards				\$87,348.11
Total Purchases >= \$2,500				\$2,799,094.92

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 11/30/2019			
Receipts			
Fund			
1 General	758,176.93		
2 Special Revenue			
3 Capital Projects	-		
4 Debt Service			
5 Enterprise	51,691.43		
6 Internal Service	311,391.55		
7 Financial Aid/Activities	31,958.63		
Total Receipts		1,153,218.54	
Expenses			
Fund			
1 General	2,262,481.22		
2 Special Revenue			
3 Capital Projects	126,907.04		
4 Debt Service	458,662.50		
5 Enterprise	85,941.80		
6 Internal Service	310,680.61		
7 Financial Aid/Activities	246,824.65		
Total Expenses		3,491,497.82	
Net cash change - month			(2,338,279.28)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	11,284,858.66		
-Midwest One Cash Account 5062	6,252.61		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,224,559.01		
Ending Cash/Investment Balance		12,518,610.28	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 5 Months ended November 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	6,355,788.89	27.04	25.48	25.98	25.91	27.42
General Fund Expenditures	24,165,000.00	9,354,801.07	38.71	37.85	36.74	35.88	38.46
Capital Projects Fund Revenue	4,020,000.00	2,557.77	0.06	99.07	99.50	100.69	99.14
Capital Projects Fund Expenditures	5,100,000.00	558,812.50	10.96	16.60	33.73	28.29	23.28
Debt Service Fund Revenue	5,425,000.00	-	-	-	3.65	4.34	0.86
Debt Service Fund Expenditures	5,724,600.00	458,662.50	8.01	10.72	12.00	11.36	12.68
Enterprise Fund Revenue	1,768,000.00	821,787.45	46.48	41.78	38.90	38.63	43.80
Enterprise Fund Expenditure	1,636,000.00	768,907.82	47.00	36.04	39.09	34.25	33.47
Internal Service Fund Revenue	4,427,000.00	1,557,118.34	35.17	36.95	38.44	38.71	42.02
Internal Service Fund Expenditures	4,427,000.00	1,646,144.26	37.18	38.87	39.54	45.48	56.71
Trust & Agency Fund Revenue	8,020,000.00	2,486,761.98	31.01	35.48	39.79	42.89	39.96
Trust & Agency Fund Expenditures	8,075,000.00	2,977,254.08	36.87	38.90	40.23	43.70	40.51
Grand Total Revenue	47,166,000.00	11,224,014.43	23.80	32.16	31.71	32.30	32.74
Grand Total Expenditures	49,127,600.00	15,764,582.23	32.09	33.23	34.65	34.73	36.53

D. Contract Revenue

There were 18 contracts totaling \$85,503.25 in November 2019 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS

11/1/2019 - 11/30/2019

INDIRECT COST FACTOR

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
							On-Campus	Off-Campus	Waiver
WAT Grant - 3M	03-2020-0001-I-47	Welding Tec 1	Amy Charles	7	\$ 2,020.74	No		X	
WAT Grant - 3M	03-2020-0001-I-47	Welding Tec 1	Amy Charles	7	\$ 2,020.74	No		X	
WAT Grant - 3M	03-2020-0001-I-47	Welding Tec 1	Amy Charles	7	\$ 2,020.74	No		X	
WAT Grant - 3M	03-2020-0001-I-47	Body Mechanics for Industry	Amy Charles	10	\$ 187.90	No		X	
CESA 3	03-2020-0030-I-11	ColLEDGE UP - Lab Science-Richland Center	Kim Maier	4	\$ 4,982.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Boscobel	Kim Maier	7	\$ 4,140.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Cuba City	Kim Maier	2	\$ 828.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Fennimore	Kim Maier	1	\$ 414.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Highland	Kim Maier	2	\$ 828.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Iowa Grant	Kim Maier	2	\$ 828.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Mineral Point	Kim Maier	5	\$ 2,070.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-North Crawford	Kim Maier	4	\$ 1,656.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Potosi	Kim Maier	3	\$ 1,242.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Southwestern	Kim Maier	5	\$ 2,070.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Wauzeka	Kim Maier	6	\$ 2,484.00	No			X
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Weston	Kim Maier	4	\$ 1,656.00	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Barneveld	Kim Maier	2	\$ 691.50	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Blackhawk	Kim Maier	1	\$ 414.00	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Cuba City	Kim Maier	1	\$ 414.00	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Fennimore	Kim Maier	1	\$ 414.00	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Ithaca	Kim Maier	2	\$ 691.50	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Lancaster	Kim Maier	2	\$ 691.50	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Pecatonica	Kim Maier	1	\$ 414.00	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Southwestern	Kim Maier	4	\$ 1,656.00	No			X
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Wauzeka	Kim Maier	1	\$ 414.00	No			X
Ithaca First Responders	03-2020-0044-T-42	Participant Agreement - EMR Refresher	Kris Wubben		\$ 248.34	No		X	
North Crawford Rescue Squad	03-2020-0049-T-42	Participant Agreement - EMT Refresher	Kris Wubben		\$ 451.52	No		X	
WAT Grant - 3M	03-2020-0059-I-47	OSHA 10 Industrial	Amy Charles	7	\$ 720.00	No		X	
WAT Grant - Cabela's	03-2020-0060-I-47	Managing Work Teams	Amy Charles	5	\$ 146.18	No		X	
WAT Grant - Cabela's	03-2020-0060-I-47	Change Management	Amy Charles	5	\$ 146.18	No		X	
WAT Grant - Cabela's	03-2020-0060-I-47	Creating Work Teams	Amy Charles	5	\$ 146.18	No		X	
WAT Grant - Cabela's	03-2020-0060-I-47	Time Management	Amy Charles	5	\$ 146.18	No		X	
WAT Grant - Cabela's	03-2020-0060-I-47	Stress Management	Amy Charles	5	\$ 146.18	No		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - November	Caleb White		\$ 795.56	No		X	
WAT Grant - Community First Bank	03-2020-0064-I-47	Strengths Finder	Amy Charles	15	\$ 327.20	No		X	
WAT Grant - Community First Bank	03-2020-0064-I-47	5 Behaviors of a Cohesive Team	Amy Charles	18	\$ 615.20	No		X	
Southwest Health EMS	03-2020-0065-I-41	EMS Continuing Ed	Kris Wubben	21	\$ 237.93	Yes		X	
WI Dept of Corrections	03-2020-0067-I32	Equipment Safety	Amy Charles	8	\$ 5,643.19	No		X	
WI Dept of Corrections	03-2020-0067-I32	Blueprint Reading	Amy Charles	8	\$ 5,643.19	No		X	
WI Dept of Corrections	03-2020-0067-I32	GMAW-Equipment	Amy Charles	8	\$ 5,643.20	No		X	
WI Dept of Corrections	03-2020-0067-I32	GMAW-Carbon Steel (S Process)	Amy Charles	8	\$ 5,643.19	No		X	
WI Dept of Corrections	03-2020-0067-I32	GMAW-Carbon Steel (Spray Transfer)	Amy Charles	8	\$ 5,643.19	No		X	
WI Dept of Corrections	03-2020-0067-I32	FCAW-Equipment	Amy Charles	8	\$ 5,643.19	No		X	
WI Dept of Corrections	03-2020-0067-I32	FCAW-Carbon Steel (Gas Shielded)	Amy Charles	8	\$ 5,643.19	No		X	
SW CAP Neighborhood Health	03-2020-0095-I-41	BLS for Healthcare Providers	Kris Wubben	7	\$ 420.00	No		X	
Fennimore Rescue Squad	03-2020-0096-T-42	Participant Agreement-EMT Refresher	Kris Wubben		\$ 338.64	No		X	
Nu-Pak	03-2020-0098-I-41	Heartsaver CPR/AED	Kris Wubben	9	\$ 2,100.00	No		X	
CESA 3	03-2020-0102-I-11	ColLEDGE Up - Nursing Core - Boscobel	Kim Maier	1	\$ 718.50	No			X
CESA 3	03-2020-0102-I-11	ColLEDGE Up - Nursing Core - Lancaster	Kim Maier	1	\$ 718.50	No			X
Milk Specialties	03-2020-0103-I-41	NFPA 70E Arc Flash Safety Training	Amy Charles	5	\$ 1,550.00	No		X	
Shullsburg Ambulance	03-2020-0108-I-42	BLS for Healthcare Provider CPR Recert	Kris Wubben	13	\$ 780.00	No		X	
TOTAL of all Contracts				269	\$ 85,503.25				
Exchange of Services				21	\$ 237.93				
For Pay Service				248	\$ 85,265.32				

E. Personnel Items

Two resignations are being presented for approval in the Personnel Report. The Personnel Report is included below.

PERSONNEL REPORT December 19 2019

Employment: NEW HIRES

None	
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PROMOTIONS / TRANSFERS

None	
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RETIREMENTS / RESIGNATIONS

Jaime Klein (Resignation 12/16/2019)	Leadership Development Instructor
Linda Kious (Resignation 1/10/2019)	Medical Lab Tech/Lab Science Instructor

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 fee.

Recommendation: Approve the Consent Agenda as presented.



American Association of Community Colleges
One Dupont Circle, NW, Suite 700
Washington, DC 20036-1176

Dear Southwest Wisconsin Technical College:

Thank you for your continued support of AACC. We are proud to represent the nation's community colleges - the largest segment of public higher education in the United States. Your support allows us to continue to advocate for policies that support student success, develop strong leaders, and provide quality programs and services that support your College.

Below is a copy of your 2020 membership dues invoice. You will soon receive a hard copy of the invoice. For more information, contact our Member Services department at membership@aacc.nche.edu or call us at (202)-416-4543.

We appreciate your membership and look forward to another year of working together to advance our colleges.

Ramsay R. Johnson, Jr., CPA
Chief Financial Officer



American Association of Community Colleges
One Dupont Circle, NW, Suite 700
Washington, DC 20036-1176

Order No: 1000171266
Order Date: 17-Sep-2019

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

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

Order Number	Line	Quantity	Product Description	Unit Price	Price
1000171266	1	1	AACC - Institutional Member 01-Jan-2020 to 31-Dec-2020	\$3,463.00	\$3,463.00
1000171266	2	1	AACC - Presidents Academy Fee 01-Jan-2020 to 31-Dec-2020	\$75.00	\$75.00
Order Total		Amount Paid/Deferred		Order Balance	
\$3,538.00		\$0.00		\$3,538.00	

Payment Instructions:
Make Checks Payable and Mail to:
AACC
P.O. Box 75263
Baltimore, MD 21275

To pay using your credit or purchasing card: please call us at (202) 416-4507

Other Items Requiring Board Action

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

Up to \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; up to the amount of \$1,024,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. A copy of the resolution is available below.

Recommendation: Approve the resolution authorizing the issuance of not to exceed \$4,000,000 and setting the sale.

RESOLUTION NO. ____

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

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of funds in the amount of \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; in the amount of \$1,024,000 for the public purpose of paying the cost of building remodeling and improvement projects; and in the amount of \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,024,000 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 \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

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

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

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

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

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

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

Adopted, approved and recorded December 19, 2019.

Charles J. Bolstad
Chairperson

Attest:

Donald L. Tuescher
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 December 19, 2019, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$230,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette 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 19th day of December, 2019.

BY THE ORDER OF THE
DISTRICT BOARD

Donald L. Tuescher
Secretary

QB\60797862.1

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 December 19, 2019, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,024,000 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 19th day of December, 2019.

BY THE ORDER OF THE
DISTRICT BOARD

Donald L. Tuescher
Secretary

QB\60797862.1

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 December 19, 2019, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,746,000 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 19th day of December, 2019.

BY THE ORDER OF THE
DISTRICT BOARD

Donald L. Tuescher
Secretary

QB\60797862.1

B. Bid: Bookstore Remodel

A Request for Bids was solicited from vendors with the bid opening on December 3, 2019. Ten vendors submitted bids and the summary of the bids received is included below. The project consists of the remodel and repurpose of 5,205 SF of general office and meeting room areas in the southeast portion of Building 400 into a Welcome Center and relocated Bookstore located inside the College main entrance. Included in the bid specifications was an alternate bid to upgrade the Building 300 east vestibule. Dan Imhoff, Director of Facilities, and Caleb White will be present to answer any questions.

Recommendation: Award the low bid for the Bookstore Remodel Project, in the amount of \$446,266 to KSW Construction of Verona, Wisconsin. This bid amount falls under the project amount approved by the WTCS state board in November 2019.

Bid #1920-05 Bookstore Remodel
December 3, 2019 @ 2:00 p.m., Room 492

Invitations to bid on the Bookstore Remodel 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 November 21, 2019 for interested bidders.

The project consists of the remodel and repurpose of 5,205 SF of general office and meeting room areas in the southeast portion of Building 400 into a Welcome Center and relocated Bookstore located inside the College main entrance. Work includes, but is not limited to demolition of interior walls, ceiling and floor finishes. New walls of steel stud and drywall, casework, floor finishes, suspended AC panel and linear metal ceilings, interior glass sectional doors, new lighting and revised HVAC system.

Public opening of the bids was held on Tuesday, December 3, 2019 at 2:00 p.m. in Room 492 of the College Campus. Ten vendors responded to the bid request. The results of the ten bids are as follows:

Organization	Base Bid	Alternate Bid: Upgrade Bldg 300 East Vestibule	Final Total Bid
KSW Construction Vernona, WI	407,816	38,450	446,266
Maryville Construction Hazel Green, WI	440,000	45,480	485,480
Midwest Builders Fennimore, WI	469,848	34,108	503,956
Tricon Construction Group Dubuque, IA	476,000	40,000	516,000
Epic Construction Kieler, WI	493,664	26,140	519,804
Olympic Builders Holmen, WI	499,280	38,662	537,942
Rock Church Construction Livingston, WI	535,000	38,000	573,000
Brickl Brothers West Salem, WI	529,000	45,780	574,780
Bachmann Construction Madison, WI	571,500	54,800	626,300
Market & Johnson La Crosse, WI	642,538	39,134	681,672

RECOMMENDATION: The recommendation is to accept the low bid for the Bookstore Remodel Project, in the amount of \$446,266 to KSW Construction of Verona, Wisconsin. This bid amount falls under the project amount approved by the WTCS state board in November 2019.

C. Bid: HP Proliant DL360 Servers

The Board had approved awarding the bid for the servers at the October 24, 2019, Board meeting. However, it was discovered the bids received were for remanufactured servers, not new servers. Therefore, a Request for Bids was resolicited from vendors. The bid opening was on December 6, 2019, with four bids received from vendors. The bid summary is available below.

Recommendation: Award the bid for the HP Proliant DL360 Servers in the amount of \$52,107.00 to SHI International Corp. of Somerset, NJ.

Bid # 1920-06 HP Proliant DL360 Servers **December 6, 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, December 6, 2019 at 1:30 p.m. in Room 492 of the College Campus. Four 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. Somerset, NJ	4 HP Proliant Servers with 3 year 24 x 7 Warranty	52,107.00
Insight Tempe, AZ	4 HP Proliant Servers with 3 year 24 x 7 Warranty	52,818.00
Zones LLC Auburn, WA	4 HP Proliant Servers with 3 year 24 x 7 Warranty	98,401.00
Howard Technology Solutions Laurel, MS	4 HP Proliant Servers with 3 year 24 x 7 Warranty	106,636.00

RECOMMENDATION: Award the bid for the HP Proliant DL360 Servers in the amount of \$52,107.00 to SHI International Corp. of Somerset, NJ.

D. Grant County Economic Development Corporaiton Lease

The 2020 office space lease for Grant County Economic Development Corporation is available below. The lease remains the same as the 2019 lease agreement and is for rental and furniture for two office spaces.

Recommendation: Approve the 2020 lease in the amount of \$370 per month for Grant County Economic Development Corporation.

RENTAL/LEASE AGREEMENT

between

Grant County Economic Development Corporation

and Southwest Wisconsin Technical College

This agreement between Southwest Wisconsin Technical College (college) and Grant County Economic Development Corporation (GCEDC) covers the following:

1. Room 421B, 157 sq ft - including credenza and storage shelf, side chair, table, one storage cabinet: \$185 monthly.
2. Room 421C, 127 sq ft - including side chair, credenza and storage shelf, three filing cabinets and: \$185 monthly.
3. GCEDC will be responsible for a separate line for all outgoing calls.
4. Copy machine costs to be billed at the current rate of .10 per copy or .20 for back to back.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

All of the above will be billed on or before the 23rd of the following month, commencing January 1, 2020. This rental/lease agreement covers the calendar year 2019 through December 31, 2020 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.

s/_____
Executive Director
Grant County Economic Development Corporation

s/_____
Vice President for Administrative Services
Southwest Wisconsin Technical College

s/_____
President
Grant County Economic Development Corporation

E. Second Reading: Governance Policy 4.5: College Strategic Directions

At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact. The Board approved the first reading of the policy at its November 14, 2019, Board meeting. The proposed change to the policy is included below.

Recommendation: Approve the second reading of the Governance Policy 4.5: College Strategic Directions.

4.5 - COLLEGE STRATEGIC DIRECTIONS

- 2019-2022
 1. Engage Students in High-Quality Learning
 2. Strengthen a Culture of Accountability
 3. Enhance the College's Economic Impact

Adopted: 1/24/02
Reviewed: 11/2/02, 6/19/08
Revised: 3/24/05, 7/14/08, 3/22/12, 3/26/15, 10/22/15, 1/24/19

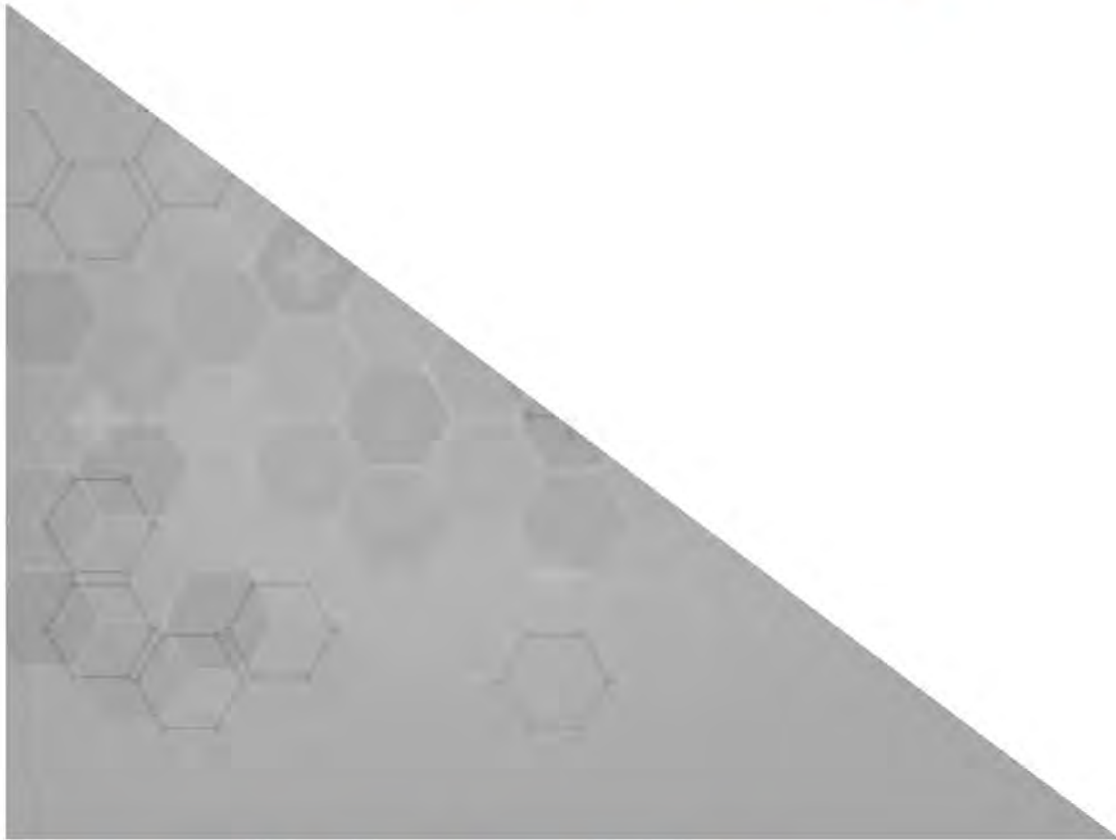
Board Monitoring of College Effectiveness

A. Platteville Outreach Site Update

Included below is the Platteville Outreach Academic & Operations Proposal presented at the August 22 Board meeting. An updated project timeline for remodeling is also included in the electronic material. More details on the Marketing plan and the Academic plan will be presented at the Board meeting.

Platteville Outreach Site Project Timeline

Activity	Date to be Completed
Design Complete	12/20/19
Construction Documents Complete	01/03/20
Bid Specs to Budget & Finance	01/03/20
Vendor List to Budget & Finance	01/06/20
Notice Due to Newspaper	01/06/20
RFP Release: Newspaper/Web	01/09/20
Bid Specs Sent to Vendor List	01/09/20
Pre-Bid Meeting	01/21/20
Bid Opening	02/07/20
Contract Awarded	02/21/20
Construction Commencement	02/24/20
Completion	05/08/20



Platteville Outreach

2020-2025

Academic and Operations Proposal

EXECUTIVE SUMMARY

Southwest Tech has operated outreach locations for many years. The primary, and almost sole, function of outreach has been to serve the Adult Basic Education and High School Equivalency populations. These programs play an integral role in our communities, often providing access to educational opportunities for the most disadvantaged populations. While our performance in this program has focused on the individual student's need for customization and unique student support, we have the opportunity to enhance our ability to meet a broader array of diverse student goals. The primary beneficiaries of this investment in our communities and the people who live there will be the students with the lowest levels of educational attainment, especially as we are successful in introducing academic programming which leads to better job opportunities.

We have delivered programming in Platteville for many years. Partnerships with the school district, the University of Wisconsin-Platteville (UWP), and several businesses have allowed a variety of instructional spaces to be utilized. Four years ago, UWP began to move away from our co-location partnership which deprived Southwest Tech of reaching hundreds and hundreds of students on an annual basis.

For many years we have operated non-credit Adult Basic Education at O.E. Gray, a former elementary school the district no longer directly operates for their own needs. Several other agencies share the building with limited overlap of clientele. We also partner, from time to time, to provide customized training and/or public safety training utilizing spaces with other partners on an as-needed basis.

For the past four years we have searched for different space with better visibility and more appropriate for the myriad offerings we desire to provide. We have met with many partners, business leaders, and other agencies in search of a mutually beneficial collaboration. Last fall we issued a Request for Proposal to which we received one response.

This report will address the opportunity to consider a lease agreement for the Ruxton property and represents a substantial amount of work completed by several faculty and staff.

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- **Opportunity:** Better serve working adults with limited educational backgrounds while providing additional opportunities for a broad range of potential students
 - **Mission:** Improve the lives of students through excellence in learning
 - **Student Demographic Analysis:** This section will present data regarding potential students related to a needs assessment of the local population. A SWOT analysis is included for consideration.
 - **Academic Map:** A preliminary conception plan, centered on the academic opportunities, will be outlined including our priorities based on enrollment trends. Future enrollment goals and targets are projected as well.
 - **Facilities Overview:** A review of the proposed opportunity is presented with several considerations outlined.
 - **Services and Staffing Plan:** The proposed staffing, year by year, are presented with a brief overview of the types of services we will offer as we move forward.
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- **Marketing Plan:** One of the primary opportunities with this proposed location is to increase our visibility in the most populous location in our district. This section details the considerations for enhanced community advocacy and awareness.
- **Financial Plan:** This section reviews the financial status for these types of investments with an analysis of up-front costs and future operating investments.
- **Appendix:** Relevant data is included for your reference.

OPPORTUNITY

Platteville is distinctively three different "communities" wrapped together in one 12,000 person entity. First, you have the economic engine for the city and most of the tri-state region, UW-Platteville. For more than 150 years, the university has provided the region with a very solid bachelor's degree option. Its engineering school is among the best in the Midwest and UW-Platteville has identified about five or six other programs (including agriculture, accounting, education, etc.) as its strongest and began marketing them to Iowa and Illinois students as part of the Tri-State Initiative (TSI), which has led to a nearly complete makeover of the campus and Pioneer Farm.

The second demographic is the professional community in Platteville, which consists of university faculty and administration, doctors, lawyers and business owners who demand greater compensation from their respective businesses as well as improved amenities from the community. Like many cities its size, this creates neighborhoods with impressive housing, lot sizes, etc.

The third group, and the overwhelmingly largest permanent resident faction in the city, are its "blue collar" workers and the aging population of residents beyond retirement. Platteville has a fair number of families with two wage earners who are barely scraping by. Wages in this sector are low and opportunities to advance beyond that pay scale are oftentimes limited.

City leaders have had difficulty, due mainly to community debt pressure, inspiring actions that would lift the largest permanent population in the city to new and better heights. The City of Platteville needs a catalyst. Recent discussions at the Plan Commission, Airport Commission, Police and Fire Commission, Platteville Area Industrial Development Corporation (PAIDC) and the Common Council provide some hope. Groups are working together more than at any time in recent memory and, collectively, improvements are being made.

With a new city administrator's hiring in the near future, there is a tremendous opportunity for Southwest Tech to be a stronger part of the conversation. The rebranding of Southwest Tech's outreach sites could not have occurred at a better time. A new Platteville School District administrator with local ties also could be a benefit as Southwest Tech extends its reach deeper into the high schools in order to add value.

Currently, from the Southwest Tech Foundation's data base, the Platteville area accounts for about 1,300 Southwest Tech alumni, who enrolled in programs at the college. In addition, 17 (9.4%) of Southwest Tech's current faculty and staff call Platteville their main residence while 16 retired faculty and staff member live in the Platteville zip code.

Informal questions asked of five individuals currently residing in Platteville provided some perspective. They were asked how a Southwest Tech outreach site in the downtown area would be received. Not surprisingly, all five of these individuals were aware of our dealings with the site owners, though none had a clear understanding of what might happen there. And, all five had to be educated on the differences between an outreach site and a branch campus as many thought this would be a branch location.

These five individuals hardly constitute a solid sample, but did provide a glimpse into the mindset of the community. One, a small business owner, hopes for knowledge sharing to help grow that business. Another is retired and is an active volunteer who hopes more education will lead to less domestic violence and other positives that come with advanced education. And another sees the value in students starting their post-high



school educational careers at a lower cost option, like Southwest Tech, as that family continues to repay larger than expected amounts of student loan debt.

All five were supportive of the concept of an outreach center in the downtown area, but wanted to know more about Southwest Tech's plans for the space and expanded outreach. Each understood the importance of rebranding the location, at least internally at the campus, as recruiting centers with the goal of gathering more students, more financial support and to help coordinate a growing alumni population.

Finally, each of the five believes Southwest Tech and UW-Platteville need to work together more in order to maximize opportunities. Having a prominent location in the Platteville Community was suggested to be a great next step and being located inside the overlay district for UW-Platteville was considered a strong strategic move. "People in the community have paid attention to Ruxton. Whereas many of the affluent say we don't need more low-income housing, there's a whole other side of this who think it will be good for the community," said one respondent.

Visibility was listed over and over again as a strong attribute to the Ruxton site. Each was asked if Southwest Tech's involvement at Ruxton would be seen as a strong statement/move and all five emphatically agreed that this move would have short- and long-term positive effects for the college.

Other positives included: centralized training options, visibility of our outreach center staff in the community, opportunities for more partnerships and joint projects, improved educational offerings and positive economic impact for the downtown.

Possible negatives included: density and safety concerns that Ruxton brings, the availability of jobs or city monies to spur expansion, parking, how competition between UWP and Southwest Tech would be perceived (can expand on this later but it mainly focuses on if this will be a professional competition), and staffing hours. There was also a concern about the McGregor Plaza and what will happen to that in the near future and how that impacts Ruxton. Also, one respondent said Southwest Tech has an outreach center now, but was unaware of any of its offerings. "I see the billboards and get some mail and emails, but I don't have a clue what is going on at (the outreach center)."

In summary, it is clear the messaging and positive view of the future of Southwest Tech in the City of Platteville will be very important. Southwest Tech will be viewed as a welcomed friend and advocate for a large section of the population that feels it has little voice in city matters. A proactive approach to outreach, combined with resources in staffing, programming and alumni involvement seems to be the formula the few interviewed favored. And, the Ruxton site was viewed as a positive next step in our plans. Lastly, it is important that we work complementary to UW-Platteville and show that we serve a population that is different, in many ways, to those the university serves.

STUDENT DEMOGRAPHIC ANALYSIS

According to the 2010 U.S. Census, the Platteville population was 11,280. Estimates indicate a 6.5% growth to slightly over 12,000 people residing within city limits making Platteville the most populous area in our five-county service district. Approximately 90% of the population is over the age of 18 and conservative U.S. Census data indicate between 450 and 500 adults over the age of 25 do not have a high school equivalency.

Data obtained from Emsi in reference to the population of Grant and Lafayette Counties reflect an overall 1% growth from 2018 to 2023. Southwest Tech's target market is between the ages of 16 to 65. The first table below reflects the population growth of all age categories from 2018 to 2023. The highlighted area is the college's target market. The second table is the target market from the same data. This table reflects a 3.5% decline in the population of the target market age categories.

Population by Age Cohort					
Lafayette and Grant Counties					
Age Cohort	2018 Population	2023 Population	Change	% Change	2018 % of Cohort
Under 5 years	4,062	4,304	242	6%	5.89%
5 to 9 years	4,050	4,366	316	8%	5.87%
10 to 14 years	4,335	4,225	(110)	(3%)	6.29%
15 to 19 years	5,677	5,576	(101)	(2%)	8.23%
20 to 24 years	7,298	6,202	(1,096)	(15%)	10.58%
25 to 29 years	3,881	3,917	36	1%	5.63%
30 to 34 years	3,605	4,165	560	16%	5.23%
35 to 39 years	3,640	3,676	36	1%	5.28%
40 to 44 years	3,354	3,732	378	11%	4.86%
45 to 49 years	3,490	3,332	(158)	(5%)	5.06%
50 to 54 years	4,038	3,535	(503)	(12%)	5.86%
55 to 59 years	4,826	4,031	(795)	(16%)	7.00%
60 to 64 years	4,651	4,722	71	2%	6.74%
65 to 69 years	3,813	4,425	612	16%	5.53%
70 to 74 years	2,674	3,465	791	30%	3.88%
75 to 79 years	2,136	2,336	200	9%	3.10%
80 to 84 years	1,644	1,674	30	2%	2.38%
85 years and over	1,792	1,765	(27)	(2%)	2.60%
Total	68,968	69,449	481	1%	100.00%
age 60 and above	16710	age 50 and above	21536		

Population of Residents aged 15 - 64					
Population by Age Cohort					
Lafayette and Grant Counties					
Age Cohort	2018 Population	2023 Population	Change	% Change	2018 % of Cohort
15 to 19 years	5,677	5,576	(101)	(2%)	8.23%
20 to 24 years	7,298	6,202	(1,096)	(15%)	10.58%
25 to 29 years	3,881	3,917	36	1%	5.63%
30 to 34 years	3,605	4,165	560	16%	5.23%
35 to 39 years	3,640	3,676	36	1%	5.28%
40 to 44 years	3,354	3,732	378	11%	4.86%
45 to 49 years	3,490	3,332	(158)	(5%)	5.06%
50 to 54 years	4,038	3,535	(503)	(12%)	5.86%
55 to 59 years	4,826	4,031	(795)	(16%)	7.00%
60 to 64 years	4,651	4,722	71	2%	6.74%
	44,460	42,888	(1,572)	-3.5%	

According to Emsi in the draft Program Gap Analysis Report, educational attainment data are useful for targeting specific population groups with low education levels. The population and educational attainment numbers below are based on Emsi's demographic data and publicly available sources from state and national agencies. Sources include annual population estimates and population projections from the U.S. Census Bureau and birth and mortality rates from the U.S. Health Department. In addition, demographic information relies on the annual results of the American Community Survey. Educational attainment data cover the population in southwest Wisconsin aged 25 years or more, referred to as adults, and indicate the highest award level achieved.

Demographic information is presented by gender and the major race and ethnic groups, and educational attainment data are broken out according to the following award categories:

- Less than a high school diploma (<HS);
- High school diploma or equivalent (HS);
- Some college;
- Associate degree (Assoc);
- Bachelor's degree (Bach);
- Greater than a bachelor's degree (>Bach).

About 84,220 adults live in southwest Wisconsin, and Figure 2.7 displays their educational attainments, without reference to gender and the major race and ethnic groups. State and national data are also presented for context. In the region, 49% of adults have a high school diploma or less, which is significantly more than the state and national averages (both at 41%). Out of all the award categories in the figure, the people who are most likely to seek education and training from Southwest Tech are those in the "Less than High School Diploma," "High School Diploma," and "Some College" categories. Together, these categories total 58,940 people, or 70% of the region's adults.

Figure 2.7: Highest Educational Attainments of Adults in Southwest Wisconsin, Wisconsin, and the U.S.



Numbers may not sum due to rounding.

Source: Emsi demographics data and U.S. Census Bureau, 2017 American Community Survey.

It is significant to note that the percentage of adults in our district who are within the range of less than high school to high school graduates is approximately 49%. This provides a tremendous opportunity for GED completion efforts as well as up-skilling potentially thousands of workers currently earning below poverty wages, working multiple jobs, and those seeking currency in technology in areas of allied health, IT, Culinary, et al.

Currently Southwest Tech has no visible presence in the southern portion of the district (other than O.E. Gray in Platteville with limited services and/or visibility). Expansion of services and strategic placement would allow for service areas to expand to the southern most parts of the district to include Cuba City, Hazel Green, Kieler, Darlington, Belmont, Shullsburg, et al.

The chart below represents the educational attainment of the population of the counties of Grant, Iowa, Lafayette, Dubuque, Iowa, and Jo Davies, Illinois, which are within a 35-mile radius of Platteville. The data shows that 3,338 people residing in Grant and Lafayette Counties have less than a high school diploma.

Educational Attainment by Age Group
Counties within 35 Mile Radius of Platteville, WI

*Source: American FactFinder -
<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>*

2017 (most recent data available)	Grant County	Iowa County	Lafayette County	Dubuque County, IA	Jo Davies County, IL	5-County Total*
Population 18 to 24 years	9,419	1,582	1,240	10,100	1,455	23,796
Less than high school graduate	934	118	257	782	209	2,300
High school graduate (includes equivalency)	2,006	675	403	2,141	547	5,772
Population 25 years and over	31,727	16,481	11,354	64,135	16,312	140,009
Less than 9th grade	1,198	299	464	1,609	515	4,085
9th to 12th grade, no diploma	1,446	702	683	3,351	788	6,970
High school graduate (includes equivalency)	11,971	5,699	4,421	21,308	6,075	49,474
Population 25 to 34 years	5,529	2,594	1,896	12,155	1,917	24,091
High school graduate or higher	5,080	2,499	1,688	11,356	1,832	22,455
Less than high school graduate*	449	95	208	799	85	1,636
Population 35 to 44 years	5,026	2,749	1,752	10,367	2,327	22,221
High school graduate or higher	4,681	2,608	1,602	9,902	2,078	20,871
Less than high school graduate*	345	141	150	465	249	1,350
Population 45 to 64 years	12,749	7,187	4,838	25,716	6,424	56,914
High school graduate or higher	12,081	6,835	4,511	24,214	6,100	53,741
Less than high school graduate*	668	352	327	1,502	324	3,173
Population 65 years and over	8,423	3,951	2,868	15,897	5,644	36,783
High school graduate or higher	7,241	3,538	2,406	13,703	4,999	31,887
Less than high school graduate*	1,182	413	462	2,194	645	4,896
Population 18 to 64 years AND Less than high school graduate	2,396	706	942	3,548	867	8,459

- **Special Populations:** Approximately 500 adults who are Platteville residents over the age of 25 do not have a high school equivalency credential. The U.S. Census Bureau estimates well over 400 veterans reside in the Platteville City limits.

ACADEMIC MAP

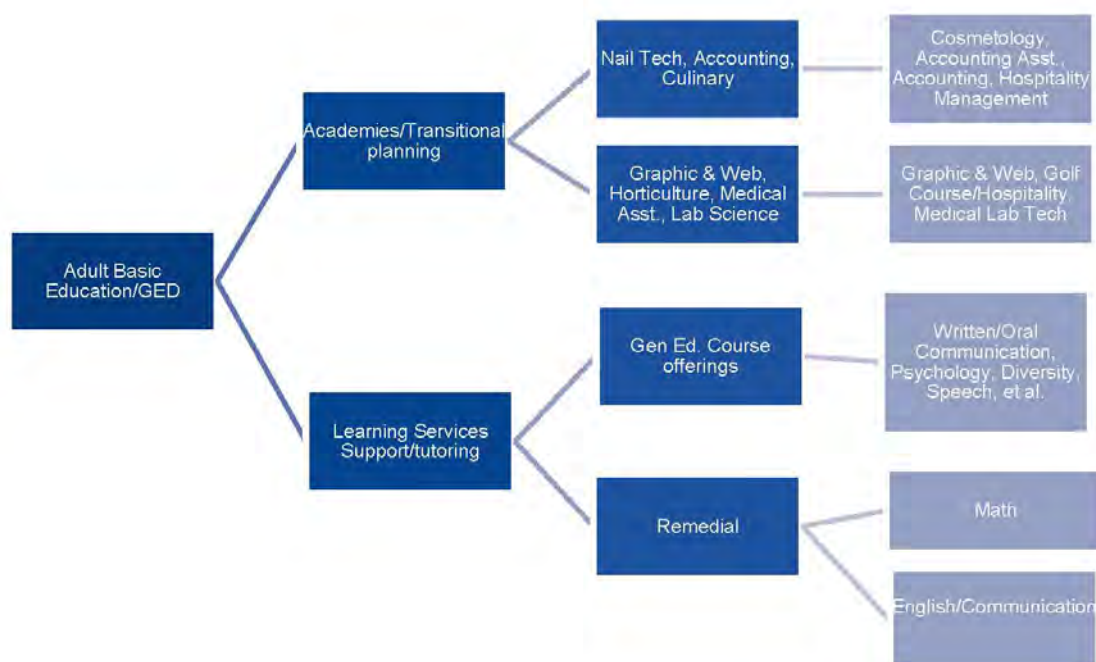
Expanding our programmatic offerings through investment in outreach locations is an academic pursuit. Students, and their opportunity to learn, are our top priority. In order to better serve students, in an orderly fashion, we have established priorities for this investment in Platteville.

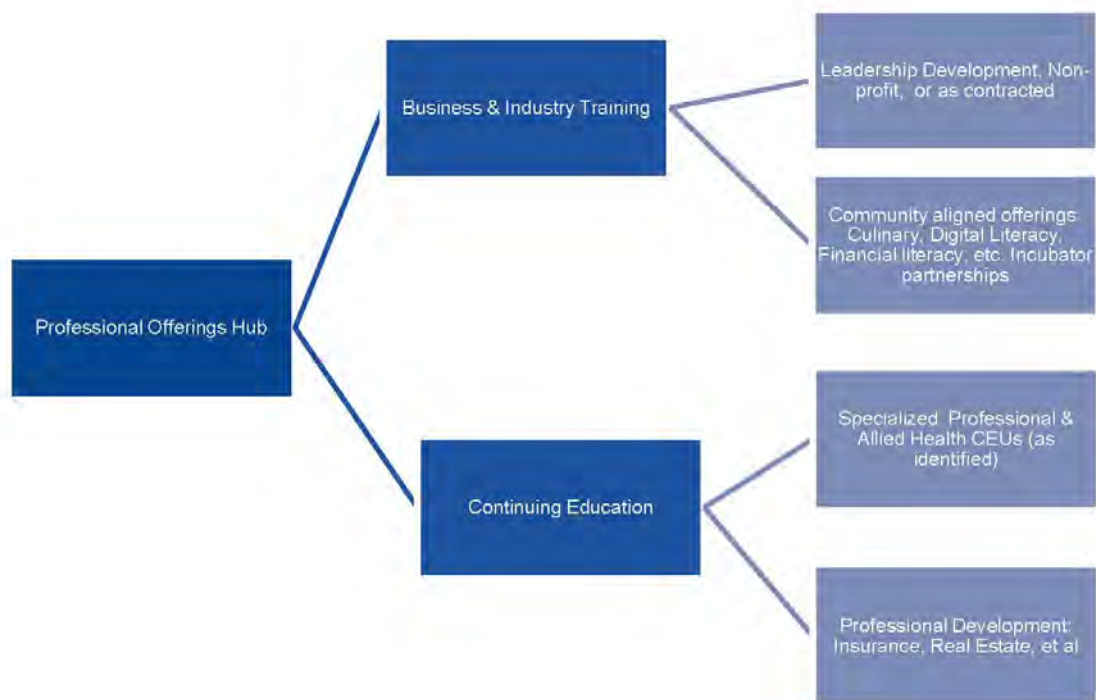
An examination of enrollment trends, extending from our priorities, provides a clearer picture of how we can better serve students and help them reach their goals. We have established enrollment targets for the next five years, which will be adjusted annually, based on actual performance and emerging opportunities.

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- **Priorities:** First, we will enhance learning opportunities for adult basic education and high school equivalency students including an emphasis on their successful transition to academic programming leading to jobs. Second, we will provide affordable, high-quality learning opportunities for people seeking to complete their general education requirements as an entry point into vocational offerings and/or transfer to a university. Third, we will partner with business and industry to provide customized training, industry certifications, and continuing education offerings. Finally, we will re-assign existing faculty and staff currently providing student services on campus to holding in-person hours at the new site.
 - **Enrollment Trends:** The Adult Basic Education Enrollment Trends Appendix 1 shows the past two years of data. Platteville, despite being our most populous city with the largest number of potential students, lags in enrollment with the fourth most FTE produced behind Richland Center, Boscobel, and Fennimore.
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- **Enrollment Targets:** We expect modest enrollment increases, as outlined in the financial pro forma, for Adult Basic Education programs in Platteville. These goals are possible with a more visible and easier accessible location coupled with increased offerings and enhanced outreach efforts. In addition, we are developing a variety of initiatives to help students who progress through Adult Basic Education so they can successfully transition into academic programs leading to better career opportunities. These initiatives include increased online offerings and "Academies." We have also outlined in this proposal our intention to increase the support services necessary for students to learn about opportunities, register for classes, get extra help outside of the classroom, and receive financial and other support during their enrollment.
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Platteville Learning Center

Proposed structural approach and offerings at new location in Platteville region to include: Lancaster, Cuba City, Belmont, Hazel Green, and Potosi





Year 1: ABE/GED plus Academy offerings, tutoring hours, advising, online access & assistance for CollegeUp, online Gen Eds., Business & Industry Services Contracted

- Hours of Operation: Current: Tuesday 1-5, Thursday 12-5; Proposed: Tuesday, Wednesday, Thursday 12 - 6 (phone number to be connected to main campus to track inquiries)
- Staffing: ABE/GED staff @ current schedule, ADD: Advisor (1) 6 hours/week, Tutor assigned @ 8 hours/week, Academy faculty: Adjunct (1-2 offerings per semester)
- Cost: No Additional Cost for: Existing: ABE/GED, advising, tutoring, Gen Ed. online, or Business & Industry Services contracts
- NEW: Academy Faculty @ current adjunct rate; approx. \$544.74/credit offering (base \$46,000 annual)



Year 2: ABE/GED plus Academies, tutoring, advising, Gen Ed., online access offerings, CollegeUp, Business & Industry Services Contracted, CEU Offerings Healthcare (weekend), C.N.A. online & clinical in southern region (2 per academic year or as identified)

Hours of Operation: Current: Monday, Wednesday, Thursday 12-6; Proposed: Monday, Wednesday, Thursday 10-6 (phone number to be connected to main campus to track inquiries)

Staffing: ABE/GED staff @ current schedule, **ADD:** Advisor (1) 10 hours/week, Tutor assigned @ 10 hours/week (Existing) , Academy faculty: Adjunct (1-2 offerings per semester)

- Cost: No Additional Cost for: ABE/GED, Advising, Tutoring, Gen Ed. Online, or B & I contracts
- NEW :Academy Faculty @ current adjunct rate: approx. \$544.74/credit offering (base \$46,000 annual), CEU professional offerings TBD as Contracted (2 per academic year)

Year 3: ABE/GED plus Academies, tutoring, advising, Gen Ed. online access offerings, Business & Industry Contracted, CEU Offerings Healthcare/Professional (weekend), C.N.A. online & clinical in southern region (2 per academic year or as identified), Accounting face-to-face, all online program access and assist (CIM, HIT, Non-profit, Leadership, Supply Chain, Med Coding)

Hours of Operation: Current: Monday, Wednesday, Thursday 10-6; Proposed: Monday, Tuesday, Wednesday, Thursday 10-6

Staffing: **ADD:**1 Office/Reception @ 32 hr/wk: 16.00/hour ABE/GED staff @ current schedule, **ADD:** Advisor (1) 20 hours/week, Tutor assigned @ 20 hours/week, Academy faculty: Adjunct (1-2 offerings per semester)

- Cost: No Additional Cost for: ABE/GED, advising, tutoring, Gen Ed. Online, or Business & Industry contracts, CEU professional offerings as contracted (2 per academic year)
- **NEW:** Academy Faculty @ current adjunct rate: approx. \$544.74/credit offering (base \$46,000 annual), Office Support @ 16.00/hr X 32 hr/wk

Public Safety Offerings:

Public Safety offers courses in Platteville related to Fire, EMS, Law Enforcement, Driver Education, and Traffic Safety. Below is the list of classes that were offered in Platteville in the past two school years. These are only the classes with the Platteville address, courses are also running throughout the surrounding area.

FY 2018-19					
Instructional Area	Course #	Course Name	Head Count	Credits	FTE's
Criminal Justice	47504985	Physical Readiness Test	19	0.95	0.0317
Driver Education	42812402	Driver Education-Behind the Wheel	76	22.80	0.7600
Driver Education	42812408	Point Reduction	8	2.40	0.0800
Driver Education	47812407	Driver Education - Van	13	1.30	0.0433
Emergency Medical Service	30531301	Emergency Medical Technician	10	50.00	1.6667
Emergency Medical Service	47531412	EMS Inservice Cont Educ - Dialysis Patient Care	15	0.75	0.0250
Emergency Medical Service	47531412	EMS Inservice Cont Educ - Emergency Care for Burn Patients	39	1.95	0.0650
Emergency Medical Service	47531412	EMS Inservice Cont Educ - Plain Clothes Community Forum	34	1.70	0.0567
Emergency Medical Service	47531412	EMS Inservice Cont Educ - Trauma with Dr. Abernethy	37	1.85	0.0617
Emergency Medical Service	47531436	BLS for Healthcare Provider-CPR	13	1.30	0.0433
Fire Technology	47503419	Health and Safety Officer	15	6.00	0.2000
Fire Technology	47503730	Firefighter II Certification	13	13.65	0.4550
Fire Technology	47503763	Certified Fire Officer I	25	25.00	0.8333
Group Dynamics For Traffic Safety	42818401	Group Dynamics	51	28.05	0.9350
			368	157.70	5.2567

FY 2017-18					
Instructional Area	Course #	Course Name	Head Count	Credits	FTE's
Criminal Justice	47504985	Physical Readiness Test	14	0.70	0.0233
Driver Education	42812402	Driver Education-Behind the Wheel	66	19.80	0.6600
Driver Education	47812407	Driver Education - Van	11	3.10	0.1033
Emergency Medical Service	30531301	Emergency Medical Technician	16	80.00	2.6667
Emergency Medical Service	47531405	Heartsaver CPR/AED	1	0.10	0.0033
Emergency Medical Service	47531414	Heartsaver CPR/AED First Aid	3	0.45	0.0150
Emergency Medical Service	47531436	BLS for Healthcare Provider-CPR	8	0.80	0.0267
Group Dynamics For Traffic Safety	42818401	Group Dynamics	48	26.40	0.8800
			167	131.35	4.3783

Increase of courses over the next three years is directly related to the number of volunteers in the EMS and Fire District as well as high school students who need Driver Education or adults who need Traffic Safety Courses. Though we have done marketing to try and increase the volunteer pools, we have not seen a direct impact yet. We plan on branching out our services to offer more safety-related courses based on the need in the Platteville area. These additional courses may include the below listed:

School safety training for the public schools
Rescue Task Force Training for area Emergency Services
Community First Aid and Stop the Bleed courses
Responsible Beverage Server Classes for downtown bars
Safety training for elderly residents in the community centers

We would like to increase our services by a minimum of 50 additional students each year over the next three years by offering these additional community classes in Platteville. After working with and developing further relationships in Platteville, we would hope to expand beyond that.

Business & Industry Services Offerings:

The following are projections for FTEs and revenue for Business & Industry Services offerings for the next three years.

Business & Industry Services Offerings for Platteville					
Year 1					
Course Offering	Headcount	Total Revenue	Required Admin	FTE	
Leadership Academy-SPR	15	\$4,875	\$1,223	0.35	
Leadership Academy-SUM	15	\$4,875	\$1,223	0.35	
Leadership Academy-FALL	15	\$4,875	\$1,223	0.35	
Lean-White Belt -SPR	15	\$1,500	\$328	0.12	
Lean-White Belt -FALL	15	\$1,500	\$328	0.12	
Lean-Yellow Belt -SPR	15	\$2,250	\$491.57	0.13	
Lean-Yellow Belt -Fall	15	\$2,250	\$491.57	0.13	
Nursing Assistant -Spring	16	\$9,415.66	\$2,282	1.4	
Nursing Assistant -Fall	16	\$9,415.66	\$2,282	1.4	
Culinary -Custom-SPR	12	\$779.62	\$163.86	0.03	
Culinary Custom-SPR	12	\$779.62	\$163.86	0.03	
Culinary Custom-SPR	12	\$779.62	\$163.86	0.03	
Culinary Custom-SPR	12	\$779.62	\$163.86	0.03	
Culinary Custom-SPR	12	\$779.62	\$163.86	0.03	
Accelerated Speech Class-SUM	15	\$7,914	\$1,200	1.5	
Accelerated Speech Class-SUM	15	\$7,914	\$1,200	1.5	
Accelerated Written Comm-SUM	15	\$7,914	\$1,200	1.5	
Accelerated Written Comm-SUM	15	\$7,914	\$1,200	1.5	
Accelerated Oral Comm-SUM	15	\$7,914	\$1,200	1.5	
Accelerated Oral Comm-SUM	15	\$7,914	\$1,200	1.5	
	Headcount	Total Revenue	Required Admin	FTE	
Year 1	287	\$92,338	\$17,891	13.5	
* Credit courses are highlighted in Green					
*Leadership and Lean classes would be professional development open enrollment					
*Accelerated classes would be taught in summer under contract with an area high school(s)-- These could be online, supported with tutors at site. We would be the instructor but the district would also gain FTE by offering as a summer class--Summer enrollments should offset the cost of the class to the school district. Assumes school purchases required text books					
*Culinary Custom classes would need to be taught at the Platteville Business Incubator, would be done in the evening.					
* Nursing classes would likely be open enrollment sections targeting area high school students					
* Projected Growth numbers for Year 2 and 3 do not include increases in all offerings. Nursing could add 8 students per section in Year 2 and 3 if clinical sites are available.					

Business & Industry Services Offerings for Platteville Year 2

[illegible]

**Business & Industry Services Offerings for Platteville
Year 3**

[illegible]

FACILITIES OVERVIEW

We have done extensive work to research opportunities for a new facility in Platteville. We have toured numerous sites, worked with several partners, and issued a RFP to gauge actual interest and opportunities. With only one response to our RFP, we have given due diligence to working with the proposer to identify issues and resolve concerns. This section outlines the most pertinent information gleaned from our work.

Current Location:

Pros: Low cost, less hassle, decent parking

Cons: Inadequate exposure, poor connectivity to the community, limited opportunities for partnerships with other tenants, limited square footage, older

Conclusion: Our students, both current and potential, would be better served in a variety of other locations.

Other Properties:

Pros: Location, additional partnerships, less upfront investment of funds, potential for more space

Cons: No options are on the table and would take a significant amount of duplicated time and energy to begin the process over.

Conclusion: Ultimately only one response to the RFP was received. While several properties have significant positive attributes, there is not one opportunity we rank above the Ruxton proposal.

Proposed Location:

Pros: Premier location, value in the month-to-month lease cost, ability to construct the best possible learning environment, unparalleled exposure for marketing, ability to control a long-term agreement.

Cons: Upfront investment is significant, parking limitations, may not be enough space in the future

Cost of Renovations/Furniture:

Based on a conversation with a local contractor, the spreadsheet below reflects the cost to renovate the existing space into the proposed floor plans contained in Appendix 4.

Description	Sqr Foot	Unit price	Total
General construciton/walls	2500	\$ 32.00	\$ 80,000.00
Painting	2500	\$ 2.00	\$ 5,000.00
Ceiling	2500	\$ 3.50	\$ 8,750.00
Lighting	2500	\$ 3.50	\$ 8,750.00
HVAC extension	2500	\$ 7.50	\$ 18,750.00
Sprinkler Extension	2500	\$ 13.00	\$ 32,500.00
Data infastructure			\$ 8,500.00
Flooring			\$ 19,000.00
Divider Wall			\$ 15,000.00
			\$ 196,250.00
Contigency		0.1	\$ 19,625.00
A/E Fees		0.12	\$ 23,550.00
Total			\$ 239,425.00
Owner Build			\$ 50,000.00
Total cost			\$ 289,425.00

This next spreadsheet details the cost of furniture for the new space.

Description	Count	Unit price	Total
Classroom tables	20	380	\$ 7,600.00
Classroom chairs	40	160	\$ 6,400.00
Test Tables	2	420	\$ 840.00
Test Chairs	2	160	\$ 320.00
Office chairs	1	210	\$ 210.00
Office Desk	1	1000	\$ 1,000.00
Soft Seating			\$ 3,900.00
			\$ 20,270.00

Technology:

Instructional Classroom Bundle	Description	Unit Cost	Estimated Cost
Video Conferencing	Internet Conference Enabled		<u>\$2,500.00</u>
Instructional Technology	Computer, Phone, Document Camera, Smart Display		<u>\$11,000.00</u>
			<u>\$13,500.00</u>

Data\Telecommunications Bundle			
Data Switch\Router	Cisco 2960(2 24 ports)\Router		<u>\$2,500.00</u>
Wireless AP	Cisco 3802		<u>\$600.00</u>
UPS	APC		<u>\$375.00</u>
Data Rack\Cabling	Data Closet rack\cabling material		<u>\$1,000.00</u>
Security Camera	IP Security Camera	<u>\$600.00</u>	
IPPhone	IP Based Phone	<u>\$500.00</u>	
Internet Service Provider	Internet Services	<u>\$250.00</u>	
			<u>\$4,475.00</u>

Computer\Printer Costs			
HP	EliteBook 850 G5	<u>\$1,400.00</u>	
HP	ProOne 600 G4 (All-in-One)	<u>\$1,200.00</u>	
MFP	Multi-function copier\printer	<u>\$6,000.00</u>	\$6,000.00
		Cost	\$41,950.00

****Note:** This cost will increase with additional occupants housed at the outreach site. The design of the classroom and/or space usage may dictate an increase or reduction of cost based on the requirement dictated by usage. The numbers provided are estimated and a placeholder for planning purposes.



Safety Concerns: In order for the City of Platteville to change the current stoplight and current crosswalk flagging, they would need to see a need in order to make any light or flagging changes.

Parking Considerations: Appendix 2 shows the available public parking spots in the downtown Platteville area near the proposed location. Appendix 3 reflects the parking areas we are proposing be used.

Additional Considerations: The cost/benefit of building our space versus leasing space designed and built by someone else are significant either way. If we build it, we pay more upfront but get a much more suitable learning environment with the option to control our future in the short and long term. If they build it, we lose short- and long-term ownership, have less say in the layout, but pay less initially.

SERVICES AND STAFFING PLAN

- **Year One Staffing:** We will reassign existing employees to work a portion of their weekly/monthly schedule in the new location. For example, an advisor, financial aid specialist, or academic success coach will hold weekly/monthly hours which can be advertised to the community. We anticipate two or three management level positions to also work onsite with opportunities for Adult Basic Education, Business and Industry, Deans, and the to schedule time in the Platteville location. We also anticipate offering increased ABE offerings, which will cost more initially albeit the investment will not include full-time staffing at this point. Finally, faculty teaching Gen Eds will have the opportunity to offer courses in Platteville rather than in Fennimore. This is possible as instructional load is shifted and shared between campus, online, and outreach. Improved technology allows for courses to be broadcast when low numbers warrant.
- **Year Two Staffing:** Based on modest enrollment growth, we anticipate the staffing to be similar to the first year.
- **Year Three Staffing:** It is possible, with healthy enrollment growth for two consecutive years, we would invest in full-time, or near full-time staffing. We anticipate the first investment would be in an instructional position that combines Adult Basic Education and either a math or writing Gen Ed. We will also continue sharing staffing and management with the main campus and service levels could be similar to full-time assignments without adding additional staffing. Future staffing investments will be determined as we are successful in growing the operations.

MARKETING PLAN

The Ruxton site provides an unparalleled opportunity for marketing.

- **Key Messages:** Southwest Tech's impact on people. We make a difference, and everyone is part of our success. We will tell the story of our students and the individuals and/or businesses who partner with us.
- **Marketing Activities:** Our most concentrated in-district population is located in Platteville. The Ruxton site is the best opportunity to tell our own story while increasing our voice in earned media venues. According to the Wisconsin Department of Transportation, between 7,200 and 7,900 vehicles drive by Pine Street and the front of the proposed location on a daily basis. With digital signage an option, according to current city regulations, 11,800 vehicles travel Water Street with ample views of well-designed signage. The current cost of similar static billboard signage with comparable visibility is \$1,200 per month.

- Media advertising – traditional (electronic signage, radio, newspaper)
- Digital marketing (online, social media, search engine optimization)
- Direct contact campaigns (mail, phone, text)
- Collaborative advertising (partnerships with other businesses)
- Word of mouth through relationships
- Workshops and clinics

- **Current Gap:** We have limited visibility and no direct control over our signage or message. Even if we could invest in digital signage, there is a lack of traffic. Investments in other forms of marketing, without a significant in-person presence, have been moderately successful. In order to build on these early and initial successes, the Ruxton property provides a "home" for faculty, staff, and students allowing for marketing efforts to stem from person-to-person relationships.

It is the recommendation that Southwest Tech takes advantage of the opportunity to purchase a digital sign. Lamar Billboard advertising has a digital sign in Dubuque with a similar amount of traffic as described above. Lamar's ability to effectively gauge the supply and demand of the outdoor digital sign industry has helped Southwest determine the best price points. There is no other option in Platteville for local and regional business to be able to purchase this type of advertising. Southwest Tech would be filling a void in the advertising business and be the exclusive provider of outdoor digital sign advertisements.

Ad design and sales for the outdoor digital sign may also create a new opportunity for experiential student learning. By allowing students to manage the sales and design of the outdoor digital sign, it would be the first step in creating a functioning student-run advertising agency by the Graphic and Web Design students. Students create many projects for imagined clients. The benefit to students to work for real clients and to see



their work displayed in public would be more effective for learning Southwest Tech's the six core abilities, act professional, communicate clearly, value learning, work productively, work cooperatively, and solve problems. Southwest Tech already has instructional staffing in place to support this model. It would also generate a new revenue stream for the college.

Among the many benefits that this program has, having this type of experience attached to the Graphic and Web Design program would increase marketing and recruitment opportunities. The student stories and social media community would generate word of mouth about the experiences the college provides students. In addition to this free advertising reducing the cost of promoting the Graphic and Web Design program and the college in general, it will also reduce the cost that the college would have to invest in billboard in the Platteville community. Right now Southwest Tech invests \$1200 every four weeks to have a billboard located with the Platteville community. If the college were to invest in a digital sign, it would fill this need, saving Southwest Tech \$15,600 annually.

Southwest Tech would limit the display to six advertisers. The college would be able to sell eight-second spots in the unit in a 48-second loop 24 hours a day.

FINANCIAL PLAN

Remodeling and equipping the space will be funded through the College's annual borrowing and will be prioritized against other remodeling and equipment needs.

There are no additional staffing costs anticipated for the site for the first two years of operations. In the third year, the anticipated instructional position addition at a cost of approximately \$100,000 will be funded by revenues generated primarily through programming growth at the site.

Operational costs of utilities (gas, electricity, telephone and internet), insurance, cleaning, support services and other required maintenance is anticipated to be \$10,000-\$20,000 per year.

Below is the three-year financial proforma.

Projected Initial Capital Costs		Year 0						
Construction & Mechanicals		289,425						
Furniture		20,270						
Technology		41,950						
Signage		TBD						

	Year 0		Year 1		Year 2		Year 3	
Student Impact	Students	FTEs	Students	FTEs	Students	FTEs	Students	FTEs
Increase in ABE enrollments 5-7.5%/year	58	3.41	62	3.62	65	3.85	70	4.09
Incremental ABE impact			4	0.21	7	0.44	12	0.68
Increase in ABE to college transition, add'l student/year			1	1.00	1	1.50	1	1.50
Academy/Gen Ed offerings, additional section/year			20	2.00	40	4.00	60	6.00
CEU Offerings, 2/year					40	0.33	40	0.33
CNA online & clinical, 2/year					40	5.33	40	5.33
BIS additional incremental growth					21	1.89	61	4.53
Direct Incremental Student Growth			25	3	149	13	214	18

Financial Proforma		Year 1		Year 2		Year 3	
Incremental Revenues							
Tuition/fees		15,000		55,800		65,800	
Contract Revenues				22,666		44,117	
Implied State Aid		4,200		15,624		18,424	
Total Incremental Revenues		19,200		94,090		128,341	
Operational Costs (sunk or reallocated costs not included)							
Utilities, insurance, cleaning, maintenance and other support services		15,000		15,500		16,000	
Academy/GE/CEU faculty		1,635		8,230		9,865	
Contract Instructional Expenses				11,455		27,483	
Office Support						37,274	
Total Additional Operational Costs		16,635		35,185		90,622	
Total Potential Bottom Line Impact		2,565		58,905		37,719	
(before additional recruiting gains and other benefits)							

RECOMMENDATION

Platteville Outreach Space Rental RFP #1819-08

The public opening of the request for proposals to provide Platteville Outreach Space Rental for the College was held on Wednesday, May 15, 2019 at 11:00 a.m.

The College is pursuing renting property offered for the purpose of supporting, expanding and/or enhancing existing programming in the City of Platteville. The intent of the rented property and subsequent programming is to provide a higher level of service to the southern part of the Southwest Tech District. Ideally, the property offered would be at least 2,500 square feet and already be configured as an education setting or similar.

Solicitation for proposals was conducted through direct vendor contact and by notice in the Dodgeville Chronicle, Platteville Journal and Shopping News. An evaluation team consisting of Dan Imhoff, Julie Pluemer, Amy Charles, Dennis Cooley and Caleb White reviewed and rated the proposals. The team's scoring was based on the following evaluation criteria:

1. 45% - Property provides the best opportunity for support, expansion and enhancement of relevant district programming needs for the College
2. 35% - Offer price relative to perceived value
3. 10% - Unique attributes of the property
4. 10% - Clarity and thoroughness of response

One proposal was submitted from General Capital for lease of 2,500 sq ft of space in an 'as-is' grey shell condition at 150 East Pine Street, Platteville, WI.

General lease terms include:

- \$50,000 upfront tenant payment for mechanical build-out
- Tenant responsible for all other build-out
- Street Parking
- Tenant responsible for all utilities with the exception of waste dumpster costs
- \$1,500 per month lease for first year with annual 3% increase thereafter
- Five (5) year initial lease term with tenant option for two (2) additional five (5) year renewals at the tenant's discretion.

Recommendation: Award the Platteville Outreach Space Rental RFP to General Capital Development, LLC, Fox Point, WI for 2,500 sq ft of space leased space at 150 East Pine Street, Platteville, WI.

APPENDIX 1 – Enrollment Trends Data

Current ABE Offerings:

FY 2017-18

ABE Sites	Summer 1718		Fall 1718		Spring 1718		Total by site 2017-18	
	Students	FTE's	Students	FTE's	Students	FTE's	Students	FTE's
Richland County Outreach	26	2.5	60	5.5	38	5.53	124	13.53
Boscobel Library	16	2.03	17	2.93	25	5.7	58	10.66
SWTC Bldg 300	5	0.13	38	3.9	26	4.2	69	8.23
Platteville Outreach	15	0.87	26	1.7	24	1.7	65	4.27
PDC outreach site	9	0.23	9	0.63	15	1.63	33	2.49
Darlington Outreach	7	0.47	11	1.1	11	0.93	29	2.5
Richland County Jail	8	0.37	9	0.33	9	0.5	26	1.2
Dodgeville outreach	13	0.57	8	0.4	15	0.77	36	1.74
Lancaster Jail	1	0.03	6	0.23	1	0.1	8	0.36
PDC Correctional Institute	0	0	0	0	0	0	0	0
Dodgeville Jail	6	0.23	9	0.37	14	0.4	29	1
PDC crawford county Jail	2	0.01	9	0.5	5	0.3	16	0.81
	108	7.44	202	17.59	183	21.76	493 unduplicated	46.93

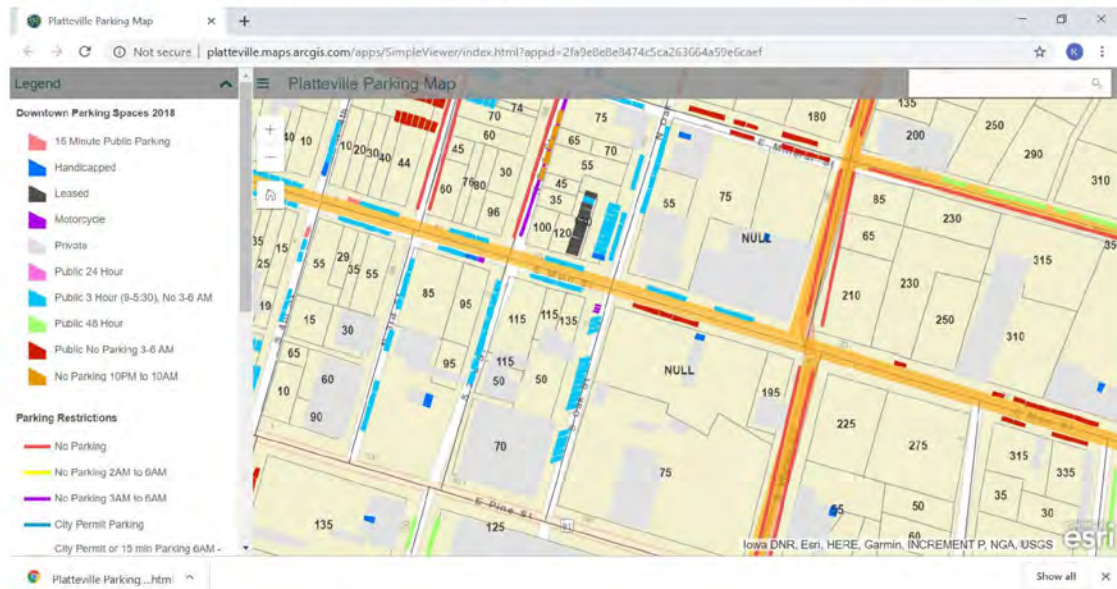
FY 2018-19

ABE Sites	Summer 1819		Fall 1819		Spring 1819		Total by site 2018-19	
	Students	FTE's	Students	FTE's	Students	FTE's	Students	FTE's
Richland County Outreach	23	2.27	33	4.5	30	4.23	86	11
Boscobel Library	16	2.53	19	3.63	19	3.93	54	10.09
SWTC Bldg 300		0	26	2.43	27	4.1	53	6.53
Platteville Outreach	17	0.67	18	1.47	23	1.27	58	3.41
PDC outreach site	8	0.6	14	1.27	21	1.47	43	3.34
Darlington Outreach	10	0.53	13	1.23	14	0.97	37	2.73
Richland County Jail	4	0.2	12	0.9	11	1.13	27	2.23
Dodgeville outreach	8	0.43	10	0.7	8	0.5	26	1.63
Lancaster Jail	0	0	18	1.1	22	1.43	40	2.53
PDC Correctional Institute	0	0	12	1.03	21	1.27	33	2.3
Dodgeville Jail	3	0.13	7	0.37	8	0.53	18	1.03
PDC crawford county Jail	2	0.03	9	0.3	5	0.17	16	0.5
	91	7.4	191	18.93	209	21	491 unduplicated	47.33

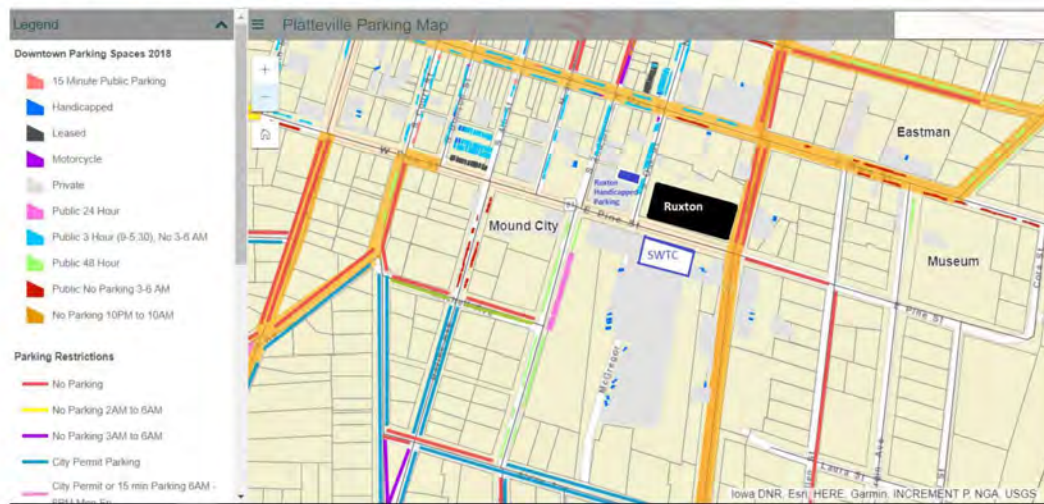
FTEs Generated in FY2018 & FY2019

ABE Sites	FTEs Generated in FY2018 & FY2019
Richland County Outreach	24.53
Boscobel Library	20.75
SWTC Bldg 300	14.76
Platteville Outreach	7.68
PDC outreach site	5.83
Darlington Outreach	5.23
Richland County Jail	3.43
Dodgeville outreach	3.37
Lancaster Jail	2.89
PDC Correctional Institute	2.3
Dodgeville Jail	2.03
PDC crawford county Jail	1.31

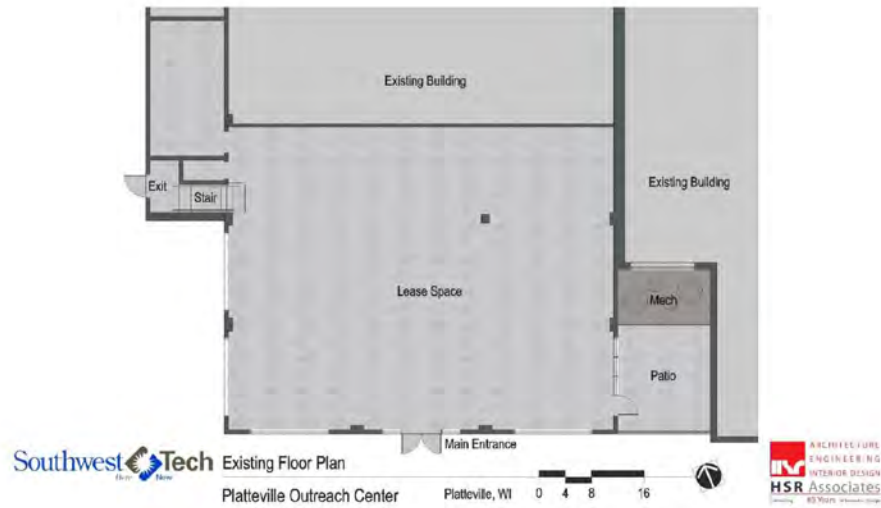
APPENDIX 2 – Downtown Platteville Parking



APPENDIX 3 –Parking for Outreach Site



APPENDIX 4 – Floor Plans





B. Enterprise Resource Planning (ERP) Update

Two vendors were brought back to campus for additional demonstrations the week of December 9. The Operations Council/ERP core team will be reviewing the information related to the ERP on December 17 and will provide an overview of the status to date.

C. 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	Dan Kieffer	11/11/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$55,000
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/hour
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
16	Replacement for Sherry Devries	Midwifery Instructor	Interviews Scheduled	1/1/2020	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768
17	Replacement for Steve Elliott (Internal Posting)	Day Maintenance Worker	Interviews Scheduled	1/1/2020	Hourly Band A13 \$16.77 - \$20.12

Information and Correspondence

A. Enrollment Report

The 2019-20 Comparison FTE Report and the Fall 2020 Application Report are available below. Also included is the PowerPoint slides showing the recruitment metrics.

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	12-10-18 Students	12-09-19 Students	Student Change	12-10-18 FTE	12-09-19 FTE	FTE Change
10-101-1	Accounting	27	51	24	18.27	39.70	21.43
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	19	14	(5)	16.83	12.33	(4.50)
10-006-5	Agribusiness Science & Technology - Agronomy	14	16	2	13.23	16.73	3.50
10-006-6	Agribusiness Science & Technology - Animal Science	30	29	(1)	26.10	27.47	1.37
10-102-3	Business Management	127	123	(4)	82.20	78.10	(4.10)
10-530-5	Cancer Information Management	97	95	(2)	49.73	49.93	0.20
10-504-5	Criminal Justice Studies	52	41	(11)	40.87	35.33	(5.53)
10-316-1	Culinary Arts	12	3	(9)	7.00	1.20	(5.80)
10-317-1	Culinary Management	6	7	1	5.27	6.30	1.03
10-510-6	Direct Entry Midwife	56	69	13	22.53	30.87	8.33
10-307-1	Early Childhood Education	57	42	(15)	41.47	30.23	(11.23)
10-620-1	Electro-Mechanical Technology	34	33	(1)	33.57	30.87	(2.70)
10-325-1	Golf Course Management	22	19	(3)	18.87	14.20	(4.67)
10-201-2	Graphic And Web Design	29	24	(5)	24.70	16.03	(8.67)
10-530-1	Health Information Technology	54	54	-	31.93	28.50	(3.43)
10-520-3	Human Services Associate	31	39	8	25.43	29.13	3.70
10-825-1	Individualized Technical Studies	6	2	(4)	5.10	1.00	(4.10)
10-620-3	Instrumentation and Controls Technology	6	9	3	5.97	6.43	0.47
10-150-2	IT-Network Specialist	39	31	(8)	25.27	19.47	(5.80)
10-196-1	Leadership Development	29	23	(6)	12.47	9.87	(2.60)

Program Code	Program Title	12-10-18 Students	12-09-19 Students	Student Change	12-10-18 FTE	12-09-19 FTE	FTE Change
10-513-1	Medical Laboratory Technician	16	20	4	11.83	16.10	4.27
10-543-1	Nursing-Associate Degree	199	200	1	108.03	106.17	(1.87)
10-524-1	Physical Therapist Assistant	43	37	(6)	28.63	22.63	(6.00)
10-182-1	Supply Chain Management	40	44	4	22.17	21.93	(0.23)
	Total Associate Degree	1,045	1,025	(20)	677.47	650.53	(26.93)
31-101-1	Accounting Assistant	6	4	(2)	2.97	1.67	(1.30)
30-531-6	Advanced EMT	7	1	(6)	2.70	0.13	(2.57)
32-070-1	Agricultural Power & Equipment Technician	34	35	1	32.03	32.73	0.70
31-405-1	Auto Collision Repair & Refinish Technician	14	10	(4)	10.17	4.03	(6.13)
32-404-2	Automotive Technician	30	26	(4)	23.73	22.63	(1.10)
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	5.93	8.33	2.40
31-307-1	Child Care Services	8	9	1	5.70	4.83	(0.87)
30-420-2	CNC Machine Operator/Programmer	6	8	2	4.97	7.63	2.67
31-502-1	Cosmetology	23	28	5	16.47	19.33	2.87
30-504-2	Criminal Justice-Law Enforcement 720 Academy	15	17	2	11.00	12.23	1.23
31-317-1	Culinary Specialist	2	3	1	1.37	0.73	(0.63)
30-508-2	Dental Assistant	17	16	(1)	9.07	7.93	(1.13)
30-812-1	Driver and Safety Education Certification	13	16	3	2.50	3.20	0.70
31-413-2	Electrical Power Distribution	24	45	21	23.13	42.97	19.83
50-413-2	Electricity (Construction) Apprentice	21	19	(2)	1.40	1.60	0.20
30-531-3	Emergency Medical Technician	30	49	19	5.07	8.47	3.40
32-080-4	Farm Operations & Management - Ag Mechanics	6	2	(4)	5.37	1.67	(3.70)
31-080-6	Farm Operations & Management - Crop Operations	3	1	(2)	1.07	0.10	(0.97)
32-080-3	Farm Operations & Management - Dairy	13	18	5	12.77	16.53	3.77
31-080-3	Farm Operations & Management - Dairy Technician	7	2	(5)	5.10	0.20	(4.90)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	13	9	2.70	4.87	2.17
32-080-6	Farm Operations & Management - Livestock		1	1		0.93	0.93
31-080-7	Farm Operations & Management - Livestock Tech	4	3	(1)	3.93	1.67	(2.27)

Program Code	Program Title	12-10-18 Students	12-09-19 Students	Student Change	12-10-18 FTE	12-09-19 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	6	8	2	0.47	1.13	0.67
31-620-1	Industrial Mechanic	2	2	-	1.37	1.33	(0.03)
31-154-6	IT-Computer Support Technician	12	17	5	6.47	12.10	5.63
31-513-1	Laboratory Science Technician	4	4	-	2.00	2.13	0.13
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	1.47	0.80	(0.67)
31-509-1	Medical Assistant	36	31	(5)	28.00	24.73	(3.27)
31-530-2	Medical Coding Specialist	43	56	13	19.33	25.63	6.30
30-504-4	Nail Technician		3	3		0.93	0.93
30-543-1	Nursing Assistant	167	126	(41)	21.93	16.33	(5.60)
50-427-5	Plumbing Apprentice	23	20	(3)	1.72	1.87	0.15
31-504-5	Security Operations	1	2	1	1.00	1.20	0.20
31-182-1	Supply Chain Assistant	4	3	(1)	2.07	0.37	(1.70)
31-442-1	Welding	43	38	(5)	28.80	25.60	(3.20)
	Total Technical Diploma	643	654	11	303.75	318.73	14.98
20-800-1	Liberal Arts - Associate of Arts	23	21	(2)	7.57	6.33	(1.23)
20-800-2	Liberal Arts - Associate of Science	11	9	(2)	3.60	4.10	0.50
	Undeclared Majors	322	410	88	52.57	63.83	11.27
	Total	2,044	2,119	75	1,044.95	1,043.53	(1.42)
	Percent of Change						-0.14%
	Vocational Adult (Aid Codes 42-47)	2,124	2,117	(7)	43.57	44.48	0.91
	Community Services (Aid Code 60)	5	-	(5)	0.02	-	(0.02)
	Basic Skills (Aid Codes 73,74,75,76)	208	225	17	22.73	22.43	(0.30)
	Basic Skills (Aid Codes 77 & 78)	140	90	(50)	4.10	2.73	(1.37)
	Grand Total	4,521	4,551	30	1,115.38	1,113.18	(2.19)
	Total Percent of Change						-0.20%

Fall 2020 Application Report

Program Application Comparison 2019/20 vs. 2020/21									
		12/12/18			12/09/19				
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY	
Accounting			14	14		10	10	-4	
Accounting Assistant			2	2		1	1	-1	
Agribusiness Science & Technology - Agbus Mgmt	20		6	6		6	6	0	
Agribusiness Science & Technology - Agronomy	20		3	3		2	2	-1	
Agribusiness Science & Technology - Agronomy Tech	20		1	1		1	1	0	
Agribusiness Science & Technology - Animal Science	20		17	17		15	15	-2	
Agricultural Power & Equipment Technician	22		39	39		23	23	-16	
Auto Collision Repair & Refinish Technician	22		5	5		9	9	4	
Automotive Technician	22		25	25		27	27	2	
Building Trades-Carpentry	20		7	7		16	16	9	
Business Management			11	11		19	19	8	
Cancer Information Management		8	43	51	9	44	53	2	
Child Care Services	13		7	7		6	6	-1	
CNC Machine Operator/Programmer	15		1	1		0	0	-1	
Cosmetology	24		8	8		8	8	0	
Criminal Justice Studies	48		24	24		23	23	-1	
Culinary Arts			2	2		3	3	1	
Culinary Management			4	4		16	16	12	
Culinary Specialist			0	0				0	
Dental Assistant	18		21	21		24	24	3	
Early Childhood Education	28		16	16		24	24	8	
Electrical Power Distribution	44		60	60		64	64	4	
Electro-Mechanical Technology	24		18	18		17	17	-1	
Farm Operations & Management - Ag Mechanics	20		2	2		0	0	-2	
Farm Operations & Management - Crops	20		1	1		1	1	0	
Farm Operations & Management - Crop Operations	20		2	2		1	1	-1	
Farm Operations & Management - Dairy	20		6	6		10	10	4	
Farm Operations & Management - Dairy Technician	20		3	3		0	0	-3	
Farm Operations & Management - Farm Ag Maintenance	20		2	2		1	1	-1	
Farm Operations & Management - Livestock	20		0	0		0	0	0	
Farm Operations & Management - Livestock Tech	20		1	1		1	1	0	
Golf Course Management			5	5		5	5	0	
Graphic and Web Design	25		9	9		12	12	3	
Health Information Technology	22	2	12	14	1	10	11	-3	
Human Services Associate	31		17	17		11	11	-6	
Industrial Mechanic	12		1	1		1	1	0	
Instrumentation and Controls Technology	0		1	1		0	0	-1	
IT-Computer Support Technician			5	5		7	7	2	
IT-Network Specialist			8	8		11	11	3	
Laboratory Science Technician	15		2	2		0	0	-2	
Leadership Development			2	2		0	0	-2	
Liberal Arts - Associate of Arts		15	0	15	10	0	10	-5	
Liberal Arts - Associate of Science		5	0	5	8	0	8	3	

		12/12/18			12/09/19			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Medical Assistant	32		23	23		15	15	-8
Medical Coding Specialist	23	6	25	31	6	19	25	-6
Medical Laboratory Technician	16	8	2	10	5	2	7	-3
Nursing-Associate Degree	54	75	65	140	69	39	108	-32
Nursing-Associate Degree-Part-time	28		10	10		19	19	9
Physical Therapist Assistant	18	16	3	19	13	10	23	4
Security Operations			1	1		0	0	-1
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			3	3		1	1	-2
Undecided		29	0	29	40	0	40	11
Welding	40		21	21		36	36	15
TOTAL		164	566	730	161	570	731	1
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Direct Entry Midwife		30	21	51	40	28	68	17
Welding (January Start)	20		9	9		10	10	1
TOTAL		30	30	60	40	38	78	18



Southwest  Tech

Southwest Wisconsin TECHNICAL COLLEGE

More Students Learning More

College Health Indicator Alignment:
Increase enrollment headcount

Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**



November 2019

Activities:

Tour and Lunch Goal: 12-15

2018: no data

2019: 33

Application Goal: 120

2018: 90 (47 withdrawals)

2019: 121

FTE Count Goal: 702 (up 2% from last year)

2018: 689.87 (as of 11/5/18)

2019: 685.28 (as of 11-4-19) **down .67%**



Highlights

Homeschool students

Tri-State Homeschoolers

Monday, November 18: 42 (26 students, 16 adults)

Tuesday, December 17 – invitation to organization meeting to discuss college credits

Tour and Lunch Experiences

Dual-credit Events

- December 10 and 16 - Dual Credit Student Day
- Tuesday, November 19 – 4 Lab Science Students – Richland Center High School – 3 of 4 students are coming to Southwest Tech this fall

Veterans

- Met with Grant County Veteran services
- Planning an event focused on helping veterans learn about their educational options in our district

Adult population recruitment

- Consistent hours at Outreach Sites and translating outreach site materials to Spanish



December 2019

Tour and Lunch Goal: 12-15

2018: no data

2019: 64

Application Goal: 100

2018: 80 (54 withdraws)

2019: 44 (as of 12-12-19)

FTE Count Goal: 1118 (up 2% from last year)

2018: 1,115.38 (as of 12/10/18)

2019: 1,113.18 (as of 12-9-19) **down 0.20%**



Upcoming

- Workplace Spanish Workshop at Lactalis
- Adding a Saturday Discover Southwest Tech option for adults
- Health Science Fair
- Trapshooting Invitational





Please help us reach more students.

- Attend an event this spring – we invite you to experience firsthand one of our awesome on-campus events
- Suggest someone for the community panel for the Saturday Discover Southwest Tech Day

B. Chairperson's Report

C. College President's Report

1. Upcoming Board Meetings
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. FY2019 Financial Audit
2. Enterprise Resource Planning (ERP) RFP
3. James Property Lease
4. Foundation Quarterly report
5. Safety & Security Monitoring Report

B. Time and Place

Thursday, January 23, 2020, at 7:00 p.m. in Room 365 (Lenz Center) at the Southwest Tech Fennimore Campus

Adjourn to Closed Session

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

1. **Discussing a contract** per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. **Discussing Conflict of Interest policy** per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
3. **Discussing a student** 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 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 October 24, 2019

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment