



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

January 28, 2021

Virtual Meeting using Zoom – www.Zoom.us,
Meeting ID: 983 1655 0524
Passcode: 829665
Dial in Option: 13126266799,,98316550524#

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, January 28, 2021

6:30 – Charger Heroes

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 983 1655 0524

Passcode: 829665

Dial in Option: 13126266799,,98316550524#

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The January 28, 2021, 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, posted on the College’s website at www.swtc.edu/about/board/meetings, and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

The January 28, 2021, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of December 17, 2020

Minutes of the December 17, 2020, 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 13 contracts totaling \$43,979.03 in December 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation, three promotions/transfers, and three resignations are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

RECOMMENDATION: Approve the Consent Agenda

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Round Robin: Expectations of Remote Work

Krista Weber, Chief Human Resources Officer, will lead a discussion focused on the future of remote work. She is looking for input and guidance related to the following questions:

- a. How do you envision the future of remote work at the College as we return to campus?
- b. How do you envision the future of remote work at the College post COVID?

OTHER ITEMS REQUIRING BOARD ACTION

A. Designate Bond Counsel

A letter of engagement has been received from Quarles & Brady LLP for bond counsel. The letter is available with the electronic Board material.

Recommendation: Retain Allison M. Buchanan of Quarles & Brady LLP, Milwaukee, WI, as Bond Counsel.

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

Bids received on January 28, 2021, will be available at the meeting for the sale of \$4,000,000 in General Obligation Promissory Notes. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The draft resolution is available electronically with all other materials. The Moody's Investors Service assignment of an Aa2 rating to the College for sale of the \$4,000,000 in General Obligation Promissory Notes is included in the electronic Board packet.

Recommendation: Approve the resolution awarding the sale of \$4,000,000 General Obligation Promissory Notes

C. FY2020 Financial Audit

Caleb White will present the audit report. The final audit report is available electronically with all other Board material.

Recommendation: Approve the 2019-20 Financial Audit as presented.

D. Bid: Chevrolet Malibu Sedans

Bids were sought for three new 2021 Chevrolet Malibu 4-door LS sedans to be used in the Driver's Education program. All in-district Chevrolet dealerships received notice of the bid. The public bid opening was held on December 18, 2020, with two vendors responding to the bid. Caleb White will present a summary of the bids received, which are included in the electronic Board material.

Recommendation: Award the new 2021 Chevrolet Malibu 4-door LS Sedans (3) bid in the amount of \$56,700 to Ewald Automotive Group, Oconomowoc, WI.

E. Ad Hoc Board Committee(s)

In December the Board expressed interest in retaining the president and a new four-year contract was signed. The Board committed to establishing a Sub Committee under Board Policy 1.11 to explore retention mechanisms. An initial sub-committee proposal is outlined in the electronic Board material.

Recommendation: Approve the formation of an ad hoc sub-committee to explore a long-term retention mechanism for the President.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Update

Kim Schmelz, Director of External Relations & Alumni Development, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY21 Second Quarter report is available with the electronic Board material.

B. Board Monitoring Report – Safety & Security

Included in the electronic Board material is the Safety & Security Board Monitoring Report. The focus of this report is on strategic initiatives related to physical and cyber safety and security. Dan Imhoff, Director of Facilities, Safety & Security, and Heath Ahnen, Director of Information Technology Services, will present the report.

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

- 1. FTE Comparison YOY Report**
- 2. Fall 2021 Application Report**

The 2020-21 Comparison Enrollment Report and Fall 2021 Application Report are included in the electronic Board material.

B. Chairperson's Report

1. January 12 College In-Service
2. January 15 District Boards Association Conference

C. College President's Report

1. Project RISEe Update
2. Restructuring Long-term Debt (Caleb White)
3. Executive Leadership Update
4. Legislative Update
5. Board Retreat and Upcoming Meeting Schedule
6. Round Robin: Caleb White will lead a discussion focused on the new COVID-19 Relief Funds based on the Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA)
7. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Budget Assumptions & Parameters
2. 2021-22 Budget

B. Time and Place

To Be Determined

ADJOURN TO CLOSED SESSION

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

1. Deliberating over potential college property opportunities per Wisconsin 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 employment situations per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

3. Discussing specific personnel issues per Wisconsin Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- B. Approval of Closed Session Minutes of November 19, 2020, and December 17, 2020

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: “The January 28, 2021, 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, posted on the College’s website at www.swtc.edu/about/board/meetings, and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting.”

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

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, January 28, 2021

6:30 – Charger Heroes

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

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AGENDA

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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 December 17, 2020
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Round Robin: Expectations of Remote Work

OTHER ITEMS REQUIRING BOARD ACTION

- A. Designate Bond Counsel
- B. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- C. FY2020 Financial Audit
- D. Bid: Chevrolet Malibu Sedans
- E. Ad Hoc Board Committee(s)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Update
- B. Board Monitoring Report – Safety & Security
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FTE Comparison YOY Report
 - 2. Fall 2021 Application Report
- B. Chairperson’s Report
 - 1. January 12 College In-Service
 - 2. January 15 District Boards Association Conference
- C. College President’s Report
 - 1. Project Rise Update
 - 2. Restructuring Long-term Debt
 - 3. Executive Leadership Update
 - 4. Legislative Update
 - 5. Board Retreat and Upcoming Meeting Schedule
 - 6. Round Robin: COVID-19 Relief Funds
 - 7. College Happenings
- 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. Deliberating over potential college property opportunities per Wisconsin 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 employment situations per Wisconsin Statutes 19.85(1)(c)
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 3. Discussing specific personnel issues per Wisconsin Statutes 19.85(1)(f)
Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- B. Approval of Closed Session Minutes of November 19, 2020, and December 17, 2020

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Board Meeting of December 17, 2020

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 17, 2020**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:02 p.m. on December 17, 2020. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin

Absent: David Blume, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Robin Hamel, Mandy Henkel, Cynde Larsen, Kim Maier, 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, December 17, 2020

6:30 – Midwifery Program

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 934 4673 8262

Passcode: 817221

Dial in Option: 1-312-626-6799, 93446738262#

AGENDA

OPEN MEETING

The following statement will be read: “The December 17, 2020, 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, posted on the College’s website at www.swtc.edu/about/board/meetings, and posted on campus and in the City of

Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting.”

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 19, 2020
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes and Setting the Sale
- B. Employee Compensation
- C. Grant County Economic Development Corporation Lease
- D. Student Senate By-laws Modification

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Assessment Academy
- B. Charger Tech 360
- C. Board Monitoring Report – Student Access
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of:
 - 1. Discussing a potential student legal issue per Wisconsin Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

2. Discussing employment situations per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
3. Discussing specific personnel issues per Wisconsin Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

B. Approval of Closed Session Minutes of November 19, 2020.

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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After a review of the Consent Agenda, including the December 17, 2020 agenda; November 19, 2020, Board meeting minutes; financial reports; and three contracts totaling \$3,731.25 in November 2020, Mr. Tuescher moved to approve the Consent Agenda, as presented. Mr. Prange seconded the motion; motion carried on a unanimous roll call vote.

Caleb White, Vice President for Administrative Services, reviewed the borrowing process noting the first resolution is to set the sale of the bonds. The sale would take place in January and the sale authorization would take place at the January 28, 2021, board meeting. The Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes: and Setting the Sale was reviewed. Up to \$1,500,000 will be for the public purpose of paying the cost of building remodeling and improvement projects with the remaining funds (up to \$2,500,000) being used for the public purpose of paying the cost of acquiring movable equipment. Mr. Prange moved to approve the Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Jordie seconded the motion. Upon a roll call vote with all members present voting affirmatively, the motion carried.

Krista Weber, Chief Human Resources Officer, presented a proposal to increase base wages for all benefited employees by 0.81% effective with the January 8, 2021, payroll. The Consumer Price Index (CPI) for this past year was 1.81% and all benefited employees received an increase in their base wages of 1.0% on July 1, 2020.

Increasing the base wages of benefited employees aligns with the College's compensation philosophy. Mr. Tuescher moved to approve base wage increases for all benefited employees by 0.81% effective with the January 8, 2021, payroll with Ms. Fillback seconding the motion. Upon a roll call vote where each member voted affirmatively, the motion carried.

Mr. White presented the 2021 office space lease for Grant County Economic Development Corporation noting the 2021 lease remains the same as the 2020 lease agreement and is for rental and furniture for two office spaces. Ms. Jordie moved to approve the 2021 lease in the amount of \$370 per month for Grant County Economic Development Corporation. Mr. Prange seconded the motion; upon a roll call vote where all members voted affirmatively, the motion carried.

At the November Board meeting Robin Hamel, Student Life Coordinator, presented a proposed change to the Student Senate Bylaws to allow student groups, special interest groups, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational or co-curricular organizations. At the Board's request, legal counsel reviewed the changes. Dr. Wood presented the revised changes for consideration by the Board. The two sections proposed for approval are "There are two Categories of Student Organizations" and "Procedure for Starting a New Occupational or Co-curricular Organization." Mr. Tuescher moved to approve the change to the Student Senate Bylaws on the condition the Student Senate approves the changes. Ms. Fitzsimons seconded the motion. The motion was carried on a roll call vote with all members present voting affirmatively.

Dr. Wood explained the College has committed to participating in a four-year Higher Learning Commission Assessment Academy to move from a culture of assessment to a culture of learning. This was a competitive process and shows our improvement in assessment. Mandy Henkel, College Effectiveness Manager, and Cynde Larsen, Executive Dean of Health Occupations, are co-leading the Assessment Academy team and presented on the plan for the four-year commitment including a focus on goals, the team, and examples of assessment currently being done at the College.

Heath Ahnen, Director of Information Technology Services, provided an update on the laptop program, branded as Charger Tech 360. The campus-wide initiative provided over 750 laptops to students with pre-loaded software for use while they are a student this past fall. It is anticipated an additional 150 laptops will be launched and distributed to new students for the spring semester. Improvements to the process included allowing students who didn't initially meet the requirements to take advantage of the program, communication, and process improvements developed in collaboration with Vanguard, our vendor.

The Board heard a board monitoring report on Student Access from Katie Garrity, Chief Academic & Student Services Officer. The Board monitoring report was distributed to the Board members prior to the meeting and included an outline of Southwest Tech's efforts during the pandemic to increase access, reduce barriers to post-secondary

education and skill training, increase retention and completion, and provide a viable, competent workforce for district employers.

An update on College staffing was provided by Krista Weber. She noted there was one open position. This position is an internal search for a Chief Student Services Officer and is currently in the interview process.

Caleb White presented the 2020-21 Comparison Enrollment Report and Fall 2021 Application Report. The FTE report reflected a seven percent decline in FTEs as compared to one year ago. The Fall 2021 application report numbers indicate a comparable number of students have applied as compared to last year at this time. The Spring 2021 numbers reflect an increase in 133 students; however it was noted a change was made to the report to reflect those students beginning in programs in January as spring applicants rather than in the numbers for the next fall.

Chairperson Bolstad discussed the WTCS legislative priorities with the Board under the Chairperson's Report.

Dr. Wood provided information on the following topics.

- The Academic Master Plan was reviewed and it was noted the Plan will be brought back to the Board periodically throughout the year.
- The WTCS President's Association has discussed the big picture related to the Wisconsin 2021-2023 biennial budget being developed in the legislature. The independent office of the Wisconsin Policy Forum has indicated not to expect new money for the WTCS. The process is just beginning and more information should be available in May 2021.
- Virtual meetings with the local legislators are in the process of being scheduled. More information will be emailed to the Board members as it is available.
- The plan for the Spring COVID response is to continue to open slowly. Academic staff are working on a guide as to when classes will be in person.
- Project Rise slides were available in the Board material and there were no questions.
- For the fifth year in a row, over 90 percent of benefitted employees have donated to the Foundation or committed to donate through payroll deduction during the Employee Fundraising Campaign. This year part-time employees were included.

The Board members held a discussion related to COVID-19 vaccinations and expectations they would like to see related to this topic. Discussion focused on the vaccines, mandate or no mandate, and availability of the vaccines. Thoughts ranged from time involved in distribution of vaccines, storage and administration of the vaccines, varying thoughts on mandating, if there is a mandate need to take into account individual considerations, education on the vaccines, and the environment could look different in 3 – 6 months. College staff will consider the Board's discussion in the decision-making process.

Under Other Information Items, Ms. Jordie noted appreciation for the different employee and student groups who have presented prior to the Board meetings and would like the presentations to continue.

Mr. Tuescher moved to adjourn to closed session for the purposes of discussing potential student legal issues per Wis. Stats. 19.85(1)(g), discussing employment situations per Wis. Stats. 19.85(1)(c), and discussing specific personnel issues per Wis. Stats. 19.85(1)(f). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:56 p.m.

The Board reconvened to open session at 9:49 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Jordie seconding the motion. The motion carried and the meeting adjourned at 9:50 p.m.

Chris J. Prange, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 12/01/2020 - 12/31/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
SLOAN IMPLEMENT COMPANY, INC.	121435	John Deere 330 Skid Steer	\$49,200.00	
GARY'S AUTO	1C4PJMS0HW525812	2017 Jeep Cherokee rebuilder	\$12,000.00	
WESTERN TECHNICAL COLLEGE	IN10055	Fall plumbing apprentice inst	\$11,348.00	
MIDWEST DEFENSE SOLUTIONS LLC	1742	Ammunition order	\$8,000.00	
GARY'S AUTO	1G1ZB5ST7JF110329	2018 Chevy Malibu rebuilder	\$6,000.00	
ELSEVIER	35716DE3	books	\$5,921.49	
TELEGRAPH HERALD	11202091	Misc Ads	\$5,233.00	
CAPTE-COMMISSION ON	1637182	2021 annual PT accred fee	\$4,500.00	
HEARTLAND BUSINESS SYSTEMS	380019-H	HBS Flex Service	\$4,340.00	
FENNIMORE TIMES	253370	Vitrual Open House	\$4,090.50	
QUARTZ HEALTH BENEFIT PLANS	R MEISSNER 1.1.21	Medicare Prem	\$3,305.52	
WPS HEALTH INSURANCE	742692291 T SENN	T Senn Medicare Prem	\$3,038.28	
AHIMA	27803353	textbooks	\$2,917.83	
AETNA CONTINENTAL INSURANCE	AHL2170516 2021	B Loy Medicare Prem	\$2,911.80	
QUARTZ HEALTH BENEFIT PLANS	D MEISSNER 1.1.21	D Meissner Medicare Prem	\$2,899.56	
FENNIMORE TIMES	256347	Nonprofit Leadership ad	\$2,885.00	
J.F. AHERN COMPANY	411587	SH System Repair	\$2,594.00	
SWTC FOUNDATION	FOR HOLIDAY PROJ	Holiday Proj/student senate	\$2,500.00	
GARY'S AUTO	1G1JE6SB6G4144154	2016 Chevy Sonic Rebuilder	\$2,500.00	
Total Invoices				\$136,184.98
Purchase Orders				
Vendor	PO #	Description	Amount	
KNUPP & WATSON & WALLMAN INC	6987	Alternative Delivery: Nonprofit Leadership & Leadership Development Promotion	\$18,880.00	
SNAP-ON INDUSTRIAL	6986	Electromech: METER CERT KIT WITH EEDM525F	\$7,857.62	
VETERINARY SIMULATOR INDUSTRIES	6981	Aqribusiness: Bovine Uterus Set for Large Cow	\$4,780.00	
AMADA MACHINERY AMERICA INC	6984	Welding: Marvel Saw Band Wheel assembly replacement	\$2,615.00	
Total Purchase Orders				\$34,132.62
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits Dec 2020	CMTRX00002868	WDL000007710	\$311,558.37	
941 Fed PR Tax #25180921	CMTRX00002872	WDL000007727	\$135,089.14	
WI EE Trust Funds #239410	CMTRX00002882	WDL000007763	\$125,509.76	
941 ER Fed Tax #94086331	CMTRX00002879	WDL000007756	\$106,107.33	
Great-West Trust #874849535	CMTRX00002873	WDL000007732	\$29,243.46	
WI DOR PR Tax #643-637-536	CMTRX00002872	WDL000007726	\$26,830.37	
WI DOR PR Tax #431-577-888	CMTRX00002879	WDL000007752	\$21,838.68	
Delta Dental #417762	CMTRX00002870	WDL000007714	\$7,048.78	
Great-West Trust Co #8764334	CMTRX00002880	WDL000007758	\$6,164.92	
Delta Dental #418929	CMTRX00002875	WDL000007742	\$5,185.00	
Delta Dental #424257	CMTRX00002881	WDL000007762	\$3,554.35	
Delta Dental #416604	CMTRX00002863	WDL000007704	\$3,134.40	
Delta Dental #423064	CMTRX00002879	WDL000007757	\$2,727.25	
Total Bank Withdrawals				\$783,991.81

Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 12/23/2020	UPRCC00001190	WDL000007735	\$299,452.69	
Direct Deposit 12/11/2020	UPRCC00001183	WDL000007717	\$298,648.36	
Direct Deposit 12/11/2020	UPRCC00001189	WDL000007723	\$49,256.43	
Direct Deposit 12/11/2020	UPRCC00001186	WDL000007720	\$32,981.96	
Direct Deposit 12/23/2020	UPRCC00001195	WDL000007744	\$7,502.44	
Direct Deposit 12/11/2020	UPRCC00001184	WDL000007718	\$6,521.49	
Direct Deposit 12/23/2020	UPRCC00001191	WDL000007736	\$4,862.54	
Direct Deposit 12/23/2020	UPRCC00001193	WDL000007738	\$4,085.38	
Direct Deposit 12/11/2020	UPRCC00001185	WDL000007719	\$3,871.69	
Total Payroll				\$707,182.98
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 12.08.2020	CMTRX00002879	WDL000007754	\$58,854.16	
US Bank ending 11.24.2020	CMTRX00002870	WDL000007713	\$35,031.33	
Total Purchase Cards				\$93,885.49
Total Purchases >= \$2,500				\$1,755,377.88

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 12/31/2020			
Receipts			
Fund			
1 General	177,715.95		
2 Special Revenue	56,695.84		
3 Capital Projects	5,318.08		
4 Debt Service	-		
5 Enterprise	80,605.65		
6 Internal Service	334,457.29		
7 Financial Aid/Activities	-		
Total Receipts		654,792.81	
Expenses			
Fund			
1 General	1,648,015.81		
2 Special Revenue	110,453.05		
3 Capital Projects	307,087.70		
4 Debt Service	475.00		
5 Enterprise	58,236.03		
6 Internal Service	362,808.30		
7 Financial Aid/Activities	-		
Total Expenses		2,487,075.89	
Net cash change - month			(1,832,283.08)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	9,354,349.01		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,307.93		
Ending Cash/Investment Balance		10,589,596.94	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 6 Months ended December 2020							
	2020-21	2020-21	2020-21	2019-20	2018-19	2017-18	2016-17
	<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	23,130,100.00	6,851,902.91	29.62	27.72	26.28	27.64	26.42
General Fund Expenditures	23,782,100.00	11,645,724.60	48.97	46.07	47.09	45.30	45.66
Capital Projects Fund Revenue	4,020,000.00	14,342.00	0.36	0.06	99.08	103.56	101.04
Capital Projects Fund Expenditures	5,862,000.00	1,528,760.85	26.08	14.58	31.52	38.42	36.00
Debt Service Fund Revenue	5,690,500.00	-	-	-	2.66	3.65	4.34
Debt Service Fund Expenditures	6,767,500.00	1,202,027.77	17.76	8.02	10.72	12.00	12.57
Enterprise Fund Revenue	1,336,000.00	769,617.36	57.61	49.87	44.75	41.71	41.91
Enterprise Fund Expenditure	1,706,000.00	750,814.58	44.01	59.09	45.09	43.95	45.27
Internal Service Fund Revenue	4,427,000.00	1,951,959.31	44.09	42.20	44.27	46.25	48.92
Internal Service Fund Expenditures	4,427,000.00	2,081,394.88	47.02	44.96	46.76	47.26	46.46
Trust & Agency Fund Revenue	8,000,000.00	2,152,740.29	26.91	31.21	38.11	42.38	44.80
Trust & Agency Fund Expenditures	8,000,000.00	2,732,574.61	34.16	38.27	40.44	41.96	44.89
Grand Total Revenue	46,603,600.00	11,740,561.87	25.19	24.95	34.12	34.12	34.01
Grand Total Expenditures	50,544,600.00	19,941,297.29	39.45	37.42	40.43	40.54	41.17

D. Contract Revenue

There were 13 contracts totaling \$43,979.03 in December 2020 being presented for Board approval. The Contract Revenue Report is included below.

2020-2021 CONTRACTS
12/1/2020 - 12/31/2020

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>W iver</u>
Prairie Du Chen School District	03-2021-0082-I-11	Introduction to Criminal Justice Studies	Kim Maier	19	\$ 10,563.70	No			X
Prairie Du Chen School District	03-2021-0082-I-11	Nursing Assistant-Short Term	Kim Maier	14	\$ 8,152.82	No			X
USA Clay Target League	03-2021-0089-T-42	League Director Duties - December	Caleb White		\$ 100.00	No			X
WAT Grant - Community First Bank	03-2021-0095-I-47	Productive Conflict	Amy Charles	12	\$ 995.33	No			X
WAT Grant - Community First Bank	03-2021-0095-I-47	Productive Conflict	Amy Charles	12	\$ 995.33	No			X
Quantum Devices	03-2021-0101-I-41	Fire Extinguisher Training	Kris Wubben	10	\$ 206.29	No			X
Cowboy County Church	03-2021-0115-I-42	BLS for Healthcare Provider	Kris Wubben	1	\$ 94.39	Yes			X
Cowboy County Church	03-2021-0115-I-42	Heartsaver First Aid	Kris Wubben	1	\$ 94.39	Yes			X
Fennimore High School	03-2021-0408-I-13	WI Statute 118.15	Julie Pluemer	2	\$ 2,422.65	No	X		
Iowa-Grant High School	03-2021-0410-I-13	WI Statute 118.15	Julie Pluemer	3	\$ 4,331.78	No	X		
Platteville High School	03-2021-0416-I-13	WI Statute 118.15	Julie Pluemer	3	\$ 5,936.50	No	X		
Weston High School	03-2021-0428-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 2,558.55	No	X		
Ithaca High School	03-2021-0436-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 780.60	No	X		
River Ridge High School	03-2021-0444-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 2,558.55	No	X		
River Valley High School	03-2021-0456-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 2,457.30	No	X		
North Crawford High School	03-2021-0458-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 1,730.85	No	X		
TOTAL of all Contracts				82	\$ 43,979.03				
Exchange of Services				2	\$ 188.78				
For Pay Service				80	\$ 43,790.25				

E. Personnel Items

One employment recommendation, three promotions/transfers, and three resignations are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

RECOMMENDATION: Approve the Consent Agenda, as presented.

PERSONNEL REPORT January 28, 2021

Employment: NEW HIRES

Name	Matt Nation
Title	Evening Custodian
Number of Applicants and Number Interviewed	8 applicants; 3 interviewed
Start Date	2/1/2021
Salary/Wages	\$16.50
Classification	Full-Time
Education and/or Experience	Welding certificate from Gateway Technical College; 6 years of maintenance/tech experience in manufacturing

PROMOTIONS / TRANSFERS

Holly Clendenen	Chief Student Services Officer -Effective 1/4/2021
Chris Bowers	Disability & Support Services Officer – Effective 1/18/2021
Mandy Henkel	College Effectiveness Manager/Accreditation Liaison Officer – Effective 3/8/2021

RETIREMENTS / RESIGNATIONS

Jared Kjos (Resignation 1/15/2021)	Evening Custodian
Nelson NeCollins (Resignation 1/15/2021)	Evening Custodian
Dustin Farrey (Resignation 1/15/2021)	Evening Custodian

Board Monitoring of College Effectiveness

A. Round Robin: Expectations of Remote Work

Krista Weber, Chief Human Resources Officer, will lead a discussion focused on the future of remote work. She is looking for input and guidance related to the following questions:

- c. How do you envision the future of remote work at the College as we return to campus?
- d. How do you envision the future of remote work at the College post COVID?

Other Items Requiring Board Action

A. Designate Bond Counsel

A letter of engagement has been received from Quarles & Brady LLP for bond counsel. The letter is available below.

Recommendation: Retain Allison M. Buchanan of Quarles & Brady LLP, Milwaukee, WI, as Bond Counsel.



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

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

January 21, 2021

VIA EMAIL

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

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

Dear Caleb:

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

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

Role of Bond Counsel

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

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

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Mr. Caleb White
January 21, 2021
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Subject to the completion of proceedings to our satisfaction, we will render our opinion that:

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

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

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

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

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

Diversity of Practice: Consent to Unrelated Engagements

Because of the diversity of practice of our firm, members of our firm other than those who serve you may be asked to represent other clients who have dealings with the District regarding such matters as zoning, licensing, land division, real estate, property tax or other matters which are unrelated to our bond counsel work. Ethical requirements sometimes dictate that we obtain the District's consent to such situations even though our service to you is limited to the specialized area of bond counsel. We do not represent you in legal matters regularly, although we may be called upon for special representation occasionally, and our bond counsel work does not usually provide us information that will be disadvantageous to you in other representations. We do not believe that such representations of others would adversely affect our relationship with you, and we have found that local governments generally are agreeable to the type of unrelated representation described above. We would like to have an understanding with

Mr. Caleb White
January 21, 2021
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you that the District consents to our firm undertaking representations of this type. Your approval of this letter will serve to confirm that the District has no objection to our representation of other clients who have dealings with the District, unrelated to the borrowing and finance area or any other area in which we have agreed to serve it. If you have any questions or would like to discuss this consent further, please call us.

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

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

Fees

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee will be \$9,750. Such fee and expenses may vary: (i) if the principal amount of Securities actually issued differs significantly from the amount stated above, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time, expenses or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. It is our understanding that our fee will be paid out of proceeds of the Securities at Closing.

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

Mr. Caleb White
January 21, 2021
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Terms of Engagement

Either the District or Quarles & Brady may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. If the District terminates our services, the District is responsible for promptly paying us for all fees, charges, and expenses incurred before the date we receive termination. We reserve the right to withdraw from representing the District if, among other things, the District fails to honor the terms of this engagement letter – including the District's failing to pay our bills, the District's failing to cooperate or follow our advice on a material matter, or our becoming aware of any fact or circumstance that would, in our view, render our continuing representation unlawful or unethical.

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

District Responsibilities

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

Limited Liability Partnership

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

Mr. Caleb White
January 21, 2021
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Conclusion and Request for Signed Copy

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

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

Very truly yours,

QUARLES & BRADY LLP



Allison M. Buchanan

AMB:SMN:adb
#870766.00025

- cc: Ms. Kelly Kelly (via email)
- Ms. Ashley Crubel (via email)
- Ms. Karen Campbell (via email)
- Mr. John A. Mehan (via email)
- Ms. Emily Timmerman (via email)
- Ms. Katherine Voss (via email)
- Mr. Brian Lanser (via email)
- Ms. Sue Nygren (via email)

Accepted and Approved:

SOUTHWEST WISCONSIN TECHNICAL
COLLEGE DISTRICT

By: _____

Its: _____
Title

Date: _____

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

Bids received on January 28, 2021, will be available at the meeting for the sale of \$4,000,000 in General Obligation Promissory Notes. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The [draft resolution](#) is available below. The [Moody's Investors Service assignment](#) of an Aa2 rating to the College for sale of the \$4,000,000 in General Obligation Promissory Notes is included below.

Recommendation: Approve the resolution awarding the sale of \$4,000,000 General Obligation Promissory Notes

RESOLUTION NO. _____

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

WHEREAS, on December 17, 2020, the District Board of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes (the "Notes") in the amount of \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects and in the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Dodgeville Chronicle on December 24, 2020 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building and improvement projects and acquiring movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition has expired;

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

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

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

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on January 28, 2021;

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

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

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

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

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

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FOUR MILLION DOLLARS (\$4,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted. The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of \$4,000,000; shall be dated February 16, 2021; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on the dates and in the principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

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

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2021 through 2024 for the payments due in the years 2021 through 2025 in the amounts set forth on the Schedule. The amount of tax levied in the year 2021 shall be the total amount of debt service due on the Notes in the years 2021 and 2022; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2021.

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

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

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2021 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, dated February 16, 2021" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted, approved and recorded January 28, 2021.

Charles J. Bolstad
Chairperson

ATTEST:

Chris J. Prange
Secretary

(SEAL)

DRAFT

EXHIBIT A

Official Notice of Sale

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

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

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

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

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

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

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

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

UNITED STATES OF AMERICA
STATE OF WISCONSIN

REGISTERED SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT DOLLARS
NO. R-___ \$ _____
GENERAL OBLIGATION PROMISSORY NOTE

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
_____, _____ February 16, 2021 _____ % _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2021 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the District Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$4,000,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of paying the cost of building remodeling and improvement projects (\$1,500,000) and acquiring movable equipment (\$2,500,000), as authorized by resolutions adopted on December 17, 2020 and January 28, 2021. Said resolutions are recorded in the official minutes of the District Board for said dates.

This Note is not subject to optional redemption.

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

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

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

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

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

SOUTHWEST WISCONSIN TECHNICAL
COLLEGE DISTRICT, WISCONSIN

By: _____
Charles J. Bolstad
Chairperson

(SEAL)

By: _____
Chris J. Prange
Secretary

ASSIGNMENT

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

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

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

Dated: _____

Signature Guaranteed:

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

(Depository or Nominee Name)

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

(Authorized Officer)

MOODY'S

INVESTORS SERVICE

CREDIT OPINION

20 January 2021

✓ Rate this Research

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CLIENT SERVICES

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

Southwest Wisconsin Tech. College Dist., WI

Update to credit analysis

Summary

[Southwest Wisconsin Technical College District, WI](#) (Aa2) benefits from a large and growing tax base, healthy liquidity, a low debt burden and a modest unfunded pension liability. These credit strengths are balanced against challenges including a historically declining enrollment trend, limited revenue raising flexibility due to state imposed levy restrictions, and below-average resident income levels.

The district's finances have been minimally affected by the economic pressures stemming from the coronavirus pandemic. Given coronavirus related expenditure savings and CARES and state relief funding, the district ended with a surplus in fiscal 2020 and expects to end with balanced operations in fiscal 2021.

Credit strengths

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

Credit challenges

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

Rating outlook

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

Factors that could lead to an upgrade

- » Strengthening of the district's tax base and/or resident income levels
- » Stabilization and strengthening of enrollment

Factors that could lead to a downgrade

- » Weakening of the district's tax base and/or resident income levels

- » Declines in the district's reserves and/or liquidity
- » Substantial growth in the district's debt burden and fixed costs

Key indicators

Exhibit 1

Southwest Wisconsin Tech. College Dist., WI	2016	2017	2018	2019	2020
Economy/Tax Base					
Total Full Value (\$000)	\$7,763,335	\$8,004,565	\$8,243,486	\$8,508,708	\$8,776,869
Population	51,489	51,723	51,742	51,828	51,828
Full Value Per Capita	\$150,777	\$154,758	\$159,319	\$164,172	\$169,346
Median Family Income (% of US Median)	92.9%	91.3%	91.0%	91.1%	91.1%
Finances					
Operating Revenue (\$000)	\$34,954	\$33,715	\$34,781	\$34,448	\$34,686
Net Current Assets (\$000)	\$7,668	\$11,645	\$12,180	\$12,379	\$12,885
Unrestricted Cash & Cash Equivalent Balance (\$000)	\$12,151	\$13,492	\$14,668	\$14,711	\$16,180
Net Current Assets as a % of Revenues	21.9%	34.5%	35.0%	35.9%	37.1%
Unrestricted Cash & Cash Equivalent Balance as a % of Revenues	34.8%	40.0%	42.2%	42.7%	46.6%
Debt/Pensions					
Net Direct Debt (\$000)	\$28,905	\$27,455	\$25,820	\$25,035	\$25,115
3-Year Average of Moody's ANPL (\$000)	\$25,252	\$28,536	\$30,740	\$30,921	\$33,071
Net Direct Debt / Full Value (%)	0.4%	0.3%	0.3%	0.3%	0.3%
Net Direct Debt / Operating Revenues (x)	0.8x	0.8x	0.7x	0.7x	0.7x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	0.3%	0.4%	0.4%	0.4%	0.4%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	0.7x	0.8x	0.9x	0.9x	1.0x

The table above reflects audited financial statements through fiscal 2020.

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

Profile

Southwest Wisconsin Technical College District provides vocational education to residents of [Iowa](#) (Aa2), Grant and Lafayette Counties as well as portions of several surrounding counties. The district encompasses approximately 3,800 square miles, with 163 municipalities and 30 public school districts within southwest boundaries. There is one centrally located campus at Fennimore, approximately 70 miles southwest of the [City of Madison](#) (Aaa stable), with 2021 enrollment of 1,250 full-time equivalent students.

Detailed credit considerations

Economy and tax base: large and growing tax base

The district's local economy is expected to remain stable given improved residential valuation trends, as well as modest commercial growth throughout the district. Located in southwestern [Wisconsin](#) (Aa1 stable), the district includes Iowa, Grant and Lafayette counties and portions of several neighboring counties, including [Crawford](#) (A1), [Dane](#) (Aa1 stable), [Richland](#) (A3), and [Sauk](#) (Aa1). The district's \$9.7 billion tax base increased at an average annual rate of 3.9% over the last five years. The district's local economy is diverse with retail and manufacturing institutions. The district's largest employers are Land's End Incorporated with 4,000 employees and the University of Wisconsin - Platteville with 1,229 employees. At 3.7% in November 2020, the unemployment rate in Grant County was below the state (4.5%) and nation (6.4%). Resident income levels are below average with median family income at 90% of the national level.

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Financial operations and reserves: stable financial operations with healthy reserves

We expect the district's financial position will remain strong given the presence of healthy reserves and conservative budgeting practices. In fiscal 2020, the district posted a surplus of \$1.1 million, resulting in an available general fund balance of \$13.7 million, or a healthy 57% of revenues. The district had originally budgeted for a \$394,000 draw in the general fund, for one-time capital initiatives, however, the year ended better than expected due to favorable expenditure results primarily from coronavirus related savings from underspending on utilities, travel, and supplies. Available fund balance across all operating funds (general and debt service funds), totaled \$16.1 million, or a healthy 55% of operating revenues for fiscal 2020.

For fiscal 2021, management budgeted for another planned \$500,000 draw in the general fund for one-time capital initiatives and to stay more in line with the fund balance policy. Year to date results reflect balance operations due to expenditure savings from underspending on facilities and supplies driven by coronavirus. Going forward into the next couple of years, the district plans to further draw down fund balance to stay more in line with their fund balance policy and fund program initiatives. The draws are expected to be around the same levels as fiscal 2021.

On a full accrual basis, the district's net current assets position totaled \$12.9 million, or 37% of college wide revenues, at the close of fiscal 2020. Four years ago, at the close of fiscal 2016, the college's net current assets position totaled \$11.6 million and 34.5% of total revenues. The improved net position demonstrates the district's stable operations.

From 2015 through 2017 district enrollment declined by 200 students, down to a low full-time equivalent (FTE) of 1,332 students for 2017. In 2018 enrollment grew modestly by 22 students, however has declined by 104 students over the last three years to 1,250 students in fiscal. Favorably going into fiscal 2020, district officials expect an increase in enrollment of approximately 50 additional FTE students per year, driven primarily by new online enrollment growth and program initiatives.

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

The district's debt burden is low and likely to remain so due to limited borrowing plans and rapid amortization. The district plans to issue \$4 million in GO notes in January 2021, which will bring the debt burden to a modest 0.3% of full valuation and 0.8x total revenues. The district plans to borrow an estimated \$4 million of GO debt in December 2021 for remodeling projects and equipment purchases. The district's fixed costs are high and, including debt service, pension, and OPEB contributions, totaled \$8.5 million, or 24.5% of total revenues.

The district participates in the Wisconsin Retirement System (WRS), a statewide cost-sharing plan. The district's adjusted net pension liability (ANPL) was \$36.5 million in 2020, bringing the three-year average to \$33.1 million, or 1x total revenue and 0.3% of full value.

The district's other post-employment benefits (OPEB) obligations do not pose a material credit risk. The OPEB liability reflects an implicit rate subsidy for retirees who pay to remain on the district's health plan and is funded on a pay-as-you-go basis, with contributions of \$2.8 million in fiscal 2019, or 8% of total revenues.

Legal security

Debt service on the district's general obligation (GO) debt is secured by the district's GOULT pledge to levy a dedicated property tax levy that is unlimited by rate or amount.

ESG considerations

Environmental

We do not view environmental risks as material to the district's credit profile. According to data from Moody's affiliate Four Twenty Seven, Grant County's environmental hazard scores range from high risk for heat stress and no risk to medium risk for extreme rainfall, sea level rise and exposure to hurricanes and typhoons. The firm measures heat stress as the relative change in both the frequency and severity of hot days, as well as average temperature. Rising temperatures could affect the region's agricultural production over the long-term, but we expect near term challenges will be mitigated by the strength and diversity of local economy.

Social

We regard the coronavirus outbreak as a social risk under our ESG framework, given the substantial implications for public health and safety. Social considerations impact the district's credit profile. Southwest Wisconsin's stable local economy bolsters its economic

profile as detailed in the Economy and Tax Base section. Overall the district's demographic trends are solid with a stable population trends and an average age in comparison to the nation.

Governance

The district's management team is strong, adhering to its reserve policy and long-term capital plans. The district utilizes a conservative approach and a multi-year capital plan.

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

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REPORT NUMBER 1261632

CLIENT SERVICES

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

C. FY2020 Financial Audit

Caleb White will present the audit report. The final audit report is available below.

Recommendation: Approve the 2019-20 Financial Audit as presented.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
Fennimore, Wisconsin

AUDITED FINANCIAL STATEMENTS

June 30, 2020 and 2019

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Southwest Wisconsin Technical College
Fennimore, Wisconsin

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component unit of the Southwest Wisconsin Technical College, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise Southwest Wisconsin Technical College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. The financial statements of the Southwest Wisconsin Technical College Foundation, Inc. and the SWTC Real Estate Foundation, Inc. were not audited in accordance with *Government Auditing Standards*.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Southwest Wisconsin Technical College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Southwest Wisconsin Technical College's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the Southwest Wisconsin Technical College, as of June 30, 2020 and 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of proportionate share of net pension liability (asset), the schedule of employer contributions, and the schedule of changes in net OPEB liability and related ratios, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Southwest Wisconsin Technical College's basic financial statements. The individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2020 on our consideration of the Southwest Wisconsin Technical College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Southwest Wisconsin Technical College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Southwest Wisconsin Technical College's internal control over financial reporting and compliance.

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
November 20, 2020

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
 As of and for the Years Ended June 30, 2020 and 2019

The discussion and analysis of the financial performance of Southwest Wisconsin Technical College (Southwest Tech) provides an overview of its financial activities, identifies changes in its financial position, and assists the reader of these financial statements in focusing on noteworthy financial issues for the fiscal year ended June 30, 2020.

Southwest Tech provides lifelong learning opportunities with an individualized focus for students and communities.

The analysis focuses on Southwest Tech's financial performance as a whole. It should be read in conjunction with Southwest Tech's financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

Southwest Tech's government-wide financial statements reflect the following:

- Received and managed 43 federal, state or local grants totaling \$2.178 million.
- Updated official statement for borrowing and maintained Southwest Tech's rating of Aa2 through Moody's.
- Issued \$4 million, 5-year promissory note at 1.08% interest rate.
- Continued participation in Districts Mutual Insurance (DMI), the insurance company formed by the colleges in the Wisconsin Technical College System to provide property and casualty coverage.
- Continued participation in the formation of Wisconsin Technical Colleges Employee Benefits Consortium (WTCEBC) with seven other Wisconsin technical colleges to provide employee benefits.
- Processed nearly 7,000 transactions through our purchase card program. As a result, the number of accounts payable checks being issued continues to decrease, saving time and money for Southwest Tech and increasing vendor satisfaction with payment timing.
- Disbursed student financial aid totaling \$3,483,792 in grants, \$2,411,378 in loans, \$63,221 in college work study earnings, and \$22,830 in college work study match.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

The Statement of Revenues, Expenses, and Changes in Net Position presents the revenues earned and expenses incurred during the year. Activities performed by Southwest Tech are classified as either operating or non-operating activities. Because Southwest Tech receives the majority of its revenue from the taxpayers and other state and local governments, Southwest Tech will always report an operating deficit or loss.

The utilization of capital assets is reflected in the financial statements as depreciation, which expenses the cost of an asset over its expected useful life.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2020 and 2019

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

The following summary shows a condensed version of the Statement of Revenues, Expenses, and Changes in Net Position:

Table 1
Condensed Statement of Revenues, Expenses, and Changes in Net Position

	2020	2019	Change	% Change
OPERATING REVENUE				
Student fees	\$ 5,570,847	\$ 5,570,432	\$ 415	0.01
Federal grants	3,779,436	3,605,134	174,302	4.83
State grants	2,556,219	2,360,193	196,026	8.31
Contract revenues	1,712,148	1,959,274	(247,126)	(12.61)
Auxiliary revenues	1,450,747	1,534,927	(84,180)	(5.48)
Total operating revenues	15,069,397	15,029,960	39,437	0.26
OPERATING EXPENSES				
Instruction	15,609,492	12,135,789	3,473,703	28.62
Instructional resources	126,998	149,622	(22,624)	(15.12)
Student services	2,431,218	2,555,685	(124,467)	(4.87)
General institutional	4,967,213	4,868,969	118,244	2.43
Physical plant	1,000,678	2,023,329	(1,022,651)	(50.54)
Auxiliary enterprise services	1,335,739	1,073,586	262,153	24.42
Depreciation	3,014,303	2,846,212	168,091	5.91
Student aid	3,483,964	3,117,436	366,528	11.76
Total operating expenses	31,989,605	28,770,628	3,218,977	11.19
NON-OPERATING REVENUES (EXPENSES)				
Property taxes	10,650,000	10,761,844	(111,844)	(1.04)
State appropriations	8,747,474	8,223,892	523,582	6.37
Investment income	219,612	432,529	(212,917)	(49.23)
Loss on disposal of capital assets	(40,743)	(85,265)	44,522	-
Interest expense	(752,515)	(1,213,741)	461,226	(38.00)
Total non-operating revenues	18,823,828	18,119,259	704,569	3.89
Increase in net position	1,903,620	4,378,591	<u>\$ (2,474,971)</u>	
Net position at beginning of year	<u>32,965,082</u>	<u>28,586,491</u>		
Net position at end of year	<u>\$ 34,868,702</u>	<u>\$ 32,965,082</u>		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
 As of and for the Years Ended June 30, 2020 and 2019

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

Operating revenues are the charges for services offered by Southwest Tech. Total operating revenues increased \$39,437 or .26% for fiscal year 2020. The increase is primarily due to the following:

- The state increased tuition rates 1.5% in 2020 and 1.4% in 2019.
- Southwest Tech receives funding from the federal and state governments for specific purposes, including financial aid payments to students. Southwest Tech received \$6,335,655 from the federal and state governments for 2020 compared to \$5,965,327 for 2019. This figure is indicative of the coronavirus relief act funding that was received during 2020.
 - ✓ State revenue increased \$196,026 or 8.31% in 2020 compared to 2019. State funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
 - ✓ Federal funding decreased \$174,302 or 4.83% in 2020 compared to 2019. The level of enrollment impacts the amount of federal financial aid that is awarded each year. Federal funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
- Revenue from industrial and technical assistance contracts with business and industry, local school districts, and the Department of Corrections was \$1,717,155 in 2020 and \$1,959,274 in 2019.
- Southwest Tech operates auxiliary enterprise operation such as the book store, food service, and childcare center. Southwest Tech had sales of \$1,450,747 for 2020 compared to \$1,534,927 in 2019 for these activities.

Operating expenses are costs incurred for providing education, training and services. Total operating expenses increased \$3,198,384 or 11.12% compared to 2019. The majority of Southwest Tech's expenses, 46%, are for instructional related costs. Student financial aid and general institutional accounts for an additional 27%, while auxiliary services and other expenses account for the remaining 27% of total operating expenses.

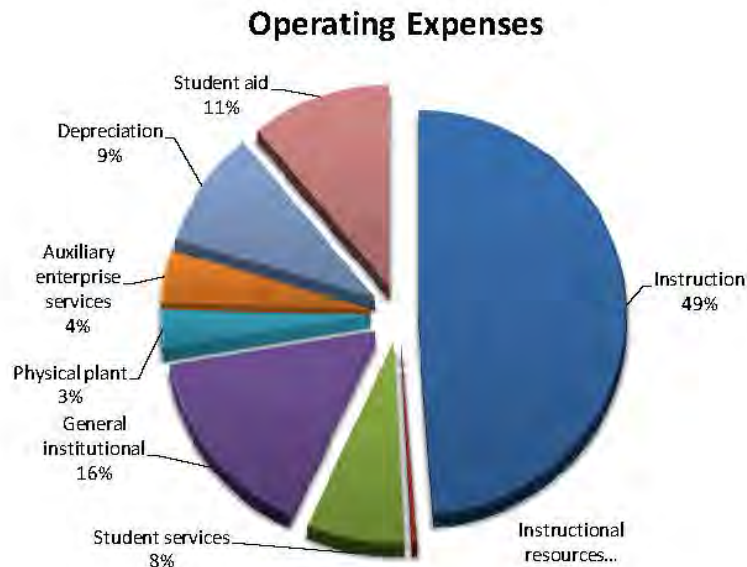
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
 As of and for the Years Ended June 30, 2020 and 2019

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

The graph below depicts Southwest Tech's operating revenues by source:



The graph below categorizes operating expenses by function:



SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
 As of and for the Years Ended June 30, 2020 and 2019

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)

Non-operating revenues (expenses) are revenue and expense items not related directly to providing instruction. Net non-operating revenues increased \$704,569 or 3.89% in 2020.

- State operating appropriations increased \$523,582 or 6.37% in 2020. Final state aid payments are not received until November following the fiscal year end. State aid is determined by a formula that takes into consideration actual expenditures, student FTE's, and equalized property valuations of each of the sixteen technical colleges in Wisconsin.
- Interest expense decreased \$461,226 or 38% in 2020 compared to 2019. Interest expenses are the biggest non-operating expense for Southwest Tech.

STATEMENT OF NET POSITION

The Statement of Net Position includes all assets, (items that Southwest Tech owns and amounts that are owed to Southwest Tech by others) and liabilities (amounts Southwest Tech owes to others and what has been collected from others prior to providing the services). This statement is prepared using the accrual basis of accounting whereby revenues and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service to Southwest Tech, regardless of when cash is exchanged.

Total net position increased \$1,924,213 or 5.84% in 2020 compared to an increase of \$4,378,591 or 15.32% in 2019. Southwest Tech ended its fiscal year with net position of \$34,889,295 in 2020 of which \$20,469,490 was net investment in capital assets, \$481,252 was restricted for student financial aid, \$1,869,963 was restricted for capital projects, \$2,364,940 was restricted for debt service assistance, and \$9,318,035 was unrestricted net position. Unrestricted net position represents the amount of discretionary resources that can be used to fund general Southwest Tech operations.

Total assets increased \$5,566,638 or 8.38% in 2020 and decreased \$1,064,241 or 1.58% in 2019. Net capital assets increased \$1,149,715 or 2.54% in 2020 compared to an increase of \$364,784 or .81% in 2019.

Southwest tech's current liabilities increased \$1,021,144 or 17.19% in 2020 compared to an increase of \$340,865 or 5.16% in 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2020 and 2019

STATEMENT OF NET POSITION (continued)

The components of the statement of net position are summarized in Table 2:

Table 2
Condensed Statements of Net Position

	2020	2019	Change	% Change
ASSETS				
Cash and cash equivalents	\$ 16,179,861	\$ 14,711,032	\$ 1,468,829	9.98
Net pension asset	2,494,865	-	2,494,865	-
Net capital assets	46,390,580	45,261,458	1,129,122	2.49
Other assets	6,941,593	6,488,364	453,229	6.99
Total assets	72,006,899	66,460,854	5,546,045	8.34
DEFERRED OUTFLOWS OF RESOURCES				
Related to pension	5,365,632	7,296,841	(1,931,209)	(26.47)
Related to other postemployment benefits - health insurance	725,302	2,840,076	(2,114,774)	-
Total deferred outflows of resources	6,090,934	10,136,917	(4,045,983)	(26.47)
LIABILITIES				
Current liabilities	6,962,348	5,941,204	1,021,144	17.19
Long-term liabilities	28,357,596	33,098,889	(4,741,293)	(14.32)
Total liabilities	35,319,944	39,040,093	(3,720,149)	(9.53)
DEFERRED INFLOWS OF RESOURCES				
Related to pension	7,474,882	3,941,138	3,533,744	89.66
Related to other postemployment benefits - health insurance	434,305	651,458	(217,153)	-
Total deferred outflows of resources	7,909,187	4,592,596	3,316,591	89.66
NET POSITION				
Net invested in capital assets	20,448,897	19,444,195	1,004,702	5.17
Restricted for student financial aid	481,252	460,232	21,020	4.57
Restricted for capital projects	1,869,963	1,362,684	507,279	37.23
Restricted for debt service	2,364,940	1,585,231	779,709	49.19
Unrestricted	9,318,035	10,112,740	(794,705)	(7.86)
Total net position	<u>\$ 34,868,702</u>	<u>\$ 32,965,082</u>	<u>\$ 1,903,620</u>	<u>5.77</u>

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2020, Southwest Tech had \$87,088,873 in capital assets, including land, construction in progress, land improvements, buildings and improvements, and moveable equipment. Total accumulated depreciation on these assets was \$40,677,700. Asset acquisitions totaled \$4,992,633. Southwest Tech recognized depreciation expense of \$3,014,303. Detailed information about capital assets can be found in Note 3 to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
 As of and for the Years Ended June 30, 2020 and 2019

CAPITAL ASSET AND DEBT ADMINISTRATION (continued)

Long-term Debt

As of June 30, 2020, Southwest Tech had \$25,115,000 in general obligation debt outstanding compared to \$25,035,000 in 2019. Southwest Tech maintained its Aa2 rating from Moody's Investor service on its current and outstanding long-term debt. Debt service requirements of Southwest Tech are current and are secured by a tax levy adopted by the District Board. Wisconsin statutes require that the first property tax receipts be segregated for annual debt service payments. All general obligation debt for equipment is repaid in five years, while debt related to building and major remodeling is repaid in 10-20 years. The current debt adequately replaces and expands the equipment and facility needs of Southwest Tech. Detailed information about Southwest Tech's long-term debt is presented in Note 4 to the financial statements.

FINANCIAL POSITION

Southwest Tech continues to maintain a strong financial position. Its major revenue sources are property taxes, state aids, student tuition and fees, federal and state grants and contracts with business and industry.

Moody's "Aa2" rating reflects Southwest Tech's:

- Large tax base with growing valuations
- Healthy reserves and liquidity
- Modest pension burden
- Low overall net debt burden

"We expect the district's financial position will remain strong given the presence of healthy reserves and conservative budgeting practices. In fiscal 2019, the district posted a deficit of \$498,000 in fiscal 2019, resulting in an available General Fund balance of \$12.8 million, or a healthy 53.9% of revenues. The district had originally budgeted for a \$1.3 million draw in the General Fund, for one-time expenses related to other post employment benefits (OPEB), and one-time capital initiatives, however, the year ended better than expected due to favorable revenue results. Available fund balance across all operating funds (General and Debt Service Funds), totaled \$14.4 million, or a healthy 48.8% of operating revenues for fiscal 2019."

ECONOMIC FACTORS

The current state's economy coupled with the state's continuing budget challenges causes considerable concern for future funding levels. Southwest Tech's strengths in countering an economic turnaround are summarized in the following statements:

- Southwest Tech has articulation agreements with other institutions of higher learning that provide options for students to fulfill program requirements locally and finish with minimal time elsewhere.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
 As of and for the Years Ended June 30, 2020 and 2019

ECONOMIC FACTORS (continued)

- Unique programs such as Golf Course Management, Midwifery and online programs/courses draw students from outside of the district and state.
- Southwest Tech is 1 of 2 colleges in the state technical college system that provide student housing on campus. This benefits students that decide not to commute or reside further than reasonable daily travel distances.
- The level of our fund balances affords us time and flexibility to adjust to changing conditions.
- Capital financing through debt service allows us to keep pace with current technology.

Southwest Wisconsin Technical College faces challenges among which are:

- Historically below the state average in equalized valuation growth.
- Declining K-12 population equating to a smaller future customer base from high school graduates.
- Cost of operations continues to increase (wages, benefits, insurance, utilities, etc.)

These challenges make the execution of the budget a continuous work in progress as adjustments need to occur when revenue sources change. Southwest Tech has effectively survived previous difficult times and is a stronger institution as a result of it. The current financial position of the Southwest Tech allows us the flexibility to adjust to change and maintain this positive status in the future.

CONTACTING SOUTHWEST WISCONSIN TECHNICAL COLLEGE'S FINANCIAL MANAGEMENT

The financial report is designed to provide a general overview of Southwest Tech's finances for all those with an interest in Southwest Tech's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Caleb White, Vice President for Administrative Services, 1800 Bronson Boulevard, Fennimore, WI 53809.

Additional information about Southwest Wisconsin Technical College and its services can also be found at <http://www.swtc.edu>.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF NET POSITION
June 30, 2020 and 2019

	Primary Government		Component Unit	
	2020	2019	2020	2019
ASSETS				
CURRENT ASSETS				
Cash and investments	\$ 16,179,861	\$ 14,711,032	\$ 421,907	\$ 450,856
Taxes receivable	3,477,638	3,528,560	-	-
Accounts receivable, net	413,215	400,692	124,926	183,735
Student accounts receivable	645,754	585,969	-	-
Due from other governments	51,034	25,579	-	-
Accrued self-insurance	1,722,220	1,280,229	-	-
Inventories	247,238	349,317	-	-
Prepaid expenses	384,494	318,018	-	611
Total current assets	23,121,454	21,199,396	546,833	635,202
NONCURRENT ASSETS				
Net pension asset	2,494,865	-	-	-
Investments	-	-	4,336,967	4,215,548
Capital assets not being depreciated	2,007,294	1,986,248	883,186	208,009
Capital assets being depreciated, net	44,383,286	43,275,210	2,296,403	2,804,636
Total noncurrent assets	48,885,445	45,261,458	7,516,556	7,228,193
Total assets	72,006,899	66,460,854	8,063,389	7,863,395
DEFERRED OUTFLOWS OF RESOURCES				
Related to pension	5,365,632	7,296,841	-	-
Related to other postemployment benefits - health insurance	725,302	2,840,076	-	-
Total deferred outflows of resources	6,090,934	10,136,917	-	-
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable and other current liabilities	776,018	1,051,364	13,152	7,977,395
Accrued salaries and benefits	379,313	400,293	-	-
Accrued interest	34,629	12,504	-	-
Accrued self-insurance	-	-	-	-
Deferred revenue	667,388	557,043	-	-
Current portion of long-term debt	5,105,000	3,920,000	91,214	68,904
Total current liabilities	6,962,348	5,941,204	104,366	8,046,299
NONCURRENT LIABILITIES				
Net pension liability	-	2,858,425	-	-
Compensated absences	920,356	931,746	-	-
Long-term debt	20,010,000	21,115,000	2,191,484	2,125,290
Unamortized debt premiums	826,683	782,263	-	-
Other postemployment benefits - health insurance	6,600,557	7,411,455	-	-
Total noncurrent liabilities	28,357,596	33,098,889	2,191,484	2,125,290
Total liabilities	35,319,944	39,040,093	2,295,850	10,171,589
DEFERRED INFLOWS OF RESOURCES				
Related to pension	7,474,882	3,941,138	-	-
Related to other postemployment benefits - health insurance	434,305	651,458	-	-
Total deferred inflows of resources	7,909,187	4,592,596	-	-
NET POSITION				
Net investment in capital assets	20,448,897	19,444,195	-	-
Net assets with donor restrictions	-	-	4,560,237	4,536,530
Restricted				
Student financial assistance	481,252	460,232	-	-
Capital projects	1,869,963	1,362,684	-	-
Debt service	2,364,940	1,585,231	-	-
Net assets without donor restrictions	-	-	1,207,302	1,018,671
Unrestricted	9,318,035	10,112,740	-	-
Total net position	\$ 34,868,702	\$ 32,965,082	\$ 5,767,539	\$ 5,555,201

See accompanying notes to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
Years Ended June 30, 2020 and 2019

	Primary Government		Component Unit	
	2020	2019	2020	2019
OPERATING REVENUES				
Tuition and fees				
Program fees (net of \$144,347 and \$138,123 scholarship allowances, respectively)	\$ 4,498,373	\$ 4,441,995	\$ -	\$ -
Material fees (net of \$8,910 and \$10,359 scholarship allowances, respectively)	282,343	289,212	-	-
Other student fees (net of \$24,949 and \$25,898 scholarship allowances, respectively)	790,131	839,225	-	-
Federal grants and contracts	3,779,436	3,605,134	-	-
State grants and contracts	2,556,219	2,360,193	-	-
Non-governmental grants and contracts	1,712,148	1,959,274	-	-
Auxiliary enterprise services	1,450,747	1,534,927	-	-
Contributions and other support	-	-	1,420,903	1,508,141
Rental income	-	-	572,941	515,251
Total operating revenues	15,069,397	15,029,960	1,993,844	2,023,392
OPERATING EXPENSES				
Instruction	15,609,492	12,135,789	-	-
Instructional resources	126,998	149,622	-	-
Student services	2,431,218	2,555,685	-	-
General institution	4,987,213	4,868,969	-	-
Physical plant	1,000,678	2,023,329	-	-
Auxiliary enterprise services	1,335,739	1,073,586	-	-
Depreciation	3,014,303	2,846,212	-	-
Student aid	3,483,964	3,117,436	-	-
Program activities and other	-	-	1,890,566	1,251,391
Total operating expenses	31,989,605	28,770,628	1,890,566	1,251,391
Operating loss	(16,920,208)	(13,740,668)	103,278	772,001
NONOPERATING REVENUES (EXPENSES)				
State appropriations	8,747,474	8,223,892	-	-
Local property taxes	10,650,000	10,761,844	-	-
Loss on disposal of capital assets	(40,743)	(85,265)	-	(45,101)
Investment income	219,612	432,529	109,060	197,467
Interest expense	(752,515)	(1,213,741)	-	-
Total non-operating revenues (expenses)	18,823,828	18,119,259	109,060	152,366
Change in net position	1,903,620	4,378,591	212,338	924,367
Net position at beginning of year	32,965,082	28,586,491	5,555,201	4,630,834
Net position at end of year	\$ 34,868,702	\$ 32,965,082	\$ 5,767,539	\$ 5,555,201

See accompanying notes to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2020 and 2019

	2020	2019
Cash flows from operating activities		
Tuition and fees received	\$ 5,621,407	\$ 5,546,174
Federal and state grants received	6,310,200	5,986,416
Business, industry and school district contract revenues received	1,699,625	1,843,415
Payments to employees for operating payroll	(18,596,917)	(23,548,969)
Payments to suppliers	(9,894,103)	(5,612,698)
Auxiliary enterprise revenues received	1,450,747	1,534,927
Net Cash Flows from Operating Activities	(13,409,041)	(14,250,735)
Cash flows from non-capital financing activities		
Local property taxes received	10,700,922	10,451,611
State appropriations received	8,747,474	8,223,892
Net Cash Flows from Non-Capital Financing Activities	19,448,396	18,675,503
Cash flows from capital and related financing activities		
Acquisition and construction of capital assets	(4,184,168)	(3,296,261)
Proceeds from issuance of debt	4,000,000	11,775,000
Premium on debt issue	44,420	503,134
Debt retired	(3,920,000)	(12,560,000)
Interest paid	(730,390)	(1,235,745)
Net Cash Flows from Capital and Related Financing Activities	(4,790,138)	(4,813,872)
Cash flows from investing activities		
Investment income received	219,612	432,529
Net Increase in Cash and Cash Equivalents	1,468,829	43,425
Cash and Cash Equivalents at Beginning of Year	14,711,032	14,667,607
Cash and Cash Equivalents at End of Year	\$ 16,179,861	\$ 14,711,032
Reconciliation of operating loss to net cash used in operating activities		
Operating loss	\$ (16,920,208)	\$ (13,740,668)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	3,014,303	2,846,212
Changes in assets and liabilities		
Accounts receivable, net	(12,523)	(115,859)
Student accounts receivable	(59,785)	(18,358)
Due from other governments	(25,455)	21,089
Inventories	102,079	(39,883)
Prepaid expenses	(66,476)	(156,998)
Net pension liability	111,663	1,140,087
Accounts payable and other current liabilities	(275,346)	(92,738)
Accrued salaries and benefits	(20,980)	(47,286)
Accrued self-insurance	(441,991)	(386,544)
Compensated absences	(11,390)	149,750
Unearned revenue	110,345	(5,900)
Post-employment benefits	1,086,723	(3,803,639)
Net cash used in operating activities	\$ (13,409,041)	\$ (14,250,735)

See accompanying notes to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Southwest Wisconsin Technical College (Southwest Tech), is comprised of five full Southwest Wisconsin counties and portions of four others, became operational on July 1, 1967, pursuant to Chapter 292, Laws of Wisconsin of 1965. The geographic area of the Southwest Tech is comprised of most of Crawford, Grant, Iowa, Lafayette, and Richland counties and part of Dane, Green, Sauk, and Vernon counties covering 3,800 square miles. There are 30 public K-12 school districts within Southwest Tech boundaries.

Southwest Tech is governed by a nine-member District Board elected by the 30 school district boards comprising Southwest Tech. Pursuant to Wisconsin Statute, the District Board consists of two employer members, two employee members, three additional members, one elected official member who holds a state or local office, and one school district administrator. Board members serve staggered three-year terms. The District Board powers are established under the provisions of Chapter 38 of the Wisconsin Statutes and include:

- Authority to borrow money and levy taxes;
- Budgetary authority; and
- Authority over other fiscal and general management of Southwest Tech, which includes, but is not limited to, the authority to execute contracts, to exercise control over facilities and properties, to determine the outcome or disposition of matters affecting the recipients of the services being provided and to approve the hiring or retention of key management personnel who implement board policies and directives.

The financial statements of Southwest Tech have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing accounting and financial reporting principles.

Reporting Entity

The reporting entity of Southwest Tech consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable, or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if (1) it appoints a voting majority of an organization's governing body and it is able to impose its will on that organization, (2) it appoints a voting majority of an organization's governing body and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government, (3) the organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. Certain legally separate, tax exempt organizations should be reported as a component unit if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government or its constituents; (2) the primary government is entitled to, or has the ability to access, a majority of the economic resources received or held by the separate organization; and (3) the economic resources received or held by an individual organization that the primary government is entitled to, or has the ability to otherwise access, are significant to the primary government.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The Southwest Wisconsin Technical College Foundation, Inc. (Foundation), is a not-for-profit corporation whose purpose is to solicit, hold, manage, invest, and expend endowment funds and other gifts, grants, and bequests exclusively for the maintenance and benefit of Southwest Tech. The Foundation is managed by an independent board of directors. Southwest Tech provides office space, certain equipment and furnishings, most related utility services and some insurance coverage to the Foundation without charge. The Foundation's resources are almost entirely for the benefit of Southwest Tech and the "entitlement/ability to access" criterion is met because the Foundation has a history of supporting Southwest Tech with its economic resources, the financial resources of the Foundation are significant to Southwest Tech as a whole and accordingly, the Foundation is presented as a discretely presented component unit of the District.

Separately issued financial statements of the Foundation may be obtained from the Foundation administration office.

Basis of Accounting and Financial Statement Presentation

For financial reporting purposes, Southwest Tech is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements of Southwest Tech have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the years for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. All significant inter-governmental transactions have been eliminated.

Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires Southwest Tech to make estimates and assumptions that affect the reported amounts of assets, deferred inflows and outflows of revenues and liabilities, and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position

Cash and Cash Equivalents

Southwest Tech's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the Local Government Investment Pool, and short-term investments with original maturities less than ninety days from date of acquisition.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. The SIF is not rated. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At June 30, 2020 and 2019, the fair value of Southwest Tech's share of the LGIP's assets was substantially equal to the amount reported in these statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Southwest Tech is limited to investments authorized by Wisconsin State Statute 66.0603 including the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in the state if the time deposits mature in not more than three years.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board, or other instrumentality of the federal government.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state, as well as bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, the University of Wisconsin Hospitals and Clinics Authority, a local cultural arts district, or the Wisconsin Aerospace Authority.
4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's corporation, Moody's investors service, or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
5. Securities of an open-end management investment company or investment trust, with certain limitations:
 - a. Bonds or securities issued under the authority of the municipality;
 - b. The local government pooled-investment fund as established under Section 25.50 of the Wisconsin Statutes; the state of Wisconsin local government investment fund (LGIP)
 - c. Agreements in which a public depository agrees to repay funds advanced to it by Southwest Tech, plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.
 - d. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
 - e. Repurchase agreements with public depositories, with certain conditions.

Inventories

Inventories of books and supplies are stated at the lower of cost or market; cost is determined using the first-in, first-out method. Instructional and administrative inventories are expensed as incurred.

Capital Assets

Capital assets are reported at historical cost, or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated acquisition value at the time of receipt. Interest costs incurred during construction are not capitalized and are not considered material.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The costs of maintenance and repairs are charged to operations as incurred. Equipment assets having a cost of \$500 or more per unit and building or remodeling projects of \$15,000 or more are capitalized. Depreciation on buildings and equipment is provided in amounts sufficient to relate the cost of depreciable assets to operations on the straight-line basis over the estimated useful life of the asset, which range from four to ten years for equipment and fifty years for buildings and remodeling.

Property Tax and Taxes Receivable

The District Board, under Section 38.16 of the Wisconsin Statutes, may levy a tax not to exceed 1.5 mills on the full value of taxable property within the area served by Southwest Tech for the purposes of operating and maintaining schools. The mill rate limitation is not applicable to taxes levied for the purposes of paying principal and interest on general obligation debt issued by Southwest Tech that is used for capital improvements and equipment additions.

Southwest Tech's operational mill rate was .60249 and .61086 mills for fiscal years ending 2020 and 2019, respectively. The debt service mill rate was .60762 and .63132 for the fiscal years ending 2020 and 2019, respectively.

Southwest Tech communicates its property tax levy to city, village and town treasurers or clerks in October of the fiscal year for which the taxes are levied.

The following dates are pertinent to Southwest Tech's tax calendar:

Levy date	Month of October
Tax bills are mailed	Month of October
Payments	
Taxes paid in one installment	January 31
Taxes paid in two installments:	
First installment due	January 31
Second installment due	July 31

Historically, Southwest Tech has received the majority of its property tax levy from municipalities in the fiscal year for which the taxes were levied. However, in most fiscal years, a portion of such revenues has been receivable at year-end because the second installment of real estate taxes and delinquent taxes is not required to be collected by the county treasurer until the month of August following Southwest Tech's year-end.

Compensated Absences

Southwest Tech employees are granted vacation, and sick leave benefits in varying amounts in accordance with Southwest Tech policies. In the event of retirement, death or resignation of an employee, Southwest Tech is obligated to pay for all unused vacation days. All vacation is accrued when earned as accrued compensated absences in the statement of net position.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Post-Employment Benefits

For employees hired prior to July 1, 2006, Southwest Tech's employee fringe benefit program includes a provision which allows academic, administrative, and support staff to be carried with the group insurance plan or plans at their own expense after retirement or layoff. However, the Board will continue to pay health insurance premiums based on type of employee and years of service or number of accumulated hours of sick leave.

For employees, any academic staff, administrative staff, or support staff with less than thirteen years of service to Southwest Tech that retire under the Wisconsin Retirement System or are laid off, one-half of their unused accumulated sick leave at full pay will be used to continue the payment of health insurance premiums at the time of retirement or layoff.

At time of separation, support staff with thirteen or more years of service to Southwest Tech will have one year of health insurance premiums banked to pay future post separation premiums. Those with fifteen or more years of service to Southwest Tech will have two years of health insurance premiums banked to pay future post separation premiums. Those with seventeen or more years of service will have three years of health insurance premiums banked to pay future separation premiums.

Academic and administrative staff with thirteen or more years of service to Southwest Tech will have three years of health insurance premiums banked to pay future separation premiums. Those with fifteen or more years of service will have four years of health insurance premiums banked to pay future post separation premiums. Those with seventeen or more years of service will have five years of health insurance premiums banked to pay future post separation premiums.

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of net position will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. Southwest Tech has deferred outflows as of June 30, 2020 and 2019 related to pension and OPEB activity.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. Southwest Tech has deferred inflows as of June 30, 2020 and 2019 related to pension and OPEB activity.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fees and Tuition

Fees and tuition are recorded as revenue in the period in which the related activity or instruction takes place. Revenues for the summer semester are prorated on the basis of student class days occurring before and after June 30. Southwest Tech's student fee receivable is stated at amounts due from students, net of an allowance for doubtful accounts. Amounts outstanding longer than the agreed upon payment terms are considered past due. Southwest Tech determines its allowance for doubtful accounts by considering a number of factors including length of time amounts are past due, Southwest Tech's previous loss history and the student's ability to pay his or her obligation. Southwest Tech writes off receivables when they become uncollectible, and payments subsequently collected on such receivables are credited to the allowance for doubtful accounts.

State and Federal Revenues

Southwest Tech receives funding from various federal and state contracts and grants. These revenues are earned as expenses are incurred. Such expenses may be incurred during the grantor's fiscal period, which may be different than that of Southwest Tech.

Southwest Tech participates in federally funded Pell Grants, SEOG Grants, Federal Work Study and Federal Direct Student Loan Programs. Federal and State programs are audited in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Audits of States, Local Governments, and Non-Profit Organizations*, and the *State Single Audit Guidelines*.

Scholarship Allowances and Student Aid

Financial aid to students is reported in the financial statements under the following method: All aid is reflected in the basic financial statements as operating expenses or scholarship allowances, which reduce revenues. Southwest Tech receives and disburses cash and, as a result, must record all federal and state loan funds as federal and state grants, and the crediting of the funds to the student's account as student aid expense. The amount reported as operating expenses represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition.

Classification of Revenue and Expense

Southwest Tech has classified its revenue and expenses as either operating or non-operating according to the following criteria:

Operating revenue/expenses - Operating revenues and expenses include activities that have the characteristics of exchange transactions to provide goods or services related to Southwest Tech's principal ongoing operations. Operating revenues include (1) student tuition and fees, net of scholarship allowances, (2) sales and services of auxiliary enterprises, and (3) most federal, state and local grants and contracts that are essentially the same as contracts for services that finance programs of Southwest Tech. Operating expenses include the cost of providing educational services, student aid, administrative expenses and depreciation on capital assets.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Non-operating revenues/expenses – Non-operating revenues and expenses include activities that have the characteristics of non-exchange transactions. Non-operating revenues as defined by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*, and GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. These revenues include gifts and contributions, and other revenue sources.

Self-Insurance

Southwest Tech is self-insured for health and dental coverage. Southwest Tech accounts for its medical self-insurance program in an internal service fund. The purpose of this fund is to pay medical insurance claims of Southwest Tech employees and their covered dependents and to minimize the total costs of annual insurance to Southwest Tech. The accrued liability for estimated claims represents an estimate of the eventual loss on claims arising prior to year-end, including claims incurred, but not yet reported. The amounts not reported to Southwest Tech were determined by the Plan administrator.

Net Position

Net position is classified according to restrictions on availability of assets for satisfaction of Southwest Tech's obligations.

Net investment in capital assets: The value of capital assets (land, buildings and equipment) less the debt incurred to acquire or construct the assets plus the borrowed resources not yet expended, but restricted for capital purchases.

Restricted net position: Restricted net position includes resources in which Southwest Tech is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

- Restricted net position for debt service can only be used to repay debt service costs (principal and interest) as they are levied for that specific purpose.
- Restricted net position for student financial assistance can only be used for student financial assistance activities.
- Restricted net position for capital projects results from unspent from general obligation debt issued specifically for capital projects.

Unrestricted net position: Unrestricted net position represents resources derived from student tuition and fees, state appropriations, and sales and services provided by educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of Southwest Tech and may be used at the discretion of the governing board to meet current expenses. These resources also include auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty and staff.

When an expense is incurred that can be paid using either restricted or unrestricted resources, Southwest Tech's policy is to first apply the expense towards restricted resources and then towards unrestricted resources.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 2—CASH AND CASH EQUIVALENTS

Southwest Tech cash and cash equivalents consist of the following at June 30:

	2020	2019	Risk
Cash and cash equivalents:			
Cash on hand	\$ 2,940	\$ 2,940	
Deposit accounts	14,945,368	13,494,135	Custodial credit
Local Government Investment Pool	1,231,553	1,213,957	Credit and interest rate
Total cash and cash equivalents	\$ 16,179,861	\$ 14,711,032	

Southwest Tech voluntarily invests excess funds in the Wisconsin Local Government Investment Pool (LGIP), an external investment pool. The LGIP is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. The SIF is not rated. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At June 30, the fair value of the Southwest Tech's share of the LGIP's assets was substantially equal to the amounts reported above.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, Southwest Tech would not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The bank balances were \$15,025,223 and \$13,892,901 at June 30, 2020 and 2019. Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of June 30, 2020, all of the \$15,025,223 bank balance was secured by pledged securities.

For investments, custodial credit risk is the risk that, in the event of failure of the counterparty (e.g. broker-dealer) to the transaction, Southwest Tech will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Southwest Tech's investment policy minimizes credit risk by limiting investments to the safest type of securities and diversifying the investment portfolio. Individual securities may not exceed 5% of the market value of the portfolio at the time of purchase with the exception of U.S. Government issues fully guaranteed as to both principal and interest by the U.S. government or agencies thereof, shares of open-ended investment companies, the LGIP, or the Wisconsin Investment Series Cooperative (WISC). The LGIP and WISC do not carry a credit quality rating.

Interest Rate Risk

As a means of limiting its exposure to fair value losses arising from rising interest rates, Southwest Tech's investment policy limits the maturity of any security to no more than five years from the date of purchase or in accordance with state and local statutes and ordinances, whichever is less. The policy indicates that the investment portfolio should be structured so that securities mature to meet the cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity. The policy sets a maximum duration range of two years with a target duration of one year. As of June 30, 2020, Wisconsin Local Government Investment Pool (LGIP) investments have a maturity of 12 months or less.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 3—CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2020:

	Balance 7/1/2019	Additions	(Deletions)	Balance 6/30/2020
Capital assets not being depreciated				
Land	\$ 813,445	\$ 228,566	\$ -	\$ 1,042,011
Construction in progress	1,172,803	580,352	(787,872)	965,283
Total capital assets not being depreciated	1,986,248	808,918	(787,872)	2,007,294
Capital assets being depreciated				
Land improvements	1,204,239	29,622	-	1,233,861
Buildings & improvements	48,762,375	1,886,054	-	50,648,429
Equipment	31,095,897	2,247,446	(164,647)	33,178,696
Total capital assets being depreciated	81,062,511	4,163,122	(164,647)	85,060,986
Less accumulated depreciation for				
Land improvements	720,319	45,962	-	766,281
Buildings & improvements	14,161,180	1,310,953	-	15,472,133
Equipment	22,905,802	1,657,388	(123,904)	24,439,286
Total accumulated depreciation	37,787,301	3,014,303	(123,904)	40,677,700
Total capital assets being depreciated-net	43,275,210	1,148,819	(40,743)	44,383,286
Net capital assets	45,261,458	<u>\$ 1,957,737</u>	<u>\$ (828,615)</u>	46,390,580
Less general obligation debt	(25,817,263)			(25,941,683)
Total net investment in capital assets	<u>\$ 19,444,195</u>			<u>\$ 20,448,897</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 3—CAPITAL ASSETS (continued)

The following is a summary of changes in capital assets for the year ended June 30, 2019:

	Balance 7/1/2018	Additions	(Deletions)	Balance 6/30/2019
Capital assets not being depreciated				
Land	\$ 813,445	\$ -	\$ -	\$ 813,445
Constructions in progress	29,134	1,172,803	(29,134)	1,172,803
Total capital assets not being depreciated	842,579	1,172,803	(29,134)	1,986,248
Capital assets being depreciated				
Land improvements	1,204,239	-	-	1,204,239
Buildings & improvements	48,142,756	619,619	-	48,762,375
Equipment	29,932,095	1,532,973	(369,171)	31,095,897
Total capital assets being depreciated	79,279,090	2,152,592	(369,171)	81,062,511
Less accumulated depreciation for				
Land improvements	671,824	48,495	-	720,319
Buildings & improvements	12,924,386	1,236,794	-	14,161,180
Equipment	21,628,785	1,560,923	(283,906)	22,905,802
Total accumulated depreciation	35,224,995	2,846,212	(283,906)	37,787,301
Total capital assets being depreciated-net	44,054,095	(693,620)	(85,265)	43,275,210
Net capital assets	44,896,674	\$ 479,183	\$ (114,399)	45,261,458
Less general obligation debt	(26,099,129)			(25,817,263)
Total net investment in capital assets	\$ 18,797,545			\$ 19,444,195

NOTE 4—LONG-TERM OBLIGATIONS

Long-term obligations of Southwest Tech consist of general obligation bonds, general obligation promissory notes, net pension liability, net OPEB liability and compensated absences for vacation and sick pay benefits.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 4—LONG-TERM OBLIGATIONS (continued)

Changes in long-term obligations for the years ended June 30, 2020 and 2019 was as follows:

	Balance 7/1/2019	Additions	Reductions	Balance 6/30/2020	Due Within One Year
Notes and bonds payable					
General obligation bonds	\$ 18,835,000	\$ -	\$ 1,620,000	\$ 17,215,000	\$ 1,705,000
General obligation notes	6,200,000	4,000,000	2,300,000	7,900,000	3,400,000
Unamortized premiums	782,263	199,744	155,324	826,683	-
Total bonds and notes payable	25,817,263	4,199,744	4,075,324	25,941,683	5,105,000
Other Liabilities:					
Net pension liability	2,858,425	-	(2,858,425)	-	-
Net other postemployment liability benefits - health insurance	7,411,455	-	810,898	6,600,557	-
Accrued compensated absences	931,746	640,445	651,835	920,356	-
Total long-term liabilities	\$ 37,018,889	\$ 4,840,189	\$ 2,679,632	\$ 33,462,596	\$ 5,105,000
	Balance 7/1/2018	Additions	Reductions	Balance 6/30/2019	Due Within One Year
Notes and bonds payable					
General obligation bonds	\$ 20,820,000	\$ 7,775,000	\$ 9,760,000	\$ 18,835,000	\$ 1,620,000
General obligation notes	5,000,000	4,000,000	2,800,000	6,200,000	2,300,000
Unamortized premiums	279,129	572,411	69,277	782,263	-
Total bonds and notes payable	26,099,129	12,347,411	12,629,277	25,817,263	3,920,000
Other Liabilities:					
Net pension liability	-	2,858,425	-	2,858,425	-
Net other postemployment liability benefits - health insurance	9,288,006	-	1,876,551	7,411,455	-
Accrued compensated absences	781,996	689,358	539,608	931,746	-
Total long-term liabilities	\$ 36,169,131	\$ 15,895,194	\$ 15,045,436	\$ 37,018,889	\$ 3,920,000

All general obligation debt is secured by the full faith and credit and taxing powers of Southwest Tech. Long-term debt will be retired by future property tax levies and resources accumulated in the debt service fund.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 4—LONG-TERM OBLIGATIONS (continued)

Wisconsin State Statute 67.03 (1) limits total general obligation debt of Southwest Tech to 5% of the equalized value of taxable property located within the district. Wisconsin State Statute 67.03 (9) limits bonded indebtedness of Southwest Tech to 2% of the equalized value of taxable property, including tax incremental districts. The legal debt limit and the margin of indebtedness, as of June 30, 2020 is as follows:

	Bonds	Aggregate
Debt limit (2% for bonds, 5% for aggregate)	\$ 175,931,548	\$ 439,828,871
Debt outstanding at June 30, 2020 net of resources available to pay principal:	17,215,000	25,115,000
Margin of indebtedness:	\$ 158,716,548	\$ 414,713,871

General obligation debt at June 30, 2020 and 2019 are as follows:

	Buyer	2020	2019
2014 \$5,215,000 general obligation refunding bonds payable with annual principal payments of \$30,000-\$575,000 through June 1, 2028, interest at 2.0-3.0%, payable semi-annually June 1 and December 1.	Robert W. Baird	4,125,000	4,575,000
2015 \$2,500,000 promissory notes payable with annual principal payments of \$500,000 through June 1, 2020, interest at 2.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Piper Jaffray	-	500,000
2016 \$2,500,000 promissory notes payable with annual principal payments of \$500,000 through June 1, 2021, interest at 2.0%, payable semi-annually on June 1 and December 1.	UMB Bank, NA	500,000	1,000,000
2017 \$2,500,000 promissory notes payable with annual principal payments of \$500,000 through June 1, 2022, interest at 2.0%, payable semi-annually on June 1 and December 1.	Robert W. Baird	1,000,000	1,500,000
2017 \$6,485,000 general obligation refunding bonds payable with annual 3% interest only payments until June 2026. Then 1,555,000 to 1,690,000 of principal payments annually through 2029.	Robert W. Baird	6,485,000	6,485,000

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 4—LONG-TERM OBLIGATIONS (continued)

	<u>Buyer</u>	<u>2020</u>	<u>2019</u>
2018 \$4,000,000 promissory notes payable with annual principal payments of \$814,000 - \$892,400 through June 1, 2023, interest at 5%, payable semi-annually on June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Robert W. Baird	2,400,000	3,200,000
2019 \$7,775,000 general obligation refunding bonds payable with annual principal payments of \$1,313,550 - \$1,460,625 through June 1, 2025, interest with an average of 4%, payable semi-annually in June 1 and December 1. Proceeds used to finance construction and remodeling.	Robert W. Baird	6,605,000	7,775,000
2020 \$4,000,000 promissory notes payable with annual principal payments of \$800,000 through June 1, 2024, interest at 2-4%, payable semi-annually on June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Robert W. Baird	4,000,000	-
Total General Obligation Debt		<u>\$ 25,115,000</u>	<u>\$ 25,035,000</u>

Future debt service requirements as of June 30, 2020 are as follows:

Year Ended June 30	Principal	Interest	Total
2021	\$ 5,105,000	\$ 798,528	\$ 5,903,528
2022	3,855,000	639,050	4,494,050
2023	3,395,000	547,200	3,942,200
2024	2,660,000	446,400	3,106,400
2025	1,950,000	331,500	2,281,500
2026-2029	8,150,000	543,450	8,693,450
	<u>\$ 25,115,000</u>	<u>\$ 3,306,128</u>	<u>\$ 28,421,128</u>

In prior years, the College defeased certain general obligations bonds by placing the proceeds of new debt in an irrevocable trust to provide for the future debt service payments on the old debt. Accordingly, the trust account assets and liability for the defeased bonds are not included in the College's financial statements. At June 30, 2020, \$13,200,000 of debt outstanding is considered defeased.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issued a standalone WRS Financial Report, which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits provided. Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before 12/31/2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-retirement adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment (%)	Variable Fund Adjustment (%)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4
2018	5.4	17
2019	0.0	(10)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$800,839 contributions from the employer.

Contribution rates as of December 31, 2019, the measurement date, are as follows:

Employee Category	Employee	Employer
General (including teachers, executives, and elected officials)	6.55%	6.55%
Protective with Social Security	6.55%	10.55%
Protective without Social Security	6.55%	14.95%

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, Southwest Tech reported an asset of \$2,494,865 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2018 rolled forward to December 31, 2019. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. Southwest Tech's proportion of the net pension liability (asset) was based on Southwest Tech's share of contributions to the pension plan relative to the contributions

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

of all participating employers. At December 31, 2019, Southwest Tech's proportion was 0.07737321% which was a decrease of 0.00297185% from its proportion measured as of December 31, 2018.

For the year ended June 30, 2020, Southwest Tech recognized pension expense of \$941,290.

At June 30, 2020, Southwest Tech reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual experience	\$ 4,735,824	\$ (2,369,963)
Net differences between projected and actual earnings on pension plan investments	-	(5,100,391)
Changes in assumptions	194,415	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	12,732	(4,528)
Employer contributions subsequent to the measurement date	<u>422,661</u>	<u>-</u>
Total	<u>\$ 5,365,632</u>	<u>\$ (7,474,882)</u>

\$422,661 reported as deferred outflows related to pension resulting from Southwest Tech's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended June 30:

2021	\$ (749,821)
2022	(560,045)
2023	90,515
2024	<u>(1,312,560)</u>
	<u>\$ (2,531,911)</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
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NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

Actuarial assumptions. The total pension liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2018
Measurement Date of Net Pension Liability (Asset)	December 31, 2019
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	7.0%
Discount Rate:	7.0%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	Wisconsin 2018
	Mortality Table
Post-retirement Adjustments*	1.9%

**No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. The total pension liability (asset) for December 31, 2019 is based upon a roll-forward of the liability calculated from the December 31, 2018 actuarial valuation.

Long-term expected return on plan assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
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NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Core Fund Asset Class</u>	<u>Asset Allocation %</u>	<u>Long-Term Expected Nominal Rate of Return %</u>	<u>Long-Term Expected Real Rate of Return %</u>
Global Equities	49	8.0	5.1
Fixed Income	24.5	4.9	2.1
Inflation Sensitive Assets	15.5	4.0	1.2
Real Estate	9	6.3	3.5
Private Equity/Debt	8	10.6	7.6
Multi-Asset	4	6.9	4.0
Total Core Fund	110	7.5	4.6
<u>Variable Fund Asset Class</u>			
U.S. Equities	70	7.5	4.6
International Equities	30	8.2	5.3
Total Variable Fund	100	7.8	4.9

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75%

Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations.

Single discount rate. A single discount rate of 7.00% was used to measure the total pension liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 2.75% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2019. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

Sensitivity of Southwest Tech's proportionate share of the net pension liability to changes in the discount rate. The following presents Southwest Tech's proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what Southwest Tech's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate:

	1% Decrease to Discount Rate <u>(6.00%)</u>	Current Discount Rate <u>(7.00%)</u>	1% Increase to Discount Rate <u>(8.00%)</u>
The District's proportionate share of net pension liability	\$ 6,424,724	\$ (2,494,865)	\$ (9,163,284)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS

Plan Description

Plan Administration. Southwest Tech provides other post-employment benefits (OPEB) for its employees through a single-employer retiree benefit plan that provides postemployment health and dental insurance benefits to eligible employees and their spouses in accordance with employee contracts. Benefits and eligibility are established and amended by the governing body.

Plan Membership. At June 30, 2018, the date of the latest actuarial valuation, there were 177 active and 109 retired members in the plan.

Administrative staff and faculty hired prior to July 1, 2000 with a minimum of 13 years of service with the college as of June 30, 2013 are eligible. Eligible retirees will be provided with a credit/bank from which their premiums may be paid until exhaustion of funds. The benefit amount is based upon the family medical premium amount (annualized) times a factor, ranging from 3 to 5, as determined by years of service as of June 30, 2013.

Support staff hired prior to July 1, 2000 with a minimum of 13 years of service with the college as of June 30, 2013 are eligible. Eligible retirees will be provided with a credit/bank from which their premiums may be paid until exhaustion of funds. The benefit amount is based upon the family medical premium amount (annualized) times a factor, ranging from 1 to 3, as determined by years of service as of June 30, 2013.

Funding Policy: Payments under the plan are made on a pay-as-you-go basis. There are no invested plan assets accumulated for payments of future benefits as of June 30, 2020. The general fund is used for funding all postretirement healthcare benefits.

Contributions. Southwest Tech has no invested plan assets accumulated for payment of future benefits. The employer makes all contributions. Southwest Tech's funding policy is to provide annual contributions on a pay-as-you-go basis.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)

Net OPEB Liability

Southwest Tech's net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

Actuarial assumptions. The total OPEB liability was determined by an actuarial valuation as of June 30, 2018, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.50%
Investment rate of return:	3.50% based upon all years of projected payments discounted at a municipal bond rate of 3.50%
Healthcare cost trend rates:	7.50% decreasing by 0.50% per year down to 6.50%, then by 0.10% per year down to 5.0%, and level thereafter.

The actuarial assumptions are based upon an experience study conducted in 2015 using Wisconsin Retirement System (WRS) experience from 2012-2014. The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made at rates equal to the actuarially determined contribution rates. Based on these assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

The long-term expected rate of return on OPEB plan investments. Since Southwest Tech currently holds assets in fixed income funds or as cash equivalents, the long-term expected rate of return on OPEB plan investments was based upon the 20-year AA municipal bond rate and applied to all periods of projected benefit payments to determine the total OPEB liability.

Discount rate. The discount rate of 3.50% was used in calculating Southwest Tech's OPEB liabilities (based upon all projected payments discounted at a long-term expected rate of return of 3.50%).

This rate is equivalent to the Bond Buyer G.O. 20-year AA Bond Index published by the Federal Reserve as of the week of the measurement date. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
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NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)

Changes in the Net OPEB Liability

	Increases (Decreases) in Net OPEB Liability
Balances at 6/30/2019	\$ 4,471,553
Changes for the year:	
Service Cost	4,761
Interest	157,909
Changes of assumptions or other input	46,962
Benefit payments	(526,073)
Net changes	(316,441)
Balances at 6/30/2020	\$ 4,155,112

Sensitivity of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability of Southwest Tech, as well as what Southwest Tech's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.50 percent) or 1-percentage-point higher (4.50 percent) than the current discount rate:

	1% Decrease to Discount Rate (2.50%)	Current Discount Rate (3.50%)	1% Increase to Discount Rate (4.50%)
Total OPEB Liability	\$ 4,357,953	\$ 4,155,112	\$ 3,975,204

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates. The following presents the net OPEB liability of the District, as well as, what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.5 percent decreasing to 4.0 percent) or 1-percentage-point higher (8.5 percent decreasing to 6.0 percent) than the current healthcare cost trend rates:

	1% Decrease (6.5% decreasing to 4.0%)	Healthcare Cost Trend Rates (7.5% decreasing to 5.0%)	1% Increase (8.5% decreasing to 6.0%)
Total OPEB Liability	\$ 4,125,783	\$ 4,155,112	\$ 4,183,380

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2020, Southwest Tech recognized OPEB expense of \$42,742. At June 30, 2020, Southwest Tech reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 341,766
Changes in assumptions or other inputs	35,221	92,539
Employer contributions subsequent to the measurement date	690,081	-
Total	<u>\$ 725,302</u>	<u>\$ 434,305</u>

\$690,081 reported as deferred outflows related to OPEB resulting from Southwest Tech's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:

2021	\$ (205,412)
2022	(205,411)
2023	11,739
	<u>\$ (399,084)</u>

In addition to Southwest Tech's OPEB plan, the employee fringe benefit program included a provision for employees hired prior to July 1, 2006, which allowed academic, administrative, and support staff to be carried with the group insurance plan or plans at their own expense after retirement or layoff. However, Southwest Tech would continue to pay health insurance premiums based on the type of employee and years of service or number of accumulated hours of sick leave. These benefits are financed on a pay-as-you-go basis. Southwest Tech's accrual for retiree sick leave was \$2,445,445 and \$2,939,902 at June 30, 2020 and 2019.

NOTE 7—COMMITMENTS AND CONTINGENCIES

Southwest Tech has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to request for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 7—COMMITMENTS AND CONTINGENCIES (continued)

From time to time Southwest Tech is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and Southwest Tech's legal counsel that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Southwest Tech's financial position.

Operating Leases

Southwest Tech leases various facilities as outreach center to offer Adult Basic Education, GED/HSED and other course options. Current facilities are located in Richland Center, Fennimore, Dodgeville, Platteville and Darlington.

Future minimum lease payments for the year ending June 30 are as follows:

2021	\$ 77,960
2022	60,000
2023	61,798
2024	59,937
2025	20,867
Thereafter	<u>186,717</u>
Total future minimum lease payments	<u>\$ 467,279</u>

NOTE 8—RISK MANAGEMENT

Districts Mutual Insurance Company (DMI)

In July 2004 all sixteen WTCS technical colleges created Districts Mutual Insurance Company (DMI). Districts Mutual Insurance Company is a fully-assessable mutual company authorized under Wisconsin Statute 611 to provide property, casualty, and liability insurance and risk management services to its members. The scope of insurance protection provided by DMI is broad, covering property at \$350,000,000 per occurrence; general liability, auto, and educators' legal liability at \$5,000,000 per occurrence; and workers' compensation at the statutorily required limits.

At this time, settled claims have not approached the coverage limits as identified above. Southwest Tech's exposure to its layer of insurance is limited to its deductible amounts, which vary by coverage from \$2,500 to \$100,000 per occurrence. DMI purchases reinsurance for losses in excess of its retained layer of coverage.

DMI operations are governed by a five-member board of directors. Member colleges do not exercise any control over the activities of DMI beyond election of the board of directors at the annual meeting. The board has the authority to adopt its own budget, set policy matters, and control the financial affairs of the company.

Each member college is assessed an annual premium. Future premiums will be based on relevant rating exposure bases as well as the historical loss experience by members. DMI's ongoing operational expenses, other than loss adjustment expenses, are apportioned pro rata to each participant based on equity interest in the company. Since DMI is fully capitalized, member districts have not been assessed a capitalization amount for fiscal years 2020 and 2019.

The DMI financial statements can be obtained through Districts Mutual Insurance Co., 212 W. Pinehurst Trail, Dakota Dunes, SD 57049.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 8—RISK MANAGEMENT (continued)

Supplemental Insurance

In July 1997, WTCS technical colleges formed the WTCS Insurance Trust to jointly purchase commercial insurance to provide coverage for losses from theft of, damages to, or destruction of assets. The trust is organized under Wisconsin Statutes 66.0301 and is governed by a board of trustees consisting of one trustee from each member college. Member entities include all sixteen Wisconsin Technical College System districts.

The WTCS Insurance Trust has purchased the following levels of coverage for its participating members:

- *Foreign travel liability:* \$2,000,000 aggregate general; \$1,000,000 auto per accident; \$1,000,000 employee benefits; includes benefit for accidental death and dismemberment, repatriation, and medical expenses \$1,000 deductible for employee benefits.
- *Crime:* \$750,000 coverage for employee dishonesty, forgery, computer fraud and funds transfer fraud; \$500,000 coverage for theft, robbery, burglary, disappearance and destruction of money and securities; \$25,000 coverage for investigation expenses; \$2,500 deductible for investigation, \$15,000 deductible for employee dishonesty, forgery, and fraud.
- *Business Travel Accident:* Coverage for Local Board of Trustee Members \$1,000,000 aggregate general; \$100,000 for scheduled losses, assistance services medical evacuation and repatriation.

The Trust financial statements can be obtained through Lakeshore Technical College, 1290 North Avenue, Cleveland, WI 53015.

Health Insurance

As of July 1, 2015, Southwest Tech joined together with other colleges in the State to form the Wisconsin Technical College Employee Benefits Consortium (WTCEBC). WTCEBC is a public entity risk pool that Southwest Tech participates in to provide health insurance coverage to its employees. The main purpose of WTCEBC is to jointly self-insure certain risks up to an agreed upon retention limit and to obtain excess catastrophic coverage and aggregate stop-loss reinsurance over the selected retention limit. Southwest Tech pays WTCEBC a monthly premium based on the number of participants and the type of coverage that has been elected. Individual claims below \$100,000 are self-funded by Southwest Tech. Any individual claim exceeding \$100,000 but less than \$250,000 is shared in a pooled layer among all of the colleges participating in the consortium. Individual claims exceeding \$250,000 and aggregate claims exceeding \$1,000,000 are subject to reinsurance.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 8—RISK MANAGEMENT (continued)

The claims asset (liability) of \$1,722,221 and \$1,280,229 reported at June 30, 2020 and 2019 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that an asset (liability) for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that an asset (liability) has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims asset (liability) amount were:

	Estimated claims outstanding			
	Beginning Balance	Premiums	Claim Payments	Ending Balance
2020	\$ 1,280,229	\$ 3,349,262	\$ (2,907,270)	\$ 1,722,221
2019	893,685	3,716,669	(3,330,125)	1,280,229
2018	486,459	3,685,230	(3,278,004)	893,685

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT

Southwest Wisconsin Technical College Foundation, Inc. (the Foundation) promotes learning through funding and activities that enable Southwest Wisconsin Technical College (located in Fennimore, Wisconsin) to provide opportunities for success. The Foundation identifies, solicits, and manages alternative sources of funding to:

- Provide leadership and direction through the involvement of the Foundation's board of directors and staff in the continuing development of Southwest Wisconsin Technical College (the College);
- Develop and manage endowment funds to provide scholarships, special awards, and other financial assistance to students of the College;
- Provide and develop alternative financial support to the College for facilities improvement, equipment acquisitions, program development, student financial aid, and staff development; and
- Support and encourage developments in vocational/technical education through various activities.

Southwest Wisconsin Technical College Real Estate Foundation, Inc. (REF) was formed for the purpose of acquiring, developing, and holding real estate for the benefit of the College. The REF supports the College by holding and managing real estate that is integral to the College's mission.

Each of Southwest Wisconsin Technical College (College), the Foundation and the REF are governed by a separate Board of Directors, however, the REF is operated, supervised, and controlled by the Foundation. Each Foundation maintains an arms-length transaction with the College. While each entity is independently governed, it is recognized that close collaboration and cooperation are essential to attain their separate missions.

The College sets the strategic priorities and objectives consistent with its role as an educational institution. The activities of Foundation and the REF should be consistent with and aligned with the College's objectives. The Foundation is intended to be the primary means through which private donors may assist the college.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation

The financial statements include the financial statements of the Foundation and the REF. The REF is consolidated since the Foundation has both an economic interest in the REF and control of the REF. All material intra-entity transactions have been eliminated.

The consolidated financial statements are included as a component unit in the College's financial statements since the College has an economic interest in the Foundation and REF.

Promises to Give

Unconditional promises to give are recognized as revenues in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

Investments

The Foundation reports investments in marketable equity securities with readily determinable fair values and all investments in debt securities at their fair values in the consolidated statements of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying consolidated statements of activities.

Property and Equipment

All acquisitions of property and equipment in excess of \$5,000 and all costs for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using primarily the straight-line method.

Income Tax Status

The Foundation is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the Foundation qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

The REF is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the REF qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as a supporting organization under Section 509(a)(3).

Contributions

Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends, or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statements of activities as net assets released from restrictions.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Adoption of New Accounting Pronouncement

On May 28, 2014, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*. The ASU and all subsequently issued clarifying ASUs supersedes the revenue recognition requirements and most industry-specific guidance in U.S. generally accepted accounting principles. The core principle of the new guidance is that an entity recognizes revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The new guidance also includes a cohesive set of disclosure requirements that will provide users of the financial statements with comprehensive information about the nature, amount, timing, and uncertainty of revenue and cash flows arising from the entity's contracts with customers.

REF adopted the requirements of the new guidance as of July 1, 2019, using the modified retrospective method of transition. In applying the new guidance, REF elected to use the practical expedient that allows the guidance to be applied only to contracts that were not complete as of January 1, 2019.

The majority of REF's revenue is recognized over time based on the transfer of control. Revenue recognized over time primarily consists of performance obligations that are satisfied within one year or less. In addition, the majority of REF's contracts do not contain variable consideration and contract modifications are generally minimal.

The adoption of the new guidance did not have a significant impact on REF's financial statements. The majority of REF's revenue arrangements generally consist of a single performance obligation to transfer promised goods or services. Based on REF's evaluation process and review of its contracts with customers, the timing and amount of revenue recognized previously is consistent with how revenue is recognized under the new guidance.

Also, on June 21, 2018, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) No. 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU provides a more robust framework for evaluating whether transactions such as grants and similar contracts with government agencies and others should be accounted for as exchange transactions or contributions. The ASU also assists entities in determining whether a contribution is conditional. The Foundation and REF adopted the requirements of the ASU as of July 1, 2019. The changes in the ASU have been applied on a modified prospective basis, that is, the changes have been applied to agreements that are either not completed as of July 1, 2019 or entered into after that date.

Expense Allocation

The financial statements report certain categories of expenses that are attributable to more than one program service or supporting activity. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Accordingly, personnel expenses are allocated on the basis of time and effort.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO THE FINANCIAL STATEMENTS
 As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The following program services and supporting activities are included in the accompanying financial statements.

Scholarships and awards—Scholarships, special awards, and other financial assistance provided to students and support provided to faculty to continue their education in their respective fields.

Student housing—On-campus apartment style units that provide students with a place to reside while attending Southwest Wisconsin Technical College.

Management and general—Management and general expenses include the costs necessary to ensure proper administrative functioning of the board of directors, manage the financial and budgetary responsibilities of the Foundation, inform the public about the Foundation's stewardship, and perform other activities related to the overall direction of the Foundation.

Fundraising—Fundraising expenses include the costs related to activities that involve inducing potential donors to contribute assets, services, or time to the Foundation.

The following program services and supporting activities are included in the accompanying consolidated financial statements:

Scholarships and awards—Scholarships, special awards, and other financial assistance provided to students and support provided to faculty to continue their education in their respective fields.

Student housing—On-campus apartment style units that provide students with a place to reside while attending Southwest Wisconsin Technical College.

Management and general—Management and general expenses include the costs necessary to ensure proper administrative functioning of the board of directors, manage the financial and budgetary responsibilities of the Foundation, inform the public about the Foundation's stewardship, and perform other activities related to the overall direction of the Foundation.

Fundraising—Fundraising expenses include the costs related to activities that involve inducing potential donors to contribute assets, services, or time to the Foundation.

Estimates

Management uses estimates and assumptions in preparing consolidated financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Date of Management's Review

Management has evaluated subsequent events through October 15, 2020, the date which the consolidated financial statements were available to be issued.

Reclassifications

Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform to the presentation in the current year financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE B—CONCENTRATIONS OF CREDIT RISK

The Foundation maintains cash balances at one financial institution located in Dubuque, Iowa. Accounts at the institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Foundation's uninsured cash balances at June 30, 2020 and 2019 total approximately \$55,000 and \$200,000.

NOTE C—PROMISES TO GIVE

Unconditional promises to give at June 30, 2020 and 2019 are as follows:

	<u>2020</u>	<u>2019</u>
Receivable in less than one year	\$ 61,140	\$ 96,751
Receivable in one to five years	<u>7,000</u>	<u>14,000</u>
Unconditional promises to give	<u>\$ 68,140</u>	<u>\$ 110,751</u>

NOTE D—INVESTMENTS

Investments at June 30, 2020 and 2019 are comprised of the following:

	<u>2020</u>	<u>2019</u>
Money market fund	\$ 22,970	\$ 12,542
U.S. government and agency obligations	1,161,238	1,255,398
Mutual funds	<u>3,152,759</u>	<u>2,947,608</u>
Investments	<u>\$ 4,336,967</u>	<u>\$ 4,215,548</u>

Investments at June 30, 2020 and 2019 include \$3,676,149 and \$3,684,124 of investments held for endowment purposes.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE E—FAIR VALUE MEASUREMENTS

Fair values of assets measured on a recurring basis are as follows:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)
Money market fund	\$ 22,970	\$ 22,970	\$ -
U.S. government and agency obligations	1,161,238	-	1,161,238
Mutual funds	3,152,759	3,152,759	-
June 30, 2020	<u>\$ 4,336,967</u>	<u>\$ 3,175,729</u>	<u>\$ 1,161,238</u>
Money market fund	\$ 12,542	\$ 12,542	\$ -
U.S. government and agency obligations	1,255,398	-	1,255,398
Mutual funds	2,947,608	2,947,608	-
June 30, 2019	<u>\$ 4,215,548</u>	<u>\$ 2,960,150</u>	<u>\$ 1,255,398</u>

The valuation methodologies used for assets measured at fair value are as follows. The money market fund held by the Foundation is invested primarily in U.S. Treasury securities and government agency obligations.

The fund generally values its holdings using the amortized cost valuation method or, in unusual circumstances, market prices. Conventional U.S. Treasury notes and bonds are valued at quote prices from independent, third-party pricing agents. Other U.S. Treasury notes and bonds, such as inflation index bonds, are valued using data aggregated from various independent pricing sources. These independent pricing sources are regularly consulted and some judgment is exercised. U.S. government agency bonds, corporate bonds, and state and municipal bonds are valued at quoted prices from independent, third-party pricing agents, which may rely on significant unobservable inputs. Mutual funds are valued at the quoted net asset value of shares held by the Foundation at year end.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE F—PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>2020</u>	<u>2019</u>
Land	\$ 80,000	\$ 80,000
Construction in progress	803,186	128,009
Buildings and improvements	3,112,466	3,517,442
Equipment	<u>54,046</u>	<u>54,046</u>
Property and equipment	4,049,698	3,779,497
Accumulated depreciation	<u>(870,109)</u>	<u>(766,852)</u>
Property and equipment, net	<u>\$ 3,179,589</u>	<u>\$ 3,012,645</u>

NOTE G—MORTGAGE PAYABLE

The REF has three mortgages payable to a local financial institution in monthly installments of \$9,210, \$2,155, and \$3,279 including interest of 3.85%, 3.85%, and 3.52% through October 25, 2026. The mortgages are secured by the REF's student housing units and assignments of its leases and rents.

The future scheduled maturities of the mortgages are as follows for the years ending June 30:

2021	\$ 91,214
2022	94,730
2023	98,401
2024	1,430,114
2025	19,384
Thereafter	<u>548,855</u>
	<u>\$ 2,282,698</u>

NOTE H—LEASING ARRANGEMENTS

The REF leases housing units to students of the College. Lease terms are typically for one college academic year and may be extended through the summer months if requested by the student and units are available. The REF collects a security deposit from each tenant that may be retained due to damages to the leased premises that exceed ordinary wear and tear, waste and neglect of the premises, and nonpayment of rent and amounts owed for utilities.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE I—NET ASSETS

The Foundation and the REF's boards of directors have chosen to place the following limitations on unrestricted net assets:

	2020	2019
Property and equipment held for leasing (net of accumulated depreciation and related debt)	\$ 898,902	\$ 813,280
Undesignated	308,400	205,391
Net assets without donor restrictions	<u>\$ 1,207,302</u>	<u>\$ 1,018,671</u>

Net assets with donor restrictions are available for the following purposes:

	2020	2019
Professional staff development - perpetual	\$ 56,130	\$ 49,215
Special projects and events - perpetual	112,101	110,803
Scholarships - perpetual	3,244,340	3,209,837
Professional staff development - spendable	5,767	7,125
Special projects and events - spendable	350,374	361,497
Scholarships - spendable	791,525	798,053
Net assets with donor restrictions	<u>\$ 4,560,237</u>	<u>\$ 4,536,530</u>

The Foundation has endowment agreements with various donors. Under certain agreements, the donor contributes to an endowment fund periodically. Once the balance of the individual's endowment fund reaches \$12,500, the donor's contributions become permanently endowed and the Foundation may not expend the corpus of the fund below the specified amount.

NOTE J—ENDOWMENT FUNDS

The Foundation's endowment consists of approximately seventy individual funds established for a variety of purposes. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

The Foundation has interpreted Wisconsin's enacted version of the Uniform Prudent Management of Institutional Funds Act of 2006 (JPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE J—ENDOWMENT FUNDS (continued)

expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by Wisconsin's enacted version of UPMIFA. In accordance with Wisconsin's enacted version of UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

To achieve its objectives, the Foundation has adopted an investment policy that attempts to maximize total return consistent with an acceptable level of risk. Endowment assets are invested in a well-diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution, while growing the fund if possible. The Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). Investment risk is measured in terms of the total endowment fund. Investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk. Asset classes may include common and preferred stocks, closed-end and open-end mutual funds, real estate investment trusts, American Depository Receipts (ADRs) of foreign companies, U.S. Treasury securities and government agency obligations, mortgage-backed securities, and domestic corporate bonds typically of investment grade. All investment assets have sufficient liquidity for reasonable price stability and ease of trading. No individual equity-based investment may exceed 5% of the total fair value of all equity-based investments at the time of purchase or 5% of the total fair value of all investment assets at any given time. With the exception of U.S. Treasury securities and government agency obligations, no fixed income investment of any single issuer may in the aggregate exceed 5% of the total fair value of all investment assets at any given time.

The Foundation has a spending policy of appropriating for distribution annually a minimum of 3.0% of its endowment fund's average fair value on the last day of each of the three calendar years immediately preceding the fiscal year in which the appropriation is to be made. In establishing this policy, the Foundation considered the long-term expected investment return on its endowment. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment fund to grow at a rate consistent with its objectives of maintaining the purchasing power of the endowment assets as well as providing additional real growth through investment return.

Endowment net asset composition by type of fund is as follows:

	<u>2020</u>	<u>2019</u>
Donor-restricted endowment funds:		
Original donor-restricted gift amount	\$ 2,797,366	\$ 2,737,208
Accumulated investment gains	<u>878,783</u>	<u>946,916</u>
Total funds	<u>\$ 3,676,149</u>	<u>\$ 3,684,124</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE J—ENDOWMENT FUNDS (continued)

The composition of and changes in donor-restricted endowment net assets as of and for the years ended June 30, 2020 and 2019 are as follows:

	<u>6/30/2019</u>	<u>6/30/2020</u>
Endowment net assets - beginning	\$ 3,017,756	\$ 3,684,124
Investment return, net	159,080	84,842
Contributions	642,790	60,208
Appropriation of endowment assets for expenditure	<u>(135,502)</u>	<u>(153,025)</u>
Endowment net assets - ending	<u>\$ 3,684,124</u>	<u>\$ 3,676,149</u>

NOTE K—RELATED PARTY TRANSACTIONS

The Foundation and the REF have an agreement with the College for services and facilities. The College employed all of the Foundation and REF's employees. During the years ended June 30, 2020 and 2019, the Foundation recorded donated services of \$277,560 and \$270,664, and the REF recorded donated services of \$49,820 and \$48,183 for the personnel-related costs. The College also provided payroll, human resources, and maintenance services, internet and mailing services, office space, and office equipment without charge. Services received from the College are measured at the College's estimate of the costs it incurred in providing those services. Facilities and office equipment are measured at the fair value rental for similar facilities. During the years ended June 30, 2020 and 2019, the Foundation paid \$234,423 and \$378,645 and the REF paid \$102,938 and \$44,304 for expenses incurred by the College.

The Foundation disburses scholarships, professional development awards, project grants and emergency grants to and on behalf of the College. During the years ended June 30, 2020 and 2019, the Foundation disbursed \$1,171,674 and \$539,797.

NOTE L—LIQUIDITY AND AVAILABILITY

The following table reflects the Foundation's financial assets as of the date of the consolidated statement of financial position of 2020 and 2019, reduced by amounts that are not available to meet general expenditures within one year of the consolidated statement of financial position date because of donor imposed restrictions:

	<u>2020</u>	<u>2019</u>
Financial assets, at year end	\$ 4,883,800	\$ 4,850,139
Less those unavailable for general expenditures within one year due to:		
Restricted by donor with time or purpose restrictions	884,088	852,406
Restricted for endowment purposes	<u>3,676,149</u>	<u>3,684,124</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 323,563</u>	<u>\$ 313,609</u>

As part of the Foundation's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2020 and 2019

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE M—SUBSEQUENT EVENTS

The Foundation and REF's operations may be affected by the recent and ongoing COVID-19 outbreak that was declared a pandemic by the World Health Organization in March 2020. The ultimate disruption and effect on the Foundation and REF is uncertain; however, it may result in a material adverse impact on the Foundation and REF's financial position, activities, and cash flows. Possible effects may include, but are not limited to, disruption to the Foundation and REF's donors and revenues, absenteeism in the Foundation and REF's workforce, unavailability of supplies used in the Foundation and REF's programs, and a decline in value of assets held by the Foundation and REF.

REQUIRED SUPPLEMENTARY INFORMATION

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
WISCONSIN RETIREMENT SYSTEM
LAST 10 FISCAL YEARS*

Plan Fiscal Year Ending	Proportion of the Net Pension (Asset) Liability	Proportionate Share of the Net Pension (Asset) Liability	Covered Payroll	Proportionate Share of the Net Pension (Asset) Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of Total Pension Liability
12/31/2014	0.086672%	\$ (2,128,893)	\$ 12,149,964	-17.52%	102.74%
12/31/2015	0.087056%	1,414,636	12,311,841	11.49%	98.20%
12/31/2016	0.086366%	711,859	12,373,045	5.75%	99.12%
12/31/2017	0.083501%	(2,479,236)	11,758,708	-21.08%	102.93%
12/31/2018	0.080345%	2,858,425	11,883,773	24.05%	96.45%
12/31/2019	0.077373%	(2,494,865)	12,228,545	-20.40%	102.96%

*The amounts presented for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

SCHEDULE OF CONTRIBUTIONS - WISCONSIN RETIREMENT SYSTEM
LAST 10 FISCAL YEARS*

District Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
6/30/2015	\$ 850,618	\$ 850,618	\$ -	\$ 12,010,404	7.08%
6/30/2016	837,279	837,279	-	12,352,788	6.78%
6/30/2017	816,621	816,621	-	11,955,189	6.83%
6/30/2018	792,663	792,663	-	11,915,580	6.65%
6/30/2019	796,212	796,212	-	11,910,676	6.68%
6/30/2020	800,839	800,839	-	12,453,569	6.43%

*The amounts presented for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

See accompanying notes to the required supplementary information.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
 Last 10 Fiscal Years*

	2019	2018	2017
Total OPEB Liability			
Service cost	\$ 4,761	\$ 93,739	\$ 93,739
Interest	157,909	226,102	232,922
Changes of benefit terms	-	(1,262,091)	-
Differences between expected and actual experience	-	(683,532)	-
Changes in assumptions or other input	46,962	(185,079)	-
Benefit payments	(526,073)	(261,530)	(781,544)
Net Change in OPEB Liability	(316,441)	(2,072,391)	(454,883)
Total OPEB liability at beginning	4,471,553	6,543,944	6,998,827
Total OPEB liability at ending	<u>\$ 4,155,112</u>	<u>\$ 4,471,553</u>	<u>\$ 6,543,944</u>
Covered payroll	11,191,670	11,191,670	2,561,028
OPEB liability as a percentage of covered payroll	37.13%	39.95%	255.52%

*This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10 year trend is compiled, governments should present information for those years for which information is available.

See accompanying notes to the required supplementary information.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
 June 30, 2020

NOTE 1—BUDGETS AND BUDGETARY ACCOUNTING

Southwest Tech's reporting structure used in the preparation of the basic financial statements is different than the fund structure used for budgetary accounting. Annual budgets are adopted for all funds in accordance with the requirements of the Wisconsin Technical College System Board. The process includes an administrative compilation and review of campus and departmental requests, public hearings, and approval by the District Board prior to June 30 of each year. Capital outlays for multi-year projects are budgeted annually in the Capital Projects Fund upon planned inception of the project.

Local property taxes are levied on a calendar year basis by various taxing municipalities located in Southwestern Wisconsin. Southwest Tech records as revenue its share of the local tax when levied.

Annual budgets are prepared on a different basis from the basic financial statements by recognizing encumbrances as expenditures and by recognizing revenues related to encumbrances.

The legal level of control for each budget is by function and within each fund. Budget amendments during the year are legally authorized. Budget transfers (between funds and functional areas within funds) and changes in expenditures (appropriations) require approval by the Board and require publishing a Class I public notice in the District's official newspaper within 10 days according to Wisconsin Statutes. The budget was modified during the year and also subsequent to the fiscal year end. These budget modifications reflect (1) actual property tax revenues in excess of estimates; (2) changes in expected state aid payments, both for the current year and prior year adjustments; (3) various other minor adjustments. Expenditures may not exceed appropriations. Unencumbered appropriations lapse at the end of each fiscal year. Management is authorized to transfer appropriations within functions without the approval of the Board.

NOTE 2—FUNDING PROGRESS DATA

The data presented in the Schedule of Funding Progress was taken from the reports issued by the actuary.

The District is required to present information for the pension and other postemployment benefit plans for the three most recent actuarial studies. Duplicate information for intervening years is not repeated.

NOTE 3—WISCONSIN RETIREMENT SYSTEM

Changes of benefit terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions. No significant change in assumptions were noted from the prior year.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
 June 30, 2020

NOTE 4—NET OPEB LIABILITY AND RELATED RATIOS ASSUMPTIONS

Methods and assumptions used to determine OPEB contribution rates are as follows:

Actuarial Valuation Date:	June 30, 2018
Measurement Date:	June 30, 2019
Reporting Date:	June 30, 2020
Actuarial Cost Method:	Entry age normal (level percent of salary)
Medical Care Trend:	7.50% decreasing by 0.50% per year down to 6.50%, then by 0.10% per year down to 5.0%, and level thereafter.
Discount Rate:	3.50% based upon all years of projected payments discounted at a municipal bond rate of 3.50%
Actuarial Assumptions:	Based on an experience study conducted in 2015 using Wisconsin Retirement System (WRS) experience from 2012-14.
Mortality Assumptions:	Wisconsin 2012 Mortality Table adjusted for future mortality improvements using the MP-2015 fully generated improvement scale (multiplied 50%)

OTHER SUPPLEMENTARY INFORMATION

The following supplementary information is provided to document Southwest Tech's compliance with budgetary requirements. This accountability is an essential requirement to maintain the public trust. The method of accounting used for budgetary compliance monitoring is substantially different from the method of preparing the basic financial statements of the Southwest Tech. At the end of this section is a reconciliation between the two methods.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2020 with Comparative Totals for the Year Ended 2019

	2020			Variance with Final Budget	2019 Actual (Budgetary Basis)
	Original Budget	Final Budget	Actual on a Budgetary Basis		
REVENUES					
Local government - tax levy	\$ 5,343,000	\$ 5,343,000	\$ 5,305,000	\$ (38,000)	\$ 5,416,844
Intergovernmental revenue					
State	10,451,100	10,451,100	10,762,965	311,865	10,014,879
Federal	647,200	647,200	799,525	152,325	715,192
Tuition and fees					
Statutory program fees	4,551,400	4,551,400	4,498,373	(53,027)	4,441,995
Materials fees	291,000	291,000	282,343	(8,657)	289,212
Other student fees	567,700	567,700	522,807	(44,893)	575,649
Institutional	1,654,600	1,654,600	1,775,918	121,318	2,145,015
Total revenues	<u>23,506,000</u>	<u>23,506,000</u>	<u>23,946,931</u>	<u>440,931</u>	<u>23,598,786</u>
EXPENDITURES					
Current:					
Instruction	14,907,000	14,907,000	13,974,073	932,927	15,020,315
Instructional resources	173,000	173,000	126,998	46,002	149,622
Student services	1,999,000	1,999,000	2,043,777	(44,777)	2,162,174
General institutional	4,994,000	4,994,000	4,987,213	6,787	4,868,969
Physical plant	2,092,000	2,092,000	1,878,757	213,243	2,023,329
Total expenditures	<u>24,165,000</u>	<u>24,165,000</u>	<u>23,010,818</u>	<u>1,154,182</u>	<u>24,224,409</u>
Excess (deficiency) of revenues over (under) expenditures	(659,000)	(659,000)	936,113	1,595,113	(625,623)
OTHER FINANCING SOURCES (USES)					
Transfers in	310,000	310,000	218,244	(91,756)	172,292
Transfers out	(45,000)	(45,000)	(48,044)	(3,044)	(44,436)
Total other financing sources (uses)	<u>265,000</u>	<u>265,000</u>	<u>170,200</u>	<u>(94,800)</u>	<u>127,856</u>
Net change in fund balance	<u>(394,000)</u>	<u>(394,000)</u>	<u>1,106,313</u>	<u>1,500,313</u>	<u>(497,767)</u>
Fund balance at beginning of year	<u>8,528,904</u>	<u>8,528,904</u>	<u>8,931,137</u>	<u>402,233</u>	<u>9,428,904</u>
Fund balance at end of year	<u>\$ 8,134,904</u>	<u>\$ 8,134,904</u>	<u>\$ 10,037,450</u>	<u>\$ 1,902,546</u>	<u>\$ 8,931,137</u>
FUND BALANCE					
Nonspendable - prepaid expenses			371,991		
Assigned for state aid fluctuations			200,000		
Assigned for post employment benefits			4,882,846		
Unassigned			<u>4,582,613</u>		
Total fund balance			<u>\$ 10,037,450</u>		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SPECIAL REVENUE NON-AIDABLE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2020 with Comparative Totals for the Year Ended 2019

	2020				2019 Actual (Budgetary Basis)
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	
REVENUES					
Intergovernmental revenue					
State	\$ 600,000	\$ 600,000	\$ 520,445	\$ (79,555)	\$ 548,676
Federal	6,910,000	6,910,000	5,287,211	(1,622,789)	5,129,130
Student fees	260,000	260,000	267,324	7,324	263,576
Institutional	250,000	250,000	165,779	(84,221)	189,739
Total revenues	8,020,000	8,020,000	6,240,759	(1,779,241)	6,131,121
EXPENDITURES					
Current:					
Instruction	-	-	-	-	-
Student services	8,075,000	8,075,000	6,267,783	1,807,217	6,117,342
Total expenditures	8,075,000	8,075,000	6,267,783	1,807,217	6,117,342
Excess (deficiency) of revenues over (under) expenditures	(55,000)	(55,000)	(27,024)	27,976	13,779
OTHER FINANCING SOURCES					
Transfers in	45,000	45,000	48,044	3,044	44,436
Net change in fund balance	(10,000)	(10,000)	21,020	31,020	58,215
Fund balance at beginning of year	378,017	378,017	460,232	82,215	402,017
Fund balance at end of year	<u>\$ 368,017</u>	<u>\$ 368,017</u>	<u>\$ 481,252</u>	<u>\$ 113,235</u>	<u>\$ 460,232</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2020 with Comparative Totals for the Year Ended 2019

	2020			Variance with Final Budget	2019 Actual (Budgetary Basis)
	Original Budget	Final Budget	Actual on a Budgetary Basis		
REVENUES					
Institutional	\$ 20,000	\$ 50,000	\$ 31,612	\$ (18,388)	\$ 81,849
EXPENDITURES					
Current:					
Instruction	599,000	885,000	584,841	300,159	728,336
Instructional resources	50,000	75,000	56,429	18,571	29,526
General institutional	2,512,000	1,100,000	418,263	681,737	1,092,640
Physical plant	1,939,000	1,715,000	2,246,556	(531,556)	1,594,635
Total expenditures	<u>5,100,000</u>	<u>3,775,000</u>	<u>3,306,089</u>	<u>468,911</u>	<u>3,445,137</u>
Excess (deficiency) of revenues over (under) expenditures	(5,080,000)	(3,725,000)	(3,274,477)	450,523	(3,363,288)
OTHER FINANCING SOURCES (USES)					
Proceeds from debt	4,000,000	4,000,000	4,000,000	-	4,000,000
Transfers out	(310,000)	(100,000)	(218,244)	(118,244)	(172,292)
Total other financing sources (uses)	<u>3,690,000</u>	<u>3,900,000</u>	<u>3,781,756</u>	<u>(118,244)</u>	<u>3,827,708</u>
Net change in fund balance	(1,390,000)	175,000	507,279	332,279	464,420
Fund balance at beginning of year	<u>1,485,264</u>	<u>1,485,264</u>	<u>1,362,684</u>	<u>(122,580)</u>	<u>898,264</u>
Fund balance at end of year	<u>\$ 95,264</u>	<u>\$ 1,660,264</u>	<u>\$ 1,869,963</u>	<u>\$ 209,699</u>	<u>\$ 1,362,684</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2020 with Comparative Totals for the Year Ended 2019

	2020			Variance with Final Budget	2019 Actual (Budgetary Basis)
	Original Budget	Final Budget	Actual on a Budgetary Basis		
REVENUES					
Local government - tax levy	\$ 5,345,000	\$ 5,345,000	\$ 5,345,000	\$ -	\$ 5,345,000
Intergovernmental revenue					
Federal	-	-	-	-	298,603
State	20,000	20,000	20,283	283	20,530
Institutional	60,000	60,000	42,520	(17,480)	43,804
Total revenues	5,425,000	5,425,000	5,407,803	(17,197)	5,707,937
EXPENDITURES					
Debt service	5,724,600	5,724,600	4,805,713	918,887	13,865,022
Total expenditures	5,724,600	5,724,600	4,805,713	918,887	13,865,022
Excess (deficiency) of revenues over (under) expenditures	(299,600)	(299,600)	602,090	901,690	(8,157,085)
OTHER FINANCING SOURCES (USES)					
Refunding debt issued	-	-	-	-	7,775,000
Premium on issuance of debt	-	-	199,744	199,744	572,411
Transfers out	(299,600)	(299,600)	-	299,600	-
Total other financing sources (uses)	(299,600)	(299,600)	199,744	499,344	8,347,411
Net change in fund balance	(599,200)	(599,200)	801,834	1,401,034	190,326
Fund balance at beginning of year	1,407,409	1,407,409	1,597,735	190,326	1,407,409
Fund balance at end of year	\$ 808,209	\$ 808,209	\$ 2,399,569	\$ 1,591,360	\$ 1,597,735

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PROPRIETARY FUNDS - ENTERPRISE FUNDS
SCHEDULE OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2020 with Comparative Totals for the Year Ended 2019

	2020			Variance with Final Budget	2019 Actual (Budgetary Basis)
	Original Budget	Final Budget	Actual on a Budgetary Basis		
OPERATING REVENUES					
Intergovernmental revenue					
Federal	\$ -	\$ -	\$ 5,009	\$ 5,009	\$ -
Institutional	1,768,000	1,768,000	1,450,747	(317,253)	1,534,927
OPERATING EXPENSES					
Auxiliary services	1,636,000	1,636,000	1,571,105	64,895	1,273,412
Excess (deficiency) of operating revenues over (under) operating expenses	132,000	132,000	(115,349)	(247,349)	261,515
NON-OPERATING EXPENSES					
Transfers out	(400,000)	(400,000)	-	400,000	-
Net change in net position	(268,000)	(268,000)	(115,349)	152,651	261,515
Net Position at beginning of year	3,664,176	3,664,176	3,823,691	159,515	3,562,176
Net Position at end of year	\$ 3,396,176	\$ 3,396,176	\$ 3,708,342	\$ 312,166	\$ 3,823,691

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PROPRIETARY FUNDS - INTERNAL SERVICE FUNDS
SCHEDULE OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2020 with Comparative Totals for the Year Ended 2019

	2020				2019 Actual (Budgetary Basis)
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	
OPERATING REVENUES					
Institutional	\$ 4,427,000	\$ 4,427,000	\$ 3,674,390	\$ (752,610)	\$ 3,833,084
OPERATING EXPENSES					
Auxiliary services	4,427,000	4,427,000	3,443,400	983,600	3,639,408
Excess (deficiency) of revenues over (under) expenditures	-	-	230,990	230,990	193,676
Net change in net position	-	-	230,990	230,990	193,676
Net Position at beginning of year	1,155,711	1,155,711	1,499,387	343,676	1,305,711
Net Position at end of year	\$ 1,155,711	\$ 1,155,711	\$ 1,730,377	\$ 574,666	\$ 1,499,387

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS
TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended June 30, 2020

	Governmental Funds			Proprietary Funds		Total	Reconciling Items	Statement of Revenues, Expenses and Changes in Net Position	
	General	Special Revenue	Capital Projects	Debt Service	Enterprise Funds				Internal Service
REVENUES									
Local government - tax levy	\$ 5,305,000	\$ -	\$ -	\$ 5,345,000	\$ -	\$ -	\$ 10,650,000	\$ -	\$ 10,650,000
Intergovernmental revenue									
State	10,762,965	520,445	-	20,283	-	-	11,303,693	-	11,303,693
Federal	799,525	5,287,211	-	-	5,009	-	6,091,745	(2,312,309)	3,779,436
Tuition and fees									
Statutory program fees	4,498,373	-	-	-	-	-	4,498,373	-	4,498,373
Materials fees	282,343	-	-	-	-	-	282,343	-	282,343
Other student fees	522,807	267,324	-	-	-	-	790,131	-	790,131
Institutional	1,775,918	165,779	31,612	42,520	1,450,747	3,674,390	7,140,966	(3,758,459)	3,382,507
Total revenues	23,946,931	6,240,759	31,612	5,407,803	1,455,756	3,674,390	40,757,251	(6,070,768)	34,686,483
EXPENDITURES									
Current:									
Instruction	13,974,073	-	584,841	-	-	-	14,558,914	1,050,578	15,609,492
Instructional resources	126,998	-	56,429	-	-	-	183,427	(56,429)	126,998
Student services	2,043,777	6,267,783	-	-	-	-	8,311,560	(5,880,342)	2,431,218
General institutional	4,987,213	-	418,263	-	-	-	5,405,476	(418,263)	4,987,213
Physical plant	1,878,757	-	2,246,556	-	-	-	4,125,313	(3,124,635)	1,000,678
Auxiliary services	-	-	-	-	1,571,105	3,443,400	5,014,505	(3,678,766)	1,335,739
Depreciation	-	-	-	-	-	-	-	3,014,303	3,014,303
Student aid	-	-	-	-	-	-	-	3,483,964	3,483,964
Debt service:									
Principal	-	-	-	3,920,000	-	-	3,920,000	(3,920,000)	-
Interest	-	-	-	885,713	-	-	885,713	(133,198)	752,515
Total expenditures	23,010,818	6,267,783	3,306,089	4,805,713	1,571,105	3,443,400	42,404,908	(9,662,788)	32,742,120
Excess (deficiency) of revenues over (under) expenditures	936,113	(27,024)	(3,274,477)	602,090	(115,349)	230,990	(1,647,657)	3,592,020	1,944,363
OTHER FINANCING SOURCES (USES)									
Long-term debt issued	-	-	4,000,000	-	-	-	4,000,000	(4,000,000)	-
Premium on issuance of debt	-	-	-	199,744	-	-	199,744	(199,744)	-
Transfers in	218,244	48,044	-	-	-	-	266,288	(266,288)	-
Transfer out	(48,044)	-	(218,244)	-	-	-	(266,288)	266,288	-
Loss on disposal of capital assets	-	-	-	-	-	-	-	(40,743)	(40,743)
Total other financing sources (uses)	170,200	48,044	3,781,756	199,744	-	-	4,199,744	(4,240,487)	(40,743)
Net change in fund balance/net position	1,106,313	21,020	507,279	801,834	(115,349)	230,990	2,552,087	(648,467)	1,903,620
Fund balance/Net Position at beginning of year	8,931,137	460,232	1,362,684	1,597,735	3,823,691	1,499,387	17,674,866	15,290,216	32,965,082
Fund balance/Net Position at end of year	\$ 10,037,450	\$ 481,252	\$ 1,869,963	\$ 2,399,569	\$ 3,708,342	\$ 1,730,377	\$ 20,226,953	\$ 14,641,749	\$ 34,868,702

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS
 TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
 For the Year Ended June 30, 2020

(a) State grant revenue is presented on the basic financial statement as follows:	
Operating	\$ 2,556,219
Non-operating	<u>8,747,474</u>
	<u>\$ 11,303,693</u>
(b) Institutional revenue is reported on the basic financial statement as follows:	
Non-governmental grants and contracts	\$ 1,712,148
Auxiliary enterprises	1,450,747
Investment income	<u>219,612</u>
	<u>\$ 3,382,507</u>
(c) Reconciliation of budgetary basis fund balance and net position as presented in the basic financial statements:	
Budgetary basis fund balance	\$ 20,226,953
Capital assets capitalized - at cost	86,796,021
Accumulated depreciation on capital assets	(40,415,122)
Net pension asset and deferred items	385,615
General obligation notes payable	(25,115,000)
Unamortized debt premium	(826,683)
Net other postemployment benefits and deferred items - health insurance	(6,309,560)
Accrued interest on notes payable	(34,629)
Encumbrances outstanding at year end	<u>161,107</u>
Net position per basic financial statements	<u>\$ 34,868,702</u>

D. Bid: Chevrolet Malibu Sedans

Bids were sought for three new 2021 Chevrolet Malibu 4-door LS sedans to be used in the Driver's Education program. All in-district Chevrolet dealerships received notice of the bid. The public bid opening was held on December 18, 2020, with two vendors responding to the bid. Caleb White will present a summary of the bids received, which are included below.

Recommendation: Award the new 2021 Chevrolet Malibu 4-door LS Sedans (3) bid in the amount of \$56,700 to Ewald Automotive Group, Oconomowoc, WI.

Bid #2021-03 New 2021 Chevrolet Malibu 4 door LS Sedans (3) December 18, 2020, 2:00 p.m. via Zoom

Invitations to bid on the New 2021 Chevrolet Malibu 4 door LS Sedans (3) for Southwest Tech's Driver's Education Program were sent to all district Chevrolet dealerships.

Public opening of the bids was held on Friday, December 18, 2020, at 2:00 p.m. via Zoom. Two vendors responded to the bid request. The results are as follows:

Vendor	Location	Total Bid	Comments
Ewald Automotive Group	Oconomowoc, WI	\$56,700	12-14 weeks for delivery of vehicles
Runde Chevrolet	Platteville, WI	\$57,681	1-2 months (4-9 weeks) for delivery of vehicles

RECOMMENDATION: Award the New 2021 Chevrolet Malibu 4 door LS Sedans (3) bid in the amount of \$56,700 to Ewald Automotive Group, Oconomowoc, WI.

E. Ad Hoc Board Committee(s)

In December the Board expressed interest in retaining the president and a new four-year contract was signed. The Board committed to establishing a Sub Committee under Board Policy 1.11 to explore retention mechanisms. An initial sub-committee proposal is outlined below.

Recommendation: Approve the formation of an ad hoc sub-committee to explore a long-term retention mechanism for the President.

Proposal:

Ad Hoc Committee: President Long-Term Retention Options

Committee Charge: The small group, not to exceed four members of the Board, will meet with the President to outline several retention mechanisms to keep the President at the college long-term.

Committee Membership: As appointed by the Board Chair during the January 2021 meeting.

Responsibility: The group will recommend options for full Board consideration at the April 2021 meeting in conjunction with the annual review of the President's performance evaluation. Monthly updates will be provided during the interim. After the April meeting, the work of the committee will be concluded, and the ad hoc committee discontinued. The full board is not obligated to approve the recommendations of the ad hoc committee.

Board Monitoring of College Effectiveness

A. Foundation Quarterly Update

Kim Schmelz, Director of External Relations & Alumni Development, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY21 Second Quarter report is available below.



**Southwest Tech Foundation and SWTC Real Estate Foundation (REF)
FY21 Second Quarter Report to District Board
January 28, 2021**

- **FY21 Fundraising Totals 7/1/20-12/31/20**
 - \$795,903.20 total gifts received (*FY21 goal is \$1,000,000*)
 - \$646,843.35 cash received (*FY21 goal is \$800,000*)
 - \$149,059.85 Gift In-Kind total
 - 3,208 total gifts (*FY20 total was 6,427*)
 - 790 total donors (*FY20 total was 1,074*)

- **Gift Highlights – Thank you!**
 - \$150,000 from Patrick Thiele for the James and Grace Thiele Scholarship
 - \$127,780.00 Gift-in-Kind from Sloan Implement for the Agriculture Department
 - \$30,108.75 from Daryl Tresner to establish the Daryl Tresner Endowed Scholarship
 - \$25,000 from Bill Huff for the Bill Huff Scholarship
 - \$10,000 from Brad and Peggy Biddick for the Brad and Peggy Biddick Scholarship
 - \$10,000 from the Gene Haas Foundation for CNC students and the program
 - \$7,500 from 3M for 3M MAP Scholarships
 - \$5,500 from Community First Bank for the Support our Students (S.O.S) Fund
 - \$5,000 from Alliant Energy for the Chargers Cupboard
 - \$5,000 from Jean Rossard for Dairy Goat Herd Management and Student Support Funds

- \$5,000 from Karen Knox for the Charger Annual Fund
 - \$5,000 Gift-in-Kind from Ritchie Implement Inc for the Agriculture Department
 - \$3,000 from Hartung Brothers for the Ag Development Fund
 - \$3,000 from Joan Senn for Phi Theta Kappa Scholarship and the Innovation of the Year Fund
 - \$2,500 from Deb Wehrle for the Greg Wehrle Memorial Scholarship
 - \$2,500 from Sielaff Corporation for the Charger Annual Fund
 - \$2,500 from Patrick Thiele for S.O.S. Fund, Charger Dream and Chargers Cupboard
- **Appeals/Requests as of 12/31/20**
 - Phonathon – \$42,961.71 received at the end of the fall phonathon (FY21 goal is \$65,000).
 - Giving Tuesday - \$4,060 raised for the Charger Dream Fund from 44 donors.
 - IHeartSWTC Employee Giving Campaign
 - 90.31% of all full-time (170) and part-time (7) staff gave a donation; 93% of full-time employees
 - 73% of full-time and part-time employees (143 employees) give with continual payroll deduction – surpassing our goal of 140
 - \$34,20.06 new total of continual payroll gifts (amt given/payroll)
 - 15 employees gave for the first time
 - 12 new endowments created - individual and group
 - 5 new pass-thru scholarships
- **Scholarships**
 - 14 new scholarship funds have been established since July 1, 2020
 - Scholarship application for 2021-22 – open now through March 31, 2021
 - 2020-21 projected scholarship awards = \$378,115.73. That is 592 scholarships with 464 individual students receiving scholarships.
- **FY21 Fundraising Priorities**
 - Funding for Diversity, Equity, and Inclusivity – increase the number/percentage of students/faculty/staff of color
 - Funding for Diversity, Equity, and Inclusivity – increase programming to sustain the conversation, learning moments, and policy development
 - Create more endowed scholarships – offer the same amount of scholarships from endowment funding as is currently being provided by pass-through funds
 - Create a student support endowment – offer the same level of support we are currently providing with annual investments
 - Create operating flexibility in case the financial situation worsens considerably

- **Real Estate Foundation**
 - 112 leases for spring semester 2020-21 as of 1/21. (Compared to 116 in fall semester.)
 - Loan refinancing complete for current loans with Mound City Bank and MidWestOne Bank to extend term; interest rate was lowered for Mound City Bank loan.

- News Releases
 - [Knutson secures career with Pokemon Company International](#)
 - [Thiele Scholarship expands to Wauzeka-Steuben graduates](#)
 - [Supply Chain Management degree points graduate in a new direction](#)
 - [Winters succeeds in Health Information Technology program](#)

B. Board Monitoring Report – Safety & Security

Included below is the Safety & Security Board Monitoring Report. The focus of this report is on strategic initiatives related to physical and cyber safety and security. Dan Imhoff, Director of Facilities, Safety & Security, and Heath Ahnen, Director of Information Technology Services, will present the report.

Board Monitoring Report Safety and Security January 28, 2021

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Southwest Wisconsin Technical College has a proud history of providing a safe learning environment for our students and a safe workplace for our faculty and staff. The safety of our students and employees is important to us. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus. In addition, we comply with constantly emerging and evolving federal and state laws which are increasingly complex. Every member of our campus community plays an integral role in both the safety and security of the campus; therefore, it is important that we provide them with the training and tools they need to help keep Southwest Tech the safe and inviting place it has always been.

Alignment with Strategic Directions

Campus safety and cyber security directly affect all college operations. There are indirect connections to each of our three strategic directions. When our teaching spaces are safe, learning improves. As employees feel safe in their work environment, productivity increases. When people look out for the welfare of each other, our culture is enhanced. Taking steps to ensure people's safety shows that you care about them as human beings. Individuals who feel cared for are more likely to have a positive attitude toward the people they work with and the institution. When they feel safer and more secure, distractions are removed that can undermine their productivity and help them reach their full potential. People are also more likely to attend and collaborate with an institution who has a

reputation for ensuring the safety of all of their stakeholders. All of these factors help us engage students and helps them stay focused on their education and what they need to do to succeed.

Competitive Positioning Statement

Providing a safe environment gives Southwest Tech an advantage in recruiting and retaining both students and employees. In order to maintain our competitive advantage, it is imperative the college continues to train people in how to avoid an emergency or how to respond in a crisis situation. The threats to the college constantly evolve and it is important to make sure our plans and procedures are updated. The quality of our plan depends on continual professional development as well as debriefing our response after trainings or real emergency situations.

RECOGNIZING AND VALUING PEOPLE

Core Emergency Response Team (CERT)

The CERT is a group of appointed Southwest Tech administrators and staff who are responsible for making decisions regarding crisis situations that affect Southwest Tech community members. The CERT meets regularly throughout the year to plan and participate in crisis simulations. Crisis response plans and procedures are regularly updated to reflect the latest industry best practices. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates. The CERT is led by the Director of Facilities, Safety and Security and includes key college personal selected based on their background and known abilities. The tasks performed as a CERT member are in addition to their regular duties at the college. These people are quick to respond when needed and must make difficult decisions usually under intense pressure when the team is together, these decisions are made knowing they will be second guessed or critiqued by outsiders but these people are willing to make and stand behind the choices they make.

The CERT members are: Caleb White, Katie Garrity, Kris Wubben, Karl Sandry, Katie Glass, Heath Ahnen, Brian Kitelinger, Krista Weber, Josh Bedward, Connie Haberkorn, Tom Kretschman, and Dan Imhoff.

Emergency Response Team (ERT)

When the situation at the scene requires additional support or impacts the College's day-to-day operations, the ERT will be called upon by the CERT. The ERT is activated to aid in external coordination and securing additional resources. They are there to provide direction, control, and coordination of college forces to include liaison with any and all outside agencies/entities as appropriate, as well as to provide emergency information and direction to the occupants of the campus during an emergency. The ERT meets regularly throughout the year to plan and participate in crisis simulations. Personnel are selected based on their background and known abilities. The tasks performed as an ERT member are in addition to their regular duties at the college. During the early phases of our COVID response this team puts in long hours formulating plans, securing materials, and setting the tone for the college's response.

ERT members are: Heath Ahnen, Ken Bartz, Josh Bedward, Karen Campbell, Amy Campbell, Holly Clendenen, Derek Dachelet, Dave Friesen, Katie Garrity, Katie Glass, Connie Haberkorn, Dan Imhoff, Denise Janssen, Cynde Larsen, Kim Maier, Jody Millin, Kelly Kelly, Brian Kitelinger, Jake Mootz, Stephanie Brown, Danielle Seippel, Lori Needham, Nicole Nelson, Karl Sandry, Annetta Smith, Ken Straka, Brandon Wallin, Toby Washburn, Krista Weber, Caleb White, Jason Wood, and Kris Wubben.

COVID Response

During these unprecedented times, the college has relied on two emergency response teams to determine the college's best course for action. These teams are the COVID Operations and COVID Policy teams. COVID operations have been tasked with monitoring the COVID environment, creating strategic return plans, focusing on day-to-day activities, making decisions and providing recommendations on large scale topics to the COVID Policy group. The Policy group is focusing on the holistic view of the campus environment and making decisions on broad strategic directions and policies related to the pandemic response. These teams worked together to develop and implement the college's Bounce Back Plan.

COVID Response members are: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Connie Haberkorn, Robin Hamel, Dan Imhoff, Cynde Larsen, Kim Maier, Nicole Nelson, Krista Weber, Caleb White, Jason Wood, and Kris Wubben.

Safety Coordinator

The college recognizes the importance of safety throughout campus and as a way to improve safety has instituted a Safety Coordinator position. This position is filled by Brian Kitelinger. Brian is tasked with making safety an ever-present part of the Southwest Tech culture through the creation, implementation, and training of college safety procedures and policies. He works to enhance college safety programs and make college safety an integral part of Southwest Tech's culture through trainings and safety checks. Some of the issues Brian has worked on this past year include: The "See something, say something" campaign and COVID compliance checks.

Occupational Safety and Health Administration (OSHA) Audits

As a college, we recognize that prevention is the best way to avoid most injuries and medical emergencies. Based on this knowledge, a plan has been implemented for monthly audits of shop and lab spaces. These monthly audits are in addition to the annual audit performed by Districts Mutual Insurance. Josh Bedward and Brian Kitelinger are leading this initiative and have done a great job working with the staff and instructors in not only pointing out the deficiencies but also working on corrective solutions. This is a new initiative and it will be interesting to see how much different DMI's audit looks next year.

Behavioral Intervention Team (BIT)

A behavioral intervention team (BIT) is a multi-disciplinary group whose purpose is meeting regularly to support our students via concerns reports issued by faculty and staff. The team

tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group behavior. The team will help guide the individual or group to the resources they need to prevent the identified issue from worsening. Referral resources may include the College on-campus staff mental health counselor or outside entities who can serve the students’ needs. Each member of the team has received training from The National Behavioral Intervention Team Association, which is the nationally recognized standard in this area. The BIT members are Gina Trollop, Stephanie Brown, Melissa Klinkhammer, Kris Wubben, Robin Hamel and Dan Imhoff.

Student Security

The college has recently started a student security officer program. This program is overseen by Tom Kretschman and is staffed by six current Criminal Justice students. The students are unarmed and patrol campus on a rotating schedule. Officer tasks include building safety inspections, fire safety inspections (extinguishers, emergency lighting, means of egress), medical kit & AED inspections/stocking, emergency pre-incident plans, and providing assistance to stakeholders in emergency situations. The program provides the students with real world experience while providing the college with a consistent security presence.

Campus Security Assessments

Each year, as a final project, the Criminal Justice program students are assigned the project of creating security assessments for a campus building. The students are split into groups and assigned a building for them to review and identify potential security risks. After the assessments are completed, the students present their findings to instructors - Tom Kretschman and Gary Roberts and Director of Facilities - Dan Imhoff. Tom, Gary, Brian Kitelinger, and Dan meet and review both the presentation and the report turned in by the team to determine the validity of the students’ findings and if the college has the means to address them.

Campus Cybersecurity Incident Response Team (CIRT)

The incident response team is a group of IT professionals from Southwest Tech’s Information Technology Services team formed to address cyber security incidents. Their responsibility may include, but is not limited to, analysis, isolation of threats, and communication to stakeholders, business continuity, service restoration and call center support. The CIRT members are Director of Information Technology Services - Heath Ahnen and IT staff - Matthew Baute, Dave Friesen, John Troxel, Jake Wienkes, Jake Mootz, Jamish Patel, Tyler Horton and Bob Thompson.

PRESENTATION OF THE DATA

1. Workers Compensations Statistics

Policy Year	Claims	Total Incurred	Open Claims	Total Reserve
7/1/2017 – 2018	3	\$6,607	0	\$0
7/1/2018 – 2019	3	\$1,024	0	\$0
7/1/2019 - 2020	4	\$2477.76	0	\$0

2.

Safety and Security	Goals	2017-2018	2018-2019	2019-2020	2020-2021
Security Incidents (student or employee)	0	1	0	0	0
Worker Compensation Mod Factor	0.71	1.00	1.01	.97	.68
Number of Class/Type A, B, C student incidents	0	24	13	16	19
Type A: Injuries reported requiring limited or no medical attention	0	22	12	13	16
Type B: Incidents requiring immediate medical attention with little follow-up (stitched, moderate burns)	0	2	1	2	2
Type C: Incidents that require immediate medical attention and prolonged treatment (broken bones, torn ligaments, amputation)	0	0	0	1	1

STRENGTHS

1. The willingness of such a large group of employees to join the various safety and security teams and committees on campus shows the employee commitment that is necessary to create a safe campus.
2. The college's emergency response plan has been reviewed by DMI and is viewed as a strength. DMI also praised the college for having regular meetings and training for both the Core Emergency Response Team (CERT) and the Emergency Response Team (ERT).
3. Internal alignment has been improved with the creation of councils, health indicators, and strategic initiatives.

WEAKNESSES

1. Although the Student Security Officer program adds a level of security to the college, the lack of sworn law enforcement officers is a known weakness to campus.
2. Infant stages of campus-wide Cyber Security Awareness Training and Information Security Policy development.
3. Given the nature of remote work required as part of COVID-19 pandemic, additional risks exist for employee's endpoints and the security posture of those network environments they may be connecting from.

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Installation of a new security camera system to fully integrate all campus cameras to one system and increase coverage.
2. The College has continued an employee safety training program. This program is highlighted by a full day of safety training during the spring in-service. Past training sessions included cyber security, drug identification, situational awareness, and classroom management.
3. Information Technology Services (ITS) developed and implemented Acceptable Use Policy to ensure users are aware of appropriate usage of SWTC resources. ITS continues to put in place measures to protect SWTC data and network resources. ITS is working on additional documentation in the near future that will include risk assessments, intrusion detection and disaster recovery.
4. Information Technology Services (ITS) is working on continuing the rollout of Cybersecurity Awareness training and communication to campus. This offering includes access for faculty, staff and students. These online training modules will assist in educating the SWTC community members and is a critical component for security of the SWTC infrastructure. The training will include routine and ongoing training for the Southwest Tech community members in how to detect and what measures can be taken to protect the organization. This program's inception was October 2017 as part of Cybersecurity Awareness Month. ITS continues to expand training by offering departmental and work unit training sessions in 2021 scheduled onsite, if possible.
5. Information Technology Services (ITS) implemented a high-availability virtual private network (VPN) to allow secure remote access to SWTC resources and Internet URL security scanning for SWTC remote users.
6. Information Technology Services (ITS) will complete the implementation of Next Generation Endpoint Security. The implementation of the solution integrates with existing SWTC hardware and systematically reduce vulnerabilities all while minimizing impact on SWTC end users. By implementing, SWTC will minimize threats and continue to uphold industry standards in threat detection and prevention.

Appendices

1. [Appendix A – Campus Safety Report / Clery Report 2020](#)
2. [Appendix B - Infectious Disease Response Plan](#)

Appendix A – Campus Safety Report/Clery Report 2020

The [Campus Safety Report/Clery Report](#) is completed by Dan Imhoff, Director of Facilities, Safety & Security.

Appendix B – Infectious Disease Response Plan



Infectious Disease Response Plan

March 11, 2020

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Key Definitions:

Epidemic

An epidemic is the occurrence of more cases of disease than expected in a given area or among a specific group of people over a particular period of time. Epidemics are more geographically isolated than a pandemic.

Pandemic

A pandemic is a global outbreak of a new virus that is very different from current and recently circulating human viruses. Pandemics happen when new viruses emerge which are able to infect people easily **and** spread from person to person in an efficient and sustained way. Because the virus is new to humans, very few people will have immunity against the pandemic virus, and a vaccine might not be widely available. The new virus will have the potential to make many people ill through infection. Pandemics are most commonly associated with variants of the influenza virus.

Activation Language

When considering the activation of any response measures associated with Tier 3-Tier 5 of the Infectious Disease Response Plan, Southwest Tech will adhere to any orders by State and Federal Public Health officials. The primary focus of the response measures in this plan are to ensure the safety and well-being of all students, visitors and staff, while balancing the need to maintain operational continuity of the College.

Overview

This plan has been prepared to provide guidelines and appropriate actions to be taken in preparation for and response to infectious diseases that could lead to a pandemic. Preparedness will help Southwest Wisconsin Technical College (SWTC) lessen the effects of infectious diseases that could lead to a pandemic our own business and that of our customers.

In order for us to prepare and respond, we must have an understanding of what it represents. A pandemic has the following characteristics:

- It is a global disease outbreak
- Occurs when a new (flu) virus emerges
- People have little or no immunity
- There is no vaccine
- It spreads easily from person to person
- It causes serious illness
- It can spread across the country and around the world quickly
- No matter where it starts everyone around the world is at threat

The purpose of this plan is to address the following issues related to pandemics impacting the Southwest Wisconsin Technical College District:

- Creating a culture of infection control in the workplace that is reinforced, to include, if possible, options for working offsite while ill, alternative instructional delivery, operational continuity strategies, systems to reduce infection transmission, and student and staff education.
- Establishing contingency plans to maintain delivery of services and facility operations during times of significant and sustained student and staff absenteeism, and/or during times when it is deemed necessary to limit the spread of infection during a pandemic crisis. Please consult the Business Continuity Plan on the hub for further information.
- Where possible, follow the Business Continuity Plan to establish mechanisms to allow staff to provide services and instruction from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with other institutions and community resources to provide mutual support and maintenance of essential services during a pandemic.

Common Pandemic Assumptions:

- National Assumptions for Predicted spread and severity (FEMA):
 - Susceptibility to the pandemic influenza virus will be universal.
 - Efficient and sustained person-to-person transmission signals an imminent pandemic.
 - The clinical disease attack rate will likely be 30 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
 - Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.

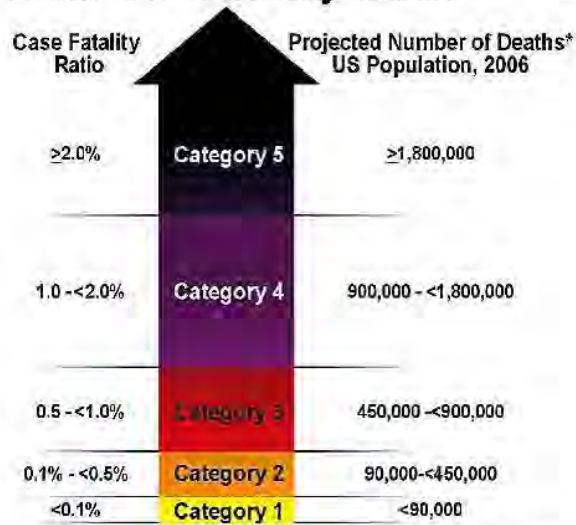
- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals) are likely to increase rates of absenteeism.
- The typical incubation period (interval between infection and onset of symptoms) for Influenza is approximately two days.
- Persons who become ill may shed virus and can transmit infection for up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
- On average, infected persons will transmit infection to approximately two other people.
- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.
- Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two to three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty
- Global spread in most pandemics is approximately (3) months from the initial outbreak
- Vaccine availability is approximately (6) months after initial outbreak
- Anti-viral treatments are likely to be in short supply and may not be effective against the pandemic strain
- Potential External Effects Impacting Operations:
 - Large percentages of the population may be unable to work for days to weeks during the pandemic. Diminished numbers of people and expertise will be available to support College functions.
 - Diminished response and support from public safety and community-based emergency and essential services – fire, police, and medical.
 - Potential for other school & college closings as they deal with pandemic.
 - Delays in supplies shipments and mail delivery as businesses close and supplies are depleted.
 - Delays in outside service work.
 - Disruption of utilities repairs and limited potential service losses.

- Potential Internal Effects Impacting College Operations:
 - Large numbers of staff absent, difficult to maintain college operations.
 - Loss of services from suppliers (e.g. food service, other essential products).
 - Large numbers of student absenteeism.
 - Operational breakdowns of facility and services.

Monitoring Stages

College staff will use publicly available resources to assist in the sharing of information and for assistance in decision-making. The College will follow guidance from Federal, State and local public health officials when making decisions regarding campus response measures. The College will make specific use of the United States Center for Disease Control (CDC) Pandemic Severity Index as a guide for making informed decisions.

Pandemic Severity Index



Characteristics	Pandemic Severity Index				
	Category 1	Category 2	Category 3	Category 4	Category 5
Case Fatality Ratio (percentage)	<0.1	0.1 - <0.5	0.5 - <1.0	1.0 - <2.0	≥ 2.0
Excess Death Rate (per 100,000)	<30	30 - <150	150 - <300	300 - <600	≥600
Illness Rate (percentage of the population)	20 - 40	20 - 40	20 - 40	20 - 40	20 - 40
Potential Number of Deaths (based on 2006 U.S. population)	<90,000	90,000 - <450,000	450,000 - <900,000	900,000 - <1.8 million	≥1.8 million
20 th Century U.S. Experience	Seasonal Influenza (Illness rate 5-20%)	1957, 1968 Pandemic	None	None	1918 Pandemic

It is essential, understanding the complexity and rapidly evolving nature of a pandemic, to prepare response measures and actions in advance of an event. All decisions will be based upon the best available information and guidance from public health and safety resources. The overall goals of the response will be balancing safety and welfare of students, staff and visitors with the operational effectiveness and continuity of the college. The following are response suggestions from the CDC in regards to isolation and social distancing measures, based upon the severity of a pandemic event. Southwest Tech will utilize a tiered response to initiate appropriate response protocols

Pandemic Severity Index			
Interventions* by Setting	1	2 and 3	4 and 5
Home Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend†§	Recommend†§	Recommend†§
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider**	Recommend**
School Child social distancing -dismissal of students from schools and school based activities, and closure of child care programs -reduce out-of-school social contacts and community mixing	Generally not recommended Generally not recommended	Consider: ≤4 weeks†† Consider: ≤4 weeks††	Recommend: ≤12 weeks§§ Recommend: ≤12 weeks§§
Workplace / Community Adult social distancing -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings) -increase distance between persons (e.g., reduce density in public transit, workplace) -modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances) -modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended Generally not recommended Generally not recommended Generally not recommended	Consider Consider Consider Consider	Recommend Recommend Recommend Recommend

Campus Pandemic Response Tiers

Tier 1: **Monitoring**

- **Situational Overview:**
 - This is the College's normal operational level regarding pandemic response. In this situation, there is no known pandemic threat. The College is preparing for the annual contagious disease season (November-April) and is monitoring the annual influenza forecast
- **Threat Level:**
 - **LOW**
- **Duration**
 - Continuous until elevated to a higher response tier
- **Activation Criteria**
 - Tier 1 measures are suggested annually, prior to the annual influenza season
- **Response Measures**
 - **Planning**
 - Meet to review response protocols and discuss projections of upcoming contagious disease season.
 - **Communication**
 - Public Messaging
 - Share e-mail with staff and students reminding them of infection control measures and value of getting an annual influenza vaccination
 - **Preparation:**
 - Arranging for the opportunity for staff and family influenza vaccinations
 - Post precautionary signage as necessary (i.e., cough etiquette, handwashing, stay home if iletc.)
 - Inventory and Stock response supplies and equipment as needed (At least two-month supply is suggested.)
 - Office cleaning supplies, alcohol, alcohol wipes, disposable gloves and protective masks, tissues, paper towels and trash bags.
 - Soap, alcohol-based hand wash or wipes.
 - Special trash receptacles with hands-free lids.
 - Hands-Free alcohol-based hand wash stations
 - Surgical-type facemasks: a supply of high-quality HEPA or high efficiency particulate air filter masks. The CDC has recommended that the minimum requirement is a disposable particulate respirator US NIOSH Certified N95, N99 or N100. (Used for essential staff required to provide service during campus closure)

Tier 2: Infection Control Measures

- **Situational Overview:**
 - Tier 2 conditions are generally present in each annual influenza in the United States. During the annual influenza season, the College will implement additional infection control measures to manage and/or prevent the spread of a communicable disease.
- **Threat Level:**
 - **ELEVATED**
- **Duration**
 - Continuous through projected exposure season (Likely November 1-April 1)
- **Activation Criteria**
 - Response measures will be activated when the College becomes aware of the following:
 - Elevated circumstances of Human-to-Human infectious disease transmission inside the United States
 - Any event reaching Category 1 on the CDC Pandemic Severity Chart
 - NOTE: The above criteria are commonly present with nearly every annual influenza season
- **Response Measures**
 - **Planning**
 - Plan for increased absenteeism of students and staff
 - Cross-Train Staff as necessary
 - Review telecommuting contingencies
 - **Communication**
 - Staff Education
 - Prepare message for staff reminding them of prevention and control measures (Review at January In-Service)
 - Prepare for increased absenteeism and make contingency plans for delivery of instruction (alternative assignments/make-up)
 - Messaging
 - Prepare message for students concerning prevention and control measures
 - Post on Facebook
 - Student Portal
 - Campus Monitors
 - Signage
 - Increase awareness signage around campus (restrooms, cafeteria, entrances, water fountains)
 - Cough Etiquette
 - Hand Washing Tips
 - Stay Home if your Sick
 - **Operational Measures**
 - Place additional hand sanitizer dispensers throughout campus
 - Implement Maintenance and Cleaning procedures in Prevention and Control Measures (APPENDIX 1)

Tier 3: Social Distancing Protocols

- **Situational Overview**
 - Tier 3 conditions present a moderate level of risk to campus safety and operations. These conditions are often present in CDC Level 2-3 Pandemics. Significant transmission of infection may be present throughout the campus and community, causing significantly increased levels of absenteeism of both staff and students. Support from public safety and community resources may become significantly limited. The goal is to limit the direct interaction
- **Threat Level: MODERATE**
- **Duration:**
 - (1) day– (12) Weeks (as necessary)
- **Activation Criteria**
 - Response measures will be activated when the College becomes aware of the following:
 - Mandated for all CDC Level 2 Pandemics
 - Geographic Proximity
 - Widespread Human-to-Human transmission within 100 Miles of Campus causing significant student/staff absenteeism and closures at educational institutions
- **Planning**
 - The Incident Command System should be implemented, and plans should be put in place to account for lengthy duration of the operational period
 - Daily meetings and briefings of the Core Emergency Response Team will take place
 - Incident Commander will write a daily briefing paper and brief the Executive Team
- **Communications**
 - Daily updates will be posted on Schoology and the Southwest Tech Website
 - Press Releases will be offered as necessary
- **Operational Response Measures**
 - **(NOTE: the below measures will be evaluated and implemented based upon the assessment of the specific situational factors. The goal is to provide the continuity of business and instruction while limiting and controlling the spread of infection)**
 -
 - Implement Social Distancing Protocols
 - Refer to APPENDIX 2
 - As necessary, Implement Exclusion, Isolation and Quarantine Protocols as necessary
 - Refer to APPENDIX 3
 - Cancel all large gatherings on campus
 - Recruiting Events, high school visits, etc.
 - Graduation, Awards Ceremonies, etc.
 - Faculty may be required to cancel/reschedule classes on case-by-case basis.
 - Closures (As necessary to limit spread of infection):
 - Creative Elements Salon
 - Close Daycare Center
 - Close Cafeteria

- Knox Learning Center
- Outreach Sites
- Suspend non-essential visits to campus
 - When possible, arrange to reschedule public visits to campus
- Implement Employee Travel Restrictions
 - Eliminate all unnecessary work-related travel outside of district
 - Limit in-district travel, unless vital for operations of the college
 - Suspend student field trips
 - Consider suspending off-campus trainings (internships, nursing clinical visits)
This would be vetted per each executive dean making that decision.
- Executive Team makes the decision on where possible and practical, to limit amount of staff and students on campus:
 - Encourage Alternative Delivery of Instruction
 - Online, Zoom, Podcasting
 - Telecommute for administration and support staff.

Tier 4: Campus Closure

- **Situational Overview:**
 - Tier 4 conditions are generally present when the following conditions are present:
 - Infection rates approach 20-40% of the population in the community, impacting absenteeism
 - The strain of infection has a higher than usual lethality rate
 - Public Safety and Healthcare systems are overwhelmed
 - Short-Term Closure can assist in reducing transmission of infection.
- **Duration:**
 - **(1) Day-(1) Week**
- **Threat Level:**
 - **HIGH**
- **Activation Criteria**
 - Response measures will be activated when the College becomes aware of the following:
 - Executive Order from Governor or President calling for campus closure
 - Mandated for all CDC Level 3 Pandemics
 - Geographic Proximity
 - Widespread Human-to-Human transmission within 100 Miles of Campus causing significant student/staff absenteeism and closures at educational institutions
 - NOTE: This option may be considered and implemented for Level 2 Pandemics, if short-term campus closure can assist in limiting the spread of infection
- **Response Measures**
 - **Planning**
 - The Incident Command System should be implemented, and plans should be put in place to account for lengthy duration of the operational period
 - Daily meetings and briefings of the Core Emergency Response Team will take place

- Incident Commander will write a daily briefing paper and brief the Executive Team
- Evaluation of the situation will be continuous and the situation may require moving to Tier 5 protocols
- **Communication**
 - Daily updates will be posted on Schoology and the Southwest Tech Website
 - Daily E-mail Updates will be sent to all faculty and staff
 - Press Releases will be offered as necessary
 - Any required staff meetings will be conducted remotely and via online options
- **Operational Response Measures**
 - Implement Student Housing Isolation Protocols
 - If possible, residents should return home until campus closure ends
 - ONLY CRITICAL MAINTENANCE STAFF WILL BE ALLOWED ON CAMPUS
 - Staff must follow Social Distancing Protocols if required to come to campus
 - Building security measures will be implemented to ensure critical areas (server room, armory, etc.)
 - Prior to reopening campus, maintenance will be required to complete a thorough cleaning of campus
 - Tier 3 Protocols may go back in to place following closure, for the duration of the pandemic.

Tier 5: Prolonged Campus Closure

- **Situational Overview:**
 - Tier 5 conditions are generally present when the following conditions are present:
 - Infection rates approach 20-40% of the population in the community, impacting absenteeism
 - The strain of infection has severe lethality rate, similar to the 1918 "Spanish Flu" Pandemic which killed between 50-100 Million people globally.
 - Public Safety and Healthcare systems are overwhelmed causing widespread social and economic disorder with the high potential for civil unrest
- **Duration:**
 - **(1) Week –(3) Months**
- **Threat Level:**
 - **SEVERE**
- **Activation Criteria**
 - Response measures will be activated when the College becomes aware of the following:
 - Executive Order from Governor or President calling for campus closure
 - Mandated for all CDC Level 4-5 Pandemics
 - As a short-term expansion of Tier 4 protocols

- **Response Measures**

- **Planning**

- The Incident Command System should be implemented, and plans should be put in place to account for lengthy duration of the operational period
 - Meetings and briefings of the Core Emergency Response Team will take place as necessary, based upon situational circumstances. A minimum is two meetings per week.
 - Incident Commander will write a daily papers and brief the Executive Team place as necessary, based upon situational circumstances. A minimum is two meetings per week.
 - Business Continuity and Recovery Plans will be fully implemented

- **Communication**

- Updates will be posted on Schoology and the Southwest Tech Website, with a minimum of two per week.
 - Daily E-mail Updates will be sent to all faculty and staff with a minimum of two per week.
 - Press Releases will be offered as necessary
 - Any required staff meetings will be conducted remotely and via online options

- **Operational Response Measures**

- Implement Student Housing Closure Protocols
 - If possible, residents should return home until campus closure ends
 - In the event that students cannot return home due to extreme travel restrictions, the campus will provide monitoring and support (food, transportation) as necessary
 - ONLY CRITICAL MAINTENANCE STAFF WILL BE ALLOWED ON CAMPUS
 - Staff must follow Social Distancing Protocols if required to come to campus
 - Building security measures will be implemented to ensure critical areas (server room, armory, etc.)
 - Prior to reopening campus, the recovery timeline will be implemented
 - Tier 3 Protocols may go back in to place following closure, for the duration of the pandemic.

Tier 1-2 Strategic and Operational Response Considerations

1. **Critical Staffing (Roles & Responsibilities):** These individuals and groups of employees have been identified as critical to the maintenance, security and operations of the College during a full-campus and shutdown due to a pandemic event.
 - a. **SWTC District Board**
 - i. Provide oversight and guidance of College's strategic response to pandemic
 - b. **Executive Team**
 - i. Make strategic decisions concerning campus closure, recovery and operations based upon input from the Incident Commander and Core Emergency Response Team
 - c. **Core Emergency Response Team**
 - i. Establish and operate the incident command structure
 - ii. Guide the implementation of the Pandemic Response Plan through initiation of the event to recovery
 - d. **Emergency Response Team**
 - i. Support the Core Emergency Response Team in the following areas
 1. Operations
 2. Logistics
 3. Finance
 4. Planning
 5. Incident Safety
 6. Public Safety and Public Health Liaison duties
 7. Public Information
 - e. **Student Services/Financial Services**
 - i. Managing contracts
 - ii. Refunding tuition for cancelled classes
 - iii. Return of students during recovery phase
 - iv. Counseling of students during recovery phase
 - f. **Maintenance/Facilities**
 - i. Responsible for maintenance of critical building services
 1. HVAC
 2. Water
 3. Sewer
 4. Electricity
 - ii. Responsible for cleaning and decontamination of campus
 - iii. Responsible for Facility/Building Lockdown protocols:
 1. Physically securing buildings to prevent damage, theft and looting through locking and surveillance
 2. Preventing loss of perishable food items
 3. Security of our armory,
 - Plan for off-site transfer of weapons and ammunition to secure location

g. Information Technology

Responsible for ensuring the maintenance and operation of the following:

1. Network
2. Website
3. Schoology
4. Phone Systems
5. E-mail
6. Other technology systems as required

h. Alternative Delivery

- i. Responsible for ensuring maintenance and operation of services to provide alternative delivery to students (Primarily Tier 3 Events)

i. Marketing and Public Relations

- i. Responsible for all media contacts and press releases
- ii. Responsible for establishing communication protocols (i.e., call center) to answer calls and inquiries from the public
 1. Coordinate with Empatia to provide these services
- iii. Responsible for disseminating information to students, staff, and public using the following systems:
 1. Southwest Tech website
 2. Text
 3. Email
 4. Rave
 5. Mitel Mass Notification System (MMN)
 6. Facebook
 7. Twitter

j. Housing Director

- i. Responsible for safety, security and care of all who remain in student housing
 1. Monitoring students in isolation
 2. Assisting in travel arrangements to return to student's primary residence
 3. Providing arrangements for food and medical care in the event student cannot return home
- ii. Responsible for facilitating closure of student housing for duration of a Tier 5 event.

k. Human Resources

- i. Responsible for ensuring continuation of pay and benefits of staff during campus closure

l. Academic Services (Chief Academic Officer)

- i. Responsible for planning and implementing revised academic calendar

2. **External Partners:** Southwest Tech hosts several outside agencies and organizations on its campus. In the event of a Tier 4 or Tier 5 Event, these organizations will not have access to the campus. These organizations include the following:

- a. Crossing Rivers Clinic
- b. Grant Cty. Economic Development

- c. Job Center
- d. New Beginnings (Building 200 Tunnel)
- e. Any agencies that held events on campus (Lenz Conference Center, Public Safety, etc.)
- f.

3. Post-Campus Closure Recovery and Response

▪ (Following a Tier 1 or Tier 2 Response)

• Return to Normal Operations

- Establish a timeline and prioritization sequence in which essential services and key activities will be restored:
 - Week 1 Priorities:
 - ONLY CRITICAL STAFF IS ALLOWED TO RETURN TO CAMPUS
 - Full Cleaning and Disinfection of all Campus Facilities
 - Return Facilities to operational level necessary to host employees
 - Establish an updated Academic Calendar
 - Create a financial impact plan covering the loss the college experienced and financial contingency plans to cover the loss
 - Notification to Public, Staff and Students as to campus re-opening plan
 - Non-Critical Staff resume telecommuting work assignments as necessary and practical
 - Review of Employee Compensation and Staff Benefits
 - In the event of deaths
 - Make preparations to support faculty
 - Prepare staffing continuity plans to reassign work duties
 - Week 2 Priorities
 - Campus-Wide Debrief of Event
 - All Staff Return to campus to prepare for re-opening
 - Implementation of counseling services
 - Students return to student housing
 - Review
 - Week 3 Priorities
 - Resume Classes and Plan for Return of Students
 - Re-opening of:
 - Daycare Facility
 - Bookstore
 - Cafeteria

Sources

- Federal Emergency Management Agency (FEMA)
- World Health Organization (WHO)
- Centers for Disease Control and Prevention (CDC)
- Gallagher Higher Education Practice Group: Blueprint for Pandemic Flu Preparedness Planning for Colleges and Universities
- Owen Community College (OCC) Pandemic Response Plan

Appendix

4. Prevention and Control Measures
5. Social Distancing Protocol
6. Exclusion, Isolation and Quarantine Protocols

APPENDIX 1

Prevention and Control Measures

How to Control the Spread of a Pandemic Illness

- Maintain good ventilation in the workplace. If possible, open windows, doors and run the air conditioning. Try to thoroughly ventilate the area during non-business hours.
- Remove shared writing instruments, magazines and newspapers from common areas such as reception areas, waiting areas, kitchens, break rooms, etc. (Viruses can live for hours on inanimate objects.)
- Three specific strategies that must be used to try to prevent infection and limit its spread (These must be practiced both while at the workplace and away from the workplace):
 - Practice social distancing and minimize contact with other people.
 - Practice good hygiene.
 - Continuously ventilate and clean the indoor air.
- The act of social distancing refers to minimizing contact with others so as to reduce your chances of getting sick (Refer to Social Distancing Protocols)

Workplace Staffing Considerations

- Supervisors are to assist with medical emergencies, including coordinating with Human Resources and finding a replacement for the absent worker, or the reassigning of duties.
- Advise employees that feel sick to contact their immediate supervisor by phone. Telecommuting should be allowed when possible and feasible in these circumstances
- If an employee has been in contact with an infected person, been to an infected area within the projected infectious incubation period, or has any symptoms of the current threat provide them with, or advise them to obtain to the proper personal protective equipment.
- Advise the employee to leave work and remain at home until advised otherwise by a medical practitioner. Advise them to be careful not to infect people they live with.
- Have their work area, desk and/or office and other places they have been thoroughly cleaned and disinfected before it is used.
- Advise the close work contacts of a sick employee that they have been in contact with a person suspected of having influenza. These are people who have shared a confined workspace (small room or office) or been in close contact (3 feet or less). You may want to send them home until further notice if it seems there is a chance they may have been infected.
- In situations where an employee has recovered from a confirmed infection, encourage ill employees to return to work once they are well.

Personal Prevention Control Measures

Here are some social distancing tips that should be practiced during a pandemic:

- Avoid crowds and large gatherings of people, both at home and away from work.
- Avoid poorly ventilated places and contact with other people in public places.
- Avoid social and recreational activities such as exercise or other classes.
- Do not come to work if sick.
- Stay away from others as much as possible if they are sick.
- Avoid public transportation (buses, subways, air travel, etc.). Find alternate ways to get to work (drive, bicycle or walk).
- If you must take public transportation to work, go early or late to avoid crowds.
- Avoid cafeterias and restaurants. Bring your lunch and eat at your desk.

- Eliminate face-to-face meetings, gatherings, trainings, etc. Instead use e-mail, teleconferencing, videoconferencing and web conferencing. Do this even if you all are in the same building.
- If you must have meetings, keep the time short. Use a large room and keep as much distance as possible between each other (at least one meter). Consider having meetings outdoors if the circumstances and weather permit.
- Do not have visitors come to your workplace.
- Avoid hand shaking, hugging or other contact.
- Do not share cups, dishes or cutlery.
- Avoid sharing of printed documents. The virus can live for several hours on an inanimate surface.

Hygiene Considerations

- Here are some personal hygiene tips to help you avoid getting sick during a pandemic.
 - Wash your hands frequently and thoroughly.
 - Avoid touching your eyes, nose or mouth whenever possible.
 - Avoid touching inanimate objects as much as possible. Germs can linger for several hours on objects such as computer mice, copy machines, doorknobs, elevator buttons, faucet handles, fax machines, keyboards, railings, tabletops, telephones and vending machines.
 - Use alcohol wipes to clean to clean inanimate objects before touching them.
 - Carry an alcohol-based antibacterial hand sanitizer to clean your hands immediately after touching things, and especially before touching your face.
 - Be careful handling money, as it can be a way of transmitting germs.
 - If you go out, carry an alcohol-based antibacterial hand sanitizer to clean your hands immediately after touching things. While wearing gloves may keep the hands clean, they can spread germs just as easily as bare hands.
 - When in a public or work bathroom, use a paper towel to turn off the water and open the door.
 - Cover coughs and sneezes with tissues. Cough or sneeze into your upper sleeve if you don't have a tissue.
 - Put used tissues in a wastebasket immediately.
- **Cough Etiquette**
 - To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection, regardless of presumed cause, should:
 - Cover the nose/mouth when coughing or sneezing.
 - Use tissues to contain respiratory secretions.
 - Dispose of tissues in the nearest waste receptacle after use.
 - Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.
- **Hand Washing Considerations**
 - Wet your hands with clean running water and apply soap. Use warm water if it is available.
 - Rub hands together to make a lather and scrub all surfaces.
 - Continue rubbing hands for 20 seconds.
 - As a time reference, imagine singing "Happy Birthday" twice
 - Rinse hands well under running water.

- Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet.
- Remember; If soap and water are not available, use alcohol-based gel to clean hands.
- When using an alcohol-based hand sanitizer:
 - Apply product to the palm of one hand
 - Rub hands together
 - Rub the product over all surfaces of hands and fingers until hands are dry
- Times Hands should be washed:
 - Before preparing or eating food
 - After going to the restroom
 - After changing diapers or cleaning up a child who has gone to the restroom
 - Before and after tending to someone who is sick
 - After blowing your nose, coughing or sneezing
 - After handling an animal or animal waste
 - After handling garbage
 - Before and after treating a cut or wound

Maintenance and Cleaning Considerations

- Frequent Disinfection and Cleaning should occur in the following areas and items:
 - Cabinet handles and knobs
 - Cash registers
 - Copy machines
 - Doorknobs or handles
 - Elevator buttons
 - Faucet handles
 - Fax machines
 - Miscellaneous office equipment (i.e. calculators, printers, shredders, fax, binding and postage machines)
 - Shared keyboards and telephones
 - Railings
 - Tabletops and countertops
 - Toilet handles
 - Vending machines, refrigerators, water dispensers or fountains and coffee pots
- Filters of the HVAC systems should be cleaned and changed more frequently.
- Telephones should not be shared whenever possible. Shared phones should be cleaned frequently by the users.
- Computer keyboards and mice should not be shared whenever possible. Shared computer keyboards and mouse should be cleaned / disinfected between each user using recommended treated wipes. (NOTE: Free liquids should not be used on electrical equipment. Use cleaning materials recommended by the equipment manufacturers.)
- Where operationally possible, during the day increase ventilation to the facilities to decrease spread of disease. It is recommended that during the night hours when the buildings are secured rooms should be thoroughly ventilated by opening interior doors and turning up air conditioning/heating system air exchange units.

APPENDIX 2

Social Distancing Protocol

Social distancing refers to various community, workplace and classroom non-pharmaceutical interventions intended to limit the spread of an infectious disease by reducing opportunities for close contact between individuals and groups. The Centers for Disease Control recommends timely implementation of social distancing options as the primary means for controlling the spread of pandemic illness prior to development and distribution of a vaccine.

Social Distancing Options:

- Voluntary self-isolation of ill individuals at home.
- Modifying workplace schedules and practices through actions such as telecommuting, staggered shifts, teleconferences and other alternatives to close or face-to-face interactions.
- Postponing or cancelling public, group and sporting events and gatherings.
- Temporary suspension of classroom instruction.
- Temporary suspension of academic, research, and business activities other than those functions deemed essential.
- Limiting on-campus staff to those needed to perform essential functions.
-

Implementation of Social Distancing Actions

In most cases social distancing actions will be recommended by the governmental health officials; however the actions of local health care officials and/or special circumstances may affect the decision to implement such actions prior to instructions from public health. Upon receiving recommendations/direction from State or local public health officials, the Incident Commander will review options and develop policy recommendations for the President, his or her designated authority, and the Executive Team.

Actions may include some or all social distancing options. Once authorization is provided for implementation, social distancing decisions will be communicated for operational implementation. The decisions will also be communicated to all students, parents, faculty, staff, and the general public.

If the decision is made to suspend classes, send students home, and limit staffing to essential personnel, most campus academic, administrative, and support operations will be closed. Minimal utilities will be supplied to buildings. All routine, normal daily housekeeping and maintenance activities will cease until the reopening of campus buildings has been announced. Buildings will be secured to prevent entry by all but approved essential employees. Facilities staff, and a small number of other essential personnel will be available to monitor/maintain safe and secured buildings. In all cases, essential employees must strive to maintain social distance and minimize exposure to others to the fullest degree possible.

APPENDIX 3

Exclusion, Quarantine, & Isolation Protocols

Individuals who have either been exposed to an illness or who are ill should be advised to remain at home in order to prevent the spread of infectious illness. Should these measures prove insufficient in limiting the spread of illness, additional public health strategies, such as exclusion, quarantine or isolation, may be implemented.

Exclusion is a public health strategy aimed at reducing the risk of exposure of susceptible persons to a specified communicable infectious illness through contact with others who may be infected. Exclusion is used to reduce the risk of illness in susceptible persons to specified infectious illnesses and to limit the spread of the illness within the community.

Quarantine and isolation are public health strategies to limit the spread of a specified contagious illness among individuals and within a community or population. Both are intended to decrease the likelihood that healthy persons will become ill through exposure to those who are either already ill or at increased risk of becoming ill. While quarantine and isolation may be voluntary for some communicable illnesses, either one or both may be required for more severe or serious infectious illnesses.

The decision to implement mandatory quarantine and/or isolation protocols may be made by the lawful order of State Public Health, Homeland Security & Emergency Management and/or other legally authorized entities, or by court order.

Definitions:

- **Exclusion:** The process by which a healthy person who is not immune to a specified communicable infectious illness circulating in the community is either restricted or requested to remain from attending classes and/or work to reduce the susceptible person's risk of exposure to the infectious illness in the workplace or classroom.
- **Quarantine:** Is the separation of healthy persons who have been exposed to a specific communicable infectious agent and are at increased risk of becoming ill and/or spreading the disease to others. The duration of quarantine is typically the incubation period of the organism causing the specific infectious illness.
- **Isolation:** The separation of ill persons who have a specific communicable infectious illness from those who are healthy. Persons who are in isolation are physically separated from healthy persons and their movement is restricted to stop the spread of the communicable infectious illness.

Exclusion Protocol

- Students, faculty and staff should be notified of the decision to exclude susceptible individuals from work or class.
- Exclusion applies to healthy individuals who are not immune and as a result are asked to refrain from attending classes and/or work.

Depending on the communicable infectious illness and based on the recommendations of public health officials susceptible individuals may be excluded from classes or work for a specified length of time (e.g.,

for the duration of the incubation period of the infectious illness) or for the duration of the outbreak of illness if they remain susceptible.

Quarantine Protocol

- Criteria for determining who will be quarantined will be based on public health directives or court orders.
- College staff, and students will be notified of the decision to implement quarantine for healthy students and/or staff who are exposed to the specific communicable infectious illness.
- The notice will also indicate whether quarantine is voluntary or required of individuals at risk based on public health mandates.
- Quarantine may involve specific individuals, a larger group, or an entire community.
- Individuals may be asked to remain at home during a pandemic outbreak as part of community quarantine measures.
- Under extreme circumstance (as ordered by government health officials or a court), individuals may be quarantined and consequently monitored. Monitoring occurs by direct contact (person to person, telephone) between the quarantined person and the health department or designee. Quarantine may involve passive or active monitoring of individuals for signs or symptoms of illness.
 - Passive monitoring relies on the quarantined person to contact the health dept./designee if symptoms develop.
 - Active monitoring involves direct assessment of each contact at least once daily by the health department/designee.
 - Community quarantine may consist of containment measures such as use of masks, social distancing, "snow days", cancellation of public events, cancellation of classes, or closing of the university. In a severe outbreak an entire community may be quarantined.

Isolation may occur at home or in a residential dormitory facility for those who are less seriously ill. Isolation occurs in the hospital for those with serious illness. Isolation may be voluntary (self-isolation) unless otherwise directed by local/state public health, emergency management or other legally authorized entity.

- Necessary College staff and students will be notified of the decision to implement isolation/self isolation procedures for students and/or staff with suspected or confirmed illness caused by the specific communicable infectious illness. The notice will also indicate whether isolation is voluntary or required based on public health mandate.

Factors to consider for implementation of quarantine and/or isolation:

- Explanation to the community and involved individuals of the reason for isolation including its effectiveness and duration as well as support available to persons in quarantine and/or isolation.
- Location(s): home and/or dormitory locations for quarantine and/or isolation should be identified, evaluated and prepared for use
- Food: The feeding of individuals in Southwest Tech dormitory facilities.

- Monitoring protocols (active or passive) & final assessment of individuals in home or community facility based quarantine and/or isolation.
- Educational and/or work needs addressed.
- Continuation of work/school – tele-work, distance education and suspension of class guidance.
- Communications needs addressed.
- Medical/psychological care needs addressed.
- Financial issues addressed.
- Absence from work or school addressed.
- Hotline for questions and to report status in place and, if necessary, staffed 24/7.

Key Definitions:

Epidemic

An epidemic is the occurrence of more cases of disease than expected in a given area or among a specific group of people over a particular period of time. Epidemics are more geographically isolated than a pandemic.

Pandemic

A pandemic is a global outbreak of a new virus that is very different from current and recently circulating human viruses. Pandemics happen when new viruses emerge which are able to infect people easily **and** spread from person to person in an efficient and sustained way. Because the virus is new to humans, very few people will have immunity against the pandemic virus, and a vaccine might not be widely available. The new virus will have the potential to make many people ill through infection. Pandemics are most commonly associated with variants of the influenza virus.

Activation Language

When considering the activation of any response measures associated with Tier 3-Tier 5 of the Infectious Disease Response Plan, Southwest Tech will adhere to any orders by State and Federal Public Health officials. The primary focus of the response measures in this plan are to ensure the safety and well-being of all students, visitors and staff, while balancing the need to maintain operational continuity of the College.

C. Staffing Update

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

Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired - David Carter-Plake	8/7/2020	Hourly Band B24 - \$20.75 - \$26.98 Hired at \$22.00
2	New Position	Midwifery Program Coordinator (Part-time)	Hired - Sara Stites	8/7/2020	Hourly Band B24 - \$20.75 - \$26.98 Hired at \$24.00
3	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired - Andrea Hill	9/1/2020	Hourly Band B24 - \$20.75 - \$26.98 Hired at \$22.00
4	New Position	System Analyst - Advancement/Recruitment	Hired - Calvin Butteris	8/24/2020	Salary Band C42 Hourly- \$23.46 - \$32.8 Hired at \$32.25
5	New Position	System Analyst - Student Services/Financial Aid/Business Office	Hired - Darwyn Wolfe	8/24/2020	Salary Band C42 Hourly- \$23.46 - \$32.84 Hired at \$32.25
6	New Position	System Analyst - Finance/HR/Payroll	Hired - Andrew Draus	8/31/2020	Salary Band C42 Hourly- \$23.46 - \$32.84 Hired at \$32.69

Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Student Services Assistant (LTE)	Hired - Tina Leis	8/24/2020	Hourly Band A13 - \$16.77 - \$20.12 Hired at \$17.00
8	New Position	Financial Aid/Business Office Assistant (LTE)	Hired - Karen Forseth	8/24/2020	Hourly Band B22 - \$18.26 - \$23.74 Hired at \$18.50
9	New Position	Administrative Assistant (LTE)	Hired - Stephanie Evanchik	9/1/2020	Hourly Band B22 - \$18.26 - \$23.74 Hired at \$19.00
10	Replacement	Nursing Assistant Instructor - Part-time	Christina Chappell	8/17/2020	BS Salary Range - \$48,304 - \$76,805 Hired at \$54,000
11	New Position	Math Instructor - Part-time (LTE)	Hired - Saikanth Ratnavale	8/17/2020	Master's Salary Range - \$53,314 - \$84,768 Hired at \$55,000 annually
12	New Position	Multi-cultural Success Coach	Hired - Guilio Reyes	10/19/2020	Salary Band C42 - \$48,795 - \$68,313 Hired at \$58,000

Staffing Update 2020-2021


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Marketing/Recruitment Assistant (LTE)	Hired - Holly Straka	11/2/2020	Hourly Band B22 - \$18.26 - \$23.74 Hired at \$22.00
14	New Position	Human Resources/Payroll Assistant (LTE)	Hired - Demi Vetesnik	11/1/2020	Hourly Band B24 - \$20.75 - \$26.98 Hired at \$21.25
15	New Position	Budget & Finance Assistant (LTE)	Hired - Mackenzie Marovets	11/2/2020	Hourly Band B22 - \$15.00 - Due to Mackenzie being a student and working part-time, the wage is below the band. Upon graduation from the Accounting program, Mackenzie's salary will be placed in the parameters of the band.
14	Replacement - Holly Miller	Chief Student Services Officer	Holly Clendenen	12/21/2020	Salary Band E83- \$81,863 - \$118,702 Salary: \$112,000
14	Replacements	Evening Custodians	Matt Nation	2/1/2021	Hourly Range A12 - \$15.61 - \$18.73 Hired at \$16.50

Information and Correspondence

A. Enrollment Report

1. **FTE Comparison YOY Report**
2. [Fall 2021 Application Report](#)

The 2020-21 Comparison Enrollment Report and Fall 2021 Application Report are below.

		2019-2020 and 2020-2021 FTE Comparison					
		01-20-20 Students	01-18-21 Students	Student Change	01-20-20 FTE	01-18-21 FTE	FTE Change
Program Code	Program Title						
10-101-1	Accounting	52	68	16	38.57	45.40	6.83
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	9	(5)	14.13	4.47	(9.67)
10-006-5	Agribusiness Science & Technology - Agronomy	16	19	3	17.57	18.17	0.60
10-006-6	Agribusiness Science & Technology - Animal Science	28	20	(8)	28.80	16.57	(12.23)
10-102-3	Business Management	134	130	(4)	84.87	81.50	(3.37)
10-530-5	Cancer Information Management	95	110	15	50.90	56.13	5.23
10-504-X	Criminal Justice	45	50	5	37.13	33.47	(3.67)
10-316-1	Culinary Arts	5	6	1	2.07	5.10	3.03
10-317-1	Culinary Management	6	2	(4)	5.70	1.53	(4.17)
10-510-6	Direct Entry Midwife	77	117	40	31.87	46.10	14.23
10-307-1	Early Childhood Education	45	62	17	32.13	43.37	11.23
10-620-1	Electro-Mechanical Technology	33	33	-	30.97	30.27	(0.70)
10-325-1	Golf Course Management	18	10	(8)	14.53	9.47	(5.07)
10-201-2	Graphic And Web Design	26	19	(7)	18.63	15.20	(3.43)
10-530-1	Health Information Technology	58	58	-	29.40	26.33	(3.07)
10-520-3	Human Services Associate	42	32	(10)	31.53	26.07	(5.47)
10-825-1	Individualized Technical Studies	2	3	1	1.00	1.40	0.40
10-620-3	Instrumentation and Controls Technology	10	4	(6)	7.63	0.90	(6.73)
10-150-2	IT-Network Specialist	31	31	-	20.70	18.40	(2.30)
10-196-1	Leadership Development	24	11	(13)	11.03	3.47	(7.57)

Program Code	Program Title	01-20-20 Students	01-18-21 Students	Student Change	01-20-20 FTE	01-18-21 FTE	FTE Change
10-513-1	Medical Laboratory Technician	20	21	1	16.10	14.57	(1.53)
10-543-1	Nursing-Associate Degree	208	226	18	107.30	127.37	20.07
10-524-1	Physical Therapist Assistant	40	31	(9)	24.20	18.87	(5.33)
10-182-1	Supply Chain Management	44	25	(19)	25.53	11.60	(13.93)
	Total Associate Degree	1,073	1,097	24	682.30	655.70	(26.60)
31-101-1	Accounting Assistant	5	14	9	2.20	6.57	4.37
30-531-6	Advanced EMT	9		(9)	1.20		(1.20)
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1		1.13	1.13
32-070-1	Agricultural Power & Equipment Technician	34	35	1	32.40	33.10	0.70
31-405-1	Auto Collision Repair & Refinish Technician	11	11	-	5.87	8.07	2.20
32-404-2	Automotive Technician	26	34	8	24.13	23.23	(0.90)
31-408-1	Bricklaying & Masonry	3		(3)	1.33		(1.33)
30-443-1	Building Maintenance & Construction	3	1	(2)	0.70	0.07	(0.63)
31-475-1	Building Trades-Carpentry	11	9	(2)	9.27	8.13	(1.13)
31-307-1	Child Care Services	9	4	(5)	4.23	2.70	(1.53)
30-420-2	CNC Machine Operator/Programmer	8	2	(6)	8.17	1.33	(6.83)
31-502-1	Cosmetology	28	20	(8)	19.33	13.87	(5.47)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	(3)	12.23	9.33	(2.90)
31-317-1	Culinary Specialist	3		(3)	1.47		(1.47)
30-508-2	Dental Assistant	16	11	(5)	8.87	5.57	(3.30)
30-812-1	Driver and Safety Education Certification	21	19	(2)	4.70	4.10	(0.60)
31-413-2	Electrical Power Distribution	45	44	(1)	43.83	41.17	(2.67)
50-413-2	Electricity (Construction) Apprentice	19	20	1	2.47	3.10	0.63
30-531-3	Emergency Medical Technician	49	89	40	8.47	14.23	5.77
32-080-4	Farm Operations & Management - Ag Mechanics	2	9	7	1.67	7.40	5.73
31-080-6	Farm Operations & Management - Crop Operations	2	1	(1)	0.37	0.07	(0.30)
32-080-3	Farm Operations & Management - Dairy	18	8	(10)	17.07	5.97	(11.10)
31-080-3	Farm Operations & Management - Dairy Technician	3	3	-	0.87	0.67	(0.20)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	13	4	(9)	5.67	2.40	(3.27)
32-080-6	Farm Operations & Management - Livestock	1	1	-	0.97	1.03	0.07
31-080-7	Farm Operations & Management - Livestock Tech	3		(3)	1.77		(1.77)
50-413-1	Industrial Electrician Apprentice	8	10	2	1.33	1.67	0.33
31-620-1	Industrial Mechanic	2	3	1	1.53	2.83	1.30
31-154-6	IT-Computer Support Technician	18	11	(7)	12.77	7.77	(5.00)

Program Code	Program Title	01-20-20 Students	01-18-21 Students	Student Change	01-20-20 FTE	01-18-21 FTE	FTE Change
31-513-1	Laboratory Science Technician	4	5	1	2.13	2.27	0.13
50-620-1	Mechatronics Technician Apprentice	6	6	-	1.60	1.33	(0.27)
31-509-1	Medical Assistant	33	43	10	24.57	34.27	9.70
31-530-2	Medical Coding Specialist	58	90	32	25.97	34.80	8.83
30-504-4	Nail Technician	3	2	(1)	0.87	0.87	-
30-543-1	Nursing Assistant	152	188	36	21.67	24.07	2.40
50-427-5	Plumbing Apprentice	20	18	(2)	3.52	2.48	(1.04)
31-504-5	Security Operations	2	1	(1)	1.20	0.70	(0.50)
31-182-1	Supply Chain Assistant	3	4	1	0.37	2.63	2.27
31-442-1	Welding	46	54	8	31.00	40.83	9.83
	Total Technical Diploma	714	789	75	347.75	349.74	1.99
20-800-1	Liberal Arts - Associate of Arts	24	31	7	8.60	9.60	1.00
20-800-2	Liberal Arts - Associate of Science	9	12	3	4.73	3.33	(1.40)
	Undeclared Majors	517	467	(50)	90.30	83.83	(6.47)
	Total Liberal Arts & Undeclared Majors	550	510	(40)	103.63	96.77	(6.87)
	Total	2,337	2,396	59	1,133.68	1,102.21	(31.47)
	Percent of Change						-2.78%
	Vocational Adult (Aid Codes 42-47)	2,489	2,296	(193)	53.73	49.26	(4.47)
	Community Services (Aid Code 60)	-	48	48	-	0.16	0.16
	Basic Skills (Aid Codes 73,74,75,76)	258	142	(116)	27.13	23.00	(4.13)
	Basic Skills (Aid Codes 77 & 78)	674	302	(372)	36.57	11.33	(25.23)
	Grand Total	5,758	5,184	(574)	1,251.11	1,185.96	(65.15)
	Total Percent of Change						-5.21%

Fall 2021 Application Report

Program Application Comparison 2020/21 vs. 2021/22								
PROGRAM	CAP	01/14/20			01/20/21			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			14	14		7	7	-7
Accounting Assistant			2	2		1	1	-1
Agribusiness Science & Technology - Agbus Mgmt	20		6	6		8	8	2
Agribusiness Science & Technology - Agronomy	20		3	3		8	8	5
Agribusiness Science & Technology - Agronomy Tech	20		1	1		0	0	-1
Agribusiness Science & Technology - Animal Science	20		17	17		22	22	5
Agricultural Power & Equipment Technician	22		25	25		15	15	-10
Auto Collision Repair & Refinish Technician	22		14	14		12	12	-2
Automotive Technician	22		28	28		15	15	-13
Building Trades-Carpentry	20		17	17		14	14	-3
Business Management			25	25	10	11	21	-4
Cancer Information Management		7	47	54	12	38	50	-4
Child Care Services	13		7	7	3	3	6	-1
CNC Machine Operator/Programmer	15		0	0		0	0	0
Cosmetology	24		12	12		16	16	4
Criminal Justice Studies	48		29	29		11	11	-18
Criminal Justice-Law Enforcement 2						15	15	15
Culinary Arts			3	3				-3
Culinary Management			0	0				0
Dental Assistant	18		20	20		13	13	-7
Driver and Safety Education Certification			0	0		2	2	2
Early Childhood Education	28		26	26	10	14	24	-2
Electrical Power Distribution	44		70	70		79	79	9
Electro-Mechanical Technology	24		19	19		14	14	-5
Farm Operations & Management - Ag Mechanics	20		0	0		8	8	8
Farm Operations & Management - Crops	20		1	1				-1
Farm Operations & Management - Crop Operations	20		2	2				-2
Farm Operations & Management - Dairy	20		9	9		3	3	-6
Farm Operations & Management - Dairy Technician	20		0	0		1	1	1
Farm Operations & Management - Farm Ag Maintenance	20		1	1		0	0	-1
Farm Operations & Management - Livestock	20		0	0		6	6	6
Farm Operations & Management - Livestock Tech	20		1	1		1	1	0
Golf Course Management			5	5		7	7	2
Graphic and Web Design	25		15	15		9	9	-6
Health Information Technology	22	1	13	14	8	17	25	11
Human Services Associate	31		15	15		16	16	1
Industrial Mechanic	12		2	2		1	1	-1
Instrumentation and Controls Technology	0		1	1		0	0	-1
IT-Computer Support Technician			9	9		6	6	-3
IT-Network Specialist			16	16		16	16	0
Laboratory Science Technician	15		0	0		0	0	0
Leadership Development			1	1		1	1	0

PROGRAM	CAP	01/14/20			01/20/21			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Liberal Arts - Associate of Arts		10	1	11	9	9	18	7
Liberal Arts - Associate of Science		9	0	9	2	2	4	-5
Medical Assistant	32		19	19		22	22	3
Medical Coding Specialist	23	6	22	28	24	48	72	44
Medical Laboratory Technician	16	6	3	9	4	3	7	-2
Nail Technician			1	1		2	2	1
Nonprofit Leadership						1	1	1
Nursing-Associate Degree	54	85	49	134	113	53	166	32
Nursing-Associate Degree-Part-time	28		20	20	1	27	28	8
Pharmacy Tech (Shared)			0	0		1	1	1
Physical Therapist Assistant	18	13	12	25	12	7	19	-6
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			1	1	5	0	5	4
Undecided		42	0	42	34	0	34	-8
Welding	40		45	45		24	24	-21
TOTAL		44023	649	828	44463	609	856	28

B. Chairperson's Report

- 1. January 12 College In-Service**
- 2. January 15 District Boards Association Conference**

C. College President's Report

- 1. Project RISE Update**
Included below is an update on Project RISE.

Southwest Wisconsin
TECHNICAL COLLEGE

Project RISE Update

January 2021

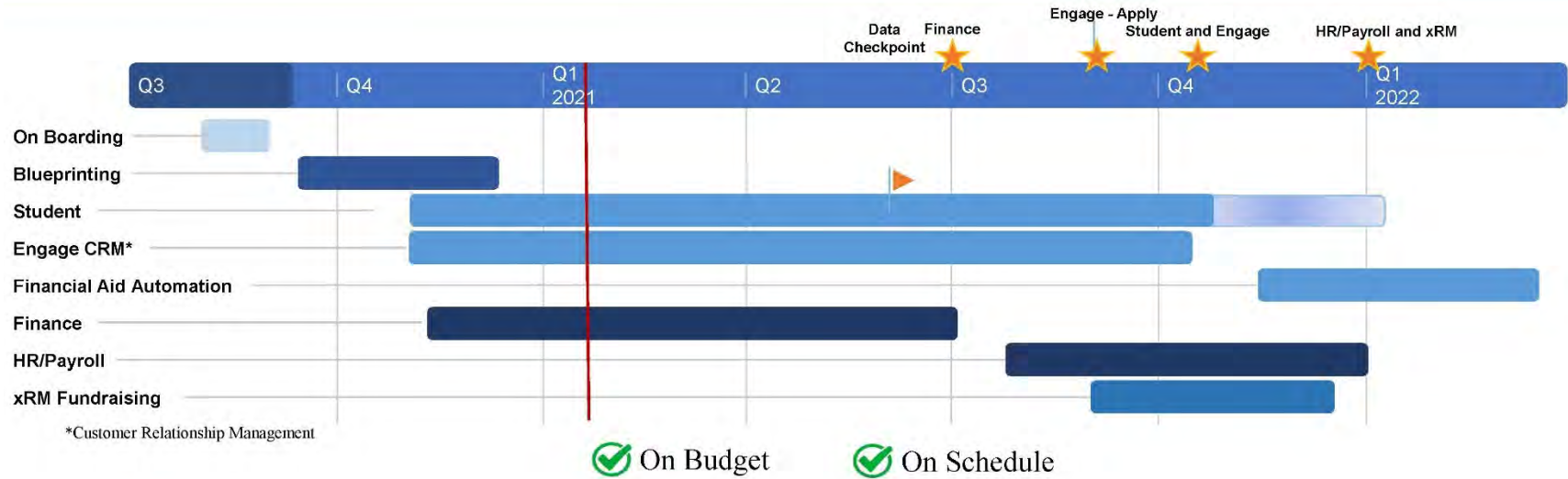
Southwest Wisconsin
TECHNICAL COLLEGE

RISE

anthology RAISING & INNOVATING
THE STUDENT EXPERIENCE

CAMPUSWORKS
Insight. Ingenuity. Impact.

Schedule and Status



- Change request completed for budget correction and scope gap items identified
 - Full Budgeting, Project Accounting, Workforce Development, Foundation Implementation
- Full Data Load impact will be assessed after SPIN 1 – Anthology preparing a change order

What's Going Well

- Cross-departmental engagement and enthusiasm continues
- Started hands-on configuration and learning
 - 850+ Configuration items for Student *20% Completed*
- Team remains focused on outcomes and solutions

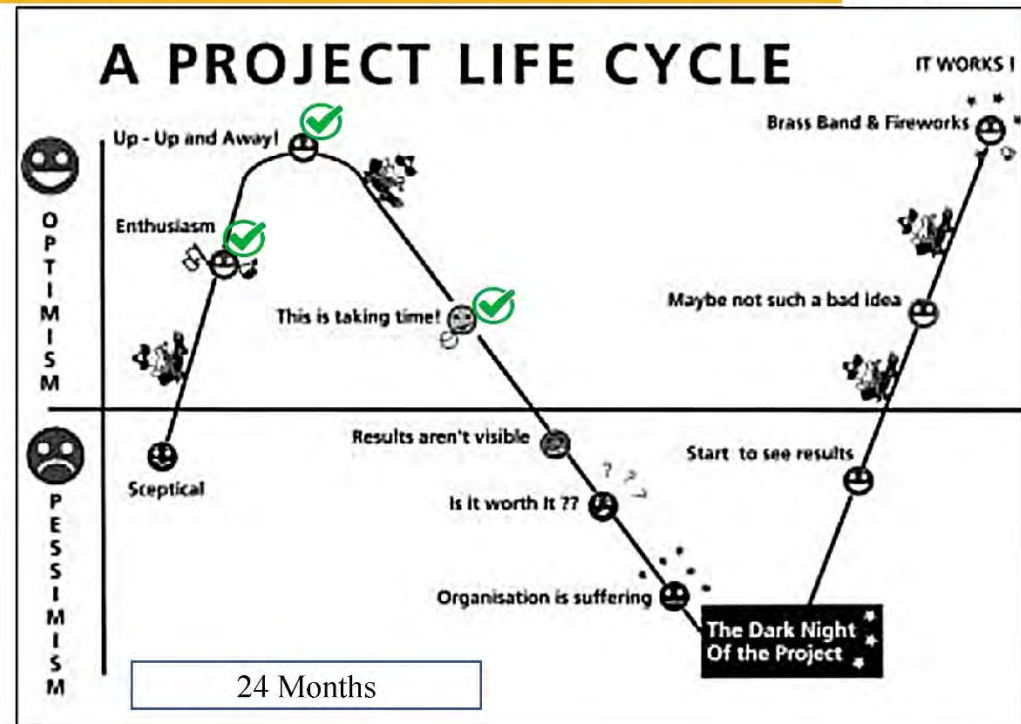
What's Not Going Well

- Anthology is siloed in their modules – SWTC continues to encourage more cross-module discussion, meetings planned:
 - Contracts
 - Scholarships
 - Contacts/Vendors
 - Integrations between systems



Project Expectations

- Laying the groundwork for the next 20+ years will take time
- Teams will need to configure and learn a new system while maintaining the existing application.
 - This will be a lot of hard work!
 - There will be ups and downs during the project
- Trust that the work will be worth the outcome! A world class Student Experience



Project Expectations



This will be a lot of hard work!

It's a marathon, not a sprint

Keeping our focus on outcome

- *Set priorities for "Found Time"*
- *Revisit proposed KPIs*
- *Set SMART goals from KPIs*
 - *Establish Baselines*

Trust that the work will be worth the outcome!



Risks

- Function Gaps
 - Continuing Ed (CE) Shopping Cart Experience
 - State Reporting by Fiscal Year
 - *Contract Courses and Charges*

Assumptions


- None at this time



Issues

- None at this time

Dependencies

-  Data Archiving or Full Data Load decision
- Time Sheet 3rd Party Software choice
- *Custom Transcripts*



Southwest Wisconsin
TECHNICAL COLLEGE

THANK YOU!



STAY UP TO DATE WITH PROGRESS:

- www.swtc.edu/erp
- Yammer posts

Questions or Comments:

erp@swtc.edu

2. **Restructuring Long-term Debt (Caleb White)**
3. **Executive Leadership Update**
4. **Legislative Update**
5. **Board Retreat and Upcoming Meeting Schedule**
6. **Round Robin**
Caleb White will lead a discussion focused on the new COVID-19 Relief Funds based on the Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA)
7. **College Happenings**

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Budget Assumptions & Parameters
2. 2021-22 Budget

B. Time and Place

To Be Determined

Adjourn to Closed Session

B. Consideration of adjourning to closed session for the purpose of:

1. Deliberating over potential college property opportunities per Wisconsin 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 employment situations per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
3. Discussing specific personnel issues per Wisconsin Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

C. Approval of Closed Session Minutes of November 19, 2020, and December 17, 2020

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment