



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

January 20, 2022

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Conference Room 430
Fennimore, WI 53809

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, January 20, 2022

6:00 p.m. –Criterion Four: Teaching & Learning: Evaluation & Improvement

6:30 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Health Science Building Room 3608

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The January 20, 2022, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, 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

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

B. Minutes of the Regular Board Meeting of December 16, 2021

Minutes of the December 16, 2021, Board meeting are included with the electronic Board packet.

C. Financial Reports

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

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

D. Contract Revenue

There were nine contracts totaling \$121,559.00 in December 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes one employment recommendation, one resignation, and one retirement being presented for approval. The report is included with the Board material.

Recommendation – *Approve the Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

A. 2020-21 Financial Audit

Caleb White and Jordan Boehm from Clifton Larson Allen LLP will present the audit report. The final audit report is available electronically with all other Board material.

Recommendation: *Approve the 2020-21 Financial Audit as presented.*

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

Up to \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. Caleb White will present the resolution. A copy of the resolution is available with the electronic Board material.

Recommendation: *Approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes; and setting the sale.*

C. Boscobel Outreach Site Lease

Caleb White will present a lease agreement for July 1, 2021, through June 30, 2022, for the Boscobel Outreach Site. The lease is an annual lease for the Hildebrand Library Community Clubroom, located at 1033 Wisconsin Avenue, Boscobel, WI. The lease agreement is included with the electronic Board meeting information.

Recommendation: *Approve the lease agreement with the Hildebrand Library to lease the Community Clubroom to be used as the Boscobel Outreach Site, located at 1033*

Wisconsin Avenue, Boscobel, WI. The annual lease will commence on July 1, 2021, at an annual rate of \$2,000.

D. Child Care Center Employee Compensation

The State of Wisconsin Division of Early Care and Education under the Child Care Counts Stabilization Payment Program, the college was awarded grant funds to recruit and retain childcare center staff. Caleb White will discuss the grant and the costs associated with it. Included in the electronic material is a document outlining the grant.

Recommendation: *Approve temporarily adjusting the College's Compensation Guidelines to allow additional payments to childcare staff during the period covered by the grant.*

E. Concept Review: Associate of Arts Degree

Kim Maier, Executive Director of Innovative & Alternative Learning will present the WTCS Concept Review request to develop an Associate of Arts Degree in General Studies-Associate of Arts, 20-800-1. The Concept Review document is included with the electronic Board material. Also included in the Board material is a resolution showing the Southwest Wisconsin Technical College Board approved the Concept Review.

RECOMMENDATION: *Approve the Concept Review for an Associate of Arts Degree in General Studies-Associate of Arts, 20-800-1.*

F. Concept Review: Associate of Science Degree

Kim Maier, Executive Director of Innovative & Alternative Learning will present the WTCS Concept Review request to develop an Associate of Science Degree in General Studies-Associate of Science, 20-800-2. The Concept Review document is included with the electronic Board material. Also included in the Board material is a resolution showing the Southwest Wisconsin Technical College Board approved the Concept Review.

RECOMMENDATION: *Approve the Concept Review for an Associate of Science Degree in General Studies-Associate of Science, 20-800-2.*

G. Concept Review: Renewable Energy Technologies

Kim Maier, Executive Director of Innovative & Alternative Learning will present the WTCS Concept Review request to develop an Associate Degree in Renewable Energy Technologies, 10-482-X. The Concept Review document is included with the electronic Board material. Also included in the Board material is a resolution showing the Southwest Wisconsin Technical College Board approved the Concept Review.

RECOMMENDATION: *Approve the Concept Review for an Associate Degree in Renewable Energy Technologies, 10-482-X.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. COVID Response Update

Members of the COVID Operations Team will provide an update on COVID protocols. Included in the electronic material is a document outlining updated protocol starting January 17, 2022. More details will be presented at the meeting.

B. Board Monitoring Report - Safety & Security

Dan Imhoff, Executive Director of Facilities, Safety & Security, and Heath Ahnen, Executive Director of Information Technology Services, will present the Board monitor report on Safety & Security. The report is included in the electronic material.

C. Strategic Directions

Included in the electronic Board material is a Strategic Directions document. Katie Glass, Executive Director of Marketing and Foundation, will present the document during the meeting.

D. Roadmap to the Future

The academic, facilities, and financing plans along with the strategic initiatives of the councils are being combined into a "Road Map" document that will be added to the Strategic Directions document. This road map will be aligned by strategic issues with an emphasis on the intended outcomes/assessment strategies upfront. Jason Wood will provide more information and a draft document at the Board meeting.

E. 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. FY 2022 Comparison FTE Report**
- 2. FY 2023 Application Report**

Caleb White will be available for any questions on the reports. The two reports are included in the electronic Board packet.

B. Chairperson's Report

C. College President's Report

1. Review Governance Policies 1.6: Board Officers, 1.7: Chairperson's Role, 1.8: Vice Chairperson's Role, 1.9: Secretary's Role, and 1.10: Treasurer's Role
2. CPI & Budget Implications/Options
3. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Budget Assumptions & Parameters
2. SWTC Foundation Quarterly Report
3. Real Estate Foundation Quarterly Report
4. Update on Lenz Remodel

E. Time and Place

Thursday, February 24, 2022, at 7:00 p.m. in Conference Room 430 at the Southwest Tech campus, 1800 Bronson Boulevard, Fennimore, WI

ADJOURN TO CLOSED SESSION

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

1. Discussing potential legal situations 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 property expansion 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.}
3. Discussing 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.}
4. Discussing the President's contract 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.}

B. Approval of Closed Session Minutes from December 16, 2021

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The December 16, 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 20, 2022

6:00 p.m. –Criterion Four: Teaching & Learning: Evaluation & Improvement

6:30 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Health Science Building Room 3608

AGENDA

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of December 16, 2021
- 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. 2020-21 Financial Audit
- B. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale
- C. Boscobel Outreach Site Lease
- D. Child Care Center Employee Compensation
- E. Concept Review: Associate of Arts Degree
- F. Concept Review: Associate of Science Degree
- G. Concept Review: Renewable Energy Technologies

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. COVID Response Update
- B. Board Monitoring Report - Safety & Security
- C. Strategic Directions
- D. Roadmap to the Future
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Governance Policies 1.6: Board Officers, 1.7: Chairperson's Role, 1.8: Vice Chairperson's Role, 1.9: Secretary's Role, and 1.10: Treasurer's Role
 - 2. CPI & Budget Implications/Options
 - 3. 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. Discussing potential legal situations 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 property expansion 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.}

3. Discussing 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.}
 4. Discussing the President's contract 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.}
- B. Approval of Closed Session Minutes from December 16, 2021

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

B. Minutes of the Regular Board Meeting of December 16, 2021



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 16, 2021**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:05 p.m. on December 16, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Jane Wonderling, Crystal Wallin

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, Dan Imhoff, Cynde Larsen, Kim Maier, Nicole Nelson, Matt Schneider, Krista Weber, and Caleb White. Public attending included Sarah Delege, Campus Works Project Manager and Clay Target League students.

Chairperson Tuescher 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 16, 2021

6:00 p.m. –Criterion Four: Teaching & Learning: Evaluation & Improvement

6:30 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Health Science Building Room 3608

AMENDED AGENDA

OPEN MEETING

The following statement will be read: "The December 16, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been

sent to the press, 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
 - 1. Board Action – Board Resolution recognizing the All clay Target League National Champions

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of December 16, 2021
- 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. WTCS Resolution for Remodeling Project – Lenz Center
- B. Second Reading of Governance Policy 2.6: Acting President

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Project RISE Update
- B. COVID Response Update
- C. Board Self-Assessment
- D. Staffing Update
- E. Round Robin: Seeking Wisdom and Guidance

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Governance Policy 1.4: Board Policy Creation and Review
 - 2. Review Governance Policy 1.5: Board Members' Role
 - 3. Graduation Update
 - 4. Three-Year Budget Forecasting
 - 5. 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. Discussing potential legal situations 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 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.}
 - 3. Discussing the President's contract 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.}
- B. Approval of Closed Session Minutes from November 18, 2021

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{If you need an accommodation to attend, call 608-822-2632 (TDD: 608-822-2072) or email diabilityservices@swtc.edu.}

The Board recognized the National Champions of the All Clay College Target League. Coaches Dan Imhoff and Matt Schneider, along with team members Caitlyn Blume, Alex Egan, Mia Hillenbrand, Michael Kruser, Greg Miller, and Collin Tracey were presented with a Board Resolution recognizing them for their National Championship. Mr. Prange moved to approve the Board Resolution recognizing the Southwest Tech Trapshooting Team as the All Clay Target College League National Champions. Mr. Blume seconded the motion; motion unanimously carried.

After a review of the Consent Agenda, including the December 16, 2021, agenda; November 18, 2021, Board meeting minutes; financial reports; six contracts totaling \$19,896.50 in November 2021; three employment recommendations for Crystal Brown-Grant Accountant, Janine Schmitz – Academic Success Coach (LTE), and Rachel Huber – Surgical Technology Instructor/Program Director; one resignation for Jamie Horsfall – Agronomy Instructor; and one retirement for Gina Trollop – Mental Health Counselor, Mr. Bolstad moved to approve the Consent Agenda, as presented, with Ms. Wallin seconding the motion. The motion carried.

Dan Imhoff, Executive Director of Facilities, Safety & Security, presented the project concept drawings and costs for renovation of the Lenz Center and dining room. Board members asked questions on the HVAC, design, and alternate bids for renovating Rooms 340 and 341. Other thoughts expressed by the Board included whether this is the right time to renovate, maintenance of systems, doing smaller projects instead of going to referendum for larger projects, and concerns with what the CPI will be this year. Mr. Tuescher move to approve the resolution for the Lenz Center remodel with Mr. Blume seconding the motion. Upon a roll call vote with Mr. Prange and Ms Wallin voting no and the remaining Board members voting affirmatively, the motion carried.

At the November 18, 2021, the Board approved the first reading of the modified Governance Policy 2.6: Acting President. The policy was updated based on the discussion at the November 18 meeting and was presented for the second reading. Mr. Bolstad moved to approve the second reading of Governance Policy 2.6: Acting President. Mr. Prange seconded the motion; motion unanimously carried.

Matthew Baute, Director of Enterprise Applications; Sarah Delegge, Project Manager from Campus Works; and Heath Ahnen, Director of Information Technology Services, updated on Project RISE (the new Enterprise Resource System). The Finance module went live on July 1 and the HR/Payroll module will go live on January 1. The Finance Budgeting will be going live in January. The Student module has been moved back to a tentative date of June 2022 for go live. The College is reviewing the new timeline and cost sharing for the delay, which will also delay the Financial Aid module as the Student module will need to go live before the automation of financial aid.

Nicole Nelson, Administrative Assistant – Facilities, provided an update on the COVID response. Ms. Nelson reviewed the goals including supporting hands-on learning and activities, promoting health and safety, and implementing strategies that decrease the impact on COVID from the college. The disease burden rates, weekly case rates, and health clinical/practicum learning experiences were all reviewed.

Krista Weber, Chief Human Resources Officer, presented four options for board self-assessment and team development at the April 2022 retreat. The Board chose a two-hour session at the April retreat and a two-hour session at the October 2022 retreat. The session will focus on core values, DiSC Assessment, and 5 Dysfunctions of a Team.

Krista Weber provided an update on College staffing noting current open positions in various stages of the hiring process including an Agronomy Instructor and a Business Management Instructor/Experiential Learning Coordinator.

The Board provided input on two leadership quotes from John Maxwell.

- "The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails."

- "The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders, and continually develops them."

The Board reviewed the Enrollment Reports. Mr. White provided an update noting that the FTE count shows a 1.3 percent increase compared to this time last year. The application report is comparable to where it was last year at this time.

Under the College President's Report, the Board was updated on:

- Reviewed Governance Policy 1.4: Board Policy Creation and Review and Governance Policy 1.5: Board Members' Role;
- Winter 2021 Graduation;
- Three-year Budget Forecasting – The College will look at the budget more in-depth to improve the three-year forecasting.
- College Happenings – The Higher Learning Commission Assurance Argument is moving along and the College has submitted the application for the Aspen Award.

Mr. Enright moved to adjourn to Closed Session to discuss potential legal issues per Wisconsin Statutes 19.85(1)(g), personnel issues per Wisconsin Statutes 19.85(1)(f), and the President's contract per Wisconsin Statutes 19.85(1)(c). Mr. Blume seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 9:23 p.m.

The meeting reconvened to open session at 10:34 p.m. with no action taken. With no further business to come before the Board, Ms. Fillback moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 10:35 p.m.

Crystal Wallin, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 12/01/2021 - 12/31/2021**

Expenditures				
Vendor	Invoice #	Description	Amount	
HBS	462546-H	cameras	36,090.54	
HBS	454657-H	AUDIO VISUAL	35,161.00	
HBS	458115-h	CONNECTED CLASSROOM	31,887.78	
Vanguard	53673	Elitebook 850 G8	31,700.25	
Northcentral	MSC-006229	PALO Alto Subscription	28,140.00	
J&T	1279	Concrete Sidewalk repair	25,525.00	
Fennimore Utilities	12.1.21 bill	12.1.21 billing	24,051.23	
Northcentral	MSC-006045	Adobe ETLA 7.1.21-6.30.22	21,107.79	
Dubuque Glass	62042	BLDG 500/600 DOOR	20,970.00	
HBS	455631-H	CONNECTED CLASSROOMS	13,604.70	
Marco	INV9199150	MITEL MAINTENANCE	11,563.11	
MBS	47-5121331	books	11,249.75	
Bettermynd	ANNUAL SUBSC	ANNUAL SUBSCRIPTION	11,000.00	
Northcentral	MSC-006101	Smartsheet 2021-2022	8,928.00	
WI Tech Coll System	220015	FQAS 21-22	8,893.58	
HBS	452718-H	Connected Classroom	7,393.75	
Fennimore Times	296054	MID TERMS	7,216.38	
Fennimore Times	296058	OPEN HOUSE	7,052.00	
HLC	H15037	Academy	7,000.00	
CEC	371647-DP	100 Fire Alarm Replacement	6,860.52	
Constellation	3360504	UTILITY BILLS	6,673.84	
WE	3961140352	ELECTRICITY BILL	5,775.42	
Resco	836187-00	Load Trainer	5,586.93	
Gerber	8376	Structure and freight	5,260.00	
Tallgrass	32094	CERAMIC PANELS	4,622.40	
Dubuque Glass	62134	REPLACE DOORS	4,500.00	
HaasAn	161	EXCAVATING	4,280.00	
HBS	475323-H	USB Switcher	4,140.00	
West End	110	Disposal of concrete from shed	4,000.00	
HBS	469645-h	CONNECTED CLASSROOM	3,795.00	
TeamViewer	R01123231	license	3,450.97	

Vendor	Invoice #	Description	Amount
WTA Properties	Jan '21 rent	January 2021 Rent	3,400.00
Dubuque Glass	62046	DOORS	3,145.00
Signs to Go	30157	LETTERING	3,054.00
Sysco	318222982	CAFE SUPPLIES/FOOD	3,003.61
ReilleAu	1062021	coaching sessions	3,000.00
Farmers	18302R	UTV repair	2,975.30
HBS	473143-H	transmitter for HDMI	2,760.00
HBS	479156-H	HDMI OVER CATX RECEIVER	2,760.00
HBS	471289-H	WIFI ACCESS POINT	2,526.50

Total Invoices**\$434,104.35**

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
WI TECHNICAL COL WTCEBC MONTHLY PULL	12/3/2021	GNJL001158	293,253.67
IRS USATAXPYMT 27017446126205	12/10/2021	GNJL001184	69,601.30
EMPLOYE TRUST FU WRS REMIT 4715000	12/31/2021	GNJL001435	63,529.93
EMPLOYE TRUST FU WRS REMIT 4715000	12/31/2021	GNJL001436	63,529.35
IRS USATAXPYMT 270175860047822	12/24/2021	GNJL001418	57,537.54
IRS USATAXPYMT 27017446126205	12/10/2021	GNJL001186	49,833.35
IRS USATAXPYMT 270175860047822	12/24/2021	GNJL001420	39,512.43
WI DEPT REVENUE TAXPAYMNT	12/10/2021	GNJL001183	27,136.54
WI DEPT REVENUE TAXPAYMNT XXXXX7872	12/27/2021	GNJL001431	22,614.31
IRS USATAXPYMT 27017446126205	12/10/2021	GNJL001185	16,742.07
GREAT-WEST TRUST PAYMENTS 705148763927	12/13/2021	GNJL001194	15,596.59
IRS USATAXPYMT 270175860047822	12/24/2021	GNJL001419	13,875.77
Delta Dental WI	12/8/2021	GNJL001175	8,735.85
GREAT-WEST TRUST PAYMENTS 702348540962	12/24/2021	GNJL001417	8,031.11
Delta Dental WI	12/15/2021	GNJL001260	5,447.48
Delta Dental WI	12/1/2021	GNJL001147	4,509.49
Delta Dental WI	12/29/2021	GNJL001425	4,420.00
WAGEWORKS FSA RECEIVABLE INV3275894	12/27/2021	GNJL001429	4,097.85
SYMETRA LIFE INS	12/23/2021	GNJL001411	3,938.03
NEWPORT TRUST CO PAYMENT 15386896	12/28/2021	GNJL001423	2,986.00
Matrix Trust Co PAYMENT 15212755	12/13/2021	GNJL001193	2,623.20

Total Bank Withdrawals**\$777,551.86**

Payroll			
12/10/2021 Payroll	12/10/2021	PRIMP000015	411,773.52
12/24/2021 Payroll	12/24/2021	PRIMP000016	342,352.80
Total Payroll			754,126.32

Purchase Cards			
U.S. BANK AUTOPAY 448559455550942	12/8/2021	GNJL001174	76,764.14
U.S. BANK AUTOPAY 448559455550942	12/22/2021	GNJL001404	36,717.68
Total Purchase Cards			113,481.82
Total Purchases >= \$2,500			\$2,079,264.35

2. Treasurer's Cash Balance

[illegible]

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 6 Months ended December 2021							
	2021-22	2021-22	2021-22	2020-21	2019-20	2018-19	2017-18
	<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	25,822,200.00	6,869,464.97	26.60	29.62	27.72	26.28	27.64
General Fund Expenditures	26,558,800.00	11,541,993.93	43.46	48.97	46.07	47.09	45.30
Capital Projects Fund Revenue	4,335,000.00	23,639.40	0.55	0.36	0.06	98.08	103.56
Capital Projects Fund Expenditures	4,352,500.00	510,824.11	11.74	26.08	14.58	31.52	38.42
Debt Service Fund Revenue	6,090,500.00	-	-	-	-	2.66	3.65
Debt Service Fund Expenditures	7,080,000.00	1,157,000.00	16.34	17.76	8.02	10.72	12.00
Enterprise Fund Revenue	1,621,500.00	784,724.78	48.39	57.61	49.87	44.75	41.71
Enterprise Fund Expenditure	1,541,300.00	1,477,118.12	95.84	44.01	59.09	45.09	43.95
Internal Service Fund Revenue	4,425,000.00	1,977,062.13	44.68	44.09	42.20	44.27	46.25
Internal Service Fund Expenditures	4,435,000.00	1,984,393.75	44.74	47.02	44.96	46.76	47.26
Trust & Agency Fund Revenue	9,800,000.00	4,022,612.35	41.05	26.91	31.21	38.11	42.38
Trust & Agency Fund Expenditures	9,800,000.00	3,490,259.38	35.61	34.16	38.27	40.44	41.96
Grand Total Revenue	52,094,200.00	13,677,503.63	26.26	25.19	24.95	34.12	34.12
Grand Total Expenditures	53,767,600.00	20,161,589.29	37.50	39.45	37.42	40.43	40.54

D. Contract Revenue

There were nine contracts totaling \$121,559.00 in December 2021 being presented for Board approval. The Contract Revenue Report is included below.

2021-2022 CONTRACTS
12/1/2021 to 12/31/2021

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
WI FFA Foundation	03-2021-0105-T-41	Strength Finder Evaluation & Intro to Development/Fundraising	Dennis Cooley		\$ 2,500.00	No		X	
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Argyle	Kim Maier	2	\$ 855.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Barneveld	Kim Maier	2	\$ 855.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Belmont	Kim Maier	7	\$ 2,992.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Black Hawk	Kim Maier	4	\$ 1,710.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Roscobel	Kim Maier	13	\$ 5,557.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Cuba City	Kim Maier	5	\$ 2,137.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Darlington	Kim Maier	11	\$ 4,702.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Fennimore	Kim Maier	2	\$ 855.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Highland	Kim Maier	10	\$ 4,275.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Ithaca	Kim Maier	1	\$ 427.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Mineral Point	Kim Maier	13	\$ 5,557.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - North Crawford	Kim Maier	6	\$ 2,565.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Platteville	Kim Maier	4	\$ 1,710.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Potosi	Kim Maier	7	\$ 2,992.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - River Ridge	Kim Maier	5	\$ 2,137.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Riverdale	Kim Maier	6	\$ 2,565.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Seneca	Kim Maier	1	\$ 427.50	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Southwestern	Kim Maier	2	\$ 855.00	No			X
CESA 3	03-2022-0038-I-11	ColLEDGE Up Gear Up - Wauzeka	Kim Maier	18	\$ 7,695.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Argyle	Kim Maier	2	\$ 714.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Black Hawk	Kim Maier	8	\$ 2,997.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Roscobel	Kim Maier	7	\$ 2,428.50	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Cuba City	Kim Maier	5	\$ 2,137.50	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Highland	Kim Maier	2	\$ 714.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Iowa Grant	Kim Maier	1	\$ 286.50	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Ithaca	Kim Maier	1	\$ 427.50	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Lancaster	Kim Maier	4	\$ 1,569.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Mineral Point	Kim Maier	2	\$ 855.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Platteville	Kim Maier	4	\$ 1,287.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Potosi	Kim Maier	1	\$ 427.50	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Richland Center	Kim Maier	6	\$ 1,719.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - River Ridge	Kim Maier	1	\$ 427.50	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Riverdale	Kim Maier	4	\$ 1,710.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Southwestern	Kim Maier	2	\$ 855.00	No			X
CESA 3	03-2022-0039-I-11	ColLEDGE Up Healthcare Careers - Student Self Pay	Kim Maier	2	\$ 714.00	No			X

Southwest Wisconsin Technical College

1

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
CESA 3	03-2022-0041-I-11	ColLEDGE Up Lab Science - Boscobel	Kim Maier	15	\$ 2,985.00	No			x
CESA 3	03-2022-0041-I-11	ColLEDGE Up Lab Science - Platteville	Kim Maier	10	\$ 1,990.00	No			x
CESA 3	03-2022-0041-I-11	ColLEDGE Up Lab Science - Richland Center	Kim Maier	29	\$ 5,824.50	No			x
CESA 3	03-2022-0042-I-11	ColLEDGE Up EMT Firefighter - Platteville	Kim Maier	1	\$ 475.50	No			x
CESA 3	03-2022-0042-I-11	ColLEDGE Up EMT Firefighter - Riverdale	Kim Maier	2	\$ 951.00	No			x
CESA 3	03-2022-0042-I-11	ColLEDGE Up EMT Firefighter - Southwestern	Kim Maier	1	\$ 475.50	No			x
CESA 3	03-2022-0043-I-11	ColLEDGE Up CNC Machine Operator Programmer - Platteville	Kim Maier	84	\$ 14,602.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Belmont	Kim Maier	1	\$ 486.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Benton	Kim Maier	1	\$ 486.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Boscobel	Kim Maier	6	\$ 2,916.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Iowa-Grant	Kim Maier	1	\$ 486.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Ithaca	Kim Maier	4	\$ 1,944.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Mineral Point	Kim Maier	2	\$ 972.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - North Crawford	Kim Maier	2	\$ 972.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Potosi	Kim Maier	1	\$ 486.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Prairie du Chien	Kim Maier	3	\$ 1,458.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Platteville	Kim Maier	3	\$ 1,458.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Richland Center	Kim Maier	1	\$ 486.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - River Ridge	Kim Maier	4	\$ 1,944.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Riverdale	Kim Maier	5	\$ 2,430.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Southwestern	Kim Maier	1	\$ 486.00	No			x
CESA 3	03-2022-0044-I-11	ColLEDGE Up Pistons to Pathways Automotive - Wauzeka	Kim Maier	2	\$ 972.00	No			x
Grant Regional Health Center	03-2022-0045-I-47	Leadership Academy-Team & Productive Conflict	Dennis Cooley	56	\$ 2,632.00	No		X	
USA Clay Target League	03-2022-0113-T-42	League Director Duties - November	Caleb White		\$ 500.00	No		X	
USA Clay Target League	03-2022-0113-T-42	League Director Duties - December	Caleb White		\$ 500.00	No		X	
TOTAL of all Contracts				406	\$ 121,559.00				
Exchange of Services				-	\$ -				
For Pay Service				406	\$ 121,559.00				

E. Personnel Report

One employment recommendation, one resignation, and one retirement are being presented for approval in the Personnel Report. The Personnel Report follows:

**PERSONNEL REPORT
January 20, 2022**

Employment: NEW HIRES

Name:	Andrew Dal Santo
Title:	Agronomy Instructor
Number of Applicants & Interviewees:	6 applicants/3 interviews
Start Date:	1/3/2022
Salary/Wages:	\$62,000
Classification:	Full-Time
Education and/or Experience:	Bachelors in Ag Business with emphasis in Ag Engineering Technology and minor in Building Construction Management with 7 years of experience. Andrew also has adjunct teaching experience at Southwest Tech.

PROMOTIONS / TRANSFERS

None	
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RETIREMENTS / RESIGNATIONS

Sasha Annan (Resignation – 1/21/22)	Data Analytics Instructor/Data Analyst
Annette Biggin (Retirement – 2/4/2022)	Driver Education Coordinator

Recommendation – Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. 2020-21 Financial Audit

Caleb White and Jordan Boehm from Clifton Larson Allen LLP will present the audit report. The final audit report is available below.

Recommendation: Approve the 2020-21 Financial Audit as presented.



CliftonLarsonAllen LLP
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Management
Southwest Wisconsin Technical College
Fennimore, Wisconsin

In planning and performing our audit of the financial statements of the Southwest Wisconsin Technical College (the District) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and other matters that are opportunities to strengthen your internal control and improve the efficiency of your operations. Our comments and suggestions regarding those matters are summarized below. We previously provided a written communication dated December 30, 2021, on the District's internal control. This letter does not affect our report on the financial statements dated December 30, 2021, nor our internal control communication dated December 30, 2021.

Allowance for Doubtful Accounts

The District does not have a documented process for evaluating the allowance for doubtful accounts related to the student receivables on a recurring basis. Not performing a review of the allowance for doubtful accounts could result in the net realizable value of the student accounts receivable being either overstated or understated. In addition, the District may miss opportunities to identify at risk accounts for collectability which may result in reduced cash flows that could be used in District operations. In the current year, it was determined that the allowance was appropriate given the current conditions as of June 30, 2021.

We recommend that the District develop a documented process for routinely reviewing the accounts receivable aging, identifying the balances that require allowance, and adjusting the allowance for the calculation. The analysis should include the accounts receivable aging, an understanding of the historical collectability of accounts based on the aging, the District's plan for collection on the balance due, and a process for identifying and approving write-off of individual accounts when collectability is no longer deemed feasible.

Reconciliation of Certain Debt Related Accounts

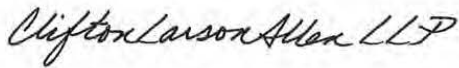
The District does not have a process for reconciling and adjusting the general ledger detail for the amortization of bond premiums and recording accrued interest. While not deemed material to the financial statements as of June 30, 2021 the preparation of these account reconciliations, review of the reconciliations, and adjustments to the general ledger could become significant in future periods. In conjunction with the performance of our audit procedures, we identified a passed adjustment related to the recognition of debt issuance costs as a component of the amortization of the bond premium. The Government Accounting Standards Board (GASB) requires the debt issuance costs to be expensed as a component of the fiscal charges in the period in which the related debt was issued.

Management
Southwest Wisconsin Technical College
Page 2

We recommend the District establish a process and procedure to ensure the preparation of these account reconciliations, review of the reconciliations, and adjustments to the general ledger.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, the Board, and others within the District, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Middleton, Wisconsin
December 30, 2021

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2021 AND 2020



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**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Southwest Wisconsin Technical College
Fennimore, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activity and the aggregate discretely presented component unit of the Southwest Wisconsin Technical College (the District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District'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.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit 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. was 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 District'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 District'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.



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Board of Directors
Southwest Wisconsin Technical College

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activity and the aggregate discretely presented component unit of the District, as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

The 2020 financial statements of the Southwest Wisconsin Technical College were audited by other auditors whose report dated November 20, 2020, expressed an unmodified opinion on those statements.

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

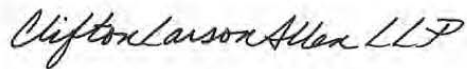
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The individual budgetary basis fund financial statements and the schedule to reconcile the budget basis financial statements to the basic financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The individual budgetary basis fund financial statements and the schedule to reconcile the budget basis financial statements to the basic financial statements are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual budgetary basis fund financial statements and the schedule to reconcile the budget basis financial statements to the basic financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Board of Directors
Southwest Wisconsin Technical College

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2021, on our consideration of the District'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 District'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 District's internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

Middleton, Wisconsin
December 30, 2021

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

The discussion and analysis of the financial performance of Southwest Wisconsin Technical College (the District) 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, 2021.

The District provides lifelong learning opportunities with an individualized focus for students and communities.

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

FINANCIAL HIGHLIGHTS – YEAR ENDED JUNE 30, 2021

The District's government-wide financial statements reflect the following:

- Received and managed 49 federal, state or local grants totaling \$3.466 million.
- Updated official statement for borrowing and maintained the District's rating of Aa2 through Moody's.
- Issued \$4 million, 5-year promissory note at 0.30% 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 5,500 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 the District and increasing vendor satisfaction with payment timing.
- Disbursed student financial aid totaling \$3,109,729 in grants, \$1,846,000 in loans, \$56,950 in college work study earnings, and \$22,830 in college work study match.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

FINANCIAL HIGHLIGHTS – YEAR ENDED JUNE 30, 2020

The District'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 the District'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 the District 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.

The Statement of Revenues, Expenses, and Changes in Net Position presents the revenues earned and expenses incurred during the year. Activities performed by the District are classified as either operating or non-operating activities. Because the District receives the majority of its revenue from the taxpayers and other state and local governments, the District 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
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2021**

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				
	2021	2020	Change	Percent Change
OPERATING REVENUE				
Student Fees	\$ 5,659,990	\$ 5,570,847	\$ 89,143	1.60%
Federal Grants	694,406	922,531	(228,125)	-24.73%
State Grants	2,413,675	2,556,220	(142,545)	-5.58%
Contract Revenues	1,999,073	1,756,180	242,893	13.70%
Auxiliary Revenues	1,254,770	1,404,714	(149,944)	-10.67%
Total Operating Revenues	12,021,914	12,212,492	(190,578)	-1.56%
OPERATING EXPENSES				
Instruction	13,057,563	15,609,492	(2,551,929)	-16.35%
Instructional Resources	139,357	126,998	12,359	9.73%
Student Services	2,064,014	2,431,218	(367,204)	-15.10%
General Institutional	4,292,012	4,987,213	(695,201)	-13.94%
Physical Plant	2,677,347	1,000,678	1,676,669	167.55%
Auxiliary Enterprise Services	2,117,580	1,335,739	781,841	58.53%
Depreciation	3,121,856	3,014,303	107,553	3.57%
Student Aid	3,189,186	3,483,564	(294,378)	-8.46%
Total Operating Expenses	30,658,915	31,989,605	(1,330,690)	-4.16%
NONOPERATING REVENUES (EXPENSES)				
Property Taxes	11,119,541	10,650,000	468,541	4.40%
State Appropriations	6,399,269	6,747,474	(348,205)	-5.16%
Federal Appropriations	3,895,279	2,856,905	1,038,374	36.35%
Investment Income	49,077	219,812	(170,735)	-77.65%
Loss on Disposal of Capital Assets	(2,411,163)	(40,743)	(2,370,420)	5817.98%
Interest Expenses	(679,347)	(752,515)	73,168	-9.72%
Total Nonoperating Revenues (Expenses)	20,371,656	21,680,733	(1,309,077)	-6.04%
INCREASE (DECREASE) IN NET POSITION	1,734,655	1,903,620	\$ (168,965)	-8.88%
Net Position - Beginning of Year	34,868,702	32,965,082		
NET POSITION - END OF YEAR	<u>\$ 36,603,357</u>	<u>\$ 34,868,702</u>		

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2021 (Continued)**

Operating revenues are the charges for services offered by the District. Total operating revenues decreased \$190,578 or 4.95% for fiscal year 2021. The decrease is primarily due to the following:

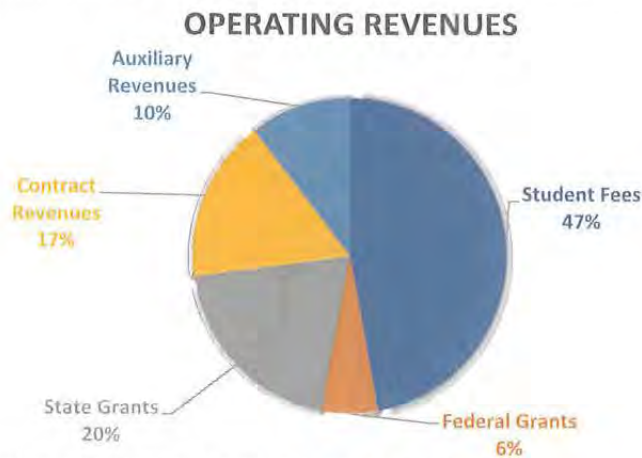
- The District receives funding from the federal and state governments for specific purposes, including financial aid payments to students. The District Tech received \$3,108,081 from the federal and state governments for 2021 compared to \$3,478,751 for 2020.
 - State revenue decreased \$142,545 or 5.58% in 2021 compared to 2020. 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 \$228,125 or 24.73% in 2021 compared to 2020. 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 \$1,999,073 in 2021 and \$1,758,180 in 2020.
- The District operates auxiliary enterprise operation such as the book store, food service, and childcare center. The District had sales of \$1,254,770 for 2021 compared to \$1,404,714 in 2020 for these activities.

Operating expenses are costs incurred for providing education, training and services. Total operating expenses decreased \$1,330,690 or 4.16% compared to 2020. The majority of the District's expenses, 43%, are for instructional related costs. Student financial aid and general institutional accounts for an additional 24%, while auxiliary services and other expenses account for the remaining 33% of total operating expenses.

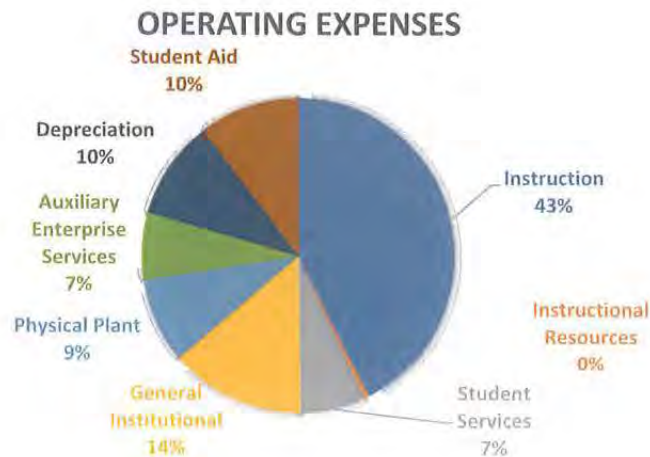
**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2021 (Continued)**

The graph below depicts the District's operating revenues by source:



The graph below categorizes operating expenses by function:



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2021 (Continued)**

Non-operating revenues (expenses) are revenue and expense items not related directly to providing instruction. Net non-operating revenues decreased \$1,309,077 or 6.04% in 2021.

- Federal appropriations increased \$1,038,374 in 2021. The increase is a result of the District expending COVID-19 funding from the Higher Education Emergency Relief Funds (HEERF).
- Loss on disposal of capital assets increased \$2,370,420 or 5,817.98% in 2021 compared to 2020. The District disposed a building and related improvements and equipment representing \$2,340,322 of the total loss on disposal.

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2020**

The Statement of Revenues, Expenses, and Changes in Net Position presents the revenues earned and expenses incurred during the year. Activities performed by the District are classified as either operating or non-operating activities. Because the District receives the majority of its revenue from the taxpayers and other state and local governments, the District 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
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2020 (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	Percent Change
OPERATING REVENUE				
Student Fees	\$ 5,570,847	\$ 5,570,432	\$ 415	0.01%
Federal Grants	922,531	1,128,366	(205,835)	-18.24%
State Grants	2,556,220	2,360,193	196,027	8.31%
Contract Revenues	1,758,160	1,959,274	(201,094)	-10.26%
Auxiliary Revenues	1,404,714	1,534,927	(130,213)	-8.48%
Total Operating Revenues	12,212,492	12,553,192	(340,700)	-2.71%
OPERATING EXPENSES				
Instruction	15,509,492	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	4,987,213	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	2,848,212	166,091	5.91%
Student Aid	3,483,964	3,117,436	366,528	11.76%
Total Operating Expenses	31,999,605	28,770,628	3,218,977	11.19%
NONOPERATING REVENUES (EXPENSES)				
Property Taxes	10,650,000	10,761,844	(111,844)	-1.04%
State Appropriations	8,747,474	8,223,692	523,582	6.37%
Federal Appropriations	2,856,905	2,476,768	380,137	N/A
Investment Income	219,612	432,529	(212,917)	-49.23%
Loss on Disposal of Capital Assets	(40,743)	(85,285)	44,522	-52.22%
Interest Expenses	(752,515)	(1,213,741)	461,226	-38.00%
Total Nonoperating Revenues (Expenses)	21,680,733	20,596,027	1,084,706	5.27%
INCREASE (DECREASE) IN NET POSITION	1,903,620	4,378,581	\$ (2,474,971)	-56.52%
Net Position - Beginning of Year	32,965,062	28,586,491		
NET POSITION - END OF YEAR	<u>\$ 34,868,702</u>	<u>\$ 32,965,062</u>		

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2020 (Continued)**

Operating revenues are the charges for services offered by the District. Total operating revenues decreased \$340,700 or 2.71% for fiscal year 2020. The increase is primarily due to the following:

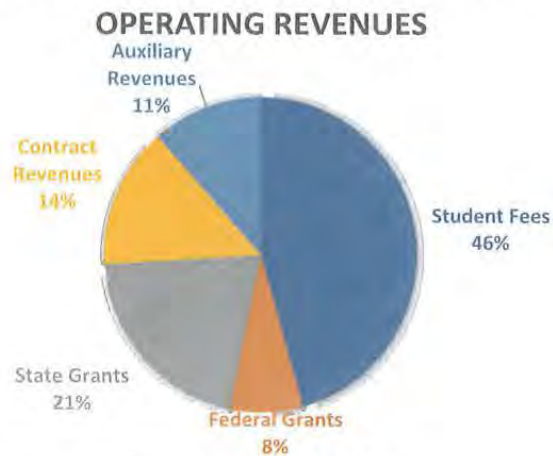
- The state increased tuition rates 1.5% in 2020 and 1.4% in 2019.
- The District receives funding from the federal and state governments for specific purposes, including financial aid payments to students. The District received \$3,478,751 from the federal and state governments for 2020 compared to \$3,488,559 for 2019.
 - ✓ State revenue increased \$196,027 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 \$205,835 or 18.24% 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 \$1,758,180 in 2020 and \$1,959,274 in 2019.
- The District operates auxiliary enterprise operation such as the book store, food service, and childcare center. The District had sales of \$1,404,714 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 \$3,218,977 or 11.19% compared to 2019. The majority of the District's expenses, 49%, 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 24% of total operating expenses.

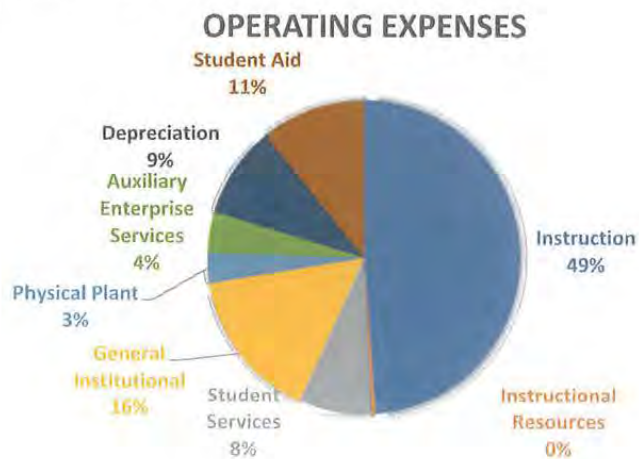
**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2020 (Continued)**

The graph below depicts the District's operating revenues by source:



The graph below categorizes operating expenses by function:



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION – YEAR
ENDED JUNE 30, 2020 (Continued)**

Non-operating revenues (expenses) are revenue and expense items not related directly to providing instruction. Net non-operating revenues increased \$1,084,706 or 5.27% 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 38.00% in 2020 compared to 2019. Interest expenses are the biggest non-operating expense for the District.

STATEMENT OF NET POSITION – JUNE 30, 2021

The Statement of Net Position includes all assets, (items that the District owns and amounts that are owed to the District by others) and liabilities (amounts the District 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 the District, regardless of when cash is exchanged.

Total net position increased \$1,734,655 or 4.97% in 2021 compared to an increase of \$1,903,620 or 5.77% in 2020. The District ended its fiscal year with net position of \$36,603,357 in 2021 of which \$20,222,189 was net investment in capital assets, \$4,738,443 was restricted for the net pension asset, \$521,822 was restricted for student financial aid, \$827,081 was restricted for capital projects, \$2,230,697 was restricted for debt service assistance, and \$8,063,125 was unrestricted net position. Unrestricted net position represents the amount of discretionary resources that can be used to fund general District operations.

Total assets increased \$1,038,110 or 1.44% in 2021 and \$5,546,045 or 8.34% in 2020. Net capital assets decreased \$1,360,059 or 2.93% in 2021 compared to an increase of \$1,129,122 or 2.49% in 2020.

The District's current liabilities increased \$794,770 or 9.27% in 2021 compared to an increase of \$2,631,581 or 44.29% in 2020.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

STATEMENT OF NET POSITION – JUNE 30, 2021(Continued)

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

	TABLE 2 CONDENSED STATEMENTS OF NET POSITION			
	2021	2020	Change	Percent Change
ASSETS				
Cash and Cash Equivalents	\$ 14,673,270	\$ 16,179,661	\$ (1,506,591)	-9.31%
Net Pension Asset	4,738,443	2,494,665	2,243,578	89.93%
Net Capital Assets	45,030,521	46,390,580	(1,360,059)	-2.93%
Other Assets	8,602,775	6,941,593	1,661,182	23.93%
Total Assets	73,045,009	72,006,899	1,038,110	1.44%
DEFERRED OUTFLOWS OF RESOURCES				
Related to Pension	7,378,208	5,395,632	2,012,576	37.51%
Related to Other Postemployment Benefits -	749,647	725,302	24,345	3.36%
Total Deferred Outflows of Resources	8,127,855	6,090,934	2,036,921	33.44%
LIABILITIES				
Current Liabilities	9,567,555	8,572,785	794,770	9.27%
Long-Term Liabilities	24,483,264	26,747,159	(2,263,895)	-8.46%
Total Liabilities	33,950,819	35,319,944	(1,469,125)	-4.16%
DEFERRED INFLOWS OF RESOURCES				
Related to Pension	10,394,531	7,474,682	2,919,649	39.06%
Related to Other Postemployment Benefits -				
Health Insurance	324,157	434,305	(110,148)	-25.36%
Total Deferred Outflows of Resources	10,718,688	7,909,187	2,809,501	35.52%
NET POSITION				
Net Invested in Capital Assets	20,222,189	20,446,997	(226,708)	-1.11%
Restricted for Pension	4,738,443	2,494,665	2,243,578	89.93%
Restricted for Student Financial Aid	521,622	481,252	40,570	8.43%
Restricted for Capital Projects	827,081	1,869,963	(1,042,882)	-55.77%
Restricted for Debt Service	2,230,697	2,364,940	(134,243)	-5.68%
Unrestricted	8,003,125	7,206,785	854,340	11.85%
Total Net Position	\$ 36,803,357	\$ 34,866,702	\$ 1,734,655	4.97%

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

STATEMENT OF NET POSITION – JUNE 30, 2020

The Statement of Net Position includes all assets, (items that the District owns and amounts that are owed to the District by others) and liabilities (amounts the District 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 the District, regardless of when cash is exchanged.

Total net position increased \$1,903,620 or 5.77% in 2020 compared to an increase of \$4,378,591 or 15.32% in 2019. The District ended its fiscal year with net position of \$34,868,702 in 2020 of which \$20,448,897 was net investment in capital assets, \$2,494,865 was restricted for the net pension asset, \$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 \$7,208,785 was unrestricted net position. Unrestricted net position represents the amount of discretionary resources that can be used to fund general the District operations.

Total assets increased \$5,546,045 or 8.34% in 2020 and decreased \$1,064,241 or 1.58% in 2019. Net capital assets increased \$1,004,702 or 5.17% in 2020 compared to an increase of \$364,784 or .81% in 2019.

The District's current liabilities increased \$2,631,581 or 44.29% in 2020 compared to an increase of \$340,865 or 5.16% in 2019.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

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	Percent 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	N/A
Net Capital Assets	48,390,580	45,261,458	1,129,122	2.49%
Other Assets	6,941,593	8,489,384	453,229	6.99%
Total Assets	72,006,899	68,460,854	5,546,045	8.34%
DEFERRED OUTFLOWS OF RESOURCES				
Related to Pension	5,365,632	7,286,841	(1,931,209)	-26.47%
Related to Other Postemployment Benefits -	725,302	2,840,076	(2,114,774)	-74.46%
Total Deferred Outflows of Resources	6,090,934	10,136,917	(4,045,983)	-39.91%
LIABILITIES				
Current Liabilities	8,572,785	5,941,264	2,631,581	44.29%
Long-Term Liabilities	26,747,159	33,098,869	(6,351,730)	-19.19%
Total Liabilities	35,319,944	39,040,093	(3,720,149)	-9.53%
DEFERRED INFLOWS OF RESOURCES				
Related to Pension	7,474,882	3,941,136	3,533,744	89.66%
Related to Other Postemployment Benefits -				
Health Insurance	434,305	651,458	(217,153)	-33.33%
Total Deferred Inflows of Resources	7,909,187	4,592,596	3,316,591	72.22%
NET POSITION				
Net Invested in Capital Assets	20,448,997	19,444,195	1,004,702	5.17%
Restricted for Pension	2,494,865	-	2,494,865	N/A
Restricted for Student Financial Aid	481,252	460,232	21,020	4.57%
Restricted for Capital Projects	1,669,963	1,362,684	507,279	37.23%
Restricted for Debt Service	2,364,940	1,585,231	779,709	49.19%
Unrestricted	7,208,785	10,112,740	(2,903,955)	-28.72%
Total Net Position	\$ 34,868,702	\$ 32,955,082	\$ 1,903,820	5.77%

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

CAPITAL ASSET AND DEBT ADMINISTRATION – JUNE 30, 2021

Capital Assets

At June 30, 2021, the District had \$73,094,013 in capital assets, including land, construction in progress, land improvements, buildings and improvements, and moveable equipment. Total accumulated depreciation on these assets was \$28,063,492. Asset acquisitions totaled \$4,172,960. Asset disposals totaled \$2,411,163 net of related accumulated depreciation. The District recognized depreciation expense of \$3,121,856. Detailed information about capital assets can be found in Note 3 to the financial statements.

Long-term Debt

As of June 30, 2021, the District had \$24,010,000 in general obligation debt outstanding compared to \$25,115,000 in 2020. The District maintained its Aa2 rating from Moody's Investor service on its current and outstanding long-term debt. Debt service requirements of the District 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 the District. Detailed information about the District's long-term debt is presented in Note 4 to the financial statements.

CAPITAL ASSET AND DEBT ADMINISTRATION – JUNE 30, 2020

Capital Assets

At June 30, 2020, the District had \$87,068,280 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 \$4,972,040. The District recognized depreciation expense of \$3,014,303. Detailed information about capital assets can be found in Note 3 to the financial statements.

Long-term Debt

As of June 30, 2020, the District had \$25,115,000 in general obligation debt outstanding compared to \$25,035,000 in 2019. The District maintained its Aa2 rating from Moody's Investor service on its current and outstanding long-term debt. Debt service requirements of the District 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 the District. Detailed information about the District's long-term debt is presented in Note 4 to the financial statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

FINANCIAL POSITION – JUNE 30, 2021

The District 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 the District's:

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

"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."

FINANCIAL POSITION – JUNE 30, 2020

The District 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 the District'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."

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

ECONOMIC FACTORS – YEAR ENDED JUNE 30, 2021

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

- The District 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.
- Unique programs such as Golf Course Management, Midwifery and online programs/courses draw students from outside of the district and state.
- The District 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:

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

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

ECONOMIC FACTORS – YEAR ENDED JUNE 30, 2020

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

- The District 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.
- Unique programs such as Golf Course Management, Midwifery and online programs/courses draw students from outside of the district and state.
- The District 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
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

ECONOMIC FACTORS – YEAR ENDED JUNE 30, 2020 (Continued)

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. The District has effectively survived previous difficult times and is a stronger institution as a result of it. The current financial position of the District 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 the District's finances for all those with an interest in the District'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>.

Basic Financial Statements

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF NET POSITION
JUNE 30, 2021 AND 2020**

	District		Foundation	
	2021	2020	2021	2020
ASSETS				
CURRENT ASSETS				
Cash and Cash Equivalents	\$ 14,673,270	\$ 16,179,861	\$ 718,199	\$ 421,907
Taxes Receivable	3,493,160	3,477,638	-	-
Accounts Receivable	272,958	186,033	249,950	124,926
Student Accounts Receivable, Net	601,540	545,754	-	-
Due from Other Governments	1,751,729	378,215	-	-
WTCEBC Consortium	1,675,672	1,722,221	-	-
Inventories	441,323	247,238	-	-
Prepaid Expenses	366,393	384,494	-	-
Total Current Assets	23,276,045	23,121,454	968,149	546,833
NON CURRENT ASSETS				
Net Pension Asset	4,738,443	2,494,865	-	-
Investments	-	-	6,109,234	4,336,967
Capital Assets not Being Depreciated	1,054,982	2,007,294	80,000	883,186
Capital Assets Being Depreciated, Net	43,975,539	44,383,286	3,073,276	2,296,403
Total Noncurrent Assets	49,768,964	48,885,445	9,262,510	7,516,556
Total Assets	73,045,009	72,006,899	10,230,659	8,063,389
DEFERRED OUTFLOWS OF RESOURCES				
Related to Pension	7,378,208	5,365,632	-	-
Related to Other Postemployment Benefits	749,647	725,302	-	-
Total Deferred Outflows of Resources	8,127,855	6,090,934	-	-
LIABILITIES				
CURRENT LIABILITIES				
Accounts Payable and Other Current Liabilities	1,003,701	776,018	15,515	13,152
Accrued Salaries and Benefits	396,830	379,313	-	-
Accrued Interest	59,421	34,629	-	-
Deferred Revenue	753,871	667,388	-	-
Current Portion of Compensated Absences/Termination Benefits	1,108,344	920,356	-	-
Current Portion of Long-Term Debt	5,455,000	5,105,000	100,153	91,214
Current Portion of Other Postemployment Benefits	590,388	690,081	-	-
Total Current Liabilities	9,367,555	8,572,785	115,668	104,366
NONCURRENT LIABILITIES				
Compensated Absences/Termination Benefits	2,078,417	2,445,445	-	-
Long-Term Debt	18,555,000	20,010,000	2,089,071	2,191,484
Unamortized Debt Premiums	798,332	826,683	-	-
Other Postemployment Benefits	3,051,515	3,465,031	-	-
Total Noncurrent Liabilities	24,483,264	26,747,159	2,089,071	2,191,484
Total Liabilities	33,850,819	35,319,944	2,204,739	2,295,850
DEFERRED INFLOWS OF RESOURCES				
Related to Pension	10,394,531	7,474,882	-	-
Related to Other Postemployment Benefits	324,157	434,305	-	-
Total Deferred Inflows of Resources	10,718,688	7,909,187	-	-
NET POSITION				
Net Investment in Capital Assets	20,222,189	20,448,897	-	-
Restricted				
Net Pension Asset	4,738,443	2,494,865	-	-
Student Financial Assistance	521,822	481,252	-	-
Capital Projects	827,081	1,869,963	-	-
Debt Service	2,230,697	2,364,940	-	-
Donor Restrictions	-	-	6,500,730	4,560,237
Unrestricted	8,063,125	7,208,785	1,525,190	1,207,302
Total Net Position	\$ 36,603,357	\$ 34,868,702	\$ 8,025,920	\$ 5,767,539

See accompanying Notes to Financial Statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2021 AND 2020

	District		Foundation	
	2021	2020	2021	2020
OPERATING REVENUES				
Tuition and Fees				
Program Fees (Net of \$194,576 and \$144,347				
Scholarship Allowances, Respectively	\$ 4,485,321	\$ 4,498,373	\$ -	\$ -
Material Fees (Net of \$11,734 and \$8,910				
Scholarship Allowances, Respectively	270,491	282,343	-	-
Other Student Fees (Net of \$39,224 and				
\$24,949 Scholarship Allowances, Respectively	904,178	790,131	-	-
State Grants and Contracts	2,413,675	2,556,220	-	-
Federal Grants and Contracts	694,406	922,531	-	-
Non-Governmental Grants and Contracts	1,999,073	1,758,180	-	-
Auxiliary Enterprise Services	1,254,770	1,404,714	-	-
Contributions and Other Support	-	-	1,701,255	1,420,903
Rental Income	-	-	596,997	572,941
Total Operating Revenues	12,021,914	12,212,492	2,298,252	1,993,844
OPERATING EXPENSES				
Instruction	13,057,563	15,609,492	-	-
Instructional Resources	139,357	126,998	-	-
Student Services	2,064,014	2,431,218	-	-
General Institution	4,292,012	4,987,213	-	-
Physical Plant	2,677,347	1,000,678	-	-
Auxiliary Enterprise Services	2,117,580	1,335,739	-	-
Depreciation	3,121,856	3,014,303	-	-
Student Aid	3,189,186	3,483,964	-	-
Program Activities and Other	-	-	1,484,598	1,890,566
Total Operating Expenses	30,658,915	31,989,605	1,484,598	1,890,566
OPERATING INCOME (LOSS)	(18,637,001)	(19,777,113)	813,654	103,278
NONOPERATING REVENUES (EXPENSES)				
State Appropriations	8,399,269	8,747,474	-	-
Federal Appropriations	3,895,279	2,856,905	-	-
Local Property Taxes	11,118,541	10,650,000	-	-
Loss on Disposal of Capital Assets	(2,411,163)	(40,743)	-	-
Investment Income	49,077	219,612	1,444,727	109,060
Interest Expense	(679,347)	(752,515)	-	-
Total Nonoperating Revenues (Expenses)	20,371,656	21,680,733	1,444,727	109,060
CHANGE IN NET POSITION	1,734,655	1,903,620	2,258,381	212,338
Net Position - Beginning of Year	34,868,702	32,965,082	5,767,539	5,555,201
NET POSITION - END OF YEAR	<u>\$ 36,603,357</u>	<u>\$ 34,868,702</u>	<u>\$ 8,025,920</u>	<u>\$ 5,767,539</u>

See accompanying Notes to Financial Statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2021 AND 2020**

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Tuition and Fees Received	\$ 5,690,687	\$ 5,621,407
Federal and State Grants Received	3,108,081	3,453,295
Business, Industry, and School District Contract Revenues Received	1,912,148	1,699,625
Payments to Employees for Operating Payroll	(26,352,035)	(18,596,917)
Payments to Suppliers	(3,232,506)	(9,894,103)
Auxiliary Enterprise Revenues Received	1,254,770	1,450,747
Net Cash Used by Operating Activities	(17,618,855)	(16,265,946)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Local Property Taxes Received	11,103,019	10,700,922
State Appropriations Received	8,399,269	8,747,474
Federal Grants Received	2,521,765	2,856,905
Net Cash Provided by Noncapital Financing Activities	22,024,053	22,305,301
CASH FLOWS FROM CAPITAL AND RELATED FINANCIAL ACTIVITIES		
Acquisition and Construction of Capital Assets	(4,172,960)	(4,184,168)
Proceeds from Issuance of Debt	4,000,000	4,000,000
Premium on Debt Issue	159,880	44,420
Debt Retired	(5,105,000)	(3,920,000)
Interest Paid	(842,786)	(730,390)
Net Cash Used by Capital and Related Financial Activities	(5,960,866)	(4,790,138)
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment Income Received	49,077	219,612
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(1,506,591)	1,468,829
Cash and Cash Equivalents - Beginning of Year	16,179,861	14,711,032
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 14,673,270</u>	<u>\$ 16,179,861</u>

See accompanying Notes to Financial Statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS (CONTINUED)
YEARS ENDED JUNE 30, 2021 AND 2020**

RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES	2021	2020
Operating Loss	\$ (18,637,001)	\$ (19,777,113)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:		
Depreciation	3,121,856	3,014,303
(Increase) Decrease in Assets:		
Accounts Receivable	(86,925)	(12,523)
Student Accounts Receivable, Net	(55,786)	(59,785)
Due from Other Governments	-	(25,455)
Inventories	(194,085)	102,079
Prepaid Expenses and Other Assets	64,650	(508,467)
Net Pension Asset	(2,243,578)	(5,353,290)
(Increase) Decrease in Deferred Outflows of Resources:		
Pension	(2,012,576)	1,931,209
OPEB	(24,345)	2,114,774
Increase (Decrease) in Liabilities:		
Accounts Payable and Other Current Liabilities	227,683	(275,346)
Accrued Salaries and Benefits	17,517	(20,980)
Compensated Absences	(179,040)	(11,390)
Unearned Revenue	86,483	110,345
Post-Employment Benefits	(513,209)	(810,898)
Increase (Decrease) in Deferred Inflows of Resources:		
Pension	2,919,649	3,533,744
OPEB	(110,148)	(217,153)
Total Net Cash Used by Operating Activities	<u>\$ (17,618,855)</u>	<u>\$ (16,265,946)</u>

See accompanying Notes to Financial Statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Southwest Wisconsin Technical College (the District), 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 District 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 the District boundaries.

The District is governed by a nine-member District Board elected by the 30 school district boards comprising the District. 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 the District, 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 the District 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 the District 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 FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (Continued)

The Southwest Wisconsin Technical College Foundation, Inc. (Foundation), is a nonprofit 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 the District. The Foundation is managed by an independent board of directors. The District 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 the District and the "entitlement/ability to access" criterion is met because the Foundation has a history of supporting the District with its economic resources, the financial resources of the Foundation are significant to the District 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, the District is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements of the District 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 the District 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

The District'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 90 days from date of acquisition.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position
(Continued)**

Cash and Cash Equivalents (Continued)

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, 2021 and 2020, the fair value of the District's share of the LGIP's assets was substantially equal to the amount reported in these statements.

The District 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 the District, 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.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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.

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 the District 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 the District that is used for capital improvements and equipment additions.

The District's operational mill rate was .57833 and .60249 mills for fiscal years ending 2021 and 2020, respectively. The debt service mill rate was .60275 and .60762 for the fiscal years ending 2021 and 2020, respectively.

The District 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 the District'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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property Tax and Taxes Receivable (Continued)

Historically, the District 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 the District's year-end.

Compensated Absences

The District employees are granted vacation and sick leave benefits in varying amounts in accordance with the District policies. In the event of retirement, death or resignation of an employee, the District 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.

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 (revenue), 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, the District'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 13 years of service to the District 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 13 or more years of service to the District will have one year of health insurance premiums banked to pay future post separation premiums. Those with 15 or more years of service to the District will have two years of health insurance premiums banked to pay future post separation premiums. Those with 17 or more years of service will have three years of health insurance premiums banked to pay future separation premiums.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Post-Employment Benefits (Continued)

Academic and administrative staff with 13 or more years of service to the District will have three years of health insurance premiums banked to pay future separation premiums. Those with 15 or more years of service will have four years of health insurance premiums banked to pay future post separation premiums. Those with 17 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. The District has deferred outflows as of June 30, 2021 and 2020 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. The District has deferred inflows as of June 30, 2021 and 2020 related to pension and OPEB activity.

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. The District'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. The District determines its allowance for doubtful accounts by considering a number of factors including length of time amounts are past due, the District's previous loss history and the student's ability to pay his or her obligation. The District 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

The District 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 the District.

The District 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 Wisconsin State Single Audit Guidelines.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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. The District 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

The District has classified its revenue and expenses as either operating or nonoperating 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 the District'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 the District. Operating expenses include the cost of providing educational services, student aid, administrative expenses and depreciation on capital assets.

Nonoperating revenues/expenses - Nonoperating revenues and expenses include activities that have the characteristics of nonexchange transactions. Nonoperating 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

The District is self-insured for health and dental coverage. The District accounts for its medical self-insurance program in an internal service fund. The purpose of this fund is to pay medical insurance claims of the District employees and their covered dependents and to minimize the total costs of annual insurance to the District. 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 the District were determined by the Plan administrator.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position

Net position is classified according to restrictions on availability of assets for satisfaction of the District'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 the District 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 can only be used to finance the acquisition of land, building, building improvements, and equipment.

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 the District 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, the District's policy is to first apply the expense towards restricted resources and then towards unrestricted resources.

Reclassification

Certain amounts in the prior year financial statements have been reclassified to conform with the presentation in the current year financial statements with no change in previously reported net position, changes in net position, fund balance or changes in fund balance.

Adoption of Accounting Principle

During the year ended June 30, 2021, the District implemented Government Accounting Standards Board (GASB) Statement No. 84 – *Fiduciary Activities*. The implementation of this standard did not have any impact on the presentation of the financial statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 2 CASH AND CASH EQUIVALENTS

The District cash and cash equivalents consist of the following at June 30:

	2021	2020	Risk
Cash and Cash Equivalents:			
Cash on Hand	\$ 2,940	\$ 2,940	
Deposit Accounts	13,437,652	14,945,368	Custodial Credit
Local Government Investment Pool	1,232,678	1,231,553	Credit and Interest Rate
Total Cash and Cash Equivalents	<u>\$ 14,673,270</u>	<u>\$ 16,179,861</u>	

The District voluntarily invest 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 District'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, the District 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.

Deposits in each local and area bank are insured by the Federal Deposit Insurance Corporation (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, the following table represents the District's custodial credit risk:

	2021	2020
Bank Balances - Deposit Accounts	\$ 13,660,211	\$ 15,025,223
Amounts Secured by FDIC Coverage or Collateral Agreements	<u>(13,660,211)</u>	<u>(15,025,223)</u>
Custodial Credit Risk Exposure	<u>\$ -</u>	<u>\$ -</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 2 CASH AND CASH EQUIVALENTS (CONTINUED)

Custodial Credit Risk (Continued)

For investments, custodial credit risk is the risk that, in the event of failure of the counterparty (e.g. broker-dealer) to the transaction, the District will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The District'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, the District'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, 2021 and 2020, the Wisconsin Local Government Investment Pool (LGIP) investments have a maturity of 12 months or less.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 3 CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2021:

	Balance 7/1/2020	Additions	(Deletions)	Balance 6/30/2021
Capital Assets not Being Depreciated				
Land	\$ 1,042,011	\$ -	\$ (20,000)	\$ 1,022,011
Construction in Progress	965,283	32,971	(965,283)	32,971
Total Capital Assets not Being Depreciated	2,007,294	32,971	(985,283)	1,054,982
Capital Assets Being Depreciated				
Land Improvements	1,233,861	2,810	(543,936)	692,735
Buildings and Improvements	50,648,429	437,095	(6,867,126)	44,218,398
Equipment	33,178,696	4,665,367	(10,716,165)	27,127,898
Total Capital Assets Being Depreciated	85,060,986	5,105,272	(18,127,227)	72,039,031
Less: Accumulated Depreciation for				
Land Improvements	766,281	45,894	(493,095)	319,080
Buildings and Improvements	15,472,133	1,211,783	(4,717,628)	11,966,288
Equipment	24,439,286	1,864,179	(10,525,341)	15,778,124
Total Accumulated Depreciation	40,677,700	3,121,856	(15,736,064)	28,063,492
Total Capital Assets Being Depreciated, Net	44,383,286	1,983,416	(2,391,163)	43,975,539
Net Capital Assets	46,390,580	\$ 2,016,387	\$ (3,376,446)	45,030,521
Less: General Obligation Debt	(25,941,683)			(24,808,332)
Total Net Investment in Capital Assets	\$ 20,448,897			\$ 20,222,189

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 3 CAPITAL ASSETS (CONTINUED)

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 and 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 and 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 FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 4 LONG-TERM OBLIGATIONS

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

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

	Balance 7/1/2020	Additions	Reductions	Balance 6/30/2021	Due Within One Year
Notes and Bonds Payable					
General Obligation Bonds	\$ 17,215,000	\$ -	\$ (1,705,000)	\$ 15,510,000	\$ 1,755,000
General Obligation Notes	7,900,000	4,000,000	(3,400,000)	8,500,000	3,700,000
Unamortized Premiums	826,683	159,880	(188,231)	798,332	-
Total Bonds and Notes Payable	25,941,683	4,159,880	(5,293,231)	24,808,332	5,455,000
Other Liabilities:					
Net Other Postemployment					
Liability Benefits - Health Insurance	4,155,112	-	(513,209)	3,641,903	590,388
Termination Benefit	2,972,908	253,901	(689,203)	2,537,606	459,189
Accrued Compensated Absences - Vacation	392,893	846,650	(590,368)	649,155	649,155
Total Long-Term Liabilities	\$ 33,462,596	\$ 5,260,431	\$ (7,086,031)	\$ 31,636,996	\$ 7,153,732
	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	4,471,553	209,632	(526,073)	4,155,112	690,081
Termination Benefit	3,467,365	-	(494,457)	2,972,908	527,463
Accrued Compensated Absences - Vacation	404,283	640,445	(651,835)	392,893	392,893
Total Long-Term Liabilities	\$ 37,018,889	\$ 5,049,821	\$ (8,606,114)	\$ 33,462,596	\$ 6,715,437

All general obligation debt is secured by the full faith and credit and taxing powers of the District. 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 FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 4 LONG-TERM OBLIGATIONS (CONTINUED)

Wisconsin State Statute 67.03 (1) limits total general obligation debt of the District to 5% of the equalized value of taxable property located within the district. Wisconsin State Statute 67.03 (9) limits bonded indebtedness of the District 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 is as follows:

June 30, 2021		
	Bonds	Aggregate
Equalized Value	\$ 10,288,229,441	\$ 10,288,229,441
Debt Limit (2% for Bonds, 5% for Total)	205,764,589	514,411,472
Debt Outstanding at June 30, 2021, Net of Resources Available to Pay Principal	15,510,000	24,010,000
Margin of Indebtedness	\$ 190,254,589	\$ 490,401,472

June 30, 2020		
	Bonds	Aggregate
Equalized Value	\$ 9,708,832,985	\$ 9,708,832,985
Debt Limit (2% for Bonds, 5% for Total)	194,176,660	485,441,649
Debt Outstanding at June 30, 2020, Net of Resources Available to Pay Principal	17,215,000	25,115,000
Margin of Indebtedness	\$ 176,961,660	\$ 460,326,649

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 4 LONG-TERM OBLIGATIONS (CONTINUED)

General obligation debt at June 30, 2021 and 2020 are as follows:

<u>Description</u>	<u>Buyer</u>	<u>2021</u>	<u>2020</u>
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	\$ 3,660,000	\$ 4,125,000
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
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	500,000	1,000,000
2017 \$6,485,000 general obligation refunding bonds payable with annual 3.0% 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
2018 \$4,000,000 promissory notes payable with annual principal payments of \$814,000 - \$892,400 through June 1, 2023, interest at 5.0%, payable semi-annually on June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Robert W. Baird	1,600,000	2,400,000
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 rate of 4.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance construction and remodeling.	Robert W. Baird	5,365,000	6,605,000
2020 \$4,000,000 promissory notes payable with annual principal payments of \$800,000 through June 1, 2024, interest at 2.0-4.0%, 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	4,000,000
2021 \$4,000,000 promissory notes payable with annual principal payments of \$800,000 through June 1, 2025, interest at 1.25-2.25%, payable semi-annually on June 1 and December 1. Proceeds used to finance building remodeling and improvements, and equipment purchases.	Robert W. Baird	4,000,000	-
Total General Obligation Debt		<u>\$ 24,010,000</u>	<u>\$ 25,115,000</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 4 LONG-TERM OBLIGATIONS (CONTINUED)

Future debt service requirements as of June 30, 2021 are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2022	\$ 5,455,000	\$ 705,050	\$ 6,160,050
2023	4,195,000	595,200	4,790,200
2024	3,460,000	482,400	3,942,400
2025	2,750,000	349,500	3,099,500
2026	2,095,000	244,500	2,339,500
2027-2029	6,055,000	349,650	6,404,650
Total	<u>\$ 24,010,000</u>	<u>\$ 2,726,300</u>	<u>\$ 26,736,300</u>

In prior years, the District 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 District's financial statements. At June 30, 2021, \$11,960,000 of debt outstanding is considered defeased.

Termination Benefit

In addition to the District'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, the District 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. The District's accrual for termination benefits was \$2,537,606 and \$2,972,908 at June 30, 2021 and 2020.

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS

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 issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

Post-retirement Adjustments (Continued)

Year	Core Fund Adjustment (%)	Variable Fund Adjustment (%)
2011	(1.2)	11.0
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	5.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0

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 current and prior reporting period, the WRS recognized \$818,976 and \$800,839 of contributions from the employer, respectively.

Contribution rates as of December 31, 2020, the measurement dates for the year ended June 30, 2021, are as follows:

Employee Category	Employee	Employer
General (including teachers, executives, and elected officials)	6.75%	6.75%
Protective with Social Security	6.75%	11.65%
Protective without Social Security	6.75%	16.25%

Contribution rates as of December 31, 2019, the measurement dates for the year ended June 30, 2020, 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%

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

Pension Assets, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2021, the District reported an asset of \$4,738,443 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2020, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2019 rolled forward to December 31, 2020. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The District's proportion of the net pension asset was based on the District's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2020, the District's proportion was 0.07589841% which was a decrease of 0.0014753221% from its proportion measured as of December 31, 2019.

At June 30, 2020, the District reported an asset of \$2,494,865 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2019, and the total pension liability used to calculate the net pension 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. The District's proportion of the net pension asset was based on The District's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2019, the District's proportion was 0.0773737321% which was a decrease of 0.002972% from its proportion measured as of December 31, 2018.

For the years ended June 30, 2021 and 2020, the District recognized pension expense (income) of (\$515,645) and \$941,290, respectively.

At June 30, 2021, the District 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 Expected and Actual Experience	\$ 6,857,981	\$ 1,477,196
Net Differences Between Projected And Actual Earnings on Pension Plan Investments	-	8,896,038
Changes in Assumptions	107,477	-
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	6,686	21,297
Employer Contributions Subsequent to the Measurement Date	406,064	-
Total	<u>\$ 7,378,208</u>	<u>\$ 10,394,531</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

\$406,064 reported as deferred outflows related to pension resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction (increase) of the net pension liability (asset) in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	<u>Amount</u>
2022	\$ (878,924)
2023	(240,766)
2024	(1,617,152)
2025	(685,545)
Total	<u>\$ (3,422,387)</u>

At June 30, 2020, the District 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 Expected 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	422,661	-
Total	<u>\$ 5,365,632</u>	<u>\$ 7,474,882</u>

\$422,661 reported as deferred outflows related to pension resulting from the District's contributions subsequent to the measurement date was recognized as a reduction (increase) of the net pension liability (asset) in the year ended June 30, 2021.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

Actuarial Assumptions

The total pension liability in the December 31, 2020, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2019
Measurement Date:	December 31, 2020
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
Postretirement 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 for December 31, 2020 is based upon a roll-forward of the liability calculated from the December 31, 2019 actuarial valuation.

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:	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
Postretirement 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 for December 31, 2019 is based upon a roll-forward of the liability calculated from the December 31, 2018 actuarial valuation.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

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

Asset Allocation Targets and Expected Returns
as of December 31, 2020

	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Core Fund Asset Class:			
Global Equities	51.0%	7.2%	4.7%
Fixed Income	25.0	3.2%	0.8%
Inflation Sensitive Assets	16.0	2.0%	-0.4%
Real Estate	8.0	5.6%	3.1%
Private Equity/Debt	11.0	10.2%	7.6%
Multi-Asset	4.0	5.8%	3.3%
Total Core Fund	115.0%	6.6%	4.1%
Variable Fund Asset Class:			
U.S. Equities	70.0%	6.6%	4.1%
International Equities	30.0	7.4%	4.9%
Total Variable Fund	100.0%	7.1%	4.6%

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.4%

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

Asset Allocation Targets and Expected Returns
as of December 31, 2019

	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Core Fund Asset Class:			
Global Equities	49.0%	8.0%	5.1%
Fixed Income	24.5	4.9%	2.1%
Inflation Sensitive Assets	15.5	4.0%	1.2%
Real Estate	9.0	6.3%	3.5%
Private Equity/Debt	8.0	10.6%	7.6%
Multi-Asset	4.0	6.9%	4.0%
Total Core Fund	110.0%	7.5%	4.6%
Variable Fund Asset Class:			
U.S. Equities	70.0%	7.5%	4.6%
International Equities	30.0	8.2%	5.3%
Total Variable Fund	100.0%	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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

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 2.00% (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, 2020. 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.

Sensitivity of the District's proportionate Share of the Net Pension Liability to Changes in the Discount Rate

For the year ended June 30, 2021, the following presents the District's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.00%, as well as what the District's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease to Discount Rate (6.0%)	Current Discount Rate (7.0%)	1% Increase to Discount Rate (8.0%)
District's Proportionate Share of Net Pension Liability (Asset)	\$ 4,510,341	\$ (4,738,443)	\$ (11,531,605)

For the year ended June 30, 2020, the following presents the District's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.00%, as well as what the District's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease to Discount Rate (6.0%)	Current Discount Rate (7.0%)	1% Increase to Discount Rate (8.0%)
District's Proportionate Share of Net Pension Liability (Asset)	\$ 6,424,724	\$ (2,494,865)	\$ (9,163,287)

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 5 EMPLOYEES' RETIREMENT SYSTEMS (CONTINUED)

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. The District 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, 2020, the date of the latest actuarial valuation, there were 199 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 District 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 three to five, 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 District 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 one to three, as determined by years of service as of June 30, 2013.

As of July 1, 2019, the District eliminated benefits for those hired prior to 2000. Only those that retired prior to July 1, 2019 are eligible to receive the benefits.

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, 2021 or 2020.

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 6 OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2020 and 2019, respectively and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2020 and 2018, respectively.

Actuarial assumptions. The total OPEB liability was determined by an actuarial valuation as of June 30, 2020, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.00%
Discount Rate	2.25%
Healthcare Cost Trend Rates	6.50% decreasing by 0.10% per year down to 5.00% and level thereafter.

The actuarial assumptions are based upon an experience study conducted in 2018 using Wisconsin Retirement System (WRS) experience from 2015-2017. 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 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%
Discount Rate	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 5.00%, 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 the District 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.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 6 OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Discount rate. The discount rate of 2.25 % and 3.50%, respectively, was used in calculating the District's OPEB liabilities (based upon all projected payments discounted at a long-term expected rate of return of 2.25% and 3.50%, respectively).

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.

Changes in the Net OPEB Liability

	2021	2020
Balance at Beginning of the Year	\$ 4,155,112	\$ 4,471,553
Changes for the Year:		
Service Cost	5,066	4,761
Interest	133,441	157,909
Changes of Assumptions or Other Inputs	181,039	46,962
Differences Between Expected and Actual Experience	(142,674)	-
Benefit Payments	(690,081)	(526,073)
Net Changes	(513,209)	(316,441)
Balance at End of the Year	<u>\$ 3,641,903</u>	<u>\$ 4,155,112</u>

Sensitivity of the net OPEB liability to changes in the discount rate. 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 a discount rate that is 1-percentage point lower or 1-percentage-point higher than the current discount rate:

June 30, 2021			
	1% Decrease to Discount Rate (1.25%)	Current Discount Rate (2.25%)	1% Increase to Discount Rate (3.25%)
Total OPEB Liability	\$ 3,847,437	\$ 3,641,903	\$ 3,461,252

June 30, 2020			
	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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 6 OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

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 or 1-percentage-point higher than the current healthcare cost trend rates:

June 30, 2021			
	1% Decrease to (5.5% Decreasing to 4.0%)	Current Trends (6.5% Decreasing to 5.0%)	1% Increase to (7.5% Decreasing to 6.0%)
Total OPEB Liability	\$ 3,619,172	\$ 3,641,903	\$ 3,663,286

June 30, 2020			
	1% Decrease to (6.5% Decreasing to 4.0%)	Current Trends (7.5% Decreasing to 5.0%)	1% Increase to (8.5% Decreasing to 6.0%)
Total OPEB Liability	\$ 4,125,783	\$ 4,155,112	\$ 4,183,380

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

For the year ended June 30, 2021 and 2020, the District recognized OPEB expense (income) of (\$57,314) and \$42,742, respectively. At June 30, 2021, the District 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	\$ -	\$ 277,888
Changes in Assumptions or Other Inputs	159,259	46,269
Employer Contributions Subsequent to the Measurement Date	590,388	-
Total	<u>\$ 749,647</u>	<u>\$ 324,157</u>

\$590,388 reported as deferred outflows related to OPEB resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending June 30,	Amount
2022	\$ (195,820)
2023	21,330
2024	9,592
Total	<u>\$ (164,898)</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 7 COMMITMENTS AND CONTINGENCIES

The District 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.

From time to time the District 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 the District's legal counsel that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the District's financial position.

Operating Leases

The District 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:

<u>Year Ending June 30,</u>	<u>Amount</u>
2022	\$ 59,720
2023	61,512
2024	59,642
2025	10,130
Total Future Minimum Lease Payments	<u>\$ 191,004</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 8 RISK MANAGEMENT

Districts Mutual Insurance Company (DMI)

In July 2004, all 16 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. The District'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 2021 and 2020.

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 FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

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 16 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, Wisconsin 53015.

Health Insurance

As of July 1, 2015, the District 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 the District 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. The District 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 the District. 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 FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 8 RISK MANAGEMENT (CONTINUED)

Health Insurance (Continued)

The District's proportion of the investment in the WTCEBC of \$1,675,672 and \$1,722,221 reported at June 30, 2021 and 2020. The IBNR included in this investment is not material to the financial statement.

NOTE 9 CLASSIFICATION OF EXPENSES

Operating expenses by natural classification were as follows for the year ended June 30:

	2021	2020
Salaries and Wages	\$ 14,211,624	\$ 13,802,152
Fringe Benefits	3,713,067	6,136,281
Travel, Memberships, and Subscriptions	442,954	596,717
Supplies, Printing, and Minor Equipment	1,137,724	692,910
Contracted Services	1,955,639	1,943,428
Rentals, Repairs, and Maintenance	210,427	179,121
Marketing and Advertising	508,327	445,342
Student Activities	136,662	209,425
Enterprise Activities	1,521,463	1,058,558
Utilities	416,527	356,079
Miscellaneous	93,459	71,325
Depreciation	3,121,856	3,014,303
Student Aid	3,189,186	3,483,964
Total Operating Expenses	<u>\$ 30,658,915</u>	<u>\$ 31,989,605</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 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 District);
- Develop and manage endowment funds to provide scholarships, special awards, and other financial assistance to students of the District;
- Provide and develop alternative financial support to the District 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 District. The REF supports the District by holding and managing real estate that is integral to the District's mission.

Each of Southwest Wisconsin Technical College (District), 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 District. While each entity is independently governed, it is recognized that close collaboration and cooperation are essential to attain their separate missions.

The District 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 District's objectives. The Foundation is intended to be the primary means through which private donors may assist the District.

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 District's financial statements since the District has an economic interest in the Foundation and REF.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

A Summary of Significant Accounting Policies (Continued)

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 (IRC). 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 IRC. 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 FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

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 accounting principles generally accepted in the United States of America. 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.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

A. Summary of Significant Accounting Policies (Continued)

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.

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.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

A. Summary of Significant Accounting Policies (Continued)

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 December __, 2021, 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.

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 FDIC up to \$250,000. The Foundation's uninsured cash balances at June 30, 2021 and 2020 total approximately \$232,536 and \$55,000.

C. Promises to Give

Unconditional promises to give at June 30 are as follows:

	2021	2020
Receivable in Less than One Year	\$ 84,901	\$ 61,140
Receivable in One to Five Years	91,159	7,000
Unconditional Promises to Give	<u>\$ 176,060</u>	<u>\$ 68,140</u>

D. Investments

Investments at June 30 are comprised of the following:

	2021	2020
Money Market Fund	\$ 44,090	\$ 22,970
U.S. Government and Agency Obligations	1,495,010	1,161,238
Mutual Funds	4,570,134	3,152,759
Investments	<u>\$ 6,109,234</u>	<u>\$ 4,336,967</u>

Investments at June 30, 2021 and 2020 include \$5,433,618 and \$3,676,149 of investments held for endowment purposes.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

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)	(Level 2)
Money Market Fund	\$ 44,090	\$ 44,090	\$ -
U.S. Government and Agency Obligations	1,495,010	-	1,495,010
Mutual Funds	4,570,134	4,570,134	-
June 30, 2021	<u>\$ 6,109,234</u>	<u>\$ 4,614,224</u>	<u>\$ 1,495,010</u>
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>

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.

F. Property and Equipment

Property and equipment consist of the following:

	2021	2020
Land	\$ 80,000	\$ 80,000
Construction in Progress	-	803,186
Buildings and Improvements	3,989,478	3,112,466
Equipment	66,518	54,046
Property and Equipment	<u>4,135,996</u>	<u>4,049,698</u>
Less: Accumulated Depreciation	<u>(982,720)</u>	<u>(870,109)</u>
Property and Equipment, Net	<u>\$ 3,153,276</u>	<u>\$ 3,179,589</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

G. Long-term Debt

<u>Description</u>	<u>2021</u>	<u>2020</u>
Note Payable, due in monthly installments of \$2,155, including interest (3.51% and 3.85% at June 30, 2021 and 2020, respectively), with single balloon payment due November 2030, secured by property.	\$ 296,767	\$ 311,316
Note Payable, due in monthly installments of \$9,210, including interest (3.51% and 3.85% at June 30, 2021 and 2020, respectively), with single balloon payment due November 2030, secured by property.	1,270,104	1,332,219
Note Payable, due in monthly installments of \$3,279, including interest at 3.52%, with single balloon payment due October 2030, secured by property.	<u>622,353</u>	<u>639,163</u>
Subtotal	2,189,224	2,282,698
Less: Current Maturities	<u>100,153</u>	<u>91,214</u>
Total Long-Term Debt	<u><u>\$ 2,089,071</u></u>	<u><u>\$ 2,191,484</u></u>

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

<u>Year Ending June 30,</u>	<u>Amount</u>
2022	\$ 100,153
2023	103,736
2024	107,260
2025	111,285
2026	115,267
Thereafter	<u>1,651,523</u>
Total	<u><u>\$ 2,189,224</u></u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

H. Leasing Arrangements

The REF leases housing units to students of the District. Lease terms are typically for one District 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.

I. Net Assets

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

	2021	2020
Property and Equipment Held for Leasing (Net of Accumulated Depreciation and Related Debt)	\$ 964,052	\$ 898,902
Undesignated	561,138	308,400
Net Assets Without Donor Restrictions	<u>\$ 1,525,190</u>	<u>\$ 1,207,302</u>

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

	2021	2020
Professional Staff Development - Perpetual	\$ 64,045	\$ 56,130
Special Projects and Events - Perpetual	126,208	112,101
Scholarship - Perpetual	3,910,006	3,244,340
Professional Staff Development - Spendable	24,722	5,767
Special Projects and Events - Spendable	367,509	350,374
Scholarships - Spendable	2,008,240	791,525
Net Assets with Donor Restrictions	<u>\$ 6,500,730</u>	<u>\$ 4,560,237</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.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

J. Endowment Funds

The Foundation's endowment consists of approximately 70 individual funds established for a variety of purposes. As required by accounting principles generally accepted in the United States of America, 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 (UPMIFA) 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 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 Depositary 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.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

J. Endowment Funds (Continued)

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:

	2021	2020
Donor-Restricted Endowment Funds		
Original Donor-Restricted Gift Amount	\$ 4,100,259	\$ 3,397,366
Accumulated Investment Gains	1,412,024	278,783
Total Funds	<u>\$ 5,512,283</u>	<u>\$ 3,676,149</u>

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

	2021	2020
Endowment Net Assets - Beginning	\$ 3,676,149	\$ 3,684,124
Investment Return, Net	1,325,737	84,842
Contributions	640,722	60,208
Appropriation of Endowment Assets for Expenditure	(130,325)	(153,025)
Endowment Net Assets - Ending	<u>\$ 5,512,283</u>	<u>\$ 3,676,149</u>

K. Related Party Transactions

The Foundation and the REF have an agreement with the District for services and facilities. The District employed all of the Foundation and REF's employees. During the years ended June 30, 2021 and 2020, the Foundation recorded donated services of \$250,076 and \$277,560, and the REF recorded donated services of \$59,273 and \$49,820 for the personnel-related costs. The District also provided payroll, human resources, and maintenance services, internet and mailing services, office space, and office equipment without charge. Services received from the District are measured at the District'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, 2021 and 2020, the Foundation paid \$89,203 and \$234,423 and the REF paid \$88,264 and \$102,938 for expenses incurred by the District.

The Foundation disburses scholarships, professional development awards, project grants and emergency grants to and on behalf of the District. During the years ended June 30, 2021 and 2020, the Foundation disbursed \$786,347 and \$1,171,674.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020**

NOTE 10 DISCRETELY PRESENTED COMPONENT UNIT (CONTINUED)

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 2021 and 2020, 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:

	2021	2020
Financial Assets - Year-End	\$ 7,077,383	\$ 4,883,800
Less Those Unavailable for General Expenditure		
Within One Year Due to:		
Restricted by Donor with Time or Purpose Restrictions	(988,447)	(884,088)
Restricted for Endowment Purposes	(5,512,283)	(3,676,149)
Financial Assets Available to Meet Cash Needs for		
General Expenditures Within One Year	<u>\$ 576,653</u>	<u>\$ 323,563</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.

Required Supplementary Information

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

Plan Fiscal Year Ending	Proportion of the Net Pension (Asset) Liability Percent	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%
12/31/2020	0.075898%	(4,738,443)	12,386,134	-38.26%	105.26%

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 year for which information is available.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
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%
6/30/2021	818,976	818,976	-	12,132,986	6.75%

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 year for which information is available.

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

	2020	2019	2018	2017
TOTAL OPEB LIABILITY				
Service Cost	\$ 5,066	\$ 4,761	\$ 93,739	\$ 93,739
Interest	133,441	157,909	226,102	232,922
Changes of Benefit Terms	-	-	(1,262,091)	-
Differences between Expected and Actual Experience	(142,674)	-	(683,532)	-
Changes in Assumptions or Other Input	181,039	46,962	(185,079)	-
Benefit Payments	(690,081)	(526,073)	(261,530)	(781,544)
NET CHANGE IN OPEB LIABILITY	(513,209)	(316,441)	(2,072,391)	(454,883)
Total OPEB Liability - Beginning of Year	4,155,112	4,471,553	6,543,944	6,998,827
TOTAL OPEB LIABILITY - END OF YEAR	\$ 3,641,903	\$ 4,155,112	\$ 4,471,553	\$ 6,543,944
Covered Payroll	\$ 12,061,085	\$ 11,191,670	\$ 11,191,670	\$ 2,561,028
OPEB Liability as a Percentage of Covered Payroll.	30.20%	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 year for which information is available.

See accompanying Notes to the Required Supplementary Information.

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**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2021**

NOTE 1 BUDGETS AND BUDGETARY ACCOUNTING

The District'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. The District 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 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.

NOTE 3 NET OPEB LIABILITY AND RELATED RATIOS ASSUMPTIONS

Materials and assumptions used to determine OPEB contribution rates are described in Note 6.

Other Supplementary Information

The following supplementary information is provided to document the District'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 District. 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, 2021
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2020)**

	2021				2020 Actual (Budgetary)
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Basis
REVENUES					
Local Government - Tax Levy	\$ 5,366,000	\$ 5,366,000	\$ 5,468,541	\$ 102,541	\$ 5,305,000
Intergovernmental Revenue					
State	10,310,500	10,310,500	10,276,189	(34,311)	10,762,965
Federal	379,500	379,500	1,213,041	833,541	799,525
Tuition and Fees					
Statutory Program Fees	4,546,600	4,546,600	4,485,321	(61,279)	4,498,373
Materials Fees	286,000	286,000	270,491	(15,509)	282,343
Other Student Fees	433,100	433,100	623,036	189,936	522,807
Institutional	1,808,400	1,808,400	1,901,562	93,162	1,775,918
Total Revenues	23,130,100	23,130,100	24,238,181	1,108,081	23,946,931
EXPENDITURES					
Current:					
Instruction	14,811,600	14,361,600	14,319,890	41,710	13,974,073
Instructional Resources	143,900	193,900	145,856	48,044	126,998
Student Services	2,140,400	2,140,400	2,061,086	79,314	2,043,777
General Institutional	4,615,900	5,115,900	5,063,662	52,238	4,987,213
Physical Plant	2,070,300	1,970,300	1,922,059	48,241	1,878,757
Total Expenditures	23,782,100	23,782,100	23,512,553	269,547	23,010,818
Excess (Deficiency) of Revenues Over (Under) Expenditures	(652,000)	(652,000)	725,628	1,377,628	936,113
OTHER FINANCING SOURCES (USES)					
Transfers In	53,000	53,000	49,649	(3,351)	218,244
Transfers Out	(47,000)	(47,000)	(35,739)	11,261	(48,044)
Total Other Financing Sources (Uses)	6,000	6,000	13,910	7,910	170,200
NET CHANGE IN FUND BALANCES	(646,000)	(646,000)	739,538	1,385,538	1,106,313
Fund Balance - Beginning of Year	9,446,137	9,446,137	10,037,450	591,313	8,931,137
FUND BALANCE - END OF YEAR	<u>\$ 8,800,137</u>	<u>\$ 8,800,137</u>	<u>\$ 10,776,988</u>	<u>\$ 1,976,851</u>	<u>\$ 10,037,450</u>
FUND BALANCE					
Nonspendable - Prepaid Expenses			\$ 366,391		
Assigned for State and Fluctuations			200,000		
Assigned for Post-Employment Benefits			4,882,846		
Unassigned			5,327,751		
Total Fund Balances			<u>\$ 10,776,988</u>		

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SPECIAL REVENUE NONAIDABLE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE-BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
YEAR ENDED JUNE 30, 2021
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2020)**

	2021				2020 Actual (Budgetary) Basis
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	
REVENUES					
Intergovernmental Revenue					
State	\$ 547,000	\$ 547,000	\$ 516,962	\$ (30,038)	520,445
Federal	6,958,000	6,958,000	4,836,139	(2,121,861)	5,287,211
Student Fees	250,000	250,000	281,142	31,142	267,324
Institutional	245,000	245,000	131,227	(113,773)	165,779
Total Revenues	8,000,000	8,000,000	5,765,470	(2,234,530)	6,240,759
EXPENDITURES					
Student Services	8,000,000	8,000,000	5,760,640	2,239,360	6,267,783
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	-	4,830	4,830	(27,024)
OTHER FINANCING SOURCES					
Transfers In	47,000	47,000	35,740	(11,260)	48,044
NET CHANGE IN FUND BALANCE	47,000	47,000	40,570	(6,430)	21,020
Fund Balance - Beginning of Year	567,232	567,232	481,252	(85,980)	460,232
FUND BALANCE - END OF YEAR	<u>\$ 614,232</u>	<u>\$ 614,232</u>	<u>\$ 521,822</u>	<u>\$ (92,410)</u>	<u>\$ 481,252</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, 2021
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2020)**

	2021				2020 Actual (Budgetary) Basis
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	
REVENUES					
Intergovernmental Revenue					
Federal	\$ -	\$ -	\$ 167,185	\$ 167,185	\$ -
Institutional	20,000	20,000	69,104	49,104	31,612
Total Revenues	20,000	20,000	236,289	216,289	31,612
EXPENDITURES					
Current:					
Instruction	819,800	819,800	692,986	126,814	584,841
Instructional Resources	18,000	68,000	20,457	47,543	56,429
General Institutional	2,760,000	2,760,000	2,567,120	192,880	418,263
Physical Plant	2,264,200	2,214,200	1,948,958	265,242	2,246,556
Total Expenditures	5,862,000	5,862,000	5,229,521	632,479	3,306,089
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(5,842,000)	(5,842,000)	(4,993,232)	848,768	(3,274,477)
OTHER FINANCING SOURCES (USES)					
Proceeds from Debt	4,000,000	4,000,000	4,000,000	-	4,000,000
Transfers Out	(53,000)	(53,000)	(49,650)	3,350	(218,244)
Total Other Financing Sources (Uses)	3,947,000	3,947,000	3,950,350	3,350	3,781,756
NET CHANGE IN FUND BALANCE	(1,895,000)	(1,895,000)	(1,042,882)	852,118	507,279
Fund Balance - Beginning of Year	2,042,684	2,042,684	1,869,963	(172,721)	1,362,684
FUND BALANCE - END OF YEAR	<u>\$ 147,684</u>	<u>\$ 147,684</u>	<u>\$ 827,081</u>	<u>\$ 679,397</u>	<u>\$ 1,869,963</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, 2021
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2020)**

	2021				2020 Actual (Budgetary) Basis
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	
REVENUES					
Local Government - Tax Levy	\$ 5,650,000	\$ 5,650,000	\$ 5,650,000	\$ -	\$ 5,345,000
Intergovernmental Revenue					
State	20,500	20,500	19,793	(707)	20,283
Institutional	20,000	20,000	8,662	(11,338)	42,520
Total Revenues	5,690,500	5,690,500	5,678,455	(12,045)	5,407,803
EXPENDITURES					
Debt Services	6,767,500	6,767,500	5,947,786	819,714	4,805,713
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,077,000)	(1,077,000)	(269,331)	807,669	602,090
OTHER FINANCING SOURCES (USES)					
Premium on Issuance of Debt	-	-	159,880	159,880	199,744
Total Other Financing Sources (Uses)	-	-	159,880	159,880	199,744
NET CHANGE IN FUND BALANCE	(1,077,000)	(1,077,000)	(109,451)	967,549	801,834
Fund Balance - Beginning of Year	2,163,265	2,163,265	2,399,569	236,304	1,597,735
FUND BALANCE - END OF YEAR	<u>\$ 1,086,265</u>	<u>\$ 1,086,265</u>	<u>\$ 2,290,118</u>	<u>\$ 1,203,853</u>	<u>\$ 2,399,569</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
 PROPRIETARY FUNDS – ENTERPRISE FUNDS
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE-BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
 YEAR ENDED JUNE 30, 2021
 (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2020)**

	2021				2020
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary) Basis
OPERATING REVENUES					
Intergovernmental Revenue					
Federal	\$ -	\$ 450,000	\$ 715,624	\$ 265,624	\$ 5,009
Institutional	1,336,000	1,336,000	1,263,853	(72,147)	1,450,747
Total Operating Revenues	1,336,000	1,786,000	1,979,477	193,477	1,455,756
OPERATING EXPENSES					
Current:					
Physical Plant			-	-	-
Auxiliary Services	1,706,000	2,156,000	2,127,909	28,091	1,571,105
Total Operating Expenditures	1,706,000	2,156,000	2,127,909	28,091	1,571,105
Excess (Deficiency) of Operating Revenues Over (Under) Operating Expenses	(370,000)	(370,000)	(148,432)	165,386	(115,349)
NET CHANGE IN NET POSITION	(370,000)	(370,000)	(148,432)	165,386	(115,349)
Net Position - Beginning of Year	3,761,691	3,761,691	3,708,342	(53,349)	3,823,691
NET POSITION - END OF YEAR	<u>\$ 3,391,691</u>	<u>\$ 3,391,691</u>	<u>\$ 3,559,910</u>	<u>\$ 112,037</u>	<u>\$ 3,708,342</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PROPRIETARY FUNDS – INTERNAL SERVICE FUNDS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE-BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
YEAR ENDED JUNE 30, 2021
 (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2020)

	2021				2020 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	\$ 3,930,379	\$ (496,621)	\$ 3,674,390
OPERATING EXPENSES					
Auxiliary Services	4,427,000	4,427,000	4,185,866	241,134	3,443,400
Excess (Deficiency) of Operating Revenues Over (Under) Operating Expenses	-	-	(255,487)	(255,487)	230,990
NET CHANGE IN NET POSITION	-	-	(255,487)	(255,487)	230,990
Net Position - Beginning of Year	1,155,711	1,155,711	1,730,377	574,666	1,499,387
NET POSITION - END OF YEAR	<u>\$ 1,155,711</u>	<u>\$ 1,155,711</u>	<u>\$ 1,474,890</u>	<u>\$ 319,179</u>	<u>\$ 1,730,377</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS
TO STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED JUNE 30, 2021

	Governmental				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	\$ 5,488,541	\$ -	\$ -	\$ 5,650,000	\$ -	\$ -	\$ 11,118,541	\$ -	\$ 11,118,541
Intergovernmental Revenue									
State	10,276,189	516,962	-	19,753	-	-	10,812,944	-	10,812,944
Federal	1,213,041	4,836,138	157,185	-	715,624	-	6,931,988	(2,342,304)	4,589,685
Tuition and Fees									
Student Program Fees	4,485,321	-	-	-	-	-	4,485,321	-	4,485,321
Materials Fees	270,491	-	-	-	-	-	270,491	-	270,491
Other Student Fees	623,036	281,142	-	-	-	-	904,178	-	904,178
Institutional	1,901,552	131,227	59,104	8,662	1,253,853	3,930,379	7,304,787	(4,001,867)	3,302,920
Total Revenues	24,238,181	5,765,470	236,289	5,678,455	1,979,477	3,930,379	41,828,251	(6,344,171)	35,484,080
EXPENDITURES/EXPENSES									
Current:									
Instruction	14,319,880	-	582,986	-	-	-	15,012,876	(1,955,313)	13,057,563
Instruction Resources	145,656	-	20,457	-	-	-	166,113	(25,956)	139,357
Student Services	2,061,086	5,760,640	-	-	-	-	7,821,726	(5,757,712)	2,064,014
General Institutional	5,063,962	-	2,597,120	-	-	-	7,661,082	(3,338,770)	4,322,312
Physical Plant	1,922,059	-	1,948,958	-	-	-	3,871,017	(1,193,670)	2,677,347
Auxiliary Services	-	-	-	-	2,127,909	4,185,866	6,313,775	(4,186,155)	2,117,580
Depreciation	-	-	-	-	-	-	-	3,121,856	3,121,856
Student Aid	-	-	-	-	-	-	-	3,189,186	3,189,186
Debt Services	-	-	-	5,105,000	-	-	5,105,000	(5,105,000)	-
Principal	-	-	-	842,786	-	-	842,786	(163,439)	679,347
Interest	-	-	-	5,947,785	-	-	5,947,785	(15,426,013)	31,338,262
Total Expenditures/Expenses	23,512,553	5,760,640	5,229,321	5,947,785	2,127,909	4,185,866	46,764,275	(15,426,013)	31,338,262
Excess (Deficiency) of Revenues Over (Under) Expenditures/Expenses	725,628	4,830	(4,963,232)	(269,331)	(148,432)	(255,487)	(4,935,024)	9,081,842	4,145,818
OTHER FINANCING SOURCES (USES)									
Long-Term Debt Issued	-	-	4,000,000	-	-	-	4,000,000	(4,000,000)	-
Premium on Issuance of Debt	-	-	-	159,880	-	-	159,880	(159,880)	-
Transfers In	49,649	35,740	-	-	-	-	85,389	(85,389)	-
Transfers Out	(35,759)	-	(49,650)	-	-	-	(85,389)	85,389	-
Loss on Disposal of Capital Assets	-	-	-	-	-	-	-	(2,411,163)	(2,411,163)
Total Other Financing Sources (Uses)	13,910	35,740	3,950,350	159,880	-	-	4,159,880	(6,571,043)	(2,411,163)
NET CHANGE IN FUND BALANCE/NET POSITION									
Fund Balance/Net Position - Beginning of Year	10,037,450	481,252	1,869,963	2,399,569	3,708,342	1,730,377	20,225,953	14,641,749	34,868,702
FUND BALANCE/NET POSITION - END OF YEAR	\$ 10,775,988	\$ 521,822	\$ 827,081	\$ 2,230,118	\$ 3,559,910	\$ 1,474,890	\$ 19,450,809	\$ 17,162,548	\$ 35,503,357

(79)

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL
STATEMENTS
TO STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED JUNE 30, 2021

(a) State Grant Revenue is Presented on the Basic Financial Statement as Follows:	
Operating	\$ 2,413,675
Nonoperating	8,399,269
	<u>\$ 10,812,944</u>
(b) Federal Grant Revenue is Presented on the Basic Financial Statement as Follows:	
Operating	\$ 694,406
Nonoperating	3,895,279
	<u>\$ 4,589,685</u>
(c) Institutional Revenue is Reported on the Basic Financial Statement as Follows:	
Nongovernmental Grants and Contracts	\$ 1,999,073
Auxiliary Enterprises	1,254,770
Investment Income	49,077
	<u>\$ 3,302,920</u>
(d) Reconciliation of Budgetary Basis Fund Balance and Net Position as Presented in the Basic Financial Statements:	
Budgetary Basis Fund Balance	\$ 19,450,809
Capital Assets - Cost	72,821,754
Accumulated Depreciation on Capital Assets	(27,797,102)
Net Pension Asset and Deferred Items	1,722,120
General Obligation Bonds and Notes Payable	(24,010,000)
Unamortized Debt Premium	(798,332)
Net Other Postemployment Benefits and Deferred Items	(3,216,413)
Termination Benefit	(2,078,417)
Accrued Interest on Notes Payable	(59,421)
Deferred HEERF Revenues	(172,344)
Encumbrances Outstanding at Year-End	740,703
Net Position per Basic Financial Statements	<u>\$ 36,603,357</u>



CliftonLarsonAllen LLP
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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Southwest Wisconsin Technical College
Fennimore, Wisconsin

We have audited, in accordance with the 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, the financial statements of the the business-type activity and the aggregate discretely presented component units of the Southwest Wisconsin Technical College (the District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 30, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

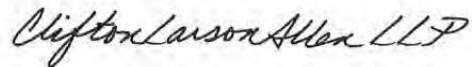
Board of Directors
Southwest Wisconsin Technical College

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Middleton, Wisconsin
December 30, 2021

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

Up to \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. Caleb White will present the resolution. A copy of the resolution is available below.

Recommendation: *Approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes; and setting the sale.*

RESOLUTION NO. _____

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

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of funds in the amount of \$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 and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

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

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the

official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A and B (collectively, the "Notices") and incorporated herein by this reference.

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

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

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

Adopted, approved and recorded January 20, 2022.

Donald L. Tuescher
Chairperson

Attest:

Crystal Wallin
Secretary

(SEAL)

EXHIBIT A

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on January 20, 2022, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin, and is available for public inspection upon request by contacting Karen Campbell at the District by email at the following address: kcampbell@swtc.edu or by phone at (608) 822-2300.

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

Dated this 20th day of January, 2022.

BY THE ORDER OF THE
DISTRICT BOARD

Crystal Wallin
Secretary

EXHIBIT B

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

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on January 20, 2022, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable equipment.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin, and is available for public inspection upon request by contacting Karen Campbell at the District by email at the following address: kcampbell@swtc.edu or by phone at (608) 822-2300.

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

Dated this 20th day of January, 2022.

BY THE ORDER OF THE
DISTRICT BOARD

Crystal Wallin
Secretary

C. Boscobel Outreach Site Lease

Caleb White will present a lease agreement for July 1, 2021, through June 30, 2022, for the Boscobel Outreach Site. The lease is an annual lease for the Hildebrand Library Community Clubroom, located at 1033 Wisconsin Avenue, Boscobel, WI. The lease agreement is below.

Recommendation: *Approve the lease agreement with the Hildebrand Library to lease the Community Clubroom to be used as the Boscobel Outreach Site, located at 1033 Wisconsin Avenue, Boscobel, WI. The annual lease will commence on July 1, 2021, at an annual rate of \$2,000.*

Hildebrand Library Community Clubroom Agreement

This is an agreement between the City of Boscobel, WI, the Hildebrand Memorial, Boscobel Public Library, 1033 Wisconsin Avenue, Boscobel, WI 53805 and Southwest Wisconsin Technical College of 1800 Bronson Blvd, Fennimore, WI 53809.

Hildebrand Memorial Library agrees to provide:

1. A safe, warm, handicapped accessible environment at 1033 Wisconsin Avenue, Boscobel, WI, for the Southwest Wisconsin Technical College, hereinafter referred to as SWTC, Virtual Learning Outreach Program participants, to enable SWTC to provide Outreach Program services as scheduled, Mondays 4:30 pm to 8:00 pm, Tuesdays and Thursdays, 9:30 am to 4:30 pm.
2. Permit adequate use of the designated classroom and community clubroom and bathroom facilities for the day-to-day operations of the virtual learning programs, without undue hardship to employees, volunteers or participants of the Outreach Program.
3. Communicate scheduling changes, needs or other concerns in a timely fashion to the SWTC Outreach Instructor and work cooperatively to accommodate the same.
4. Provide snow removal in parking areas and walkways.
5. Allow space for supplies to be stored in the existing SWTC classroom, with the clubroom office as a potential future storage location, pending repairs to be performed by future agreement between the city, library board and SWTC.
6. Inform the SWTC Program Director of any problems or concerns with regards to the activities of the Virtual Learning Outreach Program.

Southwest Wisconsin Technical College agrees to:

1. Provide limited liability insurance coverage for staff and volunteers involved in the Virtual Learning Outreach Program operation while on the City of Boscobel / Hildebrand Library property. This provision does not preclude the necessity of the City of Boscobel from carrying liability insurance for this facility.
2. Keep the designated community room and bathroom areas clean and tidy.
3. Vacate the facilities when requested for special activities, public rentals, public meetings, or scheduled library functions. Regular library clubroom schedule Monday and Thursday evenings from 6 pm -9:00pm,. Additional library programs may be added during summer months.
4. Communicate scheduling changes, needs or other concerns in a timely fashion to the Boscobel Library Director and City Administrator, and work cooperatively to accommodate the same.
5. Provide the library access to and use of the SWTC classroom at such time as the clubroom office, after repairs, becomes available for secure storage of SWTC supplies.
6. Pay an annual fee of \$2,000.00 (two-thousand dollars) which has been agreed upon by the City of Boscobel and Hildebrand Library Board of Trustees, and Southwest Wisconsin Technical College for the use of the facility and other associated maintenance and utility expenses.

All parties agree to honor and comply with Covid19 policy guidelines and procedures as established by their respective institutions, or as required by Wisconsin statewide mandate.

This agreement is effective from July 1, 2021 through June 30, 2022, at which time the contract will be reviewed by the City of Boscobel and Hildebrand Library Board of Trustees, and Southwest Wisconsin Technical College. This Agreement may be terminated by either Party upon thirty (30) days' written notice to the other party.

Hildebrand Memorial Library Representative Date

City of Boscobel Representative Date

Southwest Technical College Representative Date

D. Child Care Center Employee Compensation

The State of Wisconsin Division of Early Care and Education under the Child Care Counts Stabilization Payment Program, the college was awarded grant funds to recruit and retain childcare center staff. Caleb White will discuss the grant and the costs associated with it. Included below is a document outlining the grant.

Recommendation: *Approve temporarily adjusting the College's Compensation Guidelines to allow additional payments to childcare staff during the period covered by the grant.*

As part of a nine-month grant received from State of Wisconsin Division of Early Care and Education under the Child Care Counts Stabilization Payment Program, the college was awarded funds to recruit and retain childcare center staff. A portion of these funds must be used to increase compensation for staff numbers by minimum base and quality incentive amounts combined to be \$150 for part-time staff and \$300 for full-time staff per month. The grant fully funds all costs associated with the additional payments.

DIVISION OF EARLY CARE AND EDUCATION
PO BOX 8916
201 W WASHINGTON AVE
MADISON, WI 53708-8916

Date: 12/10/2021



SWTC KIDS TOWN USA CCC
1800 BRONSON BLVD
FENNIMORE, WI 53809

The State of Wisconsin is an equal opportunity service provider. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the telephone number shown above. These services are free.

Child Care Counts: Stabilization Payment Program

The Department of Children and Families (DCF) has completed the review process of your application for the Child Care Counts: Stabilization Payment Program. This serves as your official payment letter.

Licensee/Owner: JASON WOOD
Child Care Counts Applicant: EMILY MCBEE
Stabilization Payment Program: Funding Workforce Recruitment and Retention
Payment Month: November 2021
Status: Approved
Staff Base Amount: \$1050.00
Quality Incentive Amount: \$1050.00
Total Payment Amount: \$2100.00

This is a nine-month payment program running November 2021 through July 2022. DCF has awarded the above payment amount this month and assumes the same monthly amount through July 2022, as long as you continue to meet eligibility requirements. In addition, the amount may fluctuate based on any changes in enrollment or staffing that you report, as required by the program's Terms and Conditions, based on available funding, and based on any adjustments DCF makes to the program.

This month, the Per-Staff Base Amount is \$75.00 for part-time staff and \$150.00 for full-time staff. Each staff member included in your application must receive at least this amount.

This month, the Per-Staff Quality Incentive amount is \$75.00 for part-time staff and \$150.00 for full-time staff. High-level administration staff for group providers may receive no more than two (2) times their per-staff amount (Base per-staff amount plus Quality Incentive per-staff amount), as indicated in this Payment Letter. High-level administrative staff are individuals responsible for management of the child care center. These roles include, but are not limited to center directors, center administrators, and licensees.

DCF values Wisconsin child care providers and educators. You play a critical role in educating and shaping our children – Wisconsin's future leaders. The purpose of these funds is to support child care providers during this unprecedented health emergency.

Please carefully read through the information included in this letter and save this letter for future reference.

Find More Information

For more information about the Stabilization Payment Program, eligibility details, and determination criteria, visit the Child Care Counts: Stabilization Payment Program web page at: dcf.wisconsin.gov/covid-19/childcare/payments

Terms and Conditions

Please review the terms and conditions for the payment program at: dcf.wisconsin.gov/covid-19/childcare/payments

What Happens Next?

- The funds you are eligible for will automatically be deposited into your bank account because you have already set up an account with Fidelity National Information Services (FIS). It may take up to 7 business days for payment to be deposited to the bank account that you have registered with FIS.

How to Maintain Eligibility

- Maintain all program eligibility criteria and adhere to the program terms and conditions
- **You must update your child attendance and staff information on the payment application in the Child Care Provider Portal every month**
- You may be required to upload supporting documentation in the Child Care Provider Portal
- All applicants will be subject to audit and must maintain application and spending documentation
- Visit the payment program webpage at: dcf.wisconsin.gov/covid-19/childcare/payments for additional resources including:
 - information on updating child and staff details
 - important dates and online calendar
 - tools for tracking how funds are spent

If You Have Questions

If you have questions regarding your official notice, please call 608-535-3650, or email DCFDECECOVID19CCPayments@wisconsin.gov.

E. Concept Review: Associate of Arts Degree

Kim Maier, Executive Director of Innovative & Alternative Learning will present the WTCS Concept Review request to develop an Associate of Arts Degree in General Studies-Associate of Arts, 20-800-1. The Concept Review document is included below. Also included below is a resolution showing the Southwest Wisconsin Technical College Board approved the Concept Review.

Recommendation: *Approve the Concept Review for an Associate of Arts Degree in General Studies-Associate of Arts, 20-800-1.*

3-1 CONCEPT REVIEW FORM

Today's Date: 01/07/2022

College: Southwest Wisconsin

College Contact: Katie Garrity

College Contact Phone: (608) 822-2471

College Contact Email: kgarrity@swtc.edu

Education Director Consulted: V Crespín-Trujillo

Date Consulted: 12/10/2021

WTCS [Calendar of Events](#)

Expected WTCSB Concept Review Approval Date: 03/15/2022

Expected WTCSB Program Approval Date: 05/17/2022

a. Proposed Aid Code - Program Number: 20-800-1

b. Proposed Credential: AA

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

General Studies - Associate of Arts

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

This program serves students planning to earn an associate in arts degree and/or who intend to transfer to a four-year university. The program provides students with an excellent foundation for continuing in higher education. By completing the degree through SWTC, student will have flexibility for broad major exploration, regardless of transfer destination. This program helps students meet most entry-level requirements and some program requirements for bachelor's degree in their intended field of study.

e. SOC {Standard Occupational Classification}

N/A

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

N/A

☐ Supporting documentation attached as "Attachment A"

Last Modified: 08/23/2021

f. Proposed CIP {Classified Instructional Program} 24.0101

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

The CIP code is aligned with the WTCS assigned CIP code.

☒ Supporting documentation attached as "Attachment B"

g. Mean Starting Hourly Salary:

h. Single Source Request: (limit of 275 characters)

☒ Not Applicable

☐ Supporting documentation attached as "Attachment C"

i. Summary of Analysis of how this program supports employment demand (limit of 550 characters).
Refer to Chapter 3 for explanation of required documentation.

SWTC seeks to better serve district residents who demand a transfer degree.

☒ Supporting documentation attached as "Attachment D"

j. Advanced Technical Certificate (ATC) programs must include clear description of prior knowledge required as "Attachment E."

☒ Not Applicable

☐ Supporting documentation attached as "Attachment E"

k. Projected job openings per year: Year 1 Year 3 Year 5

Projected completers per year: Year 1 0 Year 3 24 Year 5 36

l. Program method of delivery:

☐ 100% Online

☐ 100% Face to face

☒ Hybrid

☐ Competency Based

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

☒ Supporting documentation attached as "Attachment F"

Last Modified: 08/23/2021

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

On January 13, 2022, a notification e-mail was sent to GTC, Madison College, MATC, NATC, NWD sharing SWTC's intent to start a Liberal Arts Associate of Arts Degree program.

☒ Supporting documentation attached as "Attachment G"

- o. Documentation of District Board Approval of the Concept Review attached as "Attachment H" ☒
- p. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

Date: 1/7/22

- q. Equity Prompts: Response to the equity prompts listed in ESM Chapter 3 is required. Indicate the prompts addressed below and include your response as "Attachment I."
- Starting with the November 2021 WTCS Board meeting (9/24/21 submission deadline), colleges are required to respond to **one** of the equity prompts.
 - Starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline), colleges are required to respond to **two** of the equity prompts.

Equity Prompt 1: A. Advance Inclusive Excellence

Required starting with the November 2021 WTCS Board Meeting (9/24/21 submission deadline)

Equity Prompt 2: Select Equity Prompt

Required starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline)

☒ Supporting documentation attached as "Attachment I"


Signature: _____ Date: _____
District President or Instructional Services Administrator

Printed Name: _____

When document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.

Last Modified: 08/23/2021

ATTACHMENT B
CIP Code

IES  NCES

National Center for
Education Statistics

MENU


Search Go

CIP

THE CLASSIFICATION OF
INSTRUCTIONAL PROGRAMS

CIP 2010

? Quick CIP Go

Search Options 


FAQs

Resources

Help

Contact



CIP Wizard

Detail for CIP Code 24.0101  [Print](#)



Title: Liberal Arts and Sciences/Liberal Studies.

Definition: A program that is a structured combination of the arts, biological and physical sciences, social sciences, and humanities, emphasizing breadth of study. Includes instruction in independently designed, individualized, or regular programs.

Action: No Substantive Changes

 Crosswalk 

☒ CIP Title or Definition Changed

CIP 2000		CIP 2010	
Code	Title	Action 	Code Title
24.0101	Liberal Arts and Sciences/Liberal Studies. 		24.0101 Liberal Arts and Sciences/Liberal Studies.

ATTACHMENT D

Demonstration of Program Need

Southwest Wisconsin Technical College is proposing to offer both the Liberal Arts —Associate of Arts and the Liberal Arts-Associate of Science degrees to provide equal access to the collegiate transfer program in Southwest Wisconsin. The following items are provided to demonstrate the need for these programs throughout the SWTC service district.

Access:

SWTC seeks to close the attainment gap by expanding and maximizing access to postsecondary education in the district. The Lumina Foundation, A Stronger Nation: Learning Beyond High School Builds American Talent 2021, provides data regarding the attainment rate in Wisconsin and by county.

According to the report, "Wisconsin's attainment rate is 54.7 percent, and the state is working toward its attainment goal of 60 percent by 2027." In determining the attainment rate for the SWTC district, the counties were average. The county data, highlighting the attainment rate of those with at least an associate degree (ages 25-64), is included below. The SWTC average for the entire service district is 40.37%, with the primary service at 36.42%.

Primary Service Counties

- Crawford: 33.5%
- Grant: 41.4%
- Iowa: 40.2%
- Lafayette: 35.2%
- Richland: 31.8%

The three college systems within Wisconsin, WTCS, UWS, and WAICU, have partnered to work toward this goal with the support of the Lumina Foundation, through an initiative called 60 Forward. According to this initiative, there are specific benefits by having a higher attainment rate, including:

- A higher attainment rate is tied to "greater labor force participation and increased earnings."
- The college partners value this initiative due to the growth of the aging population. "The vast majority of Wisconsin's projected population growth from 2010-2040 is in the 'over 65' age category."
- "Labor economists estimate that 60 percent of all jobs will require a high-quality postsecondary credential by 2020."

Sources:

Lumina Foundation Report: <https://www.luminafoundation.org/stronger-nation/report/2021/#/progress/state/WI&anchor-id=state-geo>

60 Forward: <https://www.60forward.org/wp-content/uploads/2019/01/60forward-Playr.pdf>

Demand

SWTC seeks to better serve residents who already demand a transfer degree. Southwest Wisconsin students, especially those that are place-bound, lack access to acquire a transfer degree at their local technical college. As shown, many students leave SWTC's district to earn a liberal arts associate degree.

There are 161 (99+62) students, as of FY21, which attended WTCS colleges, outside the SWTC district to obtain the Liberal Arts degrees.

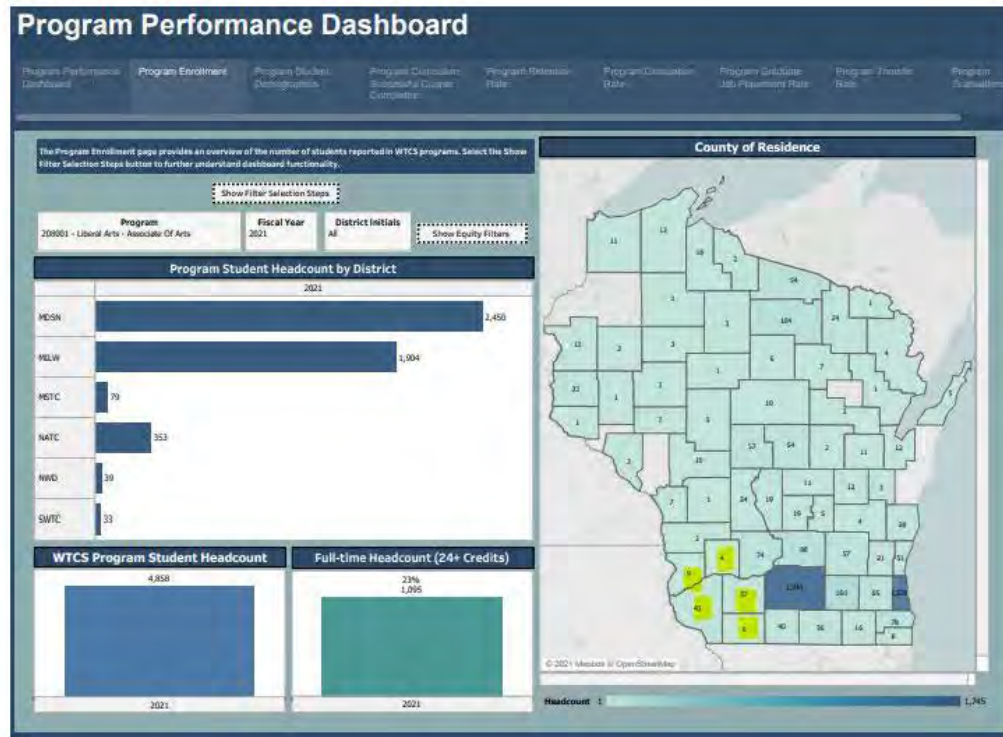
- According to Tableau FY21 data, there were 99 students from the SWTC district, who enrolled in the 20-800-1 Liberal Arts-Associate of Arts program at a WTCS institution.
- According to Tableau FY21 data, there were 62 students from the SWTC district, who enrolled in the 20-800-2 Liberal Arts-Associate of Science program at a WTCS institution.
- 161 (99+62) students, as of FY21, which attended WTCS colleges, outside the SWTC district to obtain the Liberal Arts degrees.

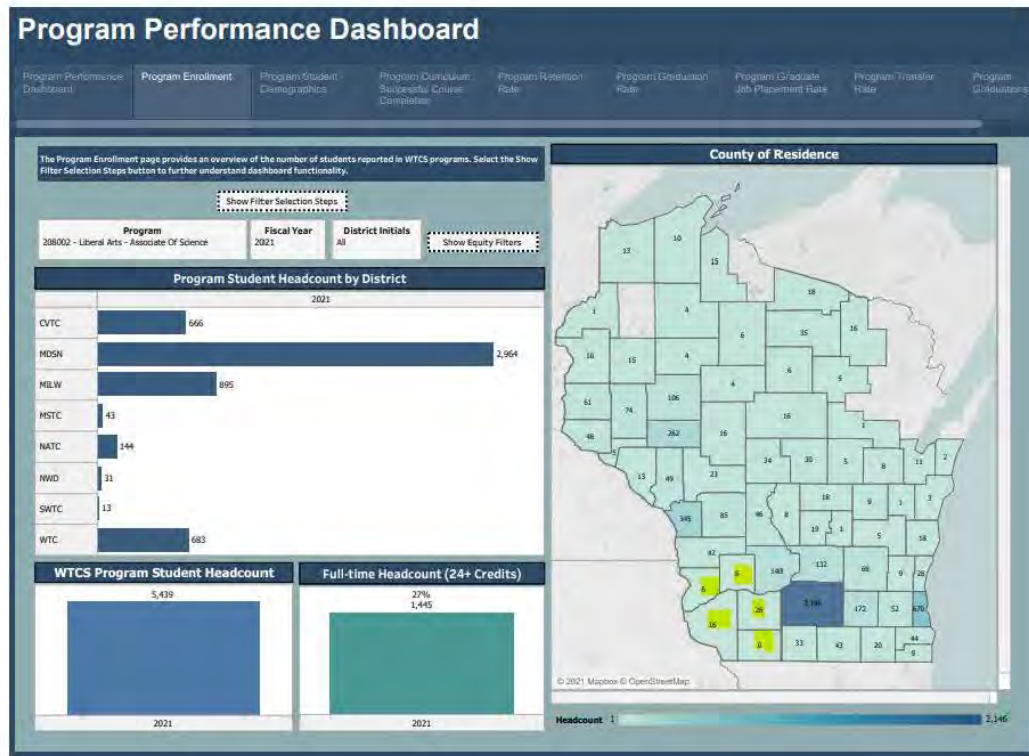
SWTC has been partnering with Nicolet College on both the Liberal Arts-Associate of Arts and Liberal Arts- Associate of Science degrees. According to Southwest Tech's internal Charger Dashboard, the fall 2021 term, there was a headcount of 52 students (43 AA and 9 AS) currently enrolled as part of the shared program between Nicolet and SWTC. Due to recent factors, it has become challenging for WTCS District students that are utilizing this partnership. Challenges include having different terms types (two-semester at SWTC and trimester at Nicolet), different learning management systems (Schoology at SWTC and Brightspace at Nicolet) and different enrollment processes (open enrollment at SWTC with no admissions tests and admissions testing and interviews required at Nicolet).

Partnership

As documented in the letter of support, SWTC has the support of Lakeland University or Franklin College to partner on the initiative. Students will be able to transfer the Liberal Arts-Associate of Arts and Liberal Arts-Associate of Science degree to Lakeland University or Franklin College and enter baccalaureate programs with junior status that will meet the General Education Requirements.

It is believed that the partnership between SWTC and Lakeland University or Franklin College will further support the Forward 60 Initiative and will continue to improve attainment rates within the SWTC District and create access to higher education for residents of Southwest Wisconsin, resulting in a more educated workforce.



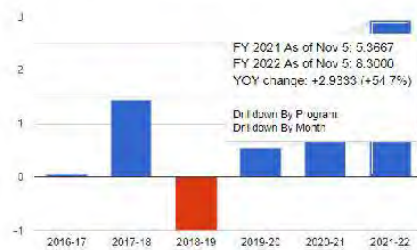


Data retrieved from the Southwest Tech Charger Dashboard as of 11/5/2021

HEADCOUNT YEAR-OVER-YEAR ⓘ



FTEs YEAR-OVER-YEAR ⓘ



Letter of Support from Platteville School District



January 13, 2022

Dr. Morna K. Foy
President-Wisconsin Technical College System
4622 University Avenue
Madison, WI 53707-7874

Dr. Foy,

On behalf of the Platteville School District, I am writing this letter of support of Associate of Arts and Associate of Science that is being developed at Southwest Wisconsin Technical College. I believe the expansion of Associate of Arts/Associate of Science transfer programs ensures affordable, accessible pathways to a bachelor's degree for residents of Southwest Wisconsin.

The Platteville School District continues to look for multiple pathways for our high school students to earn dual credits. What we often find is that these students take courses, but those courses do not always relate directly to a program of study at the post-secondary level. The desire would be for our high school students to be in a position to have nearly completed the associate degree program prior to their graduation from high school. This new Associate of Arts program would establish a pathway to include many of those dual credits and would also create a direct stackable degree pathway for students who wish to continue their education at a four-year college or university after completing the Associate of Arts program.

It is my understanding SWTC is not currently authorized to offer an AA or AS degree due to the current state statute. Offering the AA/AS would open doors of opportunity and affordability for students as they pursue their future careers. With the changing workforce demands, access to diverse educational opportunities becomes even more important, especially for students traditionally underrepresented in higher education.

Your friend in education,

Jim Boebel
Superintendent
Platteville School District

Letters of support is committed from Fennimore Community Schools and will include when it is received

ATTACHMENT F
Ad Hoc Advisory Committee
Members/Minutes



Associate of Art/Science Ad Hoc Advisory

Meeting Minutes

<i>Meeting Date:</i>	January 12, 2022		<i>Time:</i>	10:00 am
<i>Location</i>	Southwest Wisconsin Technical College, Fennimore		<i>Room:</i>	Virtual via Zoom
<i>Facilitator:</i>	Kim Maier		<i>Minute Taker:</i>	Kim Maier

Members Present-	Company Represented	Members Present-	
Jane Wonderling	Fennimore Community Schools-Administrator	Kim Maier	Southwest Tech—Executive Director of Innovative and
Tamara Griesel	Southwest Tech-Science Instructor	Kelsey Wagner	Southwest Tech-- Academic Advisor
Anne Otto	Southwest Tech-Communication Instructor		
Chantel Hampton	Southwest Tech-Diversity and Equity Coordinator, Social Science Instructor		

Item 1: Welcome, Introductions, Overview of the Associate of Arts and Associate of Science Project

<p>Discussion: Kim Maier called the meeting to order at 10:03 am and introductions were made. The agenda was reviewed and the plan for the meeting was shared. Outlines of the requirements for the AA/AS programs were presented.</p> <p>The AS requirements are heavier in Math and Science.</p> <p>Tamara Griesel discussed the need we would have for additional Chemistry courses and faculty to support the development and teaching. She also discussed our program might be heavier in Biology than other science disciplines as that is where the current faculty expertise lies. Kelsey Wagner expressed the students' overall desire to have experiential learning-based electives rather than theory-based.</p> <p>Conversation between 10 and 20 level courses ensued. Some courses, such as math and biology at a 10 code maybe be a transfer concern, depending on the student major. A consideration as the program develops.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 2: Statement of need		
<p>Discussion: Kim discussed the need for residents within Southwest Tech's service district to have access to an AA/AS degree through Southwest Tech. The data indicates that Southwest Tech has students leaving the district to earn their AA/AS elsewhere and offering the degrees through SWTC is supported.</p> <p>Below is a brief summary of the information provided:</p> <ol style="list-style-type: none"> 1. According to Tableau FY21 data, there were students from the SWTC district, who enrolled in the 20-800-2 Liberal Arts-Associate of Science program at a WTCS institution. 2. According to Tableau FY21 data, there were 62 students from the SWTC district, who enrolled in the 20-800-2 Liberal Arts-Associate of Science program at a WTCS institution. 3. 161 (99+62) students, as of FY21, which attended WTCS colleges, outside the SWTC district to obtain the Liberal Arts degrees. 		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 3: Next steps		
<p>Discussion: At 10:50 a.m. a motion was made by Dr. Chantel Hampton to support the concept proposal between Lakeland University or Franklin College and Southwest Tech for an Associate of Arts, liberal arts transfer degree program. Motion was seconded by Anne Otto.</p> <p>A motion was made by Anne Otto to support the concept proposal between Lakeland University or Franklin College and Southwest Tech for an Associate of Science, liberal arts transfer degree program. Motion was seconded by Jane Wonderling.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 4: Meeting adjourn		
<p>Discussion: At 10:58 a.m. Anne Otto made a motion to adjourn the meeting. Tamara Griesel seconded to the motion.</p>		
Action items: N/A	Person responsible: N/A	Deadline:

ATTACHMENT G
Initial Discussions with other WTCS
districts

On January 13, 2022, a notification e-mail was sent to GTC, Madison College, MATC, NATC, NWD sharing SWTC's intent to start a Liberal Arts Associate of Arts Degree program. The feedback was positive and supportive. Points of guidance were offered in their experience with the development and implementation of the degree program, as well as HLC requirements. College discussed their development in partnership with four-year institutions and also offered experiences regarding the marketing of the program.

Need to include a copy of the email correspondence when it's received.

ATTACHMENT H

Documentation of the District Board Approval

Will include when the documentation is ready.

ATTACHMENT I

Equity Prompt

Advance Inclusive Excellence

The proposed program will advance inclusivity by offering a degree at a lower cost to a population of students who are enrolled elsewhere. As an open-access college, SWTC students can enroll in this program and earn their educational credentials and immediately enter the workforce. The increased access to education will increase access for students who have not had access to this type of workforce training in the past.

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARD OF DIRECTORS**

WHEREAS, the Southwest Wisconsin Technical College Board has approved the Concept Review for an Associate of Arts program in General Studies-Associate of Arts, 20-800-1,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for WTCS Board approval the Concept Review for General Studies-Associate of Arts, 20-800-1.

Approved this 20th day of January 2022.

Donald L. Tuescher
Chairperson

ATTEST:

Crystal Wallin
Secretary



F. Concept Review: Associate of Arts Degree

Kim Maier, Executive Director of Innovative & Alternative Learning will present the WTCS Concept Review request to develop an Associate of Science Degree in General Studies-Associate of Science, 20-800-2. The Concept Review document is included below. Also included below is a resolution showing the Southwest Wisconsin Technical College Board approved the Concept Review.

Recommendation: *Approve the Concept Review for an Associate of Science Degree in General Studies-Associate of Science, 20-800-2.*

3-1 CONCEPT REVIEW FORM

Today's Date: 01/07/2022

College: Southwest Wisconsin

College Contact: Katie Garrity

College Contact Phone: (608) 822-2471

College Contact Email: kgarrity@swtc.edu

Education Director Consulted: V Crespín-Trujillo

Date Consulted: 12/10/2021

WTCS [Calendar of Events](#)

Expected WTCSB Concept Review Approval Date: 03/15/2022

Expected WTCSB Program Approval Date: 05/17/2022

a. Proposed Aid Code - Program Number: 20-800-2

b. Proposed Credential: AS

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

General Studies - Associate of Science

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

This program serves students planning to earn an associate in arts degree and/or who intend to transfer to a four-year university. The program provides students with an excellent foundation for continuing in higher education. By completing the degree through SWTC, student will have flexibility for broad major exploration, regardless of transfer destination. This program helps students meet most entry-level requirements and some program requirements for bachelor's degree in their intended field of study.

e. SOC {Standard Occupational Classification}

N/A

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

N/A

☐ Supporting documentation attached as "Attachment A"

Last Modified: 08/23/2021

f. Proposed CIP {Classified Instructional Program} 24.0101

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

The CIP code is aligned with the WTCS assigned CIP Code.

☒ Supporting documentation attached as "Attachment B"

g. Mean Starting Hourly Salary:

h. Single Source Request: (limit of 275 characters)

☒ Not Applicable

☐ Supporting documentation attached as "Attachment C"

i. Summary of Analysis of how this program supports employment demand (limit of 550 characters).
Refer to Chapter 3 for explanation of required documentation.

SWTC seeks to better serve district residents who demand a transfer degree.

☒ Supporting documentation attached as "Attachment D"

j. Advanced Technical Certificate (ATC) programs must include clear description of prior knowledge required as "Attachment E."

☒ Not Applicable

☐ Supporting documentation attached as "Attachment E"

k. Projected job openings per year: Year 1 Year 3 Year 5

Projected completers per year: Year 1 0 Year 3 24 Year 5 36

l. Program method of delivery:

☐ 100% Online ☐ 100% Face to face ☒ Hybrid ☐ Competency Based

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

☒ Supporting documentation attached as "Attachment F"

Last Modified: 08/23/2021

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

On January 13, 2022, a notification e-mail was sent to CVTC, GTC, Madison College, MATC, NATC, NWD, and WTC sharing SWTC's intent to start a Liberal Arts Associate of Science Degree program.

☒ Supporting documentation attached as "Attachment G"

- o. Documentation of District Board Approval of the Concept Review attached as "Attachment H" ☒
- p. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

Date: 1/7/22

- q. Equity Prompts: Response to the equity prompts listed in ESM Chapter 3 is required. Indicate the prompts addressed below and include your response as "Attachment I."
- Starting with the November 2021 WTCS Board meeting (9/24/21 submission deadline), colleges are required to respond to **one** of the equity prompts.
 - Starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline), colleges are required to respond to **two** of the equity prompts.

Equity Prompt 1: **A. Advance Inclusive Excellence**

Required starting with the November 2021 WTCS Board Meeting (9/24/21 submission deadline)

Equity Prompt 2: **Select Equity Prompt**

Required starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline)

☒ Supporting documentation attached as "Attachment I"

Signature: _____ Date: _____
District President or Instructional Services Administrator

Printed Name: _____

When document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.

Last Modified: 08/23/2021

ATTACHMENT B
CIP Code

IES NCES

National Center for Education Statistics

MENU

Search

Go

CIP

THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

CIP 2010

Change Year

Quick CIP

Go

Search Options

FAQs

Resources

Help

Contact

CIP Wizard

Detail for CIP Code 24.0101

Print

Title: Liberal Arts and Sciences/Liberal Studies.

Definition: A program that is a structured combination of the arts, biological and physical sciences, social sciences, and humanities, emphasizing breadth of study. Includes instruction in independently designed, individualized, or regular programs.

Action: No Substantive Changes

Crosswalk

☒ CIP Title or Definition Changed

CIP 2000		CIP 2010	
Code	Title	Action	Code Title
24.0101	Liberal Arts and Sciences/Liberal Studies.		24.0101 Liberal Arts and Sciences/Liberal Studies.

ATTACHMENT D

Demonstration of Program Need

Southwest Wisconsin Technical College is proposing to offer both the Liberal Arts —Associate of Arts and the Liberal Arts-Associate of Science degrees to provide equal access to the collegiate transfer program in Southwest Wisconsin. The following items are provided to demonstrate the need for these programs throughout the SWTC service district.

Access:

SWTC seeks to close the attainment gap by expanding and maximizing access to postsecondary education in the district. The Lumina Foundation, A Stronger Nation: Learning Beyond High School Builds American Talent 2021, provides data regarding the attainment rate in Wisconsin and by county. According to the report, "Wisconsin's attainment rate is 54.7 percent, and the state is working toward its attainment goal of 60 percent by 2027." In determining the attainment rate for the SWTC district, the counties were average. The county data, highlighting the attainment rate of those with at least an associate degree (ages 25-64), is included below. The SWTC average for the entire service district is 40.37%, with the primary service at 36.42%.

Primary Service Counties

- Crawford: 33.5%
- Grant: 41.4%
- Iowa: 40.2%
- Lafayette: 35.2%
- Richland: 31.8%

The three college systems within Wisconsin, WTCS, UWS, and WAICU, have partnered to work toward this goal with the support of the Lumina Foundation, through an initiative called 60 Forward. According to this initiative, there are specific benefits by having a higher attainment rate, including:

- A higher attainment rate is tied to "greater labor force participation and increased earnings."
- The college partners value this initiative due to the growth of the aging population. "The vast majority of Wisconsin's projected population growth from 2010-2040 is in the 'over 65' age category."
- "Labor economists estimate that 60 percent of all jobs will require a high-quality postsecondary credential by 2020."

Sources:

Lumina Foundation Report: <https://www.luminafoundation.org/stronger-nation/report/2021/#/progress/state/WI&anchor-id=state-geo>
60 Forward: <https://www.60forward.org/wp-content/uploads/2019/01/60forward-Flyer.pdf>

Demand

SWTC seeks to better serve residents who already demand a transfer degree. Southwest Wisconsin students, especially those that are place-bound, lack access to acquire a transfer degree at their local technical college. As shown, many students leave SWTC's district to earn a liberal arts associate degree.

There are 161 (99+62) students, as of FY21, which attended WTCS colleges, outside the SWTC district to obtain the Liberal Arts degrees.

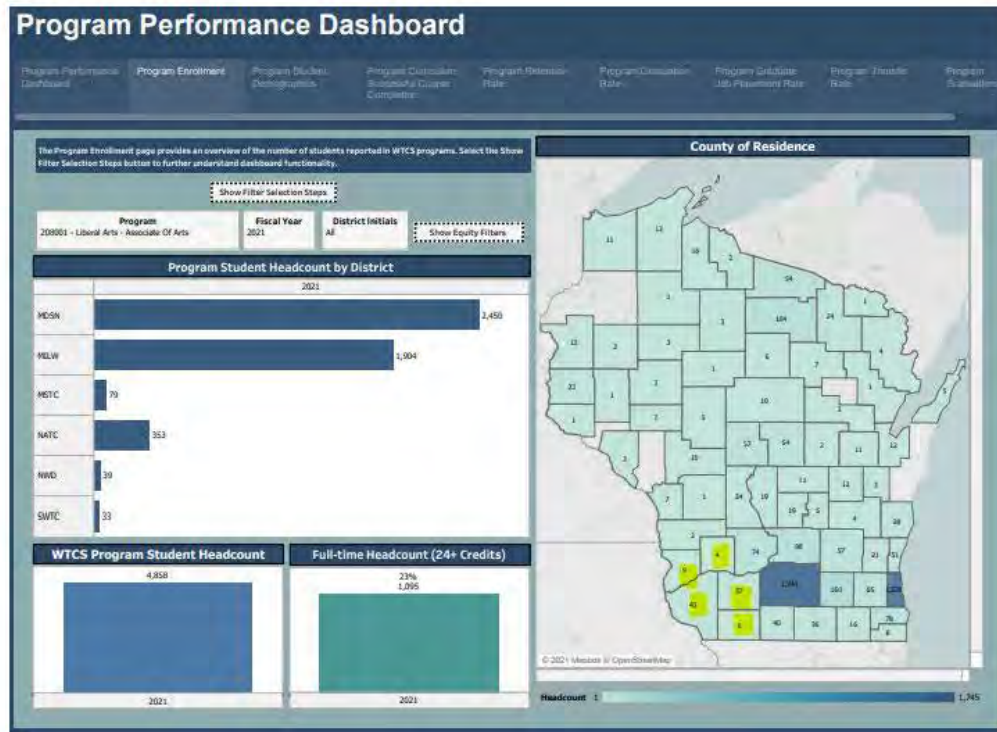
- According to Tableau FY21 data, there were 99 students from the SWTC district, who enrolled in the 20-800-1 Liberal Arts-Associate of Arts program at a WTCS institution.
- According to Tableau FY21 data, there were 62 students from the SWTC district, who enrolled in the 20-800-2 Liberal Arts-Associate of Science program at a WTCS institution.
- 161 (99+62) students, as of FY21, which attended WTCS colleges, outside the SWTC district to obtain the Liberal Arts degrees.

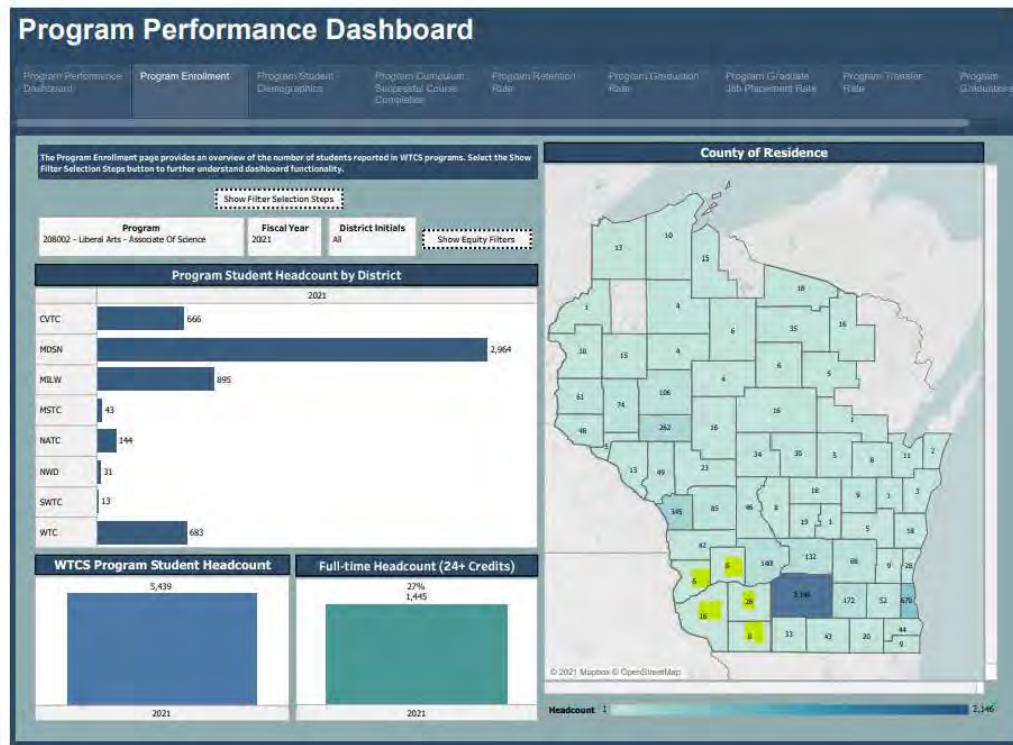
SWTC has been partnering with Nicolet College on both the Liberal Arts-Associate of Arts and Liberal Arts- Associate of Science degrees. According to Southwest Tech's internal Charger Dashboard, the fall 2021 term, there was a headcount of 52 students (43 AA and 9 AS) currently enrolled as part of the shared program between Nicolet and SWTC. Due to recent factors, it has become challenging for WTCS District students that are utilizing this partnership. Challenges include having different terms types (two-semester at SWTC and trimester at Nicolet), different learning management systems (Schoology at SWTC and Brightspace at Nicolet) and different enrollment processes (open enrollment at SWTC with no admissions tests and admissions testing and interviews required at Nicolet).

Partnership

As documented in the letter of support, SWTC has the support of Lakeland University or Franklin College to partner on the initiative. Students will be able to transfer the Liberal Arts-Associate of Arts and Liberal Arts-Associate of Science degree to Lakeland University or Franklin College and enter baccalaureate programs with junior status that will meet the General Education Requirements.

It is believed that the partnership between SWTC and Lakeland University or Franklin College will further support the Forward 60 Initiative and will continue to improve attainment rates within the SWTC District and create access to higher education for residents of Southwest Wisconsin, resulting in a more educated workforce.



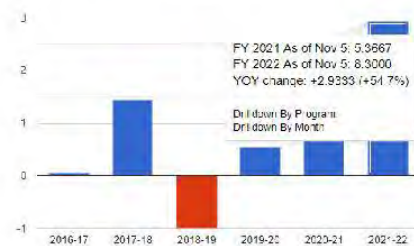


Data retrieved from the Southwest Tech Charger Dashboard as of 11/5/2021

HEADCOUNT YEAR-OVER-YEAR ⓘ



FTEs YEAR-OVER-YEAR ⓘ



Letter of Support from Platteville School District



January 13, 2022

Dr. Morna K. Foy
President-Wisconsin Technical College System
4622 University Avenue
Madison, WI 53707-7874

Dr. Foy,

On behalf of the Platteville School District, I am writing this letter of support of Associate of Arts and Associate of Science that is being developed at Southwest Wisconsin Technical College. I believe the expansion of Associate of Arts/Associate of Science transfer programs ensures affordable, accessible pathways to a bachelor's degree for residents of Southwest Wisconsin.

The Platteville School District continues to look for multiple pathways for our high school students to earn dual credits. What we often find is that these students take courses, but those courses do not always relate directly to a program of study at the post-secondary level. The desire would be for our high school students to be in a position to have nearly completed the associate degree program prior to their graduation from high school. This new Associate of Arts program would establish a pathway to include many of those dual credits and would also create a direct stackable degree pathway for students who wish to continue their education at a four-year college or university after completing the Associate of Arts program.

It is my understanding SWTC is not currently authorized to offer an AA or AS degree due to the current state statute. Offering the AA/AS would open doors of opportunity and affordability for students as they pursue their future careers. With the changing workforce demands, access to diverse educational opportunities becomes even more important, especially for students traditionally underrepresented in higher education.

Your friend in education,

Jim Boebel
Superintendent
Platteville School District

Letters of support is committed from Fennimore Community Schools and will include when it is received

ATTACHMENT F
Ad Hoc Advisory Committee
Members/Minutes



Associate of Art/Science Ad Hoc Advisory

Meeting Minutes

<i>Meeting Date:</i>	January 12, 2022		<i>Time:</i>	10:00 am
<i>Location</i>	Southwest Wisconsin Technical College, Fennimore		<i>Room:</i>	Virtual via Zoom
<i>Facilitator:</i>	Kim Maier		<i>Minute Taker:</i>	Kim Maier

Members Present-	Company Represented	Members Present-	
Jane Wonderling	Fennimore Community Schools-Administrator	Kim Maier	Southwest Tech—Executive Director of Innovative and
Tamara Griesel	Southwest Tech-Science Instructor	Kelsey Wagner	Southwest Tech-- Academic Advisor
Anne Otto	Southwest Tech- Communication Instructor		
Chantel Hampton	Southwest Tech-Diversity and Equity Coordinator, Social Science Instructor		

Item 1: Welcome, Introductions, Overview of the Associate of Arts and Associate of Science Project

<p>Discussion: Kim Maier called the meeting to order at 10:03 am and introductions were made. The agenda was reviewed and the plan for the meeting was shared. Outlines of the requirements for the AA/AS programs were presented.</p> <p>The AS requirements are heavier in Math and Science.</p> <p>Tamara Griesel discussed the need we would have for additional Chemistry courses and faculty to support the development and teaching. She also discussed our program might be heavier in Biology than other science disciplines as that is where the current faculty expertise lies. Kelsey Wagner expressed the students' overall desire to have experiential learning-based electives rather than theory-based.</p> <p>Conversation between 10 and 20 level courses ensued. Some courses, such as math and biology at a 10 code maybe be a transfer concern, depending on the student major. A consideration as the program develops.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 2: Statement of need		
<p>Discussion: Kim discussed the need for residents within Southwest Tech's service district to have access to an AA/AS degree through Southwest Tech. The data indicates that Southwest Tech has students leaving the district to earn their AA/AS elsewhere and offering the degrees through SWTC is supported.</p> <p>Below is a brief summary of the information provided:</p> <ol style="list-style-type: none"> 1. According to Tableau FY21 data, there were students from the SWTC district, who enrolled in the 20-800-2 Liberal Arts-Associate of Science program at a WTCS institution. 2. According to Tableau FY21 data, there were 62 students from the SWTC district, who enrolled in the 20-800-2 Liberal Arts-Associate of Science program at a WTCS institution. 3. 161 (99+62) students, as of FY21, which attended WTCS colleges, outside the SWTC district to obtain the Liberal Arts degrees. 		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 3: Next steps		
<p>Discussion: At 10:50 a.m. a motion was made by Dr. Chantel Hampton to support the concept proposal between Lakeland University or Franklin College and Southwest Tech for an Associate of Arts, liberal arts transfer degree program. Motion was seconded by Anne Otto.</p> <p>A motion was made by Anne Otto to support the concept proposal between Lakeland University or Franklin College and Southwest Tech for an Associate of Science, liberal arts transfer degree program. Motion was seconded by Jane Wonderling.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 4: Meeting adjourn		
<p>Discussion: At 10:58 a.m. Anne Otto made a motion to adjourn the meeting. Tamara Griesel seconded to the motion.</p>		
Action items: N/A	Person responsible: N/A	Deadline:

ATTACHMENT G
Initial Discussions with other WTCS
districts

On January 13, 2022, a notification e-mail was sent to CVTC, GTC, Madison College, MATC, NATC, NWD, and WTC sharing SWTC's intent to start a Liberal Arts Associate of Science Degree program. The feedback was positive and supportive. Points of guidance were offered in their experience with the development and implementation of the degree program, as well as HLC requirements. College discussed their development in partnership with four-year institutions and also offered experiences regarding the marketing of the program.

Will also include a screenshot of the communication.

ATTACHMENT H
Documentation of the District Board
Approval

Will include when the documentation is ready.

ATTACHMENT I

Equity Prompt

Advance Inclusive Excellence

The proposed program will advance inclusivity by offering a degree at a lower cost to a population of students who are enrolled elsewhere. As an open-access college, SWTC students can enroll in this program and earn their educational credentials and immediately enter the workforce. The increased access to education will increase access for students who have not had access to this type of workforce training in the past.

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARD OF DIRECTORS**

WHEREAS, the Southwest Wisconsin Technical College Board has approved the Concept Review for an Associate of Science program in General Studies-Associate of Science, 20-800-2,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for WTCS Board approval the Concept Review for General Studies-Associate of Science, 20-800-2.

Approved this 20th day of January 2022.

Donald L. Tuescher
Chairperson

ATTEST:

Crystal Wallin
Secretary



G. Concept Review: Renewable Energy Technologies

Kim Maier, Executive Director of Innovative & Alternative Learning will present the WTCS Concept Review request to develop an Associate Degree in Renewable Energy Technologies, 10-482-X. The Concept Review document is included below. Also included below is a resolution showing the Southwest Wisconsin Technical College Board approved the Concept Review.

Recommendation: *Approve the Concept Review for an Associate Degree in Renewable Energy Technologies, 10-482-X.*

3-1 CONCEPT REVIEW FORM

Today's Date: 01/07/2022

College: Southwest Wisconsin

College Contact: Katie Garrity

College Contact Phone: (608) 822-2471

College Contact Email: kgarrity@swtc.edu

Education Director Consulted: Choose Ed Director

Date Consulted:

WTCS [Calendar of Events](#)

Expected WTCBSB Concept Review Approval Date: 03/15/2022

Expected WTCBSB Program Approval Date: 05/17/2022

a. Proposed Aid Code - Program Number: 10-482-X

b. Proposed Credential: AAS

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

Renewable Energy Technologies

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

Renewable Energy Technologies students will focus on an electric-driven system and learn the technical skills necessary for a career in the rapidly expanding energy sector, with particular attention focused on solar installation, maintenance, and repair. Topics covered include photovoltaic system, power generation and delivery.

e. SOC {Standard Occupational Classification}

47-2231 17-3029

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

Two SOC codes identified for this spectrum of employment opportunities are: Solar Photovoltaic Installers and Engineering Technologist and Technicians as detailed in Attachment A.

☒ Supporting documentation attached as "Attachment A"

Last Modified: 08/23/2021

f. Proposed CIP {Classified Instructional Program} 15.1701

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

15.1701 is the CIP code that aligns with the SOC codes identified for this program area as referenced by the CIP code description provided in Attachment B.

☒ Supporting documentation attached as "Attachment B"

g. Mean Starting Hourly Salary: \$ 44,900.50

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

☐ Supporting documentation attached as "Attachment C"

i. Summary of Analysis of how this program supports employment demand (limit of 550 characters). Refer to Chapter 3 for explanation of required documentation.

Through extensive conversation with local employers and renewable energy research, it was determined the program is needed to serve SWTC's district.

☒ Supporting documentation attached as "Attachment D"

j. Advanced Technical Certificate (ATC) programs must include clear description of prior knowledge required as "Attachment E."

☒ Not Applicable

☐ Supporting documentation attached as "Attachment E"

k. Projected job openings per year: Year 1 49 Year 3 147 Year 5 245

Projected completers per year: Year 1 0 Year 3 24 Year 5 36

l. Program method of delivery:

☐ 100% Online ☐ 100% Face to face ☒ Hybrid ☐ Competency Based

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

☒ Supporting documentation attached as "Attachment F"

Last Modified: 08/23/2021

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

Per the Program System Report (PGM302), the following WTCS Colleges are identified as having a recognized Renewable Energy programs or similar: CVT, MSTC, LTC, NWTC, and WTC.

☒ Supporting documentation attached as "Attachment G"

- o. Documentation of District Board Approval of the Concept Review attached as "Attachment H" ☒
- p. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

Date: 1/7/22

- q. Equity Prompts: Response to the equity prompts listed in ESM Chapter 3 is required. Indicate the prompts addressed below and include your response as "Attachment I."
- Starting with the November 2021 WTCS Board meeting (9/24/21 submission deadline), colleges are required to respond to **one** of the equity prompts.
 - Starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline), colleges are required to respond to **two** of the equity prompts.

Equity Prompt 1: A. Advance Inclusive Excellence

Required starting with the November 2021 WTCS Board Meeting (9/24/21 submission deadline)

Equity Prompt 2: Select Equity Prompt

Required starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline)

☒ Supporting documentation attached as "Attachment I"

Signature: _____ Date: _____
District President or Instructional Services Administrator

Printed Name: _____

When document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.

Last Modified: 08/23/2021

ATTACHMENT A

SOC Codes



Summary Report for:

47-2231.00 - Solar Photovoltaic Installers

Updated 2021

Bright Outlook

Assemble, install, or maintain solar photovoltaic (PV) systems on roofs or other structures in compliance with site assessment and schematics. May include measuring, cutting, assembling, and bolting structural framing and solar modules. May perform minor electrical work such as current checks.

The occupation code you requested, 47-4099.01 (Solar Photovoltaic Installers), is no longer in use. In the future, please use 47-2231.00 (Solar Photovoltaic Installers) instead.

Sample of reported job titles: Installer, Photovoltaic Installer (PV Installer), PV Design Technician (Photovoltaic Design Technician), Solar Designer, Solar Installer, Solar Installer Technician, Solar Photovoltaic Installer (Solar PV Installer), Solar Technician

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 [Work Styles](#) |
 [Work Values](#) |
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 [Job Openings](#) |
 [Additional Information](#)

Tasks

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- ✚ Install photovoltaic (PV) systems in accordance with codes and standards, using drawings, schematics, and instructions.
- ✚ Assemble solar modules, panels, or support structures, as specified.
- ✚ Apply weather sealing to array, building, or support mechanisms.
- ✚ Determine appropriate sizes, ratings, and locations for all system overcurrent devices, disconnect devices, grounding equipment, and surge suppression equipment.
- ✚ Install module array interconnect wiring, implementing measures to disable arrays during installation.

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Technology Skills

 5 of 9 displayed [Show 48 tools used](#)

- ✚ Customer relationship management CRM software — Salesforce software 🔥
- ✚ Electronic mail software — Microsoft Outlook 🔥
- ✚ Enterprise application integration software — Extensible markup language XML 🔥
- ✚ Office suite software — Microsoft Office 🔥
- ✚ Spreadsheet software — Microsoft Excel 🔥

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


O*NET OnLine

Occupation Quick Search:

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Summary Report for:

17-3029.00 - Engineering Technologists and Technicians, Except Drafters, All Other

All engineering technologists and technicians, except drafters, not listed separately.

"All Other" titles represent occupations with a wide range of characteristics which do not fit into one of the detailed O*NET-SOC occupations. O*NET data is not available for this type of title. For more detailed occupations under this title, see below.

17-3029.01 [Non-Destructive Testing Specialists](#)

17-3029.08 [Photonics Technicians](#)


O*NET OnLine

Occupation Quick Search:

[Help](#)
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Summary Report for:

17-3029.01 - Non-Destructive Testing Specialists

Test the safety of structures, vehicles, or vessels using x-ray, ultrasound, fiber optic or related equipment.

Sample of reported job titles: Industrial Radiographer, Non-Destructive Evaluation Technician (NDE Technician), Non-Destructive Testing Specialist (NDT Specialist), Non-Destructive Testing Technician (NDT Technician)

Updated: 2021

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 [Technology Skills](#) |
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 [Additional Information](#)

Tasks

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- Interpret or evaluate test results in accordance with applicable codes, standards, specifications, or procedures.
- Interpret the results of all methods of non-destructive testing (NDT), such as acoustic emission, electromagnetic leak, liquid penetrant, magnetic particle, neutron radiographic, radiographic, thermal or infrared, ultrasonic, vibration analysis, and visual testing.
- Examine structures or vehicles such as aircraft, trains, nuclear reactors, bridges, dams, and pipelines, using non-destructive testing techniques.
- Select, calibrate, or operate equipment used in the non-destructive testing of products or materials.
- Identify defects in solid materials, using ultrasonic testing techniques.

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Technology Skills

5 of 13 displayed [Show 57 tools used](#)

- Analytical or scientific software** — Fractal Concept SoftScan, GE Sensing & Inspection Technologies Rhythm UT, National Instruments NI Vision Builder for Automated Inspection AI, Visualization Sciences Group VSG Avizo Fire
- Computer aided design CAD software** — Autodesk AutoCAD, Dassault Systemes CATIA
- Electronic mail software** — IBM Notes, Microsoft Outlook
- Presentation software** — Microsoft PowerPoint
- Spreadsheet software** — Microsoft Excel

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

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O*NET OnLine

Occupation Quick Search:

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[Updated 2021](#)

Summary Report for:

17-3029.08 - Photonics Technicians

Build, install, test, or maintain optical or fiber optic equipment, such as lasers, lenses, or mirrors, using spectrometers, interferometers, or related equipment.

Sample of reported job titles: Fiber Optics Technician, Laser Technician, Optomechanical Technician, Photonic Laboratory Technician (Photonic Lab Tech), Photonics Technician, Ruling Technician

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Tasks

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- ✦ Maintain clean working environments, according to clean room standards.
- ✦ Compute or record photonic test data.
- ✦ Adjust or maintain equipment, such as lasers, laser systems, microscopes, oscilloscopes, pulse generators, power meters, beam analyzers, or energy measurement devices.
- ✦ Set up or operate assembly or processing equipment, such as lasers, cameras, die bonders, wire bonders, dispensers, reflow ovens, soldering irons, die shears, wire pull testers, temperature or humidity chambers, or optical spectrum analyzers.
- ✦ Document procedures, such as calibration of optical or fiber optic equipment.

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Technology Skills

5 of 13 displayed [Show 67 tools used](#)

- ✦ Analytical or scientific software — Data acquisition software; Statistical analysis software; The MathWorks MATLAB ✦
- ✦ Computer aided design CAD software ✦ — Autodesk AutoCAD ✦; Dassault Systemes SolidWorks ✦; ZEMAX Optical Design Program
- ✦ Data base user interface and query software — Database software ✦; Microsoft Access ✦
- ✦ Presentation software — Microsoft PowerPoint ✦
- ✦ Spreadsheet software — Microsoft Excel ✦

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

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ATTACHMENT B
CIP Code

IES NCES

National Center for Education Statistics

MENU

CIP

THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

CIP 2020

Change Year

Quick CIP

Go

Search Options

FAQs

Resources

Help

Contact

CIP Wizard

Detail for CIP Code 15.1701

Print

Title: Energy Systems Technology/Technician.

Definition: A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing energy-efficient systems or monitoring energy use. Includes instruction in principles of energy conservation, instrumentation calibration, monitoring systems and test procedures, energy loss inspection procedures, energy conservation techniques, and report preparation.

See also: [03.0209\) Energy and Environmental Policy](#), [03.0210\) Bioenergy](#), [14.4801\) Energy Systems Engineering, General](#), [47.0701\) Energy Systems Installation and Repair Technology/Technician](#).

Action: Moved from 15.0503 to 15.1701

ATTACHMENT D

Employment Demand Support

1. **Projected Job Growth**
 - a. Projections as listed on Form 3-1 (letter i.) are determined by using the anticipated WI average growth of 6% for energy-efficient jobs published in the 2021 US Energy & Employment Report. 830 jobs is the current baseline for the Southwest Tech Service District as reported by the Clean Job Midwest Report.
 - i. 2021: 6% growth from 830 jobs = 49 new jobs annually
 - ii. 2021-2024: 49 new jobs x 3 years = 147
 - iii. 2021-2026: 49 new jobs x 5 years = 245
2. **Mean starting salary** as listed on Form 3-1 (letter g). As noted in this section, the average salary for a WI solar energy technical salary of \$49,803 and the average for a WI Solar Panel Installation technician of \$39,998 and calculated the average, which is \$44,900.50.

Statement of Need for a Renewable Energy Program at Southwest Tech

According to the Clean Jobs Midwest, 2021 report, clean energy companies employed 69,343 Wisconsinites at the end of 2020, with Wisconsin's clean energy sector growing by 6.2 percent in the second half of the year. The shift to a cleaner economy creates major new opportunities for job seekers throughout the region—including in communities impacted by the ongoing decline of other parts of the energy sector such as coal, oil, and gas. It also promises to create consumer and business savings through energy efficiency and lower-cost renewable energy, which is especially impactful for low and moderate-income communities, rural communities, and communities of color.

The focus of Wisconsin's clean energy is energy efficiency, and this accounts for more than 80 percent of the region's clean energy jobs. As more auto manufacturers and their suppliers continue to shift to hybrid and electric vehicles, the advanced transportation sector saw an immediate job increases of four percent, with the continued and anticipated increase in demand.

Among the advanced transportation sub-sector, hybrid cars and electric vehicles were the state's bright spots. Hybrid vehicle manufacturing grew by 7.2 percent to 2,228 workers. Electric-vehicle sector jobs grew by an even healthier 9.7 percent to 1,176 workers and are poised for future growth with supportive policies and significant commitments to EVs by major vehicle manufacturers like Ford and GM and their suppliers. Wind energy jobs, another highlight, grew by 11 percent to 1,797 workers.

In Wisconsin, rural areas house 25 percent or more than 17,600 clean energy jobs.

County	Clean Energy Jobs*
Grant	316
Iowa	186
Lafayette	100
Crawford	162
Richland	66
Total	830
	*Clean Jobs Midwest 2021 Report

Clean Energy Type	Job in Wisconsin*
Renewable Energy	6,121
Grid & Storage	2,081
Energy Efficiency	55,986
Clean Fuels	347
Advanced Transportation	4,808
Total	69,343
	*Clean Jobs Midwest 2021 Report

Data is from the Clean Job Midwest Report: <https://www.cleanjobsmidwest.com/state/wisconsin>

The renewable energy industry has become a major U.S. employer and many jobs are included in the U.S. Bureau of Labor Statistics Fastest Growing Occupations published on September 8, 2021. Specifically solar photovoltaic installers are expected to have a growth rate of 52% from 2020-2030 with an average salary of \$46,470. In addition, wind turbine service technicians are expected to have a growth rate of 68% from 2020-2030 with an average salary of \$56,230 per year.

Wisconsin's solar capacity is growing rapidly. Clean grid alliance cites that solar is powering over 106,663 homes and another 3,959 MW (10th highest in the nation) are projected to come online over the next five years. Solar is currently one of the least expensive electricity sources available. The solar industry has invested over \$808 million in Wisconsin. In addition, solar is the largest clean energy employer in Wisconsin, which is 3,798 people in the state's 150 solar companies, including 41 manufacturers, 66 installers and developers, and 43 other related companies.

While the Wisconsin job totals are reassuring, significant workforce growth is still needed. According to SEIA, "the solar industry is on a trajectory to reach 400,000 solar jobs by 2030," but "employment will need to exceed 900,000 workers by 2035 to reach the 100% clean electricity goal set by President Biden." With the projected megawatts of generation expected to come online over the next five years, we will need to scale up our solar workforce in that timeframe to complete these projects. Wisconsin's solar industry offers an unparalleled opportunity to grow the clean energy workforce and reinvest millions in our local economies.

Currently, there are multiple renewable energy projects in the local area as noted by the Ad Hoc Advisory meeting attendees and the employer survey results. Many of the planned projects are a result of Governor Evers' Executive [Order #38](#), which states the goal of all electricity consumed within the State of Wisconsin be 100 percent carbon-free by 2050.

- Grant County solar project is projected to create employment opportunities of 350 jobs to construct the project. The project will feature photovoltaic (PV) solar arrays capable of generating up to 200 megawatts (MW) of clean, renewable energy that covers approximately 2,000 acres. Specific information for the project can be found: [NextEra Energy Resources | Grant County Solar | Project](#).
- Cassville will also be home to a new solar project, which is estimated to install a 50-megawatt (MW) solar project. More information can be found here: [Alliant Energy - Alliant Energy | Cassville Solar Project](#).
- A third major renewable energy to note, is Uplands Wind, which will be located in Lafayette and Iowa counties and developed by Pattern Energy. The wind project will provide economic benefits and jobs that will last generations. The project is scheduled to bring 450-600 construction jobs and 12-16 full-time jobs. More information can be found here: [uplandswind.com](#).

Through research and conversation with industry stakeholders, it was identified that renewable energy resides in a variety of work settings, such as construction, electrical, and engineering technicians. The stakeholders also noted this is a new and upcoming industry within Southwest Wisconsin, which all commented on the expansion growth that is scheduled for future dates as supported by the research.

UNITED STATES ENERGY & EMPLOYMENT REPORT 2021 | Wisconsin

Workforce Characteristics

Employer Growth

Employers in Wisconsin are similarly optimistic to their peers across the country in regards to their job growth over the next year in Energy (6.1 percent versus 5.8 percent nationally). Energy Efficiency employers expect to add 1,589 jobs in Energy Efficiency (2.8 percent) and Motor Vehicles employers expect to add 2,892 jobs (6.0 percent) over the next year.

Table WI-1
Projected Growth by Major Technology Application.

Technology	State Projected Growth Next 12 Months (percent)	U.S. Projected Growth Next 12 Months (percent)
Electric Power Generation	9.7	8.1
Electric Power Transmission, Distribution, and Storage	6.4	4.2
Energy Efficiency	2.8	10.1
Fuels	5.3	5.5
Motor Vehicles	6.0	-0.8

Hiring Difficulty

Employers in **Wisconsin** reported 86.1 overall hiring difficulty.

Table WI-2
Hiring Difficulty.

Hiring Difficulty	Very Difficult (percent)	Somewhat Difficult (percent)	Not at All Difficult (percent)	Did not hire (percent)	Overall Hiring Difficulty
Overall	45.1	41.1	2.5	11.4	86.1

Source: Energy Employment by State: 2021

[USEER 2021 State Reports.pdf \(energy.gov\)](#)

Top 10 Fastest Growing Occupations, Excluding Pandemic Recovery*

	Percent change, projected 2020-30	Employment change, projected 2020-30 (in thousands)	Median annual wages, May 2020
Wind turbine service technicians	68.2%	4.7	\$56,230
Nurse practitioners	52.2%	114.9	\$111,680
Solar photovoltaic installers	52.1%	6.1	\$46,470
Statisticians	35.4%	14.9	\$92,270
Physical therapist assistants	35.4%	33.2	\$59,770
Information security analysts	33.3%	47.1	\$103,590
Home health and personal care aides	32.6%	1,129.9	\$27,080
Medical and health services managers	32.5%	139.6	\$104,280
Data scientists and mathematical science occupations, all other	31.4%	19.8	\$98,230
Physician assistants	31.0%	40.1	\$115,390

*Data excludes occupations that had a decline in wage and salary employment greater than the decline for all occupations from 2019 to 2020 (approximately 6%).

Note: Wage data are from the Occupational Employment and Wage Statistics program, U.S. Bureau of Labor Statistics.



1. Projected Job Growth

- a. Projections as listed on Form 3-1 (letter i.) are determined by using the anticipated WI average growth of 6% for energy-efficient jobs published in the 2021 US Energy & Employment Report. 830 jobs is the current baseline for the Southwest Tech Service District as reported by the Clean Job Midwest Report.
 - i. 2021: 6% growth from 830 jobs = 49 new jobs annually
 - ii. 2021-2024: 49 new jobs x 3 years = 147
 - iii. 2021-2026: 49 new jobs x 5 years = 245





Justification for letter g. = Mean Starting Salary

Took the average salary for a WI solar energy technical salary of \$49,803 and the average for a WI Solar Panel Installation technician of \$39,998 and calculated the average, which is \$44,900.50.

Summary of a workforce employee survey for Renewable Energy

On January 6, 2022, eleven renewable energy organizations were asked to complete a brief workforce employee survey. Nine (82% response rate) organizations completed the survey, and their responses are outlined below.

Question 1: Does your organization have difficulty finding qualified renewable energy employees?

Answer options: YES, NO, Not Applicable

- Respondent #1: Yes
- Respondent #2: Not applicable
- Respondent #3: Yes
- Respondent #4: Not applicable
- Respondent #5: Yes
- Respondent #6: Yes
- Respondent #7: Yes
- Respondent #8: Not applicable
- Respondent #9: Yes

Question 2: How has the employment of qualified renewable energy changed in the past four years within your organization?

Answer options: Number of employees in these categories have INCREASED since 2017, Number of employees in these categories have DECREASED since 2017, Number of employees in these categories have STAYED THE SAME since 2017, Not Applicable

- Respondent #1: Increased
- Respondent #2: Not applicable
- Respondent #3: Increased
- Respondent #4: Not applicable
- Respondent #5: Increased
- Respondent #6: Increased
- Respondent #7: Increased
- Respondent #8: Not applicable
- Respondent #9: Increased

Question 3: Overall, how adequately do you feel your current renewable energy employee(s) was trained prior to being hired with your organization?

Answer options: Extremely well trained, Very well trained, moderately well trained, slightly well trained, not at all well trained, No response.

- Respondent #1: Slightly well trained
- Respondent #2: No response
- Respondent #3: Not at all well trained
- Respondent #4: Moderately well trained
- Respondent #5: Slightly well trained
- Respondent #6: Slightly well trained
- Respondent #7: Moderately well trained
- Respondent #8: Moderately well trained
- Respondent #9: Moderately well trained

Question 4: Please indicate the two most important factors when making a hiring decision for a renewable energy employee of your organization.

Answer options: Demonstrated skill level, educational degree, prior experience, interpersonal skills/work ethic, other (please specify)

- Respondent #1: Demonstrated skill level, Interpersonal skills/work ethic
- Respondent #2: Demonstrated skill level, Interpersonal skills/work ethic
- Respondent #3: Interpersonal skills/work ethic
- Respondent #4: Demonstrated skill level, educational degree
- Respondent #5: Prior Experience, Interpersonal skills/work ethic
- Respondent #6: Prior Experience, Interpersonal skills/work ethic
- Respondent #7: Interpersonal skills/work ethic
- Respondent #8: Not applicable
- Respondent #9: Demonstrated skill level

Question 5: Please indicate the number of employees currently employed in your organization as a renewable energy employee.

Answer options: Full-time 0, 1, 2, 3, 4, 5, 6 or more

Part-time 0, 1, 2, 3, 4, 5, 6 or more

- Respondent #1: Full-time: 6 or more; Part-time: no response
- Respondent #2: Full-time: 0; Part-time: 0
- Respondent #3: Full-time: 6 or more; Part-time: 6 or more
- Respondent #4: Full-time: 1; Part-time: 0
- Respondent #5: Full-time: 6 or more; Part-time: 6 or more
- Respondent #6: Full-time: 6 or more; Part-time: no response
- Respondent #7: Full-time: 6 or more; Part-time: 2
- Respondent #8: Full-time: 2; Part-time: no response
- Respondent #9: Full-time: 6 or more; Part-time: no response

Question 6: Describe the type of educational background you would require of a renewable energy employee.

Answer options: blank box to type in answers

- Respondent #1: Usually, training can be done on-site, but prior education is an added bonus
- Respondent #2: Full-time: NA
- Respondent #3: Full-time: We look for some knowledge of basic construction and electronics. Inverter knowledge and solar experience is a plus.
- Respondent #4: Electrical
- Respondent #5:
 At Blattner, we usually hire around 200 field-level employees for each project we build... Typically, these individuals do not have extensive experience, training, or schooling on solar projects in the renewable industry in general and having any level of exposure to that coming into our field-level positions would be very beneficial. I think we would look to have a focus on safety training (preferably OSHA-30, but OSHA-10 at least), quality of work (covering impacts of incorrect installation), LEAN efficiency training, and then a more general overview of a solar/wind power project. We wouldn't expect there to be training on specific racking or modules systems because those change on every job and the technology is constantly improving. For the field-level positions the projects, I think the year program may even be too long and something that only spans a semester or a few months to complete would be sufficient exposure and training. When you start the O&M and SCADA side of things for projects, then I believe the 1-year and 2-year programs would be very beneficial. There are a lot of nuances to those tasks that need to be learned and over time and could likely lead a person into a 4-year program as well.
- Respondent #6: Full-time: NA
- Respondent #7: Full-time: Since it's rare to find anyone with previous Renewable Energy education/experience, we are open to hiring anyone knowing we will have to provide all of their education and hands-on experience.
- Respondent #8: NA
- Respondent #9: Ideally, the employee would have been trained in the theory of the renewable, be it wind, solar, etc. They would also receive the technical and/or mechanical training in order to maintain and repair equipment. We would also like to see associated training around math, English, science, employee soft skills, etc

Question 7: Please complete the following information for the renewable energy employees currently employed in your organization.

Answer options: Average # of hours worked per week= X, Average # of weeks worked per year= X, Average hourly wage, \$/hr, Average annual salary= X

- Respondent #1: Average # of hours worked per week= 40, Average # of weeks worked per year= 48, Average hourly wage, \$20/hr, Average annual salary= NA
- Respondent #2: Average # of hours worked per week= NA, Average # of weeks worked per year= NA, Average hourly wage, NA, Average annual salary= NA
- Respondent #3: Full-time: Average # of hours worked per week= 40, Average # of weeks worked per year= 52, Average hourly wage, \$21.64/hr, Average annual salary= NA
- Respondent #4: Average # of hours worked per week= 45, Average # of weeks worked per year= 52, Average hourly wage, NA, Average annual salary= \$74,000
- Respondent #5: Average # of hours worked per week= 45, Average # of weeks worked per year= 40, Average hourly wage, \$20/hr, Average annual salary= NA
- Respondent #6: Average # of hours worked per week= NA, Average # of weeks worked per year= NA, Average hourly wage, NA, Average annual salary= NA
- Respondent #7: Average # of hours worked per week= 40, Average # of weeks worked per year= 52, Average hourly wage, \$17.50/hr, Average annual salary= NA

- Respondent #8: Average # of hours worked per week= NA, Average # of weeks worked per year= NA, Average hourly wage, NA, Average annual salary= NA
- Respondent #9: Average # of hours worked per week= 40, Average # of weeks worked per year= 52, Average hourly wage, \$47.00, Average annual salary= NA

To summarize, respondents reported that the average number of hours per week worked for this occupation are between 40 and 45. While salary ranged from \$17.50/hr to over \$45/hr.

Question 8: Please indicate the number of current renewable energy employee job openings in your organization.

Answer options: Full-time 0, 1, 2, 3, 4, 5, 6 or more

Part-time 0, 1, 2, 3, 4, 5, 6 or more

- Respondent #1: Full-time: 6 or more; Part-time: no response
- Respondent #2: Full-time: 0; Part-time: 0
- Respondent #3: Full-time: 6 or more; Part-time: 6 or more
- Respondent #4: Full-time: 1; Part-time: 0
- Respondent #5: Full-time: 6 or more; Part-time: 6 or more
- Respondent #6: Full-time: 3; Part-time: 1
- Respondent #7: Full-time: 0; Part-time: 0
- Respondent #8: Full-time: 3; Part-time: 0
- Respondent #9: Full-time: 0; Part-time: 0

Question 9: Please indicate the number of future renewable energy employee job openings in your organization over the course of the next 3-4 years.

Answer options: Full-time 0, 1, 2, 3, 4, 5, 6 or more

Part-time 0, 1, 2, 3, 4, 5, 6 or more

- Respondent #1: Full-time: 2; Part-time: 2
- Respondent #2: Full-time: 0; Part-time: 0
- Respondent #3: Full-time: 6 or more; Part-time: 6 or more
- Respondent #4: Full-time: 2; Part-time: 0
- Respondent #5: Full-time: 6 or more; Part-time: 6 or more
- Respondent #6: Full-time: 3; Part-time: 1
- Respondent #7: Full-time: 6 or more; Part-time: 4
- Respondent #8: Full-time: 0; Part-time: 0
- Respondent #9: Full-time: 6 or more; Part-time: 0

Based on these responses, we estimate renewable energy job openings over the next 3-4 years will exceed 31 full-time and nearly 20 part-time positions.

Question 10: Would you hire a person with a two-year Associate Degree in renewable energy?

Answer options: Yes, No, Not Sure

- Respondent #1: Yes
- Respondent #2: Yes
- Respondent #3: Not sure
- Respondent #4: Yes
- Respondent #5: Yes
- Respondent #6: Yes
- Respondent #7: Yes
- Respondent #8: Yes
- Respondent #9: Yes

Question 11: How many individuals who are currently working at your organization would you encourage to obtain renewable energy training?

Answer options: # of employees = X

- Respondent #1: 2
- Respondent #2: 2
- Respondent #3: 0
- Respondent #4: 2
- Respondent #5: 0
- Respondent #6: 5
- Respondent #7: 10
- Respondent #8: 6
- Respondent #9: 10

Question 12: If renewable energy positions are not currently within your agency's staffing needs, what would it take to garner support for a renewable energy project at Southwest Tech?

Answer option: blank box to type in answers

- Respondent #1: Even if the Badger Hollow Solar Farm is not in need of staff, there are 3+ more projects under development in Wisconsin alone, and 1-2 future wind projects coming to the area. There will be many opportunities for those looking to work in this field.
- Respondent #2: Its a highly sought-after degree in the upcoming years.
- Respondent #3: I am writing on behalf of the solar industry- as a RENEW Wisconsin board member, solar installer are a highly in-demand job in Wisconsin with huge growth as we look to the future.
- Respondent #4: NA
- Respondent #5: They are part of our future staffing needs.
- Respondent #6: NA

- Respondent #7: We do not actively have a job opening, but we always are hiring for growth. If there was a program that could provide well-educated students in Renewable Energy, we would look to partner to help grow our workforce.
- Respondent #8: NA
- Respondent #9: I think having the Technical College working in conjunction with renewable employers to determine the resource demand. There are numerous renewable projects underway in the state that will require employees to maintain and repair these facilities. These resources will come from employees currently in the field, some existing utility employees who may be retrained, and students that come from technical renewable programs.

Question 13: Would you be interested in serving in an Advisory capacity for this new program? If so, please include the name of your business, your first and last name, e-mail address, mailing address and contact information.

Answer options: Yes, No, Maybe

- Respondent #1: Maybe
- Respondent #2: No
- Respondent #3: No
- Respondent #4: No
- Respondent #5: No
- Respondent #6: Yes
- Respondent #7: Yes
- Respondent #8: No
- Respondent #9: Yes

ATTACHMENT F
Ad Hoc Advisory Committee
Members/Minutes



Renewable Energy Ad Hoc Advisory

Meeting Minutes

<i>Meeting Date:</i>	January 5, 2022	<i>Time:</i>	10:00 am
<i>Location</i>	Southwest Wisconsin Technical College, Fennimore	<i>Room:</i>	Virtual via Zoom
<i>Facilitator:</i>	Kim Maier	<i>Minute Taker:</i>	Beth Cummins

Members Present-	Company Represented
Adam Rucinski	Property Manager – Fritz Properties
Jim Pullen	Eagle Point Solar
Hilary Fiene	Stateline Solar
Craig Magnus	Blattner Energy
James Auld	Nextera Energy

Members Present-	
Kim Maier	Executive Director of Innovative and Alternative Learning
Beth Cummins	Flexible Learning Coordinator
Dan Imhoff	Executive Director Facilities, Safety, & Security/Title IX Director, Southwest Tech
Amy Seebboth-Wilson	Local Renewable Energy Supporter, Southwest Tech

Item 1: Welcome, Introductions, Overview of the Renewable Energy Project		
<p>Discussion: Kim Maier called the meeting to order at 10:05 am and introductions were made. The agenda was reviewed and the plan for the meeting was shared. The purpose of this meeting is to understand future trends within the renewable energy field, as well as learn about what educational/training is needed in the Southwest Tech five-county district area.</p> <p>Each member was asked to mention an occupational trend they are seeing in the industry when they did their introductions. These trends were mentioned:</p> <p>Stateline Solar has been doing <u>solar installations, EV charging stations, battery backup, and generators and continues to diversify their offerings.</u> (Residential)</p> <p>Blattner Energy is currently building the local solar site near Cobb, WI. Construction of these sites is increasing rapidly and there is a need for workers to help build them.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 2: Employment Data Needs		
<p>Discussion: Kim discussed the projected need for Renewable Energy employees. The data indicates that Southwest Wisconsin is an ideal location for wind and solar renewable energy projects. As of July 2021, there were 2,697 MW Solar projects and 99 MW Wind projects in the queue. Currently, there isn't an educational opportunity in Southwest Wisconsin to prepare employees for the positions.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 3: Employer Needs		
<p>Discussion: At 10:14 a.m, the group moved to learning about employer needs. The questions in Item 4 below were also discussed at this time.</p>		

Needs: Jim Pullen – Education focused on sustainability. Would like to see more technical training in the solar area. In this area it's difficult to find a mechanism for training before bringing them into the company. Worked with NICC to develop certificate program. Would like to see more of this. This is a need going forward. Solar Specific Training needed. Agreed with need for operations piece (construction is important). Operations knowledge is needed.

Jim Auld – Maintenance is needed because they do not build.

Craig – From the construction side, they are seeing a need for more skilled labor force that is up to date on new technology and the industry.

Licensed electricians are always needed.

Action items: N/A	Person responsible: N/A	Deadline: N/A
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Item 4: Feedback to questions

Discussion:

1. What would be your labor market projections for hiring within the next year? Three years? Five years?

Jim Auld – The CREATE site does have a lot of analytics/projections. There is a need for behind the scenes training and then training for the technicians in the field. Both skill sets are critical.

Jim Pullen – Half of company is field work. Setup Repair. Will see consistent growth. Company has doubled in size in past five years. Will see the number of solar installations increase in Southwest Wisconsin. They could hire more.

Craig – They will double what they are currently doing quickly. It took 10 to 15 years to get where they are, but they will do the same in the next five in Wisconsin alone. If we base a worker need on current jobs, we will most likely underestimate the need. **Would Craig be willing to share those projections his company has with us?**

Hilary – Has not noticed an employee shortage when posting jobs. Get a huge response from people wanting to get into the industry. Anticipates doing a lot of on the job training. Also notices a shortage in the construction side. Knowing installation and maintenance are key.

Kim mentioned if we could tie parts of our current construction program into a solar program. Dan answered that construction for solar is different from our current construction program. The only similarity would be pouring concrete footings. Jim Pullen – Agreed with Dan. Solar Construction is much different from wood construction. Jim also suggested a short-term “straight to work” program (six week) for the construction side.

2. What types of skills sets/broad-based areas would you see a graduate of this program needing to be successful within the renewable energy sector?

Jim Auld – Number one skill set is operation maintenance of invertors and branches out from there. Need a lot of applied time working on invertors.

Jim Pullen – Support side – provide web based monitoring of equipment. Need training in diagnosis and troubleshooting using web tools (in office need). Also have technician need (going out into the field) to maintain and fix equipment. These are two different people with two different skill sets.

Dan – are the computer-based systems brand specific mostly? Or is there one general maintenance system that we would teach out of? Answer (CRAIG), both. Inverter manufacturing systems are used as well as systems that can tie multiple systems together.

Jim Auld – SCDA (Supervisor Controlled Data Acquisition) program.. SCDA drives the why, when, and where of when maintenance is conducted. It's absolutely critical that the technicians have the skill set to engage with SCDA (which is all real time). It is critical for a program that we offer to be comprehensive and include training on SCDA. Jim mentioned CREATE (Center for Renewable Energy Advanced Technology Education) from the National Science Foundation has developed out a SCDA trainer and coming soon will be a Microgrid trainer. The SCDA program pulls data from across the United States and it's in an academic platform. CREATE is headquartered at Madison College. <https://createenergy.org/> They have already done a lot of the analytics and heavy lifting on SCDA. **It's all Open Source** and grant-based through the National Science Foundation. Won't require huge cost or license fees. Jim offered to connect Kim Dr. Ken Walz, Director of the CREATE Energy Center at Madison College. His contact information can also be found here: <https://createenergy.org/create-team/>

3. Would you hire someone with a credential from Southwest Tech?

Kim asked Jim Auld to discuss what he has seen as far as education options so far. Jim Auld – On the operations side, there is 1. the inverter, 2. the SCDA training, and 3. Energy storage. Energy storage is a game changer. Soft Skills are needed. For Solar technician, a two year degree would be preferred over a certificate. Degree is important but skill set is most important. The need for **all** skill sets is there from technical diploma to engineers out of the four-year.

Jim Pullen – we need all. Need to have individuals trained well enough to know the specifics about solar construction. There is also a need for advanced degrees. Suggested having a progression of education available and let the student decide where they want to end up. To allow those who would like to progress to more advanced degrees would be beneficial. Something that could be transferrable to higher ed would be good.

Hilary – agreed that having education paths would be best. They have designers, people who are hands on, electricians, etc. They do a lot of roof mounts for residential customers, so it is key for those doing site assessments to have an understanding of structural entirety of the building to see if they are a fit for solar. Also, this person needs a understanding of codes when designing a system for a residence. Also, safety (OSHA) training would be beneficial.

4. Do you approve moving forward with this concept?

Any objections? No objections.

Jim – Eagle Solar. Is in favor. There is a need. It would be a good thing and good for the students because there will be more jobs available than there will be graduates (in his opinion) for a long time.

Hilary - Beyond favor for those “golden nuggets” Looking for individuals trained in solar and renewable energies that they would not need to train.

<p>Jim Auld – Supports.</p> <p>Craig – knowing what he knows for the Wisconsin market, he is in support.</p> <p>Adam – Viable for the area, the state, and across the nation. Students could go anywhere across the nation to be employed if they don't want to stay in Wisconsin.</p> <p>A motion was made by Jim Pullen to support SWTC in the continued exploration in the concept of a renewable energy degree program.</p> <p>Motion seconded by Hilary Fiene. Motion carried.</p>		
Action items: N/A		Deadline: N/A

Item 5: Next steps		
<p>Discussion:</p> <p>At 10:55 a.m. Kim presented the group with the next steps.</p> <p>Survey Creation (10 questions) will share with this group and others who could not attend. One week turn around. Hoping to send out survey on January 6.</p>		
Action items: N/A	Person responsible: N/A	Deadline:

Craig Magnus made the motion to adjourn the meeting at 10:58. Dan Imhoff seconded. Motion carried.

ATTACHMENT G
Initial Discussions with other WTCS
districts

On January 13, 2022, a notification e-mail was sent to CVTC, MSTC, LTC, NWTC, and WTC sharing SWTC's intent to start a Renewable Energy Associate Degree program. The feedback was positive and supportive. Points of guidance were offered in their experience with the development and implementation of the degree program.

Will also include a screenshot of the communication.

ATTACHMENT H
Documentation of the District Board
Approval

Will include when the documentation is ready.

ATTACHMENT I

Equity Prompt

Advance Inclusive Excellence

The proposed program will advance inclusivity by offering a degree at a lower cost to a population of students who are enrolled elsewhere. As an open-access college, SWTC students can enroll in this program and earn their educational credentials and immediately enter the workforce. The increased access to education will increase access for students who have not had access to this type of workforce training in the past.

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARD OF DIRECTORS**

WHEREAS, the Southwest Wisconsin Technical College Board has approved the Concept Review for an Associate Degree program in Renewal Energy Technologies, 10-482-1,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for WTCS Board approval the Concept Review for Renewable Energy Technologies, 10-482-1.

Approved this 20th day of January 2022.

Donald L. Tuescher
Chairperson

ATTEST:

Crystal Wallin
Secretary



Board Monitoring of College Effectiveness

A. COVID Response Update

Members of the COVID Operations Team will provide an update on COVID protocols. Included below is a document outlining updated protocol starting January 17, 2022. More details will be presented at the meeting.

COVID-19 and other infectious diseases and viruses are active in our local communities. While the College cannot guarantee that our campus is free of infectious disease, with everyone working together we can reduce the risk of transmission of these diseases within our school community. The College has adopted rules that are designed to reduce the risk of transmission of these diseases and viruses on campus. The rules are based on guidance and recommendations from a variety of sources including, but not limited to the Center for Disease Control and public health authorities. Our policies are reviewed weekly and reflect the most recent recommendations of health authorities.

The College expects all students, staff and faculty to become familiar with the rules and comply with them as part of an overall effort to make our campus as safe as possible. Failure to comply with the rules may lead to disciplinary action up to and including exclusion from campus.

Guidelines:

1. Facemasks are required on campus. The facemask requirement is evaluated weekly. The goal is to move to a "Facemasks Recommended" stance by March 21, 2022. Some health programs may require specific PPE requirements and those must be followed.
2. We expect faculty, staff, and students to report positive tests to public health authorities and follow their protocol for contact tracing, isolation, quarantine, and any other expectations. We expect faculty, staff, and students to comply with county public health officials when notified of exposures or other risks.
3. If you are sick and experiencing [COVID-like symptoms](#) or have a positive test, **do not** report for work, class, or any Southwest Tech activities (i.e., class, clinicals, internships, externships, student activities) or to campus in-person for at least 5 (five) days. Coming to campus with COVID-like symptoms will result in disciplinary action.

If you have COVID-like symptoms, (regardless of vaccination status)

- 1) You should get tested for COVID. Keep your supervisor or instructors posted on PCR or rapid test results.
 - *Negative result* – You may return to campus after 24 hours if you are fever free (without use of fever-reducing medication), your symptoms are improving, and you have complied with county health guidelines.
 - *Positive result* – You may return to campus after 5 full days if you are fever free for 24 hours (without use of fever-reducing medication), your symptoms are improving, and you have complied with county health guidelines.
- 2) If you choose not to get tested for COVID, you may return to campus after 5 full days if you are fever free for 24 hours (without use of fever-reducing medication), your symptoms are improving, and you have complied with county health guidelines.

[Employees](#) may work from home, if that is possible with your position, and you are feeling well enough (see [Telecommuting Policy in Employee Handbook](#)). You may also use regular MTO or remaining sick time if you are unable to work. COVID MTO has expired as of 12/31/2021 and is no longer funded.

[Students](#) should contact their instructor(s) to let them know you cannot attend class in-person and to discuss options.

Reporting Positive COVID Test Results:

In addition to reporting to county public health, report a positive COVID test using the [COVID-19 Reporting Form](#). You will receive an automatically generated email acknowledging receipt of the notice and providing further information.

Employees: If employees test positive for COVID, you must share the county public health protocols you are following with your supervisor.

Students: If students test positive for COVID, you must share the county public health protocols you are following with your instructor(s).

Contact information for the county public health departments in the College service district is

Crawford County – 608-326-0229

Grant County - 608-723-6416; health@co.grant.wi.gov

Iowa County – 608-930-9870; healthinfo@iowacounty.org

Lafayette County – 608-776-4895

Richland County – 608-647-8821

Additional Information:

- **If you are exposed to someone with COVID: Follow county health guidelines.** You do not need to quarantine from campus unless you are quarantined due to county guidelines.
- **If someone in your household is ill:** You no longer need to report exposures or illness in your household.
- **If there is an on-campus COVID exposure:** We will no longer contact trace for on-campus exposures. If you test positive, please see isolation procedures above and contact the county for further instruction.
- **Protocol exceptions include:** The Childcare Center will continue to follow previous protocols with the only change being the shortened isolation period of 5 days. The vaccine mandate remains in place. Healthcare programs may require additional PPE. Contact your instructor(s) for more information.

For questions related to students contact covid19response@swtc.edu or Brian Kitelinger, 608-822-2376.

For questions related to employees, contact Krista Weber at kweber@swtc.edu or 608-822-2315.

B. Board Monitoring Report – Safety & Security

Dan Imhoff, Executive Director of Facilities, Safety & Security, and Heath Ahnen, Executive Director of Information Technology Services, will present the Board monitor report on Safety & Security. The report is below.

Board Monitoring Report Safety and Security January 20, 2022

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 affects 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 you care about them as human beings and want to see them reach their full potential. Individuals that 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 that has a reputation for ensuring the safety of all their stakeholders. All these factors help us engage students and help 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. Having a safe environment also has a direct effect on insurance and time lost costs.

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 throughout the year to plan and participate in crisis simulations. Crisis response plans and procedures are regularly updated to reflect the latest industry's best practices. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates. The CERT is led by the Executive Director of Facilities, Safety & Security and includes key College personnel 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, Holly Clendenen, Connie Haberkorn, Derek Dachelet, and Dan Imhoff.

COVID Response

During these unprecedented times, the College has relied on two teams to determine the College's best course for action. COVID Operations has been tasked with monitoring the COVID environment, creating strategic plans, focusing on day-to-day activities, making decisions and providing recommendations on large scale topics to the Executive Team. The Operations team members have been cycled on and off of the team to provide a different perspective and limit the burden on members.

The Executive Team 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.

Individuals who have served on the COVID Operations Team: Caleb White, Derek Dachelet, Heath Ahnen, Cynde Larsen, Nicole Nelson, Connie Haberkorn, Heather Fifrick, Robin Hamel, Holly Clendenen, Kris Wubben, Virginia Reynolds, and Dan Imhoff.

The Executive Team members are: Jason Wood, Caleb White, Krista Weber, Holly Clendenen, Katie Garrity, Derek Dachelet, Cynde Larson, Katie Glass, Kim Maier, Karen Campbell, Heath Ahnen, and Dan Imhoff.

COVID Notification Team

The Notification Team works to contact trace, develop protocols, and notify affected staff and students each time there is an on-campus COVID exposure. This team communicates the College's expectations and answers any questions students and employees may have by phone and email. Due to the urgency of these situations this team has been brought together many nights and weekends with little notice. The team acts quickly to limit potential spread and keep everyone as safe as possible.

These individuals have served on the notification team: Katie Glass, Holly Clendenen, Brian Kitelinger, Nicole Nelson, Dan Wackershauser, Derek Dachelet, Matt Schneider, Jordyn Poad, Kelsey Wagner, Pauline Wetter, Cynde Larsen, Virginia Reynolds, Katie Garriy, Dan Imhoff, Deb Ihm, and Janet Giese.

Safety Coordinator

The College recognizes the importance of safety throughout campus and has a Safety Coordinator on staff. 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, Safe Eyes program, COVID compliance checks, and student communication related to COVID.

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 District 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 an individual's or group's 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 that can serve the students' needs. Each member of the team has received training from D. Stafford and Associates, which is one of the leaders

in this area. The BIT members are Gina Trollop, Stephanie Brown, Kris Wubben, Robin Hamel, and Dan Imhoff.

Student Security

The College has recently started a student security officer program. This program is overseen by Karl Sandry and Brian Kitelinger. The program is staffed by four 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. While patrolling, students are assessing the security of the buildings and will help create corrective action plans if something is observed. The program provides the students with real world experience while providing the College with a consistent security presence.

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 led by Executive Director of Information Technology Services. Team members are Heath Ahnen, Matthew Baute, Dave Friesen, John Troxel, Jake Wienkes, Jake Mootz, Tyler Horton, Bob Thompson, Calvin Butteris, Darwyn Wolfe, and Andrew Draus.

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	\$2,477.76	0	\$0
7/1/2020-2021	7	\$122,318.31	3	\$0

2.

Safety and Security	Goals	2018-2019	2019-2020	2020-2021	2021-2022
Security Incidents (student or employee)	0	0	0	0	0

Worker Compensation Mod Factor	0.71	1.15	1.01	.97	.68
Number of Class/Type A, B, C student incidents	0	13	16	19	16
Type A: Injuries reported requiring limited or no medical attention	0	12	13	16	12
Type B: Incidents requiring immediate medical attention with little follow-up (stitched, moderate burns)	0	1	2	2	4
Type C: Incidents that require immediate medical attention and prolonged treatment (broken bones, torn ligaments, amputation)	0	0	1	1	0

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.
3. The College's security camera system consists of current technology and can use facial technology to track people of interest.
4. Internal alignment has been improved with the creation of councils, health indicators, and strategic initiatives.

WEAKNESSES

1. Infant stages of campus-wide Cyber Security Awareness Training and Information Security Policy development.
2. Given the nature of remote work required as part of Covid-19 pandemic, additional risk exists 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. The College has continued an employee safety training program. A half-day of safety training highlights this program during the spring in-service. Past training sessions included cyber security, drug identification, situational awareness, classroom management, and Run Hide Fight training.

2. During the COVID pandemic the CERT has been meeting on a less frequent schedule and will make holding regular meetings and training a priority.
3. Information Technology Services (ITS) developed and implemented an Acceptable Use Policy to ensure users know the appropriate usage of SWTC resources. ITS continues to put in place measures to protect SWTC data and network resources.
4. Information Technology Services (ITS) is continuing Cybersecurity Awareness training and communication to campus. This offer includes access for faculty, staff, and students. These online training modules will assist in educating the SWTC community members and are a critical component for the security of the SWTC infrastructure. The training will include routine and ongoing training for the Southwest Tech community members on how to detect and take measures to protect the organization. This program's inception was in October 2017 as part of Cybersecurity Awareness Month. The annual training is now a yearly, mandatory training. ITS continues to expand training by offering departmental and work unit training sessions in 2022.
5. Information Technology Services (ITS) implemented a high availability virtual private network (VPN) to allow secure remote access to SWTC resources, software patch deployment and security scanning for SWTC's workforce when working remotely.
6. Information Technology Services (ITS) has completed the Next-Generation Endpoint Security implementation and continues to refine to meet the changing security landscape. By implementing, SWTC has minimized threats and upholds industry standards in threat detection and prevention.
7. Information Technology Services (ITS) has been the recipient of a grant from District Mutual Insurance to begin the development of a security operations center. In conjunction with Higher Education Emergency Relief Funds. This grant will assist in partnering with a vendor to augment security monitoring and response 24X7 of the SWTC computing environment.

C. Strategic Directions

Included below is a Strategic Directions document. Katie Glass, Executive Director of Marketing and Foundation, will present the document during the meeting.



STRATEGIC DIRECTIONS

2022–2025



For five years in a row, Southwest Tech ranks among the
best two-year colleges in the nation!

THIS IS WHERE
Everyone Belongs

Who We Are

Mission

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

Vision

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

Values

Integrity

We promote a cohesive culture that is based on honesty, professionalism, trust, kindness, and respect. We work collaboratively to maintain a healthy environment of clear communication, transparency, and dedication to the mission of Southwest Tech.



Electrical Power Distribution instructor Joe Randall teaches his students integrity by volunteering in Richland Center to hang holiday lights in the park for the southwest Wisconsin community to enjoy.

Accountability

We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.

Criminal Justice instructor Tom Kretschman prepares students to take a leadership role in campus safety.



Learning

We work together to make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed to contribute to an inclusive workforce and community success. Through partnerships, we seek opportunities to improve lives.

Medical Assistant instructor Tonia Breuer assists a student with essential hands-on education that helps them succeed in the workplace.



Inclusivity

We provide a welcoming environment that promotes respect for all members of the college community. We commit to learning about our differences and commonalities to better appreciate the value of each person. We empower the college community to cultivate connections and defend the dignity and humanity of all. We expect all members of our college community to live our Charger Respect Pledge.

Christena Bowers, Disability and Support Services Manager, took students to a conference in Wisconsin Dells. They presented to high school educators on their experiences transitioning from high school to college and how teachers can better prepare their students for that transition.



Continuous Improvement

We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development to

exceed industry standards and produce competent and skilled graduates in high-quality, relevant programs essential to our sustainability as a college.

IT Support Specialist Jake Mootz assists students with enrolling in Charger Tech 360



at New Student Orientation. Charger Tech 360 is more than just a laptop, it's support, software, and service when you need it providing a successful learning experience.

Building relationships with prospective students, current students, and employers is what we do best. At Southwest Tech, we care.

The front cover shows a recruiter meeting with students from Darlington High School, Associate Degree nursing students celebrating their last day of clinical at Boscobel Care and Rehab, and State Student Ambassador and Criminal Justice Studies student Hannah Masters serving in her campus security role.

What We Do

We provide
affordable
education.

Jenna graduated with
zero debt.

Average debt is less than
\$5,000 and many students
receive scholarships to
further reduce costs.



ANNUAL COST OF COLLEGE TUITION



Sources: WTCS Tuition Workgroup; UW HELP System Tuition Chart,
The College Board 2021, College Costs Calculator

We help
our students
get good jobs.

Blake was hired locally in
the agriculture industry
before graduation.



94%

Were Employed
Within the First
Year of Graduation.



\$48,000

Median Salary
6 Months After
Graduating
With an Associate
Degree.

Source: 2020 Graduate Outcomes Report

We promote
lifelong learning.

Transfer credits helped
Tory build his career.

- Benton High School, 2008
- UW-Platteville, Biology, 2012
- Southwest Tech, Nursing-Associate Degree, 2015
- UW-Madison, Bachelor of Science-Nursing, 2017
- Clarke University, Doctor of Nursing Practice, 2021



Transfer Credits To Southwest Tech

You may be able to
transfer credits, utilize
existing credits, or earn
new credits for skills and
knowledge you gained
at another college, in the
military, or on the job.



Transfer Southwest Tech Credits To A University

Southwest Tech has
transfer agreements
with private colleges,
universities, and the
University of Wisconsin
System.

College Health Indicators

The District Board of Directors reviews College Health Indicators (CHI) semi-annually. The CHI are metrics that provide a trend of performance year-over-year with benchmarks that compare Southwest Tech to other Wisconsin Technical College System colleges or national performance standards.

GOAL

To achieve after implementing activities/initiatives. Targets are determined and approved by the Executive Team.

ACTUAL

Current or most recent measure available.

Strategic Direction: Engage Students in High Quality Experiential Learning

COLLEGE HEALTH INDICATOR (CHI)	ACTUAL	GOAL
1. Equity in Student Learning	51%	61%
2. Enrollment Headcount	6553	6900
3. Retention Rate	71%	80%
4. Graduation Rate	55%	65%
5. Job Placement	94%	97%
6. Student Satisfaction (7-point scale)	5.63	6.00
7. Employer Satisfaction	96%	98%

Strategic Direction: Strengthen a Culture of Caring and Success

COLLEGE HEALTH INDICATOR (CHI)	ACTUAL	GOAL
8. Employee Satisfaction (5-point scale)	4.44	4.50
9. Employee Retention	94.79%	95%

Strategic Direction: Enhance the College's Economic Impact

COLLEGE HEALTH INDICATOR (CHI)	ACTUAL	GOAL
10. Full Time Equivalent (FTE) Count	1258.34	1275.00
11. Economic Impact:		
11 a. Job Placement In-District	50%	56%
11 b. Five-Year Graduate Wage Growth	47%	55%
11 c. Job Placement in Industry	TBD	TBD

Strategic Directions

Engage Students in High Quality Experiential Learning

STRATEGIC INITIATIVES

- Universal Design: Creating a learning environment where all people can succeed.
- Expand dual-credit learning options for under-participating high schools.
- Provide students with out-of-the classroom learning experiences.

Strengthen a Culture of Caring and Success

STRATEGIC INITIATIVES

- Students, faculty, and staff know someone cares and is willing to help them succeed.
- Project Rise: Creating world class experiences through relationships and technology.

Enhance the College's Economic Impact

STRATEGIC INITIATIVES

- Prioritize in-district and in-industry job placement.
- Prepare graduates with Core Abilities to thrive in the future.
- Utilize employer feedback to improve decisions that better prepare students for the workforce.

College Governance

Executive Team

Leads the college to achieve excellence with integrity through learning and service.

Leadership Council

Creates mutual understanding among all supervisors to consistently communicate with and engage all faculty and staff.

Academic Council

Leads efforts to ensure all students learn, progress, and achieve their goals, especially our Special Populations.

College Council

Cultivates College Values as core behaviors of a positive, caring culture of wellness and trust.

Operations Council

Leads the achievement of sustainable college operations.

D. Roadmap to the Future

The academic, facilities, and financing plans along with the strategic initiatives of the councils are being combined into a “Road Map” document that will be added to the Strategic Directions document. This road map will be aligned by strategic issues with an emphasis on the intended outcomes/assessment strategies upfront. Jason Wood will provide more information and a draft document at the Board meeting.

E. Staffing Update

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

Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Medical Lab Tech Instructor-50%	JoAnn Wiederholt	7/1/2021	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$58,000
2	New Position	Day Custodian LTE ending 12/31/2021	Alecia Hach	7/19/2021	A12 - Hourly Range: \$15.61 - \$18.73 Hired at \$15.80
3	Replacement	Evening Custodian	Chuck Merten	7/12/2021	A12 - Hourly Range: \$15.61 - \$18.73 Hired at \$16.00
4	Replacement	Academic Success Coach-Part-time LTE	Vickie Udelhoven	8/6/2021	B24 - Hourly Range: \$21.01 - \$27.31 Hired at \$25.00
5	Replacement	Student Services Administrative Assistant	Wanda Ware	9/1/2021	A13, Hourly Range \$16.98- \$20.37 Hired at \$18.00
6	New Positon	Surgical Technology Instructor/Program Director	Rachel Huber	1/3/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$64,000

Staffing Update 2021-2022


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	Replacement	Director of Grants	Amy Seeboth-Wilson	11/8/2021	D62-Salary Band: \$64,304 - \$93,241 Hired at \$84,000
8	Replacement	Academic Success Coach-Full-Time LTE	Janine Schmitz	12/6/2021	B24 - Hourly Range: \$21.01 - \$27.31 Hired at \$25.00
9	Replacement	Electrical Power Distribution Lab Assistant	Todd Kasper	11/1/2021	B21 - Hourly Range: \$17.36 - \$22.57 Hired at \$20.50
10	Replacement	Grant Accountant	Crystal Brown	12/6/2021	C44-Salary Band: \$55,488 - \$77,683 Hired at \$57,000
11	Replacement	Agronomy Instructor	Andrew Dal Santo	1/3/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$62,000
12	New	Busines Management Intstructor/Experiential Learning Coordinator	Interviews held on 1/14/22	1/31/2022	C44-Salary Band: \$55,488 - \$77,683

Information and Correspondence

A. Enrollment Report

The 2021-22 FTE Comparison Enrollment Report and FY 2023 Application Report are below.

1. 2021-22 FTE Comparison YOY Report
2. [FY 2023 Application Report](#)

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 01/13/20 Students	SY 20-21 01/11/21 Students	SY 21-22 01/10/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 01/13/20 FTE	SY 20-21 01/11/21 FTE	SY 21-22 01/10/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	51	67	60	9	(7)	37.93	44.90	39.90	1.97	(5.00)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	7	12	(2)	5	14.13	3.77	11.80	(2.33)	8.03
10-006-5	Agribusiness Science & Technology - Agronomy	16	18	12	(4)	(6)	17.53	16.63	10.57	(6.97)	(6.07)
10-006-6	Agribusiness Science & Technology - Animal Science	28	20	29	1	9	28.80	15.87	22.80	(6.00)	6.93
10-102-3	Business Management	134	130	109	(25)	(21)	85.00	80.03	69.37	(15.63)	(10.67)
10-530-5	Cancer Information Management	95	110	85	(10)	(25)	50.90	56.20	53.17	2.27	(3.03)
10-504-X	Criminal Justice	45	49	41	(4)	(8)	37.13	32.90	30.40	(6.73)	(2.50)
10-316-1	Culinary Arts	5	6	5	-	(1)	2.07	5.53	5.60	3.53	0.07
10-317-1	Culinary Management	6	2		(6)	(2)	5.70	1.53		(5.70)	(1.53)
10-102-1	Data Analytics			5	5	5			2.33	2.33	2.33
10-510-6	Direct Entry Midwife	77	120	137	60	17	32.20	47.63	63.83	31.63	16.20
10-307-1	Early Childhood Education	45	62	48	3	(14)	31.93	43.27	31.13	(0.80)	(12.13)
10-620-1	Electro-Mechanical Technology	35	33	27	(8)	(6)	32.70	30.27	23.50	(9.20)	(6.77)
10-325-1	Golf Course Management	18	10	12	(6)	2	14.53	9.37	11.13	(3.40)	1.77
10-201-2	Graphic And Web Design	26	17	25	(1)	8	18.63	13.73	20.00	1.37	6.27
10-530-1	Health Information Technology	58	55	52	(6)	(3)	29.77	25.10	26.70	(3.07)	1.60
10-520-3	Human Services Associate	42	31	38	(4)	7	31.93	24.83	28.87	(3.07)	4.03
10-825-1	Individualized Technical Studies	2	3		(2)	(3)	1.00	1.40		(1.00)	(1.40)
10-620-3	Instrumentation and Controls Technology	9	4		(9)	(4)	6.47	0.90		(6.47)	(0.90)
10-150-2	IT-Network Specialist	31	32	28	(3)	(4)	20.70	18.67	17.40	(3.30)	(1.27)
10-196-1	Leadership Development	24	10	11	(13)	1	10.97	3.07	6.37	(4.60)	3.30
10-513-1	Medical Laboratory Technician	20	20	20	-	-	16.10	14.23	14.83	(1.27)	0.60
10-196-6	Nonprofit Leadership			8	8	8			4.60	4.60	4.60
10-543-1	Nursing-Associate Degree	207	227	204	(3)	(23)	107.10	127.63	105.17	(1.93)	(22.47)

Program Code	Program Title	SY 19-20 01/13/20 Students	SY 20-21 01/11/21 Students	SY 21-22 01/10/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 01/13/20 FTE	SY 20-21 01/11/21 FTE	SY 21-22 01/10/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-524-1	Physical Therapist Assistant	39	31	22	(17)	(9)	23.77	18.87	14.17	(9.60)	(4.70)
10-182-1	Supply Chain Management	44	25	33	(11)	8	25.43	11.60	16.80	(8.63)	5.20
10-499-5	Technical Studies-Journeyworker			1	1	1			0.30	0.30	0.30
	Total Associate Degree	1,071	1,089	1,024	(47)	(65)	682.43	647.93	630.73	(51.70)	(17.20)
31-101-1	Accounting Assistant	5	14	8	3	(6)	2.20	6.57	3.27	1.07	(3.30)
30-531-6	EMT-IV (Advanced EMT)	9		12	3	12	1.20		1.97	0.77	1.97
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		1.13	0.10	0.10	(1.03)
32-070-1	Agricultural Power & Equipment Technician	34	35	36	2	1	32.40	33.03	33.27	0.87	0.23
31-405-1	Auto Collision Repair & Refinish Technician	11	11	9	(2)	(2)	5.87	8.07	9.07	3.20	1.00
32-404-2	Automotive Technician	26	34	19	(7)	(15)	24.13	23.10	15.07	(9.07)	(8.03)
31-408-1	Bricklaying & Masonry	2		1	(1)	1	0.70		0.03	(0.67)	0.03
30-443-1	Building Maintenance & Construction	3	1	1	(2)	-	0.70	0.07	0.07	(0.63)	-
31-475-1	Building Trades-Carpentry	11	9	9	(2)	-	9.27	7.73	7.90	(1.37)	0.17
31-307-1	Child Care Services	9	4	4	(5)	-	4.23	2.70	2.10	(2.13)	(0.60)
30-420-2	CNC Machine Operator/Programmer	8	2	6	(2)	4	8.17	1.33	4.60	(3.57)	3.27
31-502-1	Cosmetology	28	20	27	(1)	7	19.33	13.37	20.23	0.90	6.87
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	7	(10)	(7)	12.23	9.33	5.13	(7.10)	(4.20)
31-317-1	Culinary Specialist	3			(3)	-	1.47			(1.47)	-
30-508-2	Dental Assistant	16	11	19	3	8	8.87	5.57	9.67	0.80	4.10
30-812-1	Driver and Safety Education Certification	21	18	8	(13)	(10)	4.70	3.80	1.20	(3.50)	(2.60)
31-413-2	Electrical Power Distribution	45	44	45	-	1	43.83	40.17	36.90	(6.93)	(3.27)
50-413-2	Electricity (Construction) Apprentice	19	20	23	4	3	2.47	2.63	2.73	0.27	0.10
30-531-3	Emergency Medical Technician	49	89	27	(22)	(62)	8.47	13.93	4.07	(4.40)	(9.87)
32-080-4	Farm Operations & Management - Ag Mechanics	2	9	11	9	2	1.67	7.17	10.13	8.47	2.97
31-080-6	Farm Operations & Management - Crop Operations	2	1		(2)	(1)	0.37	0.07		(0.37)	(0.07)
32-080-3	Farm Operations & Management - Dairy	18	8	8	(10)	-	16.93	5.97	6.93	(10.00)	0.97
31-080-3	Farm Operations & Management - Dairy Technician	3	2	2	(1)	-	0.87	0.27	1.47	0.60	1.20
31-080-2	Farm Operations & Management - Farm Ag Maintenance	13	4	2	(11)	(2)	5.67	2.40	0.20	(5.47)	(2.20)
32-080-6	Farm Operations & Management - Livestock	1	1	3	2	2	0.93	1.03	2.73	1.80	1.70
31-080-7	Farm Operations & Management - Livestock Tech	3		1	(2)	1	1.77		0.77	(1.00)	0.77
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	1.27	1.67	0.67	(0.60)	(1.00)
31-620-1	Industrial Mechanic	2	3	2	-	(1)	1.53	3.40	1.00	(0.53)	(2.40)
31-154-6	IT-Computer Support Technician	18	11	8	(10)	(3)	12.77	8.13	3.47	(9.30)	(4.67)

Program Code	Program Title	SY 19-20 01/13/20 Students	SY 20-21 01/11/21 Students	SY 21-22 01/10/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 01/13/20 FTE	SY 20-21 01/11/21 FTE	SY 21-22 01/10/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-513-1	Laboratory Science Technician	4	5	11	7	6	2.13	2.27	3.97	1.83	1.70
50-620-1	Mechatronics Technician Apprentice	6	6		(6)	(6)	1.60	1.33		(1.60)	(1.33)
31-509-1	Medical Assistant	33	42	31	(2)	(11)	24.57	33.47	22.63	(1.93)	(10.83)
31-530-2	Medical Coding Specialist	60	88	94	34	6	26.83	35.17	51.53	24.70	16.37
30-504-4	Nail Technician	3	2	1	(2)	(1)	0.87	0.87	0.17	(0.70)	(0.70)
30-543-1	Nursing Assistant	146	186	141	(5)	(45)	21.07	23.67	16.93	(4.13)	(6.73)
50-427-5	Plumbing Apprentice	20	16	21	1	5	3.30	1.73	3.08	(0.22)	1.36
31-504-5	Security Operations	2	1		(2)	(1)	1.20	0.70		(1.20)	(0.70)
31-182-1	Supply Chain Assistant	3	4	3	-	(1)	0.37	2.63	0.73	0.37	(1.90)
31-442-1	Welding	46	53	42	(4)	(11)	31.00	39.53	29.47	(1.53)	(10.07)
	Total Technical Diploma	709	779	649	(60)	(130)	346.93	343.99	313.25	(33.68)	(30.74)
20-800-1	Liberal Arts - Associate of Arts	24	29	49	25	20	8.50	8.77	17.00	8.50	8.23
20-800-2	Liberal Arts - Associate of Science	9	11	9	-	(2)	4.50	3.20	3.60	(0.90)	0.40
	Undeclared Majors	516	446	619	103	173	90.83	79.40	107.57	16.73	28.17
	Total Liberal Arts & Undeclared Majors	549	486	677	128	191	103.83	91.37	128.17	24.33	36.80
	Total	2,329	2,354	2,350	21	(4)	1,133.20	1,083.29	1,072.15	(61.05)	(11.14)
	Percent of Change									-5.39%	-1.03%
	Vocational Adult (Aid Codes 42-47)	2,444	2,216	2,421	(23)	205	25.77	47.72	50.33	24.57	2.61
	Community Services (Aid Code 60)	-	48	-	-	(48)	-	0.16	-	-	(0.16)
	Basic Skills (Aid Codes 73,74,75,76)	250	138	227	(23)	89	52.98	22.00	35.50	(17.48)	13.50
	Basic Skills (Aid Codes 77 & 78)	673	301	56	(617)	(245)	36.57	11.30	1.33	(35.23)	(9.97)
	Grand Total	5,696	5,057	5,054	(642)	(3)	1,248.51	1,164.47	1,159.32	(89.20)	(5.15)
	Total Percent of Change									-7.14%	-0.44%
					Budgeted/Goal FTEs		1,300	1,275	1,250		
					% of Budgeted/Goal FTEs Achieved to date		96.0%	91.3%	92.7%		
					Final Actual FTEs Achieved		1,297	1,256			
					% of Final Actual FTEs Achieved to date		96.3%	92.7%			
					21/22 Projected Ending FTEs using historical trend		1,204	1,250			
					Will budget be met		NO	YES			

FY 2023 Application Report

Program Application Comparison 2021/22 vs. 2022/23									
PROGRAM	CAP	01/20/21			01/13/22			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			7	7	5	3	8	1	
Accounting Assistant			1	1	1	1	2	1	
Agribusiness Science & Technology - Agbus Mgmt	20		8	8		8	8	0	
Agribusiness Science & Technology - Agronomy	20		8	8		4	4	-4	
Agribusiness Science & Technology - Agronomy Tech	20		0	0		0	0	0	
Agribusiness Science & Technology - Animal Science	20		22	22		23	23	1	
Agricultural Power & Equipment Technician	22		15	15		16	16	1	
Auto Collision Repair & Refinish Technician	22		12	12		8	8	-4	
Automotive Technician	22		15	15		20	20	5	
Building Trades-Carpentry	20		14	14		7	7	-7	
Business Management		10	11	21	25	11	36	15	
Cancer Information Management		12	38	50	7	20	27	-23	
Child Care Services	13	3	3	6	4	5	9	3	
CNC Machine Operator/Programmer	15		0	0		0	0	0	
Cosmetology	24		16	16		28	28	12	
Criminal Justice Studies	48		11	11	9	3	12	1	
Criminal Justice-Law Enforcement 2			15	15	3	11	14	-1	
Dental Assistant	18		13	13	5	16	21	8	
Driver and Safety Education Certification			2	2		0	0	-2	
Early Childhood Education	28	10	14	24	15	10	25	1	
Electrical Power Distribution	44		79	79		86	86	7	
Electro-Mechanical Technology	24		14	14		17	17	3	
Farm Operations & Management - Ag Mechanics	20		8	8		6	6	-2	
Farm Operations & Management - Dairy	20		3	3		4	4	1	
Farm Operations & Management - Dairy Technician	20		1	1		0	0	-1	
Farm Operations & Management - Farm Ag Maintenan	20		0	0		1	1	1	
Farm Operations & Management - Livestock	20		6	6		3	3	-3	
Farm Operations & Management - Livestock Tech	20		1	1		2	2	1	
Golf Course Management			7	7		9	9	2	
Graphic and Web Design	25		9	9		19	19	10	
Health Information Technology	22	8	17	25	2	5	7	-18	
Human Services Associate	31		16	16		24	24	8	
Industrial Mechanic	12		1	1		1	1	0	
Instrumentation and Controls Technology	0		0	0		2	2	2	
IT-Computer Support Technician			6	6		4	4	-2	
IT-Network Specialist			16	16		12	12	-4	
Laboratory Science Technician	15		0	0		0	0	0	
Leadership Development			1	1		0	0	-1	
Liberal Arts - Associate of Arts		9	9	18	14	2	16	-2	
Liberal Arts - Associate of Science		2	2	4	10	0	10	6	
Medical Assistant	32		22	22		17	17	-5	

PROGRAM	CAP	01/20/21			01/13/22			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Medical Coding Specialist	23	24	48	72	6	18	24	-48
Medical Laboratory Technician	16	4	3	7	3	1	4	-3
Nail Technician			2	2		8	8	6
Nonprofit Leadership			1	1		0	0	-1
Nursing-Associate Degree	54	113	53	166	80	34	114	-52
Nursing-Associate Degree-Part-time	28	1	27	28		15	15	-13
Pharmacy Tech (Shared)			1	1		0	0	-1
Physical Therapist Assistant	18	12	7	19	8	5	13	-6
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management		5	0	5	2	1	3	-2
Surgical Technology					7	2	9	9
Undecided		34	0	34	45	0	45	11
Welding	40		24	24		32	32	8
TOTAL		247	609	856	251	524	775	-81

B. Chairperson's Report

C. College President's Report

1. Review Governance Policies 1.6: Board Officers, 1.7: Chairperson's Role, 1.8: Vice Chairperson's Role, 1.9: Secretary's Role, and 1.10: Treasurer's Role
2. CPI & Budget Implications/Options
3. College Happenings

Included below are Board Governance Policies 1.6, 1.7, 1.8, 1.9, 1.10.

1.6 - BOARD OFFICERS

The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office "upon adjournment" of the organizational meeting.
2. No person may serve as Chairperson for more than two (2) successive annual terms.
3. If a vacancy occurs in any of the Board officer positions after the annual organizational meeting, the Board shall elect an officer to fill the vacancy at a subsequent Board meeting.
4. In the case of a temporary absence of a Board officer, the ranking officer available may appoint another Board member to fulfill the duties of the absent officer.

Adopted:	1/24/02
Reviewed:	10/24/02, 8/16/07
Revised:	9/25/08, 12/18/09

1.7 - CHAIRPERSON'S ROLE

The Chairperson is elected by the Board. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

1. The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.
 - a. The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.
 - b. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
 - c. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - d. The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.
 - e. The Chairperson will counsel with members who are not attending meetings on a regular basis.
2. The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of Chairperson.
3. The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.
4. The Chairperson is responsible for the professional relationship between the Board and President and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
5. The Chairperson shall inform the President of any temporary absence or lack of availability to perform the duties of the Chairperson.

SECTION 1 – GOVERNANCE PROCESS
POLICY 1.7 (CONTINUED)

6. The Chairperson shall ensure that Board members are informed of current and pending Board issues and processes.
7. The Chairperson shall appoint members to all other internal and external committees as needed and will distribute Board assignments among all members.
8. The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:
 - a. The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.
 - b. The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised: 2/28/13

1.8 - VICE CHAIRPERSON'S ROLE

The Vice Chairperson is elected by the Board.

1. The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
2. The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

1.9 - SECRETARY'S ROLE

The Secretary is elected by the Board.

1. The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.
2. The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board.
3. The Secretary shall make a record of and ensure that minutes are taken of all meetings of the Board.
4. Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
5. On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.
6. Annually by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.
7. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the Board meeting to order and shall serve as Chairperson.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised: 2/28/13

1.10 - TREASURER'S ROLE

The Treasurer is elected by the Board.

1. The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board.
2. By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature.
3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.
4. In the absence of the Chairperson, the Vice Chairperson and the Secretary, the Treasurer shall call the Board meeting to order and shall serve as Chairperson.

Adopted: 1/24/02
Reviewed: 10/24/02, 8/16/07
Revised:

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Budget Assumptions & Parameters
2. SWTC Foundation Quarterly Report
3. Real Estate Foundation Quarterly Report
4. Update on Lenz Remodel

B. Time and Place

Thursday, February 24, 2022, at 7:00 p.m. in Conference Room 430 at the Southwest Tech campus, 1800 Bronson Boulevard, Fennimore, WI

Adjourn to Closed Session

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

1. Discussing potential legal issues 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 property expansion 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.}
3. Discussing 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.}
4. Discussing the President's contract 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.}

B. Approval of Closed Session Minutes from December 16, 2021

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment