



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

June 20, 2013

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, June 20, 2013

6:15 p.m. – Light Supper

7:00 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting
Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The June 20, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of May 23, 2013

Minutes of the May 23, 2013, Board meeting are included with the electronic Board material.

C. Financial Reports

1. Expenditures 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 110 contracts in May 2013 totaling \$687,572.64 for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Five new hires are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. 2013-14 Budget Approval

Caleb White will present the 2013-14 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

Recommendation: Approve the 2013-14 budget as presented.

B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor

Up to \$100,000 will be authorized for paying the cost of site improvements; \$1,243,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,157,000 for paying the cost of acquiring moveable equipment. A copy of the resolution is available below.

Recommendation: Approve the resolution authorizing the borrowing of up to \$2,500,000.

C. Second Reading of Governance Policy 3.5: Financial Condition

Governance Policy 3.5: Financial Condition was presented to the Board for the first reading on May 23, 2013. This will be the second reading of the policy change. Caleb White will be available at the Board meeting for questions. Policy 3.5 is available electronically with all other Board material.

Recommendation: Approve the second reading of Governance Policy 3.5: Financial Condition as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Information Technology Report

Lisa Riley, Information Technology Supervisor/Process Improvement Coordinator, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in the Information Technology department. The report will be available at the Board meeting.

B. State of College Report

Duane Ford will present a State of the College report. The Strategic Projects spreadsheet and Other Accomplishments are available with the electronic Board material.

C. Staffing Update

Laura Bodenbender, Human Resources Director, will provide an update on College staffing. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2012-13 and 2013-14 Comparison FTE Reports are available electronically with all other Board material. Caleb White will be available for any questions.

- B. Chairperson's Report**
- C. College President's Report**
 - 1. Board Monitoring Report
- D. Other Information Items**

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda**
 - 1. Oath of Office
 - 2. Election of Officers
 - 3. Board Monitoring Schedule
 - 4. Approve Borrowing Resolutions
 - 5. Three-year Facilities Plan
 - 6. Facilities Report
- B. Time and Place**

Monday, July 8, 2013, at 5:30 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of**
 - 1. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.{Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes from May 23, 2013**

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The June 20, 2013, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/ Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, June 20, 2013

6:15 p.m. – Light Supper

7:00 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting
Room 492-493 – College Connection

OPEN MEETING

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C. Roll Call

D. Reports/Forums/Public Input

CONSENT AGENDA

F. Approval of Agenda

G. Minutes of the Regular Meeting of May 23, 2013

H. Financial Reports

4. Purchase Orders Greater than \$2,500

5. Treasurer's Cash Balance

- 6. Budget Control
- I. Contract Revenue
- J. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- D. 2013-14 Budget Approval
- E. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- F. Second Reading of Governance Policy 3.5: Financial Condition

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- D. Information Technology Report
- E. State of College Report
- F. Staffing Update

INFORMATION AND CORRESPONDENCE

- E. Enrollment Report
- F. Chairperson's Report
- G. College President's Report
- H. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURN TO CLOSED SESSION

- C. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- D. Approval of Closed Session Minutes of May 23, 2013

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Meeting of May 23, 2013

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 23, 2013

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:18 p.m. on May 23, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Diane Messer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Paul Bell, Laura Bodenbender, Karen Campbell, Derek Dachelet, Katie Garrity, Karyl Nicholson, Phil Thomas, Caleb White, and Kris Wubben. Public present included Rob Callahan, Fennimore Times.

Chairperson Kohlenberg 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 Minutes:

BOARD MEETING NOTICE/AGENDA

Thursday, May 23, 2013

5:45 p.m. – Light Supper

6:30 p.m. – Law Enforcement Academy Graduation

7:15 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

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A. Roll Call

B. Reports/Forums/Public Input

1. Paul Gabriel, Executive Director of WTC District Boards Association

CONSENT AGENDA

A. Approval of Agenda

B. Minutes of the Regular Meeting of April 18, 2013

C. Financial Reports

1. Purchase Orders Greater than \$2,500

- 2. Treasurer's Cash Balance
- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. WTC District Boards Association Annual Dues Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid for Building 200 Re-Roof
- B. RFP for Auditing Services
- C. Request for Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects
 - 1. Resolution Approving Culinary Arts/Human Resources/Testing Center Remodeling Projects
 - 2. Resolution Requesting State Board Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects
- D. First Reading of Governance Policy 3.5: Financial Condition

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Status Update on 2013-14 Budget
- B. Review of Three-year Facilities Plan
- C. Health, Education & Public Services Report
- D. State of College Report
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.{Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of April 18, 2013

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

Ms. Nickels moved to approve the Consent Agenda including the May 23, 2013, agenda; April 18, 2013, Board minutes; financial reports; 21 contracts totaling \$18,410.82 in April 2012; retirements of Lily Long, Kerry Long, Jenny Strand, and Nancy Kies; promotion of Derek Dachelet to the Dean of Industry, Trades & Agriculture position; and the fee assessment of the WTC District Boards Association annual dues assessment for 2013-14 in the amount of \$19,116.08. Mr. Prange seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the bid summary and recommendation for reroofing the Koenecke Building (Building 200). Invitations to bid were provided to seven vendors with four vendors submitting bids. Mr. Tuescher moved to accept the recommendation and approve the low bid for the Building 200 Re-roof Project including Additives I and II in the amount of \$209,535 from Performance Roofing of Richfield, Wisconsin. Ms. Fitzsimons seconded the motion; motion carried.

Mr. White presented the recommendation and summary of bids received for the Auditing Services Request for Proposal (RFP). The scope of the RFP included the performance of audits of financial accounts and records covering fiscal years ending June 30, 2013, 2014, and 2015, with an option to renew for two more fiscal years, for the purpose of rendering an auditor's opinion regarding the fairness of the financial statements in accordance with general accepted auditing standards and accounting principles. Seven proposals were received from vendors. Mr. Tuescher moved to award the RFP for Auditing Services to Wegner CPAs, Madison, Wisconsin, with a five-year cost of \$67,500. Ms. Fitzsimons seconded the motion. The motion carried with Mr. Prange and Mr. Moyer abstaining.

The Request for Approval for Culinary Arts, Human Resources, and the Testing Center renovation projects was presented to the Board for approval. A resolution approving the renovation of 1,475 square feet of space for Culinary Arts; 2,460 square feet of space for Human Resources; and 4,300 square feet for the Testing Center located on the College campus in Fennimore, Wisconsin, was presented for consideration. Mr. White detailed the individual areas noting that the Culinary Arts remodeling would create a dining area and modify offices into storage and prep areas for the Culinary Arts program, Human Resources would move from their current location to the former Bursar and Business Office area, and the current Testing Center would be remodeled into a larger area and space to accommodate Pearson Vue and Prometrics Testing. The estimate for the Culinary Arts/Human Resources project is \$255,000 with approximately \$120,000 being put out for bid. The Testing Center project is estimated at \$330,000. Mr. Tuescher moved to approve contracting for the design and renovation of the Culinary Arts, Human Resources, and Testing Center areas of Buildings 200 and 300 of the college campus, Fennimore, Wisconsin, to improve facilities to operate a Culinary Arts program, to increase efficiency and provide a more centralized location for Human Resources, and to meet requirements for Pearson Vue and Prometric testing. Ms. Nickels seconded the motion; motion carried. Mr. Moyer motioned to approve the submission to the State Board for their approval of the renovation of the Culinary Arts and Human Resources areas of Building 300 and the Testing Center in Building 200 located on the College campus in Fennimore, Wisconsin. Ms. Fitzsimons seconded the motion; motion carried.

Governance Policy 3.5: Financial Condition was presented for approval. Changes were proposed to correspond to a modification to the Wisconsin Administrative Code. Modifications presented included changing 1c under "Furthermore, the President may not:" from "Make any purchase over \$25,000 without receipt of sealed bids, if available,

submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code” to read “Make any purchase over \$50,000 without receipt of sealed bids or proposals, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code or the purchase is made via a cooperative purchasing contract whose competitive purchasing process has been recognized as acceptable by the Wisconsin Technical College System.” Ms. Fitzsimons moved to approve the first reading of Governance Policy 3.5: Financial Condition, as presented, with Ms. Mickelson seconding the motion. The motion carried.

Mr. White reviewed the preliminary budget amounts for all six funds utilized by the College and presented a status update on the 2013-14 Budget. The projected budget reflected a \$300,000 deficit for the FY2014 budget. Discussion followed on the fund balance and it was noted that the College’s fund balance is healthy and should remain flat. The public hearing on the budget will take place prior to the June 20 Board meeting with the final budget being presented for approval on June 20.

Caleb White reviewed the Three-year Facilities Plan which incorporated renovations completed this fiscal year. He informed the Board of the scheduled projects for FYs 2014, 2015, and 2016.

Katie Garrity, Dean of Health, Education & Public Services, provided a report updating the Board on current and new activities, future directions, and continuous improvement in Health, Education & Public Services. Items highlighted for Public Safety included:

- Receiving state approval for the burn tower so local firefighters can test in Southwest Wisconsin;
- Initiating a collegiate shooting program for Criminal Justice students;
- Use of the fire arms ranges by local law enforcement, Department of Corrections, and the DNR;
- Enrolling 22 recruits for the summer Police Academy;
- Receiving two-year certification for the Law Enforcement Academy;
- Receiving a \$10,000 grant for the Drivers Ed program to train on adverse weather driving;
- Working on an organizational plan for the Public Safety department to improve efficiencies; and
- Piloting online registration for Motorcycle Safety.

Ms. Garrity reported that the Health division generated 383 FTEs, achieved a 100 percent pass rate for the registered nurses state licensure for the last two years; and have ten Physical Therapist Assistant students eligible for state testing.

Accreditations received in the Health division this past year included:

- Nursing-Associate Degree accredited through 2016 by the National League for Nursing Accrediting Commission (NLNAC);
- Medical Laboratory Technician accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) through April 2015;
- Medical Assistant accredited through 2015 by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); and

- Physical Therapist Assistant accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) for the next five years.

In addition an initial accreditation application has been submitted for the Direct Entry-Midwife program through the Midwifery Education Accreditation Council (MEAC).

Other initiatives funded through grants for the division included expanding nursing assistant to home health care, providing tutoring and remedial support for nursing students; and providing multiple entry points in health care for adult learners through the Bridges to Health Care program.

The State of the College Report was deferred to the June meeting. Laura Bodenbender, Human Resources Director, provided an update on College staffing. Interviews are being conducted for the Manufacturing Grant Curriculum Coordinator, ERP System Administrator, HVAC/Plumbing & Heating, and Day Maintenance positions. Positions currently being advertised for include two Accounting Instructors, CNC Setup Instructor, Marketing Manager, and a Culinary Arts Instructor.

Under the Enrollment Report, the Board reviewed FTE comparison reports for FYs 2013 and 2014. FY2013 FTEs have increased slightly over the previous year. The early FTE report for FY2014 reflects a significant increase over the previous year. The Application Comparison Report for Fall 2013 is on par with the Fall 2012 Application Report.

Items included in the President's Report were:

- A Sponsorship Policy is being developed to garner support from businesses for programs. This policy will set guidelines for the Foundation and College to sell sponsorships in return for specific activities or specific naming rights.
- The WTCS Human Resources Directors have made a recommendation that QTI provide human resource planning services that have been provided by Michael Best in recent years.
- Monthly division/department reports will include more depth about fewer projects instead of trying to provide an update on the entire division or department.
- A Gold Collar certification event will be held May 30 at Cabela's in Prairie du Chien. Morna Foy, WTCS President, and Governor Scott Walker plan to attend.
- Southwest Tech received second place in the national ACT recognition for College and Career Readiness.
- The 50th Anniversary Committee had their initial meeting with two main goals identified. The goals are connecting with alumni and building a larger friend/donor base.

Mr. Prange moved to adjourn to Closed Session with Ms. Mickelson seconding the motion. Upon roll call vote where all members voted affirmatively, the meeting adjourned to Closed Session at 8:29 p.m. The meeting reconvened in open session at 9:15 p.m. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion; motion carried. The meeting adjourned at 9:18 p.m.

Melissa Fitzsimons, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 05/01/2013 TO 05/31/2013**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
5/3/2013	5985	R&R Window Washing Service	4,050.00	Window Washing - Campus
		SUBTOTAL	\$ 4,050.00	
<u>CAPITAL FUND</u>				
		None this month		
		SUBTOTAL	\$ -	
<u>ENTERPRISE FUND</u>				
5/23/2013	5990	3 Sons Concrete, LLC	1,620.00	Concrete work behind Student Housing
		SUBTOTAL	\$ 1,620.00	
		TOTAL	\$ 5,670.00	

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 05/31/2013

Liability End of Month Balances

FICA	-
Federal Withholding	-
State Withholding	48,838.95
Teachers Retirement	-
Wisconsin Retirement	-
Hospitalization	-
Dental Insurance	-
Credit Union	-
Tax Sheltered Annuity	6,679.44
Deferred Compensation	3,849.22
American Family Insurance	-
Foundation	-
PSA Dues	-
SWACTE Dues	-
Garnishment	-
Child Care	-
Accrued Vacation Payable	407,614.14
Sick Leave Payable	579,984.19
Other (Due To)	16,922,713.73
Total Liability Adjustment	17,969,679.67

Beginning Treasurers Balance (2,656,308.32)

Receipt

Fund	
1 General	390,947.26
2 Special Revenue	-
3 Capital Projects	5,500.00
4 Debt Service	-
5 Enterprise	118,991.94
6 Internal Service	403,489.64
7 Financial Aid/Activities	24,713.29
Total Receipts	943,642.13

Cash Available (1,712,666.19)

Expenses

Fund	
1 General	2,331,066.73
2 Special Revenue	-
3 Capital Projects	360,725.00
4 Debt Service	1,425,141.26
5 Enterprise	313,864.38
6 Internal Service	347,756.34
7 Financial Aid/Activities	56,629.45
Total Expenses	4,835,183.16

Treasurers Cash Balance (6,547,849.35)

Liability Adjustment 17,969,679.67

Cash in Bank 11,421,830.32

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 11 Months ended May 2013**

	<u>2012-13 Budget</u>	<u>2012-13 YTD Actual</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>	<u>2010-11 Percent</u>	<u>2009-10 Percent</u>	<u>2008-09 Percent</u>
General Fund Revenue	21,318,000.00	19,801,541.75	92.89	90.93	86.52	89.04	84.37
General Fund Expenditures	21,618,000.00	19,114,551.86	88.42	86.10	84.20	86.85	84.59
Capital Projects Fund Revenue	2,550,000.00	2,615,688.90	102.58	101.95	94.42	99.67	99.82
Capital Projects Fund Expenditures	2,991,000.00	1,975,936.54	66.06	79.80	137.81	283.96	37.84
Debt Service Fund Revenue	5,060,000.00	-	-	4.40	-	-	-
Debt Service Fund Expenditures	5,060,000.00	2,001,829.97	39.56	42.60	47.71	30.03	90.55
Enterprise Fund Revenue	1,850,000.00	1,732,887.27	93.67	77.43	111.14	84.29	73.31
Enterprise Fund Expenditure	1,650,000.00	1,374,551.36	83.31	60.54	92.37	92.40	69.87
Internal Service Fund Revenue	3,950,000.00	3,627,024.47	91.82	85.15	87.30	86.55	87.45
Internal Service Fund Expenditures	3,900,000.00	3,360,494.03	86.17	88.02	93.17	88.80	92.90
Trust & Agency Fund Revenue	7,780,000.00	7,538,704.95	96.90	90.27	111.45	122.17	82.61
Trust & Agency Fund Expenditures	7,780,000.00	7,539,051.87	96.90	90.60	111.79	120.04	82.82
Grand Total Revenue	42,508,000.00	35,315,847.34	83.08	80.58	82.14	88.88	80.65
Grand Total Expenditures	42,999,000.00	35,366,415.63	82.25	80.73	88.49	119.94	74.57

D. Contract Revenue

There were 110 contracts in May 2013 totaling \$687,572.64 for Board approval. The Contract Revenue Report follows.

2012-2013 CONTRACTS

5/01/13 through 5/31/13

<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>
03-2013-0001-I-11 Barneveld School District	Driver Education - Classroom	Kris Wubben	31	\$ 2,842.08	No		x	
03-2013-0002-I-11 Barneveld School District	Driver Education - Behind The Wheel	Kris Wubben	30	\$ 9,300.00	No		x	
03-2013-0003-I-11 Benton School District	Driver Education - Classroom	Kris Wubben	15	\$ 1,375.20	No		x	
03-2013-0004-I-11 Benton School District	Driver Education - Behind The Wheel	Kris Wubben	13	\$ 4,030.00	No		x	
03-2013-0005-I-11 Boscobel School District	Driver Education - Classroom	Kris Wubben	37	\$ 3,392.16	No		x	
03-2013-0006-I-11 Boscobel School District	Driver Education - Behind The Wheel	Kris Wubben	35	\$ 10,850.00	No		x	
03-2013-0007-I-11 Cashton School District	Driver Education - Classroom	Kris Wubben	40	\$ 3,667.20	No		x	
03-2013-0008-I-11 Cashton School District	Driver Education - Behind The Wheel	Kris Wubben	34	\$ 10,540.00	No		x	
03-2013-0009-I-11 Cassville School District	Driver Education - Behind The Wheel	Kris Wubben	27	\$ 8,370.00	No		x	

03-2013-0010-I-11 Cuba City School District	Driver Education - Classroom	Kris Wubben	64	\$	5,867.52	No	x
03-2013-0011-I-11 Cuba City School District	Driver Education - Behind The Wheel	Kris Wubben	58	\$	17,980.00	No	x
03-2013-0012-I-11 Dodgeville School District	Driver Education - Classroom	Kris Wubben	109	\$	9,993.12	No	x
03-2013-0013-I-11 Dodgeville School District	Driver Education - Behind The Wheel	Kris Wubben	78	\$	24,180.00	No	x
03-2013-0014-I-11 Fennimore Community Schools	Driver Education - Classroom	Kris Wubben	46	\$	4,217.28	No	x
03-2013-0015-I-11 Fennimore Community Schools	Driver Education - Behind The Wheel	Kris Wubben	42	\$	13,020.00	No	x
03-2013-0016-I-11 Highland School District	Driver Education - Classroom	Kris Wubben	16	\$	1,466.88	No	x
03-2013-0017-I-11 Highland School District	Driver Education - Behind The Wheel	Kris Wubben	16	\$	4,960.00	No	x
03-2013-0018-I-11 Iowa Grant School District	Driver Education - Classroom	Kris Wubben	46	\$	4,217.28	No	x
03-2013-0019-I-11 Iowa Grant School District	Driver Education - Behind The Wheel	Kris Wubben	48	\$	14,880.00	No	x
03-2013-0020-I-11 Kickapoo Area School District	Driver Education - Classroom	Kris Wubben	22	\$	2,016.96	No	x
03-2013-0021-I-11 Kickapoo Area School District	Driver Education - Behind The Wheel	Kris Wubben	21	\$	6,510.00	No	x

03-2013-0022-I-11 Lancaster School District	Driver Education - Classroom	Kris Wubben	53	\$	4,859.04	No	x	
03-2013-0023-I-11 Lancaster School District	Driver Education - Behind The Wheel	Kris Wubben	45	\$	13,950.00	No	x	
03-2013-0024-I-11 North Crawford School District	Driver Education - Classroom	Kris Wubben	24	\$	2,200.32	No	x	
03-2013-0025-I-11 North Crawford School District	Driver Education - Behind The Wheel	Kris Wubben	25	\$	7,750.00	No	x	
03-2013-0026-I-11 Platteville School District	Driver Education - Classroom	Kris Wubben	98	\$	8,984.64	No	x	
03-2013-0027-I-11 Platteville School District	Driver Education - Behind The Wheel	Kris Wubben	98	\$	30,380.00	No	x	
03-2013-0028-I-11 Potosi School District	Driver Education - Behind The Wheel	Kris Wubben	34	\$	10,540.00	No	x	
03-2013-0029-I-11 River Ridge School District	Driver Education - Classroom	Kris Wubben	26	\$	2,383.68	No	x	
03-2013-0030-I-11 River Ridge School District	Driver Education - Behind The Wheel	Kris Wubben	26	\$	8,060.00	No	x	
03-2013-0031-I-11 Seneca Area School District	Driver Education - Classroom	Kris Wubben	13	\$	1,191.84	No	x	
03-2013-0032-I-11 Seneca Area School District	Driver Education - Behind The Wheel	Kris Wubben	17	\$	5,270.00	No	x	
03-2013-0033-I-11 Southwestern Community Schools	Driver Education - Classroom	Kris Wubben	27	\$	2,475.36	No	x	

03-2013-0034-I-11 Southwestern Community Schools	Driver Education - Behind The Wheel	Kris Wubben	28	\$	8,680.00	No	x
03-2013-0035-I-11 Wauzeka-Steuben School District	Driver Education - Classroom	Kris Wubben	21	\$	1,925.28	No	x
03-2013-0036-I-11 Wauzeka-Steuben School District	Driver Education - Behind The Wheel	Kris Wubben	19	\$	5,890.00	No	x
03-2013-0038-I-41 Fitness 14	CPR for Healthcare Provider Recert	Rita Luna	6	\$	210.00	No	x
03-2013-0041-I-41 Kids Stuff Child Care Services	Heartsaver First Aid/CPR & AED	Rita Luna	8	\$	210.00	Yes	x
03-2013-0047-I-42 Cuba City Area Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	2	\$	70.00	Yes	x
	CPR Recert		4	\$	140.00	Yes	x
	Heartsaver First Aid/CPR & AED - Fall		1	\$	35.00	Yes	x
	Heartsaver First Aid/CPR & AED - Spring		8	\$	280.00	Yes	x
	BLS for Healthcare Provider		1	\$	35.00	Yes	x
03-2013-0049-I-21 WI Department of Corrections	Facility Use Fee	Kris Wubben		\$	50.00	No	x
03-2013-0050-I-42 Rural Medical Ambulance Services	CPR - Summer	Rita Luna	15	\$	525.00	Yes	x
	CPR for Healthcare Provider Recert - Summer		5	\$	175.00	Yes	x
	Heartsaver First Aid/CPR & AED - Summer		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert - Fall		1	\$	35.00	Yes	x
	Heartsaver First Aid/CPR & AED - Fall		1	\$	35.00	Yes	x
	BLS for Healthcare Provider - Fall		1	\$	35.00	Yes	x
	CPR - Fall		5	\$	175.00	Yes	x
	First Aid - Spring		1	\$	35.00	Yes	x
	CPR Recert - Spring		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert - Spring		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert - Spring		5	\$	175.00	Yes	x

03-2013-0051-I-42 Belmont EMS	First Aid	Rita Luna	1	\$	35.00	Yes	x
	CPR		8	\$	280.00	Yes	x
03-2013-0053-I-41 Richland Hospital	CPR	Rita Luna	4	\$	140.00	Yes	x
	CPR Recert		5	\$	175.00	Yes	x
	CPR Recert		11	\$	385.00	Yes	x
	Family & Friends CPR		32	\$	960.00	Yes	x
	Family & Friends CPR		14	\$	420.00	Yes	x
	Family & Friends CPR		1	\$	30.00	Yes	x
	CPR for Healthcare Provider Recert		38	\$	1,330.00	Yes	x
	CPR for Healthcare Provider Recert		53	\$	1,855.00	Yes	x
	CPR for Healthcare Provider Recert		22	\$	770.00	Yes	x
	CPR for Healthcare Provider Recert		8	\$	280.00	Yes	x
	CPR for Healthcare Provider Recert		6	\$	210.00	Yes	x
	CPR for Healthcare Provider Recert		10	\$	350.00	Yes	x
	CPR for Healthcare Provider Recert		10	\$	350.00	Yes	x
	CPR for Healthcare Provider Recert		25	\$	875.00	Yes	x
03-2013-0054-I-41 Southwest Health Center	CPR for Healthcare Provider Recert	Rita Luna	9	\$	315.00	Yes	x
	CPR for Healthcare Provider Recert		29	\$	1,015.00	Yes	x
	CPR for Healthcare Provider Recert		34	\$	1,190.00	Yes	x
	CPR for Healthcare Provider Recert		12	\$	420.00	Yes	x
	CPR for Healthcare Provider Recert		9	\$	315.00	No	x
03-2013-0055-I-41 Crawford County Health Department	CPR Recert	Rita Luna	13	\$	455.00	Yes	x
	CPR Recert		1	\$	35.00	Yes	x
	First Aid		1	\$	30.00	Yes	x
	First Aid		2	\$	60.00	Yes	x
	Heartsaver First Aid/CPR & AED		7	\$	245.00	Yes	x
	CPR for Healthcare Provider		1	\$	35.00	Yes	x
	CPR for Healthcare Provider		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert		4	\$	140.00	Yes	x
	CPR for Healthcare Provider Recert		14	\$	490.00	Yes	x
	CPR for Healthcare Provider Recert		10	\$	350.00	Yes	x

03-2013-0056-I-41	Heartsaver First Aid/CPR & AED	Rita Luna	6	\$	210.00	Yes	x
Handy Enterprises	Heartsaver First Aid/CPR & AED		2	\$	70.00	Yes	x
03-2013-0057-I-42	CPR for Healthcare Provider Recert	Rita Luna	17	\$	595.00	Yes	x
Lancaster EMS	CPR for Healthcare Provider Recert		2	\$	70.00	Yes	x
03-2013-0062-I-32	PowerPoint	Joyce Czajkowski	1	\$	127.83	Yes	x
Wisconsin Department of Corrections	Beginning Excel		3	\$	383.49	Yes	x
Summer - Prairie du Chien	Windows XP		3	\$	383.49	Yes	x
	Beginning Access		3	\$	383.49	Yes	x
	Intermediate MS Word		3	\$	383.49	Yes	x
	Intermediate MS Excel		1	\$	127.83	Yes	x
	Intermediate Ms Access		3	\$	383.49	Yes	x
	Introduction to MS Publisher		1	\$	127.83	Yes	x
	Integrated MS Suite		1	\$	127.83	Yes	x
	Elem Algebra w Apps		1	\$	375.49	Yes	x
	Graduate Orientation		13	\$	1,661.79	Yes	x
	Keyboarding		7	\$	894.81	Yes	x
	Fundamentals of Building Trades Safety		2	\$	1,094.64	Yes	x
	Basic Carpentry		5	\$	2,052.45	Yes	x
	Basic Electrical		2	\$	820.98	Yes	x
	Blueprint Reading for Construction		3	\$	820.98	Yes	x
	Basic Plumbing		3	\$	1,231.47	Yes	x
	Applied Mathematics		10	\$	2,516.60	Yes	x
Fall - Boscobel	Salon Services 3		4	\$	2,671.60	Yes	x
	Salon Services 4		4	\$	2,671.60	Yes	x
	Basic Hair Design		4	\$	2,671.60	Yes	x
	Chemical Services		4	\$	2,671.60	Yes	x
Fall - Prairie du Chien	PowerPoint		8	\$	1,022.64	Yes	x
	Beginning Word		18	\$	2,300.94	Yes	x
	Beginning Excel		15	\$	1,917.45	Yes	x
	Windows XP		10	\$	1,278.30	Yes	x
	Beginning Access		10	\$	1,278.30	Yes	x
	Intermediate MS Word		7	\$	894.81	Yes	x
	Intermediate MS Excel		8	\$	1,022.64	Yes	x

	Intermediate MS Access	7	\$	894.81	Yes	x
	Introduction to MS Publisher	8	\$	1,022.64	Yes	x
	Integrated MS Suite	5	\$	639.15	Yes	x
	Elem Algebra w Apps	4	\$	1,501.96	Yes	x
	Graduate Orientation	141	\$	18,024.03	Yes	x
	Keyboarding	23	\$	2,940.09	Yes	x
	Fundamentals of Building Trades Safety	9	\$	4,925.88	Yes	x
	Basic Carpentry	6	\$	2,462.94	Yes	x
	Basic Electrical	3	\$	1,231.47	Yes	x
	Blueprint Reading for Construction	9	\$	2,462.94	Yes	x
	Basic Plumbing	3	\$	1,231.47	Yes	x
	Workplace Communication	18	\$	4,529.88	Yes	x
	Applied Mathematics	19	\$	4,781.54	Yes	x
Spring - Prairie du Chien	PowerPoint	6	\$	766.98	Yes	x
	Beginning Word	12	\$	1,533.96	Yes	x
	Beginning Excel	12	\$	1,533.96	Yes	x
	Windows XP	12	\$	1,533.96	Yes	x
	Beginning Access	12	\$	1,533.96	Yes	x
	Intermediate MS Word	1	\$	127.83	Yes	x
	Intermediate MS Excel	8	\$	1,022.64	Yes	x
	Intermediate MS Access	11	\$	1,406.13	Yes	x
	Intro to MS Publisher	6	\$	766.98	Yes	x
	Integrated MS Suite	8	\$	1,022.64	Yes	x
	Elem Algebra w Apps	1	\$	375.49	Yes	x
	Professional Development Seminar	48	\$	6,135.84	Yes	x
	Keyboarding	16	\$	2,045.28	Yes	x
	Fundamentals of Building Trades Safety	13	\$	7,115.16	Yes	x
	Basic Carpentry	7	\$	2,873.43	Yes	x
	Blueprint Reading for Construction	4	\$	1,094.64	Yes	x
	Basic Plumbing	1	\$	410.49	Yes	x
	Bricklaying/Masonry I	8	\$	5,343.20	Yes	x
	Bricklaying/Masonry II	8	\$	5,343.20	Yes	x
	Construction Safety and Health	8	\$	2,013.28	Yes	x
	Workplace Communication	18	\$	6,329.88	Yes	x
	Applied Mathematics	19	\$	4,781.54	Yes	x

03-2013-0067-I-42	CPR for Healthcare Provider Recert	Rita Luna	1	\$	35.00	Yes	x
Platteville EMS	CPR for Healthcare Provider Recert		4	\$	140.00	Yes	x
	BLS for Healthcare Provider		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert		7	\$	245.00	Yes	x
03-2013-0068-I-42	CPR for Healthcare Provider Recert - Summer	Rita Luna	1	\$	35.00	Yes	x
Dickeyville Rescue Squad	CPR for Healthcare Provider Recert - Fall		1	\$	35.00	Yes	x
	BLS for Healthcare Provider		1	\$	35.00	Yes	x
03-2013-0071-I-21	Facility Use Fee	Kris Wubben		\$	50.00	No	x
WI Department of Natural Resources							
03-2013-0078-I-42	CPR	Rita Luna	12	\$	420.00	Yes	x
Mt. Horeb Fire Department	CPR for Healthcare Provider		1	\$	35.00	Yes	x
	CPR for Healthcare Provider		2	\$	70.00	Yes	x
	CPR for Healthcare Provider Recert		1	\$	35.00	Yes	x
03-2013-0086-I-16	Accounting 1	Julie Pluemer	17	\$	8,641.44	Yes	x
Platteville School District							
03-2013-0089-I-18	Accounting 1	Julie Pluemer	18	\$	9,149.76	Yes	x
Fennimore Community Schools	Computer Applications, 2014		9	\$	1,150.47	Yes	x
	Computer Applications, 2015		19	\$	2,428.77	Yes	x
	Web Programming		17	\$	8,641.44	Yes	x
	Java Programming		3	\$	1,524.96	Yes	x
03-2013-0091-I-16	Accounting 1, Part 1	Julie Pluemer	5	\$	1,258.30	Yes	x
Barneveld School District							
03-2013-0092-I-16	Accounting 1, Part 1	Julie Pluemer	1	\$	251.66	Yes	x
Belmont School District							

03-2013-0093-I-16 Iowa Grant School District	Accounting 1, Part 1, 2010	Julie Pluemer	6	\$	1,509.96	Yes	x
	Accounting 1, Part 1, 2011		5	\$	1,258.30	Yes	x
	Applied Math		12	\$	3,019.92	Yes	x
	Animal Science		11	\$	4,300.89	Yes	x
03-2013-0094-I-16 Kickapoo Area School District	Accounting 1	Julie Pluemer	12	\$	6,099.84	Yes	x
	Computer Applications		14	\$	1,789.62	Yes	x
03-2013-0095-I-16 Mineral Point School District	Accounting 1, Part 1	Julie Pluemer	5	\$	1,258.30	Yes	x
03-2013-0096-I-16 Pecatonica School District	Accounting 1	Julie Pluemer	21	\$	10,674.72	Yes	x
	Applied Math		13	\$	3,271.58	Yes	x
03-2013-0097-I-16 Potosi School District	Accounting 1, Part 1	Julie Pluemer	5	\$	1,258.30	Yes	x
	Accounting 1, Part 2		5	\$	1,258.30	Yes	x
03-2013-0098-I-16 River Ridge School District	Accounting 1, Part 1	Julie Pluemer	4	\$	1,006.64	Yes	x
	Accounting 1, Part 2		3	\$	754.98	Yes	x
	Computer Applications, 2017		12	\$	1,533.96	Yes	x
	Computer Applications, 2021		6	\$	766.98	Yes	x
03-2013-0099-I-16 Boscobel School District	Accounting 1	Julie Pluemer	12	\$	6,099.84	Yes	x
03-2013-0100-I-16 Cassville School District	Accounting 1	Julie Pluemer	5	\$	2,541.60	Yes	x
	Computer Applications, 2013		18	\$	2,300.94	Yes	x
	Computer Applications, 2016		14	\$	1,789.62	Yes	x

03-2013-0101-I-16 Dodgeville School District	Accounting 1, Z10	Julie Pluemer	19	\$	9,658.08	Yes	x
	Accounting 1, Z16		17	\$	8,641.44	Yes	x
	Applied Math, 2007		5	\$	1,258.30	Yes	x
	Applied Math, 2010		8	\$	2,013.28	Yes	x
	Marketing Principles, 2002		25	\$	9,387.25	Yes	x
	Marketing Principles, 2003		21	\$	7,885.29	Yes	x
	Marketing Principles, 2004		14	\$	5,256.86	Yes	x
03-2013-0102-I-16 North Crawford School District	Accounting 1	Julie Pluemer	14	\$	7,116.48	Yes	x
03-2013-0103-I-16 Prarie du Chien School District	Accounting 1, 2005	Julie Pluemer	19	\$	9,658.08	Yes	x
	Accounting 1, 2017		6	\$	3,049.92	Yes	x
	Computer Applications, 2009		28	\$	3,579.24	Yes	x
	Computer Applications, 2010		5	\$	639.15	Yes	x
	Marketing Principles		20	\$	7,509.80	Yes	x
03-2013-0104-I-16 Richland School District	Accounting 1	Julie Pluemer	15	\$	7,624.80	Yes	x
	Occupational Math		13	\$	1,661.79	Yes	x
03-2013-105-I-16 Shullsburg School District	Accounting 1	Julie Pluemer	8	\$	4,066.56	Yes	x
03-2013-106-I-16 Southwestern Community Schools	Accounting 1	Julie Pluemer	10	\$	5,083.20	Yes	x
03-2013-107-I-16 Wauzeka-Steuben School District	Accounting 1	Julie Pluemer	1	\$	508.32	Yes	x
	Applied Math		10	\$	2,516.60	Yes	x
	Computer Applications		8	\$	1,022.64	Yes	x
03-2013-0108-I-16 River Valley School District	Introduction to Soils	Julie Pluemer	16	\$	6,255.84	Yes	x
	Animal Science		17	\$	6,646.83	Yes	x
03-2013-0109-I-16 Cuba City School District	Foundations of Early Childhood	Julie Pluemer	17	\$	6,383.33	Yes	x

03-2013-0113-I-41	CPR for Healthcare Provider	Rita Luna	6	\$	210.00	Yes	x
Boscobel Area Healthcare	CPR for Healthcare Provider Recert		12	\$	420.00	Yes	x
03-2013-0115-I-16	Accounting 1, Part 1	Julie Pluemer	2	\$	503.32	Yes	x
Lancaster School District	Accounting 1, Part 2		5	\$	1,258.30	Yes	x
03-2013-0118-I-32	CPR for Healthcare Provider Recert	Rita Luna	1	\$	35.00	Yes	x
Wisconsin Secure Prison Facility	CPR for Healthcare Provider Recert		9	\$	315.00	Yes	x
03-2013-0124-I-42	CPR	Rita Luna	12	\$	420.00	Yes	x
Barneveld Rescue Squad	CPR for Healthcare Provider Recert		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert		2	\$	70.00	Yes	x
	CPR for Healthcare Provider Recert		6	\$	210.00	Yes	x
	CPR for Healthcare Provider Recert		1	\$	35.00	Yes	x
03-2013-0131-I-42	CPR for Healthcare Provider Recert	Rita Luna	6	\$	210.00	Yes	x
Argyle EMS (Shuler Dental Office, Clinton, WI)							
03-2013-0133-I-21	BLS for Healthcare Provider	Rita Luna	1	\$	35.00	Yes	x
Lafayette County Health Department	CPR for Healthcare Provider Recert		1	\$	35.00	Yes	x
03-2013-0135-I-11-16	Accounting 1, Part 1	Julie Pluemer	19	\$	4,781.54	Yes	x
Argyle School District							
03-2013-0136-I-21	Adult Basic Education	Julie Pluemer		\$	1,371.15	No	x
Iowa County Sheriff's Department							
03-2013-0140-I-42	CPR for Healthcare Provider Recert	Rita Luna	18	\$	640.00	Yes	x
Potosi Rescue Squad							

03-2013-0142-I-42	BLS for Healthcare Provider	Rita Luna	2	\$	70.00	Yes	x
Richland County Ambulance	CPR for Healthcare Provider Recert		12	\$	420.00	Yes	x
	CPR for Healthcare Provider Recert		1	\$	35.00	Yes	x
	CPR for Healthcare Provider Recert		34	\$	1,190.00	Yes	x
03-2013-0143-I-42	Heartsaver First Aid/CPR & AED	Rita Luna	2	\$	70.00	Yes	x
Avoca & Rural EMS			5	\$	150.00	Yes	x
03-2013-0159-I-18	Heartsaver First Aid/CPR & AED	Rita Luna	18	\$	800.00	Yes	x
University of Wisconsin - Platteville							
03-2013-0162-I-42	Fire In-service/Burn Building	Karl Sandry	11	\$	172.59	Yes	x
Cobb Fire Department							
03-2013-0177-I-42	BLS for Healthcare Provider		3	\$	105.00	Yes	x
Hazel Green Rescue Squad	First Aid		2	\$	70.00	Yes	x
	CPR for Healthcare Provider Recert		17	\$	595.00	Yes	x
Vogt Chiropractic	CPR for Healthcare Provider Recert		1	\$	35.00	Yes	x
03-2013-0179-I-42	CPR Recert	Rita Luna	17	\$	595.00	Yes	x
Cassville Fire Department							
03-2013-0190-I-21							
City of Platteville - Street Department	Mine Safety Refresher	Derek Dachelet	9	\$	423.00	No	x
City of Platteville - Water Department			5	\$	235.00	No	x
Platteville Township			1	\$	47.00	No	x
Lunch Excavating			1	\$	47.00	No	x
Harrison Township			1	\$	47.00	No	x
Jim Bottomley Trucking			1	\$	47.00	No	x
Ted's Trucking			1	\$	47.00	No	x
Joe Kunkel			1	\$	47.00	No	x
03-2013-0191-I-21	Mine Safety Refresher	Derek Dachelet	43	\$	1,650.00	No	x
Grant County Highway Department							

03-2013-0192-I-21 Crawford County Highway Department	Mine Safety Refresher	Derek Dachelet	55	\$	2,145.00	No	x
03-2013-0195-I-42 Mineral Point Rescue Squad	CPR for Healthcare Provider Recert	Rita Luna	18	\$	630.00	Yes	x
03-2013-0207-I-21 Lafayette County Sheriff's Department	CPR for Healthcare Provider Recert	Rita Luna	19	\$	665.00	Yes	x
03-2013-0209-I-21 Iowa County Sheriff's Department	CPR for Healthcare Provider Recert	Rita Luna	36	\$	1,260.00	Yes	x
03-2013-0210-I-42 Tri-State Regional Ambulance	CPR for Healthcare Provider Recert	Rita Luna	3	\$	105.00	Yes	x
03-2013-0211-I-41 Calvary Baptist Church	Concealed Carry	Kris Wubben	21	\$	705.10	No	x
03-2013-0214-I-41 Dean St. Mary's Venture	CPR for Healthcare Provider Recert	Rita Luna	11	\$	385.00	Yes	x
03-2013-0215-I-41 Curwood	Heartsaver First Aid/CPR & AED	Rita Luna	19	\$	950.00	No	x
	CPR		3	\$	105.00	No	x
	First Aid		2	\$	70.00	No	x
03-2013-0217-I-41 Oak Park Dental	CPR for Healthcare Provider Recert	Rita Luna	12	\$	420.00	No	x
03-2013-0218-I-42 Bloomington Fire Department	Vehicle Fire Suppression Procedures	Karl Sandry	22	\$	216.70	Yes	x
03-2013-0219-I-42 Bagley First Responders	CPR for Healthcare Provider Recert	Rita Luna	7	\$	245.00	Yes	x
03-2013-0202-I-41 American Player's Theatre	CPR for Healthcare Provider Recert	Rita Luna	12	\$	600.00	Yes	x

03-2013-0221-I-42	CPR Recert	Rita Luna	20	\$	700.00	Yes	x
Dodgeville Area Ambulance	CPR for Healthcare Provider Recert		3	\$	105.00	Yes	x
	Heartsaver First Aid/CPR & AED		3	\$	105.00	Yes	x
03-2013-0408-I-11	WI Statute 118.15	Julie Pluemer	4	\$	8,567.50	No	x
Fennimore Community Schools							
03-2013-0410-I-11	WI Statute 118.15	Julie Pluemer	2	\$	2,366.25	No	x
Iowa Grant School District							
03-2013-0412-I-11	WI Statute 118.15	Julie Pluemer	1	\$	1,946.25	No	x
Lancaster School District							
03-2013-0424-I-11	WI Statute 118.15	Julie Pluemer	1	\$	2,451.25	No	x
Riverdale School District							
03-2013-0426-I-11	WI Statute 118.15	Julie Pluemer	2	\$	4,717.95	No	x
Southwestern Community Schools							
03-2013-0432-I-11	WI Statute 118.15	Julie Pluemer	1	\$	1,498.50	No	x
Seneca Area School District							
03-2013-0444-I-11	WI Statute 118.15	Julie Pluemer	2	\$	3,842.50	No	x
River Ridge School District							
TOTAL of all Contracts			3,712	\$	687,572.64		
Exchange of Services			2,127	\$	374,985.35		
For Pay Service			1,585	\$	312,587.29		

E. Personnel Items

Five new hires are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT June 20, 2013

Employment: NEW HIRE

Name	Louise Bradley
Title	Manufacturing Grant Curriculum Coordinator
Start Date	6/24/2013
Salary/Wages	\$50,376 Annual
Classification	Full Time / Grant Funded
Degree	Masters Degree
Experience	She has worked for Southwest Tech for 10 years as an Adult Basic Ed Instructor and developed curriculum for and taught Bridges to Manufacturing and Business.

Employment: NEW HIRE

Name	Matthew Baute
Title	ERP System Administrator
Start Date	6/24/2013
Salary/Wages	\$26.20/hour
Classification	Regular Full Time

Employment: NEW HIRE

Name	Steve Elliott
Title	Day Maintenance
Start Date	6/24/2013
Salary/Wages	\$15.80/hour
Classification	Regular Full Time

Employment: NEW HIRE

Name	Todd Washburn
Title	HVAC/ Plumbing & Heating Maintenance
Start Date	6/24/2013
Salary/Wages	\$25.56/hour
Classification	Regular Full Time

Employment: NEW HIRE

Name	Glen Crary
Title	Electro Mech Assistant
Start Date	August 2013
Salary/Wages	\$20.00/hour
Classification	Part Time (4 hrs. every other Monday)

PROMOTIONS

	None
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RETIREMENTS / RESIGNATIONS

	None
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Recommendation: Approve the consent agenda.

Other Items Requiring Board Action

A. 2013-14 Budget Approval

Caleb White will present the 2013-14 budget document at the public hearing prior to the Board meeting. The budget document is available below.

Recommendation: Approve the 2013-14 budget as presented.

2013-14 SOUTHWEST WISCONSIN TECHNICAL COLLEGE BUDGET

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June 2013

Dear Friends:

Southwest Wisconsin Technical College is pleased to present our budget for 2013-2014. If as you review this document you have questions or concerns, please contact Southwest Tech's President (608.822.2300) or Fiscal Services Department (608.822.2446).

The section entitled "Current Environment" lays out the key assumptions and priorities used in constructing this budget. It therefore is a good place to start your review.

Our budget for 2013-2014 reflects no projected increase in local property tax levies and only a small increase in State aid, which comes from State of Wisconsin tax revenues, relative to last year's budget. Tuition for 2013-2014 has been set by the Wisconsin Technical College System Board and is increasing by 4.5%.

The entire Southwest Tech community looks forward to a fun and productive 2013-2014! Please visit us when you can and bring along a prospective student or financial donor.

Sincerely yours,



Duane M. Ford, Ph.D.
President



James D. Kohlenberg
District Board Chairperson

College Mission

Southwest Wisconsin Technical College provides lifelong learning opportunities with an individualized focus for students and communities.

College Vision

Southwest Wisconsin Technical College will be a leader in learning-centered education.

College Values

Learning – We value continuous learning for our diverse stakeholders provided through accessible, affordable, and caring delivery.

Professionalism – We value professionalism based on respect and integrity that creates a healthy environment, promoting open communication and commitment.

Accountability – We value the human and fiscal resources entrusted to us and will use them responsibly.

Collaborative Partnerships – We value partnerships with business, industry, labor, government, educational systems, and our communities.

Innovation – We value innovation that fosters creativity in solving problems and meeting future challenges unique to our rural setting.

Continuous Improvement – We value improvement of our programs, services, and processes in a team-based culture.

Core Abilities

In cooperation with representatives from business and industry, Southwest Tech faculty and staff have identified six skills that are essential to a person's successful performance on the job. These six core abilities will be evaluated in all programs within the college.

Southwest Tech's core abilities provide graduates with lifelong skills that will assist them in obtaining and keeping a job. Employers have said they prefer to hire and promote person who exhibit the following characteristics.

Act Professionally – To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career.

Communicate Clearly – To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

Value Learning – The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

Work Productively – To work productively means an individual applies effective work habits and attitudes within a work setting.

Work Cooperatively – To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

Solve Problems – To solve problems means an individual is able to use all elements of problem solving strategies to generate realistic, practical, and workable solutions.

2012-13 STRATEGIC COLLEGE GOAL ACCOMPLISHMENTS

College Strategic Directions are adopted by the District Board and are part of the Board's Governance Policy Manual. The following is a sampling of accomplishments that have been achieved under guidance of the College Strategic Directions.

Increase College Access

- Developed new reciprocity agreement with Highland Community College, Freeport, IL, and renewed our reciprocity agreement with Northeast Iowa Community College, Peosta, IA.
- Partnered with Nicolet Area Technical College to offer students a 1+1 Liberal Arts transfer program with classes being held on Southwest Tech's campus
- Celebrated Dual Credit Day at Iowa-Grant Schools on April 30.
- Received approval for the Public Safety Complex to serve as a state-certified firefighting exam site.
- Hosted an Open House in the fall where over 1,000 potential students attended and received more than 200 applications.
- Hosted Snapshots for Success where 225 students from 14 area high schools and the HSED/GED program participated.
- Hosted College Preview Day for 150 potential students; 45 applications were received.
- Achieved a 9 percent increase in students enrolled in online courses from FY2011 through FY2013; increased online sections by 11 percent at the same time frame.
- Improved master schedule to optimize opportunities for students
- Developed program array process to determine what programs should be terminated, expanded or added.
- Provided bridge programs for adult students including computer literacy and skills to help students into jobs.
- Obtained approval for AAS in Culinary Arts Program.

Improve Student Completion and Success

- Achieved a 100 percent first-time pass rate for the Registered Nurse licensure exam.
- Achieved a 100 percent pass rate for all students taking the Early Childhood Preschool Credential.
- Three Golf Course Management students competed in the National Junior College Athletic Association Division 3 Men's Golf Championship in June. Aaron Rondon from Janesville finished second in the tournament.
- Awarded 189 scholarships through the Foundation totaling \$102,250 in March 2013.
- Awarded the Wisconsin ACT Career Preparedness Award; received second in the National ACT Career Preparedness competition.
- Met all Outcome Thresholds for the Medical Assisting Education Review Board.
- Implemented Career Coach (career development facilitation) to assist students with better program choices.

2012-13 STRATEGIC COLLEGE GOAL ACCOMPLISHMENTS

Strengthen Partnerships

- Developed the Tri-State Advanced Manufacturing Center for Excellence in collaboration with Northeast Iowa Community College.
- Collaborated with Grant County Emergency Management and Fennimore Fire Department to receive an \$82,000 grant to train 56 fire and emergency medical service teams in Southwest Wisconsin.
- Implemented grant program to promote collaboration with local K-12 schools to advance career and technical skills.

Prioritize Customer Service

- Developed customer service standards which will be rolled out FY 2014 through a professional development series.

Create a Cohesive Culture

- Reintroduced the Southwest Tech Charger mascot.
- Completed the Employee Handbook to be implemented July 1, 2013.
- Developed committee charters for all standing committees.

Promote Fiscal Efficiency and Sustainability

- Affirmed our Standards & Poor AA- bond rating
- Completed process mapping to determine more efficient procedures, including documented procedures.
- Aligned the prioritization of funds with strategic directions and projects

Advance Infrastructure

- Developed a program to automate the certification submission process to the WTCS Board.
- Developed CAMS reports to assist Admissions in processing Prospects.
- Moved student email to Google Apps the end of May.
- Improved space and infrastructure in Outreach locations.
- Completed Student Services renovation in April, which now houses Student Services, Advisors/Counselors, Business Office, Financial Aid, Recruitment, Career Center and Job Center.
- Completed Student Activities Center renovation in June.

2013-2014 COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules.

The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Vision, Mission, Purposes, Values, financial assumptions (local, state, and federal funds) and other plans and related materials (e.g., strategic plan, capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the budget process calendar, which includes the timetables for completion of the budget process in November.
4. The Board will review the President's proposed direction statements and establish budget assumptions and parameters in February.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the five-year capital plan.
6. The Board will review the President's final proposed College budget during the month of May.
7. Public hearings on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2012-13 with a decrease of approximately 14 full-time equivalent students (FTEs) from the previous year to finish at 1,630 FTEs. Despite this most recent decline, the five-year period from 2007-08 through 2012-13 has afforded the college a 2.1 percent increase in FTEs. In the face of declining enrollment pressure from the district's secondary education systems, the college has been able to grow FTEs over this timeframe. Due to expanded programming and a revamped admissions processes, the budget for 2013-14 has incorporated an expected growth of 5.8 percent in FTEs over 2012-2013.

Budget Priorities / Strategic Projects for 2013-14 include the following:

- Implement new programming to include 1+1 AA/AS through partnership with Nicolet, Culinary Arts, Health Information Technology, Competency based delivery to include Supervisory Management and Bridge programs for adult students
- Maximize access to training through flexible delivery option of courses and programs at both the Fennimore campus and extended campus sites
- Improve the schedule development process
- Implement a systematic process for setting program array
- Develop a strategic and comprehensive student retention plan
- Fulfill rolling out comprehensive career placement services
- Enhance and expand partnerships with secondary and postsecondary school systems
- Foster a customer service culture by establishing customer service as a campus wide expectation
- New website go-live
- Enhance the availability and reliability of our data to benefit decision making
- Maintain and implement three year capital building improvement plans
- Develop staff and implement processes to enhance revenues from grants, contracts, enterprises and donations
- Use continuous improvement process to improve efficiency and reduce expenditures

The operational budget (general and special revenue funds) for 2013-14 is projected to increase revenue by \$1,333,000 over 2012-13. This is based on generating 1,725 FTEs and includes the associated student fees and state aids. The local tax levy is predicated on an estimated zero percent valuation increase at the operational mill rate 1.5000 or \$1.50 per \$1,000 of property valuation. The \$1,533,000 General Fund budget increase represents a 13.4 percent increase from 2012-13. Wage adjustments for 200 full-time staff and approximately 288 part-time staff, a 4.0 percent rise in health insurance, plus a 12.7% increase in mandatory WRS contributions, require over \$500,000 in additional budget. Additional estimated increases in, heat, electricity, general utilities, supplies, and advertising/printing accounts have also been accounted for. These increases coupled with costs of new initiatives have been balanced with reorganization savings and other adjustments to create a balanced budget.

The 2.1 percent growth in student FTEs over the past five years has been a credit to the College's ability to balance priorities with limited resources and outside pressures on enrollment. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on attracting new students from all genres.

Our challenge is how not to overly burden the property tax payer as we struggle to meet the increased cost of growth. Approximately one-half of operational cost is supported by tax levy revenue. As economic and political factors lessen the opportunity for funding from grants, increased pressure is placed on student fees and tax levy. With tax levy at a two to one ratio with all other revenue, any non-growth in revenue sources doubles the burden on tax levy. Balancing the need to be a good steward of property tax funds while meeting the training needs of the district is likely to be a continuing challenge for the College.

Southwest Wisconsin Technical College
Schedule of Full-Time Staff Positions
2013-2014 Budget Year

Function	2012-2013	2013-2014*
Instructional	110	135
Instructional Resources	2	3
Student Services	14	19
General Institutional	25	27
Physical Plant	15	14
Auxiliary Services	4	2
Total	170	200

*Does not include 43 regular part-time positions or approximately 245 part-time outreach positions.

Position Summary - FTE Basis

Category	2011-12 Actual	2012-13 Budget	General Fund	Enterprise Fund	Trust & Agency Fund	Total 2013-14 Budget
Administrators/Supervisors	15	15	15			15
Teachers	121	130	133			133
Other Staff	98	82	94	5	2	101
TOTAL	233	227	242	5	2	249

NOTE: Above numbers include part-time instructors, students, and temporary staff.

- Approximately 23.5 FTEs are supported through grant funding.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The governmental, expendable trust and agency funds, are accounted for on a modified accrual basis. Under the modified accrual basis of accounting, transactions are recorded in the following manner:

- Revenues are recognized when they become both measurable and available (susceptible to accrual). All revenues are considered susceptible to accrual except summer school tuition and fees that are recorded as deferred revenue. For debt service, property taxes levied to make principal and interest payments with due dates within the fiscal year are revenue. Any debt service property taxes levied to make principal and interest payments with due dates outside the fiscal year are deferred revenue.
- Expenditures are recognized on an encumbrance basis when the purchase commitment is made, except for interest and principal on general long-term obligation debt, which are recognized as expenditures when due. Expenditures for claims and judgments are recognized when it becomes probable that an asset has been impaired or a liability has been incurred.
- Expenditures for compensated absences, including vacation and sick leave, are recognized when the liability is incurred for past services of an employee that vest and accumulate.
- Fixed assets are recorded as capital outlays at the time of purchase.
- Proceeds of long-term obligations are treated as a financing source when received.

The proprietary funds are accounted for on an accrual basis, whereby revenues are recognized when measurable and earned and expenses are recorded as liabilities when incurred and, where applicable, depreciation expense is also included.

The Governmental Accounting Standards Board (GASB) Statement No. 20 "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting" provides that proprietary funds may apply all GASB pronouncements as well as the following pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements: Statements and interpretations of the Financial Accounting Standards Board (FASB), Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARBs) on the Committee on Accounting Procedure.

BASIS OF BUDGETING

Southwest Wisconsin Technical College adopts an annual operating budget which is prepared on substantially the same basis as the financial statements, which are prepared in accordance with GAAP, except budgetary expenditures include encumbrances and budgetary revenues include all property taxes levied for the fiscal year.

DESCRIPTION OF FUNCTIONAL UNITS

Revenues

Southwest Wisconsin Technical College has a diversified funding base composed of property taxes, state aid, student fees, federal grants, and institutionally-generated revenues. Southwest Wisconsin Technical College believes that this diversity, the strength of the local economy, and its fiscal management will continue to provide the resources required to fulfill its mission now and in the future without significant changes in the level of services provided.

Property Taxes

Southwest Tech's major revenue source is local property taxes. Annually, in October, the property tax levy is billed based upon the equalized value of taxable property, excluding tax incremental financing districts, to the local municipalities who act as assessors and collection agencies. All delinquencies are assumed by the respective counties, thus Southwest Tech will receive the full amount of its levy. All Wisconsin technical colleges are limited by statute to an operating property tax mill rate of \$1.50 per \$1,000 of taxable property. The debt service mill rate is added to the operational mill rate to get a total mill rate amount.

State Aids

State aids are provided by the Wisconsin Technical College System (WTCS). State aid is calculated based upon an expenditure-driven formula equalized for tax-levying ability. The basic formula is as follows:

$$[(\text{Total general and special revenue fund expenditures} - \text{all non-property tax or interest income revenue}) + \text{debt service expenditures}] \times (\text{state average of taxable property per full-time equivalent student} / \text{Southwest Tech taxable property per full-time equivalent student})$$

Student Fees

Statutory and other fees are collected from students. Program fee, material fee and out-of-state tuition rates are set annually by the WTCS based upon estimated total operating expenditures of all districts. Examples of other fees include community service course fees, group dynamics course fees, testing fees, application fees and graduation fees.

Institutional Revenue

These revenues are generated by business and industry contracts (38.14 contracts) for customized instruction and technical assistance, technical preparation contracts (tech prep, 118.15 slotter contracts), interest or investment earnings, and enterprise activities.

Federal

Southwest Wisconsin Technical College receives grants under federal sources such as Adult Education and Family Literacy, Carl D. Perkins Vocational and Technical Act, U.S. Department of Agriculture, and the U.S Department of Education. Student financial assistance in the form of Federal Work-Study, PELL, William D. Ford Direct Loan Program, and Supplemental Educational Opportunity Grant (SEOG) is also accounted for in this category.

State

Southwest Wisconsin Technical College receives various state grants for specific projects such as occupational competency, basic skills, displaced homemakers, faculty development, health care education, new and expanding occupations, transition services, motorcycle safety, Department of Health and Family Services, and Youth Apprenticeship. Student financial assistance from the Wisconsin Higher Education Board is also accounted for in this category.

Expenditures

The Wisconsin Technical College System Board requires each technical college to classify expenditures by function to provide activity detail of our primary activity -- instruction. The following is a listing and description of the expenditure functions used by Southwest Wisconsin Technical College.

<p style="text-align: center;">Instruction</p> <p>This function includes teaching, academic administration, including clerical support, and other activities related directly to the teaching of students, guiding the students in the educational program, and coordination and improvement of teaching.</p>
<p style="text-align: center;">Instructional Resources</p> <p>This function includes all learning resource activities such as the library and audio-visual aids center, learning resource center, instructional media center, instructional resources administration, and clerical support.</p>
<p style="text-align: center;">Student Services</p> <p>This function includes those non-instructional services provided for the student body such as student recruitment; student services administration and clerical support; admissions; registration; counseling, including testing and evaluation; health services; financial aids; placement; and follow-up. Non-instructional athletics such as intramural athletics are also included.</p>
<p style="text-align: center;">General Institution</p> <p>This function also includes all services benefiting the entire College, exclusive of those chargeable directly to other functional categories. Examples of this type of expenditure are legal fees, external audit fees, general liability insurance, interest on operational borrowing, and public information. District Board, President's Office, Fiscal Services, Human Resources Services, and Information Technology are included in this function.</p>
<p style="text-align: center;">Physical Plant</p> <p>This function includes all services required for the operation and maintenance of the physical facilities. Principal and interest on long-term obligations are included under this function as are the general utilities such as heat, light, and power.</p>
<p style="text-align: center;">Auxiliary Services</p> <p>This function includes commercial-type activities such as the bookstore and child care center.</p>

SWTC PRO FORMA BALANCE SHEET - June 30, 2013

	Governmental Fund Category				Proprietary Fund Cat.		Account Groups		Total	
	General	Spec. Rev Operational	Spec. Rev Non-Aidable	Debt Service	Capital Projects	Enterprise	Internal Service	Fixed Assets	Long-term Debt	Memorandum Only
<u>Assets</u>										
Cash/Investments	2,649,262		210,131	1,286,092	252,154	2,480,066	486,901			7,364,606
Receivables:										
Property Taxes	3,800,000									3,800,000
Accounts	350,000					100,000				450,000
Due From Other Funds										
Inventory						670,000				670,000
Prepaid Expenses	100,000									100,000
Fixed Assets						50,000		64,050,000		64,100,000
Amount Available in										
Debt Service Fund(s)									1,286,092	1,286,092
Amount to be Provided										
for Long-term Debt									37,773,908	37,773,908
Total Assets	<u>6,899,262</u>	<u>-</u>	<u>210,131</u>	<u>1,286,092</u>	<u>252,154</u>	<u>3,300,066</u>	<u>486,901</u>	<u>64,050,000</u>	<u>39,060,000</u>	<u>115,544,606</u>
<u>Liabilities</u>										
Accounts Payable	250,000		1,000		600,000	60,000				911,000
Employee Related Payables	200,000		9,000			10,000				219,000
Due to Other Funds										
Deferred Revenues	800,000									800,000
Accrued Self-insurance							400,000			400,000
General Long-term Debt									32,060,000	32,060,000
Compensated Absences/ Unfunded Pension									7,000,000	7,000,000
Total Liabilites	<u>1,250,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>600,000</u>	<u>70,000</u>	<u>400,000</u>	<u>-</u>	<u>39,060,000</u>	<u>41,390,000</u>
<u>Fund Equity</u>										
Investment in Fixed Assets								64,050,000		64,050,000
Retained Earnings						3,230,066	86,901			3,316,967
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,286,092						1,286,092
Reserve for Self-insurance										
Reserve for Student										
Organizations			200,131							200,131
Unreserved:										
Designated for Operations	5,649,262									5,649,262
Designated for Fund Balance for Subsequent Year					(347,846)					(347,846)
Total Fund Equity	<u>5,649,262</u>	<u>-</u>	<u>200,131</u>	<u>1,286,092</u>	<u>(347,846)</u>	<u>3,230,066</u>	<u>86,901</u>	<u>64,050,000</u>		<u>74,154,606</u>
Total Liability & Fund Equity	<u>6,899,262</u>	<u>-</u>	<u>210,131</u>	<u>1,286,092</u>	<u>252,154</u>	<u>3,300,066</u>	<u>486,901</u>	<u>64,050,000</u>	<u>39,060,000</u>	<u>115,544,606</u>

Southwest Wisconsin Technical College
General Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES				
Local Government	10,945,372	11,089,000	10,962,000	10,962,000
State Aids	3,046,624	3,031,000	2,980,000	3,171,000
Program Fees	4,242,127	4,200,000	4,190,000	4,440,000
Material Fees	355,921	334,000	340,000	350,000
Other Student Fees	345,777	407,000	330,000	350,000
Institutional	1,296,355	1,500,000	1,693,000	1,600,000
Federal	<u>631,472</u>	<u>757,000</u>	<u>720,000</u>	<u>1,675,000</u>
Total Revenues	20,863,648	21,318,000	21,215,000	22,548,000
EXPENDITURES				
Instruction	14,393,404	14,128,000	14,300,000	15,170,000
Instructional Resources	326,949	362,000	359,000	362,000
Student Services	1,589,061	1,447,000	1,445,000	1,605,000
General Institutional	2,859,616	3,407,000	3,405,000	3,304,000
Physical Plant	<u>1,768,076</u>	<u>2,274,000</u>	<u>1,806,000</u>	<u>2,407,000</u>
Total Expenditures	20,937,106	21,618,000	21,315,000	22,848,000
Net Revenue (Expenditures)	(73,458)	(300,000)	(100,000)	(300,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>198,486</u>	<u>300,000</u>	<u>100,000</u>	<u>300,000</u>
Total Resources (Uses)	125,028	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	125,028	-	-	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	125,028	-	-	-
Beginning Fund Balance	<u>5,524,234</u>	<u>5,750,233</u>	<u>5,649,262</u>	<u>5,649,262</u>
Ending Fund Balance	<u><u>5,649,262</u></u>	<u><u>5,750,233</u></u>	<u><u>5,649,262</u></u>	<u><u>5,649,262</u></u>

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

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Special Revenue - Non-Aidable Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES				
State Aids	376,477	400,000	400,000	400,000
Other Student Fees	203,276	250,000	250,000	250,000
Institutional	157,946	130,000	200,000	200,000
Federal	<u>6,340,133</u>	<u>7,000,000</u>	<u>6,500,000</u>	<u>7,500,000</u>
Total Revenues	7,077,832	7,780,000	7,350,000	8,350,000
EXPENDITURES				
Student Services	<u>7,036,047</u>	<u>7,780,000</u>	<u>7,300,000</u>	<u>8,350,000</u>
Total Expenditures	7,036,047	7,780,000	7,300,000	8,350,000
Net Revenue (Expenditures)	41,785	-	50,000	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>(250,000)</u>	<u>-</u>
Total Resources (Uses)	41,785	-	(200,000)	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>41,785</u>	<u>-</u>	<u>(200,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	41,785	-	(200,000)	-
Beginning Fund Balance	<u>358,346</u>	<u>160,689</u>	<u>400,131</u>	<u>200,131</u>
Ending Fund Balance	<u>400,131</u>	<u>160,689</u>	<u>200,131</u>	<u>200,131</u>

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

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Capital Projects Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES				
Institutional	<u>107,492</u>	<u>50,000</u>	<u>100,000</u>	<u>50,000</u>
Total Revenues	107,492	50,000	100,000	50,000
EXPENDITURES				
Instruction	463,197	244,000	1,101,000	565,000
Instructional Resources	146,193	151,000	100,000	84,000
General Institutional	488,137	820,000	600,000	707,000
Physical Plant	<u>2,355,653</u>	<u>1,776,000</u>	<u>1,694,000</u>	<u>815,000</u>
Total Expenditures	3,453,180	2,991,000	3,495,000	2,171,000
Net Revenue (Expenditures)	(3,345,688)	(2,941,000)	(3,395,000)	(2,121,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Operating Transfer In (Out)	<u>(198,486)</u>	<u>-</u>	<u>250,000</u>	<u>-</u>
Total Resources (Uses)	(1,044,174)	(441,000)	(645,000)	379,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>(1,044,174)</u>	<u>(441,000)</u>	<u>(645,000)</u>	<u>379,000</u>
Total Transfers To (From) Fund Balance	(1,044,174)	(441,000)	(645,000)	379,000
Beginning Fund Balance	<u>1,341,328</u>	<u>889,395</u>	<u>297,154</u>	<u>(347,846)</u>
Ending Fund Balance	<u>297,154</u>	<u>448,395</u>	<u>(347,846)</u>	<u>31,154</u>

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

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Capital Projects Fund
Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$2,500,000 which is consistent with the previous year. Property tax (operational and debt) for the 2013-14 budget is projected to remain unchanged.

The amount of outstanding debt will be approximately thirty-four million. The majority of this debt is due to the capital expansion project that was completed as approved through the passage of \$31.9 million referendum on 4/1/08. The remaining outstanding debt of approximately seven million has remained relatively steady. A debt service strategy which sets the annual borrowing in close relationship to annual principal payments, accounts for the consistent level of debt. This capital borrowing plan affords the College the ability to maintain high quality in both equipment and physical plant.

Equipment/Software Budget by Department

Business and Management	12,000	
Agriculture and Industry	421,000	
Health and Service	<u>132,000</u>	
Subtotal Instruction		565,000
Library/Media/Distance Education	<u>84,000</u>	
Subtotal Instructional Resources		84,000
College-wide Computing/Network/Telecommunications and Office Operations	<u>707,000</u>	
Subtotal General Institutional		707,000
Custodial/Physical Plant/Fleet Vehicles and Grounds	26,000	
Signage	1,000	
New Construction Projects	100,000	
Remodeling Projects	500,000	
Engineering/Architect Fees	88,000	
Classroom/Office Furniture	<u>100,000</u>	
Subtotal for Physical Plant		<u>815,000</u>

TOTAL CAPITAL PROJECTS

\$ 2,171,000

Southwest Wisconsin Technical College
Debt Service Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES				
Local Government	4,640,000	4,640,000	4,640,000	4,640,000
State Aids	12,785	415,000	384,000	405,000
Institutional	<u>1,818</u>	<u>5,000</u>	<u>1,000</u>	<u>1,000</u>
Total Revenues	4,654,603	5,060,000	5,025,000	5,046,000
EXPENDITURES				
Physical Plant	<u>4,702,475</u>	<u>5,060,000</u>	<u>5,017,226</u>	<u>5,060,000</u>
Total Expenditures	4,702,475	5,060,000	5,017,226	5,060,000
Net Revenue (Expenditures)	(47,872)	-	7,774	(14,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(47,872)	-	7,774	(14,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>(47,872)</u>	<u>-</u>	<u>7,774</u>	<u>(14,000)</u>
Total Transfers To (From) Fund Balance	(47,872)	-	7,774	(14,000)
Beginning Fund Balance	<u>1,326,190</u>	<u>1,280,711</u>	<u>1,278,318</u>	<u>1,286,092</u>
Ending Fund Balance	<u>1,278,318</u>	<u>1,280,711</u>	<u>1,286,092</u>	<u>1,272,092</u>

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

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Enterprise Fund
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES				
Institutional	<u>1,534,670</u>	<u>1,850,000</u>	<u>1,650,000</u>	<u>1,850,000</u>
Total Revenues	1,534,670	1,850,000	1,650,000	1,850,000
EXPENDITURES				
Auxiliary Services	<u>1,256,806</u>	<u>1,650,000</u>	<u>1,400,000</u>	<u>1,650,000</u>
Total Expenditures	1,256,806	1,650,000	1,400,000	1,650,000
Net Revenue (Expenditures)	277,864	200,000	250,000	200,000
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>(300,000)</u>	<u>(100,000)</u>	<u>(300,000)</u>
Total Resources (Uses)	277,864	(100,000)	150,000	(100,000)
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>277,864</u>	<u>(100,000)</u>	<u>150,000</u>	<u>(100,000)</u>
Total Transfers To (From) Fund Balance	277,864	(100,000)	150,000	(100,000)
Beginning Fund Balance	<u>2,802,202</u>	<u>2,729,202</u>	<u>3,080,066</u>	<u>3,230,066</u>
Ending Fund Balance	<u><u>3,080,066</u></u>	<u><u>2,629,202</u></u>	<u><u>3,230,066</u></u>	<u><u>3,130,066</u></u>

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

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Internal Service Fund***
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES				
Institutional	<u>3,571,966</u>	<u>3,950,000</u>	<u>3,950,000</u>	<u>4,100,000</u>
Total Revenues	3,571,966	3,950,000	3,950,000	4,100,000
EXPENDITURES				
Auxiliary Services	<u>3,792,366</u>	<u>3,900,000</u>	<u>3,800,000</u>	<u>4,050,000</u>
Total Expenditures	3,792,366	3,900,000	3,800,000	4,050,000
Net Revenue (Expenditures)	(220,400)	50,000	150,000	50,000
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(220,400)	50,000	150,000	50,000
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(220,400)</u>	<u>50,000</u>	<u>150,000</u>	<u>50,000</u>
Total Transfers To (From) Fund Balance	(220,400)	50,000	150,000	50,000
Beginning Fund Balance	<u>157,301</u>	<u>319,367</u>	<u>(63,099)</u>	<u>86,901</u>
Ending Fund Balance	<u>(63,099)</u>	<u>369,367</u>	<u>86,901</u>	<u>136,901</u>

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

*Actual is presented on a budgetary basis.

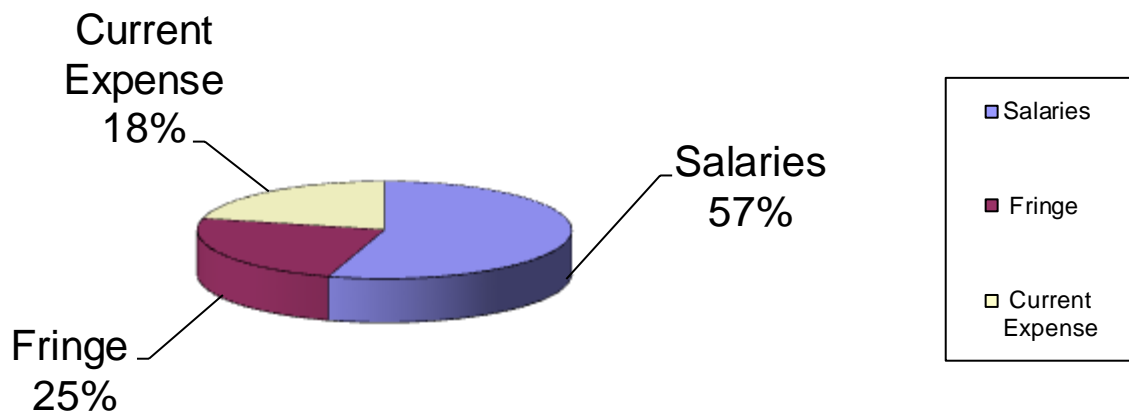
**Estimate is based upon 10 months of actual and 2 months of estimate.

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

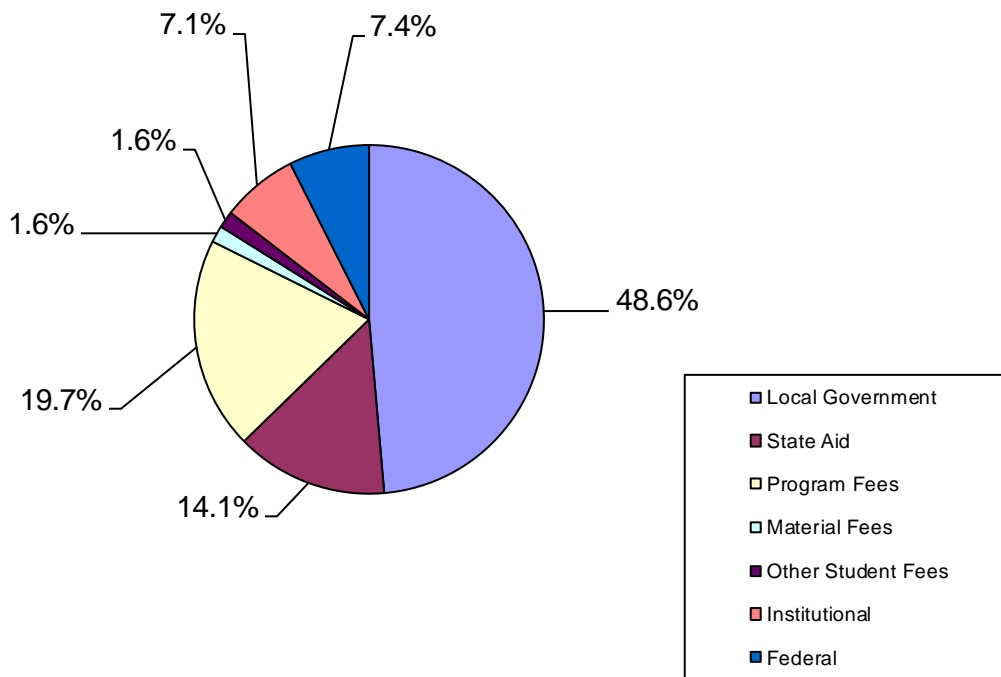
Southwest Wisconsin Technical College
Classification Breakdown by Fund

		Spec. Rev.	Spec. Rev.	Capital	Debt		Internal	
	General	Operational	Non-Aidable	Projects	Service	Enterprise	Service	Total
Personal Services	17,995,810		118,900			414,700		18,529,410
<i>Salaries</i>	12,526,110		75,200			279,100		12,880,410
<i>Fringe</i>	5,469,700		43,700			135,600		5,649,000
Current Expense	4,852,190		8,231,100			9,700	3,950,000	17,042,990
Resale Merchandise						1,225,600	100,000	1,325,600
Capital				2,171,000				2,171,000
Debt Service					5,060,000			5,060,000
Total Expenditures	22,848,000	-	8,350,000	2,171,000	5,060,000	1,650,000	4,050,000	44,129,000

**2013-2014 Expenditures
General - Operational**



**2013-2014 Revenue Sources
General - Operational**



	2013-2014	
Revenues	Budget	Percent
Local Government	10,962,000	48.6
State Aid	3,171,000	14.1
Program Fees	4,440,000	19.7
Material Fees	350,000	1.6
Other Student Fees	350,000	1.6
Institutional	1,600,000	7.1
Federal	1,675,000	7.4
Total Revenues	22,548,000	100.0

Southwest Wisconsin Technical College
Schedule of Long-term Obligations
2013-14 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
Bond (20 years) issued 10/15/08 to Sterne, Agee & Leach, Inc. of Birmingham, AL in the amount of \$8,000,000 for construction of new buildings and remodeling.				
2013-2014	310,000	292,681		602,681
2014-2015	325,000	277,956		602,956
2015-2016	340,000	262,519		602,519
2016-2017	355,000	246,369		601,369
2017-2018	370,000	229,506		599,506
2018-2019	390,000	211,931		601,931
2019-2020	405,000	196,331		601,331
2020-2021	425,000	179,625		604,625
2021-2022	445,000	161,563		606,563
2022-2023	465,000	142,650		607,650
2023-2024	485,000	122,306		607,306
2024-2025	510,000	100,481		610,481
2025-2026	535,000	77,531		612,531
2026-2027	555,000	53,456		608,456
2027-2028	<u>585,000</u>	<u>27,788</u>		<u>612,788</u>
Total Payments Due	6,500,000	2,582,694		9,082,694

Promissory note (5 years) issued 8/3/09 to First Trust Portfolios, L. P. of Lisle, IL in the amount of \$2,000,000 to finance facility improvements, remodeling, and equipment purchases.

2013-2014	<u>400,000</u>	<u>10,000</u>		<u>410,000</u>
Total Payments Due	400,000	10,000		410,000

Bond (20 years) issued 8/3/09 to Robert W. Baird of Milwaukee, WI in the amount of \$23,900,000 for construction of new buildings and remodeling.

2013-2014	890,000	1,124,783	(393,674)	1,621,109
2014-2015	935,000	1,093,633	(382,771)	1,645,862
2015-2016	985,000	1,057,168	(370,009)	1,672,159
2016-2017	1,040,000	1,012,843	(354,495)	1,698,348
2017-2018	1,100,000	963,443	(337,205)	1,726,238
2018-2019	1,155,000	909,543	(318,340)	1,746,203
2019-2020	1,220,000	851,792	(298,127)	1,773,665
2020-2021	1,285,000	788,352	(275,923)	1,797,429
2021-2022	1,335,000	720,247	(252,087)	1,803,160
2022-2023	1,385,000	648,157	(226,855)	1,806,302
2023-2024	1,440,000	571,982	(200,194)	1,811,788
2024-2025	1,495,000	490,982	(171,844)	1,814,138
2025-2026	1,555,000	403,151	(141,103)	1,817,048
2026-2027	1,615,000	308,296	(107,904)	1,815,392
2027-2028	1,680,000	209,781	(73,423)	1,816,358
2028-2029	<u>1,745,000</u>	<u>106,881</u>	<u>(37,408)</u>	<u>1,814,473</u>
Total Payments Due	20,860,000	11,261,034	(3,941,362)	28,179,672

Southwest Wisconsin Technical College
Schedule of Long-term Obligations, Continued
2013-14 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
Promissory note (5 years) issued 8/3/10 to M&I Marshall & Ilsley Bank of Milwaukee, WI in the amount of \$2,000,000 to finance facility improvements, remodeling, and equipment purchases.				
2013-2014	400,000	15,000		415,000
2014-2015	<u>400,000</u>	<u>8,000</u>		<u>408,000</u>
Total Payments Due	800,000	23,000		823,000
Promissory note (5 years) issued 8/2/11 to Robert W Baird of Milwaukee, WI in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2013-2014	500,000	30,000		530,000
2014-2015	500,000	20,000		520,000
2015-2016	<u>500,000</u>	<u>10,000</u>		<u>510,000</u>
Total Payments Due	1,500,000	60,000		1,560,000
Promissory note (5 years) issued 8/1/12 to UMB Bank, N.A. - Kansas City, MO in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2013-2014	500,000	17,500		517,500
2014-2015	500,000	13,750		513,750
2015-2016	500,000	10,000		510,000
2016-2017	<u>500,000</u>	<u>5,000</u>		<u>505,000</u>
Total Payments Due	2,000,000	46,250		2,046,250
Promissory note (5 years) to be issued 8/1/13 to the successful bidder in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2013-2014	500,000	77,083		577,083
2014-2015	500,000	43,750		543,750
2015-2016	500,000	31,250		531,250
2016-2017	500,000	18,750		518,750
2017-2018	<u>500,000</u>	<u>6,250</u>		<u>506,250</u>
Total Payments Due	2,500,000	177,083		2,677,083

Southwest Wisconsin Technical College
Combined Schedule of Long-term Obligations
Summary of Fiscal Year
2013-2014 Budget

Fiscal Year(s)	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
2013-2014	3,500,000	1,567,047	(393,674)	4,673,373
2014-2015	3,160,000	1,457,089	(382,771)	4,234,318
2015-2016	2,825,000	1,370,937	(370,009)	3,825,928
2016-2017	2,395,000	1,282,962	(354,495)	3,323,467
2017-2018	1,970,000	1,199,199	(337,205)	2,831,994
2018-2023	8,510,000	4,810,191	(1,371,332)	11,948,859
2023-2028	10,455,000	2,365,755	(694,468)	12,126,287
2028-2029	<u>1,745,000</u>	<u>106,881</u>	<u>(37,408)</u>	<u>1,814,473</u>
Total Payments Due	\$ 34,560,000	\$ 14,160,061	\$ (3,941,362)	\$ 44,778,699

Southwest Wisconsin Technical College
Debt Limit
2013-2014 Budget Year

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2013 net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2012-13 budget is \$34,560,000. The five (5) percent limit is \$365,391,443.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded"; only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2013-14 budget is \$27,360,000. The two (2) percent limit is \$146,156,577.

Southwest Wisconsin Technical College
Combined Budget Summary
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES				
Local Government	15,585,372	15,729,000	15,602,000	15,602,000
State Aids	3,435,886	3,846,000	3,764,000	3,976,000
Program Fees	4,242,127	4,200,000	4,190,000	4,440,000
Material Fees	355,921	334,000	340,000	350,000
Other Student Fees	549,053	657,000	580,000	600,000
Institutional	6,670,247	7,485,000	7,594,000	7,801,000
Federal	6,971,605	7,757,000	7,220,000	9,175,000
Total Revenues	37,810,211	40,008,000	39,290,000	41,944,000
EXPENDITURES				
Instruction	14,856,601	14,372,000	15,401,000	15,735,000
Instructional Resources	473,142	513,000	459,000	446,000
Student Services	8,625,108	9,227,000	8,745,000	9,955,000
General Institutional	3,347,753	4,227,000	4,005,000	4,011,000
Physical Plant	8,826,204	9,110,000	8,517,226	8,282,000
Auxiliary Services	5,049,172	5,550,000	5,200,000	5,700,000
Total Expenditures	41,177,980	42,999,000	42,327,226	44,129,000
Net Revenue (Expenditures)	(3,367,769)	(2,991,000)	(3,037,226)	(2,185,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	(867,769)	(491,000)	(537,226)	315,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	(1,044,174)	(441,000)	(645,000)	379,000
Reserve for Debt Service	(47,872)	-	7,774	(14,000)
Retained Earnings	57,464	(50,000)	300,000	(50,000)
Reserve for Student Organizations	41,785	-	(200,000)	-
Reserve for Operations	125,028	-	-	-
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	(867,769)	(491,000)	(537,226)	315,000
Beginning Fund Balance	11,509,601	11,129,597	10,641,832	10,104,606
Ending Fund Balance	10,641,832	10,638,597	10,104,606	10,419,606

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College
Combined Budget Summary
2013-2014 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2011-12 <u>Actual*</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate**</u>	2013-14 <u>Budget</u>
REVENUES BY FUND				
General Fund	20,863,648	21,318,000	21,215,000	22,548,000
Special Revenue-Non-Aidable Fund	7,077,832	7,780,000	7,350,000	8,350,000
Capital Projects Fund	107,492	50,000	100,000	50,000
Debt Service Fund	4,654,603	5,060,000	5,025,000	5,046,000
Enterprise Fund	1,534,670	1,850,000	1,650,000	1,850,000
Internal Service Fund	<u>3,571,966</u>	<u>3,950,000</u>	<u>3,950,000</u>	<u>4,100,000</u>
Total Revenue by Fund	<u>37,810,211</u>	<u>40,008,000</u>	<u>39,290,000</u>	<u>41,944,000</u>
EXPENDITURES BY FUND				
General Fund	20,937,106	21,618,000	21,315,000	22,848,000
Special Revenue-Non-Aidable Fund	7,036,047	7,780,000	7,300,000	8,350,000
Capital Projects Fund	3,453,180	2,991,000	3,495,000	2,171,000
Debt Service Fund	4,702,475	5,060,000	5,017,226	5,060,000
Enterprise Fund	1,256,806	1,650,000	1,400,000	1,650,000
Internal Service Fund	<u>3,792,366</u>	<u>3,900,000</u>	<u>3,800,000</u>	<u>4,050,000</u>
Total Expenditures by Fund	<u>41,177,980</u>	<u>42,999,000</u>	<u>42,327,226</u>	<u>44,129,000</u>

*Actual is presented on a budgetary basis.

**Estimate is based upon 10 months of actual and 2 months of estimate.

DISTRICT PROFILE

Southwest Wisconsin Technical College District is located primarily within the counties of Crawford, Grant, Iowa, Lafayette, and Richland. The College is organized along public school district lines and encompasses 30 public school districts. There is one centrally located campus at Fennimore.

PROGRAMS OFFERED

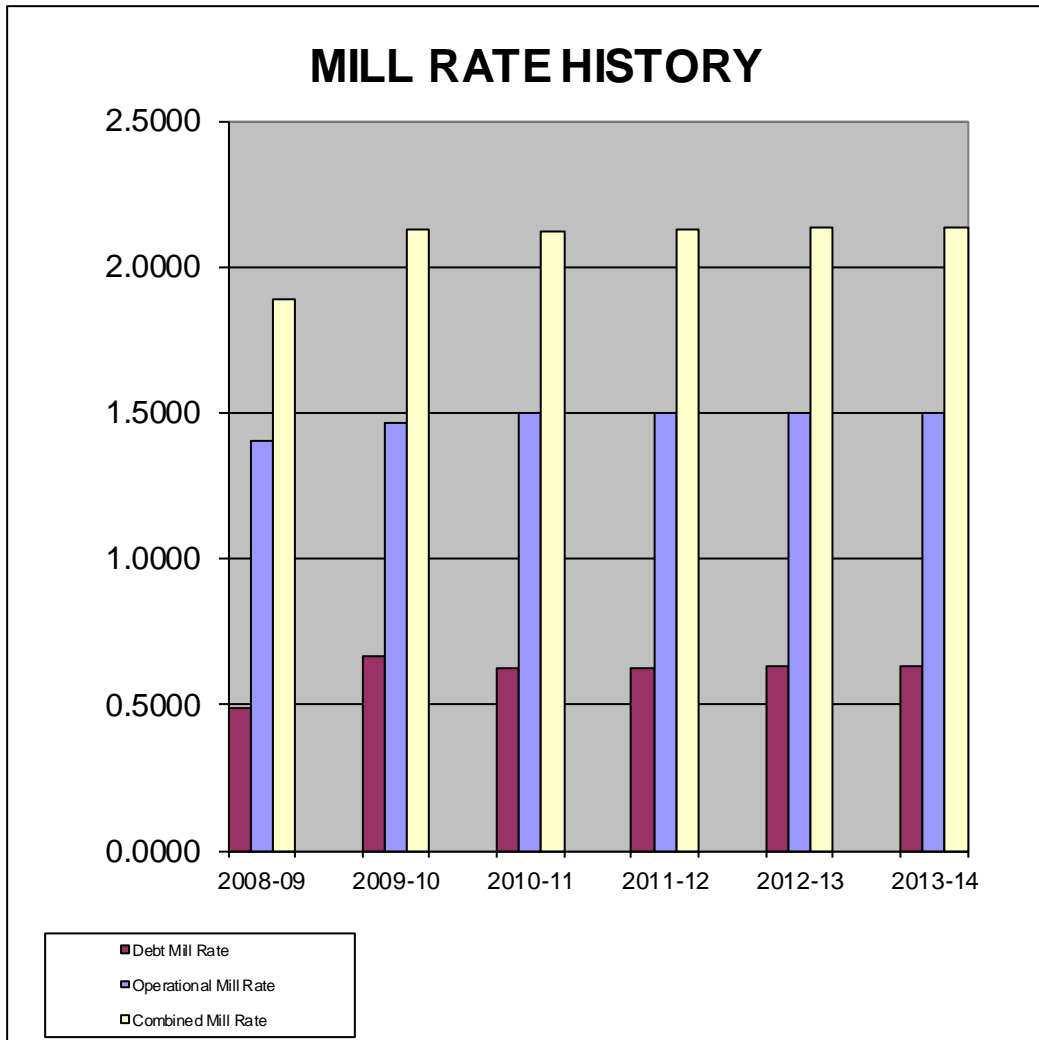
Accounting	Associate Degree
Accounting Assistant	One-year Technical Diploma
Administrative Professional	Associate Degree
Agri-business/Science Technology	Associate Degree
Agricultural Power & Equipment Technician	Two-year Technical Diploma
Auto Collision Repair & Refinish Technician	One-year Technical Diploma
Automotive Technician	Two-year Technical Diploma
Bricklaying and Masonry	One-year Technical Diploma
Building Trades-Carpentry	One-year Technical Diploma
Business Management	Associate Degree
Child Care Services	One-year Technical Diploma
CNC Setup/Operator	One-year Technical Diploma
Cosmetology	Short-term Technical Diploma
Criminal Justice – Law Enforcement	Associate Degree
Criminal Justice – Law Enforcement Academy	Short-term Technical Diploma
Culinary Arts	Associate Degree
Culinary Management	Associate Degree
Culinary Specialist	One-year Technical Diploma
Dairy Herd Management	One-year Technical Diploma
Dental Assistant	Short-term Technical Diploma
Early Childhood Education	Associate Degree
Electrical Power Distribution	One-year Technical Diploma
Electromechanical Technology	Associate Degree
Engineering Technologist	Associate Degree
Esthetician	One-year Technical Diploma
Farm Business and Production Management	Short-term Technical Diploma
Food Production Assistant	Short-term Technical Diploma
Golf Course Management	Associate Degree
Graphic and Web Design	Associate Degree
Human Services Associate	Associate Degree
Individual Technical Studies	Associate Degree
IT – Computer Support Technician	One-year Technical Diploma
IT - Network Communication Specialist	Associate Degree
IT - Web & Software Developer	Associate Degree
Marketing	Associate Degree
Medical Assistant	One-year Technical Diploma
Medical Coding Specialist – Online	Short-term Technical Diploma
Medical Laboratory Technician	Associate Degree
Medical Transcription – Online	One-year Technical Diploma
Midwife (Direct Entry)	Associate Degree
Nursing Assistant	Short-term Technical Diploma
Nursing – Associate Degree	Associate Degree
Office Aide	Short-term Technical Diploma
Office Support Specialist	One-year Technical Diploma
Pharmacy Technician (collaborative w/Lakeshore Tech College)	One-year Technical Diploma
Physical Therapist Assistant	Associate Degree
Respiratory Therapist (collaborative w/WTC-La Crosse)	Associate Degree
Welding	One-year Technical Diploma

SPECIAL OFFERINGS

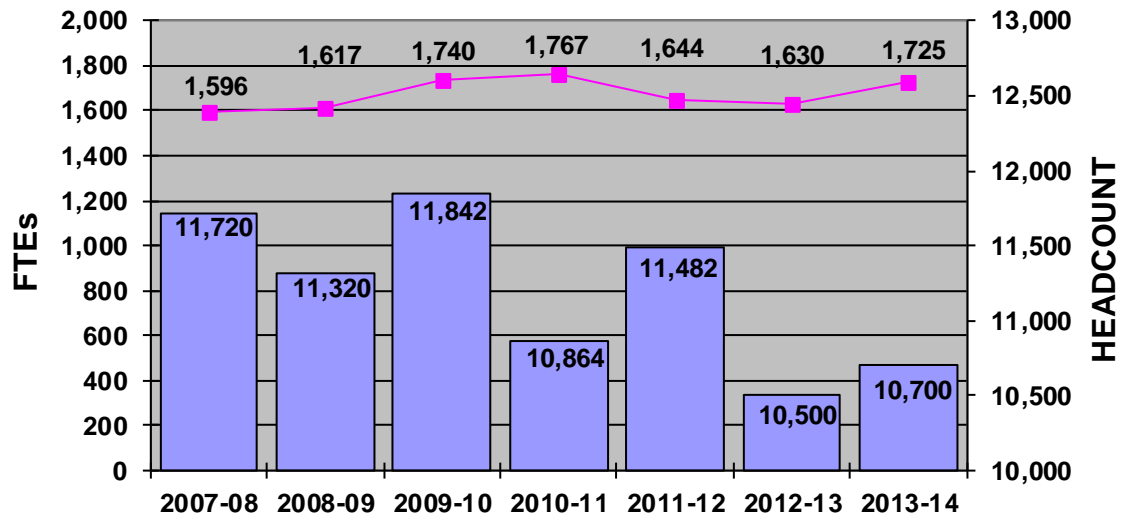
- Auctioneer Continuing Education
- Barber/Cosmetologist Instructor Certificate
- Barber/Cosmetologist Manager's License
- Basic Scooter Riding Course
- Construction Electrician Apprenticeship
- Driver Education
- Emergency Medical Services/First Responder Courses
- Farm Training Workshops/Seminars/Conferences
- Finance Certificate
- Fire Safety Courses
- Golf Course Management Advanced Certificates
- Industrial Electrician Apprenticeship
- Information Security Specialist Certificate
- Insurance Prelicensing and Continuing Education
- IV Therapy
- Jail Academy (160-hours)
- Juvenile AODA
- Law Enforcement Training
- Miners Safety
- Motorcycle Safety
- Nail Technician/Manicurist Certificate
- OSHA Training
- Plumbing Apprenticeship
- Point Reduction
- Preschool Credential
- Real Estate Appraisal/Appraisal Continuing Education
- Real Estate Law Prelicensing
- Real Estate Broker Prelicensing
- Real Estate Continuing Education
- Reproduction Techniques Advanced Certificate
- Responsible Beverage Server
- Traffic Safety – Group Dynamics
- Traffic Safety – Multiple Offender
- Traffic Safety – Point Reduction
- Technical Studies – Journey worker Associate of Applied Science
- Tractor Safety
- Web Development Certificate

ONLINE LEARNING COURSES

- Accounting 1
- Accounting 2
- Advanced Clinical Medical Terminology
- Advanced Medical Transcription
- Applied Pharmacology
- Basic Business Law
- Blueprint Reading for Plumbers
- Body Structure and Function
- Business Management Strategies
- College Algebra with Applications
- Comp TIA A+ Essentials
- CPT Coding
- Credit Analysis
- Debtor/Creditor Relations
- Developing a Business Plan
- Developmental Psychology
- Driver Education Theory
- ECE: Art Music & Language Arts
- ECE: Admin an ECE Program
- ECE: Child Development
- ECE: Children with Different Abilities
- ECE: Curriculum Planning
- ECE: Family and Community Relations
- ECE: Foundations of ECE
- ECE: Guiding Child Behavior
- ECE: Health, Safety & Nutrition
- ECE: Preschool Capstone
- Economics
- Elementary Algebra with Applications
- Employment/Administrative Law
- Financial Institutions Marketing
- Fundamentals of Chemistry
- Fundamentals of English
- Health Care Reimbursement
- Human Diseases/Health Professions
- ICD-9-CM Coding
- Intermediate Algebra with Applications
- Intro to Healthcare Computing
- Intro to Ethics: Theory & Application
- Introduction to Business
- Introduction to Diversity Studies
- Introduction to the Health Record
- Introduction to Human Resource Mgmt
- Introduction to Psychology
- Introduction to Sociology
- Introductory Statistics
- Investments
- IT Concepts
- Law of Sales
- Management Principles
- Marketing Principles
- Marriage & Family
- Math w/Business Applications
- Medical Business Issues
- Medical Terminology
- Medical Transcription
- Microsoft Office 2010
- Microsoft Word
- Negotiable Instruments
- Nursing Assistant
- Nutrition
- OB/Medication Management
- Operations for Depository Institutions
- Oral/Interpersonal Communication
- Pharmacology for Medical Transcription
- Principles of Bank Operations
- Principles of Finance
- Professional Development
- Race, Ethnic and Diversity
- Responsible Beverage Service
- Risk Management
- Selling Principles
- Technical Communication for Health Occupations
- Technical Reporting
- Thinking Critically/Creatively
- Well Woman Gynecology
- Written Communication



Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2008-09 Actual	7,467,594,427	1.4046	0.4856	1.8902
2009-10 Actual	7,518,999,479	1.4647	0.6650	2.1297
2010-11 Actual	7,443,586,863	1.5000	0.6234	2.1234
2011-12 Actual	7,392,536,724	1.5000	0.6277	2.1277
2012-13 Actual	7,307,828,856	1.5000	0.6349	2.1349
2013-14 Projected	7,307,828,856	1.5000	0.6349	2.1349



	2007-08	2008-09	2009-10	2010-11	2011-12	Est 2012-13	Budget 2013-14
Post-Secondary	1,294	1,325	1,436	1,482	1,377	1,365	1,450
Vocational Adult	106	94	96	94	103	100	105
Non-Postsecondary	196	198	207	191	163	164	169
Community Services	0	0	1	0	1	1	1
Total FTE	1,596	1,617	1,740	1,767	1,644	1,630	1,725
Headcount	11,720	11,320	11,842	10,864	11,482	10,500	10,700

Southwest Wisconsin Technical College
Notice of Public Hearing
July 1, 2013 – June 30, 2014

A public hearing on the proposed 2013-2014 budget for Southwest Wisconsin Technical College will be held on June 20th at 7:00 p.m. in room 493 at Southwest Wisconsin Technical College, Fennimore, WI. The detailed budget is available for public inspection at the District Business Office.

PROPERTY TAX AND EXPENDITURE HISTORY

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational (2)</u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2009-10	7,518,999,479	1.4647	0.6650	2.1297	12.67
2010-11	7,443,586,863	1.5000	0.6234	2.1234	(0.30)
2011-12	7,392,536,724	1.5000	0.6277	2.1277	0.20
2012-13	7,307,828,856	1.5000	0.6349	2.1349	0.34
2013-14 ⁽¹⁾	7,307,828,856	1.5000	0.6349	2.1349	0.00

<u>Fiscal Year (3)</u>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2009-10	42,796,790	(27.82)	16,013,000	16.26	212.97
2010-11	44,844,957	4.79	15,805,380	(1.30)	212.34
2011-12	41,177,980	(8.18)	15,728,800	(0.48)	212.77
2012-13	42,327,226	2.79	15,601,700	(0.81)	213.49
2013-14	44,129,000	4.26	15,602,000	0.00	213.49

- (1) Fiscal year 2014 equalized valuation is projected to remain unchanged from fiscal year 2013.
- (2) The operational mill rate may not exceed 1.500 per s.38.16 of the Wisconsin Statutes.
- (3) Fiscal years 2009 through 2012 represent actual amounts; 2013 is estimated; 2014 is the proposed budget.

Budget/Fund Summary – All Funds

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	10,962,000	-	-	-	4,640,000	-	-	15,602,000
Other Budgeted Revenues	11,586,000	-	8,350,000	50,000	406,000	1,850,000	4,100,000	26,342,000
Total Budgeted Revenues	22,548,000	-	8,350,000	50,000	5,046,000	1,850,000	4,100,000	41,944,000
Budgeted Expenditures	22,848,000	-	8,350,000	2,171,000	5,060,000	1,650,000	4,050,000	44,129,000
Excess of Revenues								
Over Expenditures	(300,000)	-	-	(2,121,000)	(14,000)	200,000	50,000	(2,185,000)
Operations Transfers	300,000	-	-	-	-	(300,000)	-	-
Proceeds from Debt	-	-	-	2,500,000	-	-	-	2,500,000
Est. Fund Balance								
07/01/13	5,649,262	-	200,131	(347,846)	1,286,092	3,230,066	86,901	10,104,606
Est. Fund Balance								
06/30/14	5,649,262	-	200,131	31,154	1,272,092	3,130,066	136,901	10,419,606

Southwest Wisconsin Technical College
Notice of Public Hearing
Budget Summary - General Fund
Fiscal Year 2013-2014

	2011-12 <u>Actual⁽⁴⁾</u>	2012-13 <u>Budget</u>	2012-13 <u>Estimate⁽⁵⁾</u>	2013-14 <u>Budget</u>	
REVENUES					
Local Government	10,945,372	11,089,000	10,962,000	10,962,000	
State Aids	3,046,624	3,031,000	2,980,000	3,171,000	
Program Fees	4,242,127	4,200,000	4,190,000	4,440,000	
Material Fees	355,921	334,000	340,000	350,000	
Other Student Fees	345,777	407,000	330,000	350,000	
Institutional	1,296,355	1,500,000	1,693,000	1,600,000	
Federal	631,472	757,000	720,000	1,675,000	
Total Revenues	20,863,648	21,318,000	21,215,000	22,548,000	
EXPENDITURES					
Instruction	14,393,404	14,128,000	14,300,000	15,170,000	
Instructional Resources	326,949	362,000	359,000	362,000	
Student Services	1,589,061	1,447,000	1,445,000	1,605,000	
General Institutional	2,859,616	3,407,000	3,405,000	3,304,000	
Physical Plant	1,768,076	2,274,000	1,806,000	2,407,000	
Total Expenditures	20,937,106	21,618,000	21,315,000	22,848,000	
Net Revenue (Expenditures)	(73,458)	(300,000)	(100,000)	(300,000)	
OTHER SOURCES (USES)					
Operating Transfer In (Out)	198,486	300,000	100,000	300,000	
Total Resources (Uses)	125,028	-	-	-	
TRANSFERS TO (FROM) FUND BALANCES					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	125,028	-	-	-	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	125,028	-	-	-	
Beginning Fund Balance	5,524,234	5,750,233	5,649,262	5,649,262	
Ending Fund Balance	5,649,262	5,750,233	5,649,262	5,649,262	
EXPENDITURES BY FUND					
					%Change ⁽⁶⁾
General Fund	20,937,106	21,618,000	21,315,000	22,848,000	5.69
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,036,047	7,780,000	7,300,000	8,350,000	7.33
Capital Projects Fund	3,453,180	2,991,000	3,495,000	2,171,000	(27.42)
Debt Service Fund	4,702,475	5,060,000	5,017,226	5,060,000	-
Enterprise Fund	1,256,806	1,650,000	1,400,000	1,650,000	-
Internal Service Fund	3,792,366	3,900,000	3,800,000	4,050,000	3.85
Total Expenditures by Fund	41,177,980	42,999,000	42,327,226	44,129,000	2.63
REVENUES BY FUND					
General Fund	20,863,648	21,318,000	21,215,000	22,548,000	5.77
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,077,832	7,780,000	7,350,000	8,350,000	7.33
Capital Projects Fund	107,492	50,000	100,000	50,000	-
Debt Service Fund	4,654,603	5,060,000	5,025,000	5,046,000	(0.28)
Enterprise Fund	1,534,670	1,850,000	1,650,000	1,850,000	-
Internal Service Fund	3,571,966	3,950,000	3,950,000	4,100,000	3.80
Total Revenue by Fund	37,810,211	40,008,000	39,290,000	41,944,000	4.84

(4) Actual is presented on a budgetary basis.

(5) Estimate is based upon 10 months of actual and 2 months of estimate

(6) (2013-14 Budget - 2012-13 Budget)/2012-13 Budget.

***B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000
General Obligation Promissory Notes; and Setting the Sale
Therefor***

Up to \$100,000 will be authorized for paying the cost of site improvements; \$1,243,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,157,000 for paying the cost of acquiring moveable equipment. A copy of the resolution is available below.

Recommendation: Approve the resolution authorizing the borrowing of up to \$2,500,000.

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE ISSUANCE OF
NOT TO EXCEED \$2,500,000 GENERAL OBLIGATION PROMISSORY NOTES; AND
SETTING THE SALE THEREFOR

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 \$1,243,000 for the public purpose of paying the cost of building remodeling and improvement projects; \$1,157,000 for the public purpose of paying the cost of acquiring moveable equipment; and \$100,000 for the public purpose of paying the cost of site improvements, 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 \$1,243,000 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 \$1,157,000 for the public purpose of paying the cost of acquiring moveable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$100,000 for the public purpose of paying the cost of site improvements; 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 TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) 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 TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) (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 Dodgeville Chronicle, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C and incorporated herein by this reference (collectively, the "Notice").

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 Notice 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 June 20, 2013.

James D. Kohlenberg
Chairperson

Attest:

Melissa J. Fitzsimons
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 regular meeting duly called, noticed, held and conducted on June 20, 2013, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,243,000 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 53809, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m.

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

Dated this 20th day of June, 2013.

BY THE ORDER OF THE
DISTRICT BOARD

Melissa J. Fitzsimons
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 regular meeting duly called, noticed, held and conducted on June 20, 2013, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,157,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring moveable equipment.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin 53809, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m.

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

Dated this 20th day of June, 2013.

BY THE ORDER OF THE
DISTRICT BOARD

Melissa J. Fitzsimons
Secretary

EXHIBIT C

NOTICE TO THE ELECTORS

OF THE

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT

CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND VERNON
COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a regular meeting duly called, noticed, held and conducted on June 20, 2013, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$100,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of site improvements.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin 53809, and may be inspected weekdays, except holidays, between the hours of 9:00 a.m. and 4:00 p.m.

Dated this 20th day of June, 2013.

BY THE ORDER OF THE
DISTRICT BOARD

Melissa J. Fitzsimons
Secretary

C. Second Reading of Governance Policy 3.5: Financial Condition

Governance Policy 3.5: Financial Condition was presented to the Board for the first reading on May 23, 2013. This will be the second reading of the policy change. Caleb White will be available at the Board meeting for questions. Policy 3.5 is available electronically with all other Board material.

Recommendation: Approve the second reading of Governance Policy 3.5: Financial Condition as presented.

FINANCIAL CONDITION

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

1. Expend more funds than have been received in the fiscal year without prior Board approval.
2. Indebt the College in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
4. Make any purchase or commit to any expenditure greater than funds available in the contingency fund without Board approval.

Furthermore, the President may not:

1. Make any purchase:
 - a. Without prudent protection against conflict of interest;
 - b. Over \$10,000 without having obtained at least three competitive quotes, if available; and
 - c. Over ~~\$25,000~~ **\$50,000** without receipt of three sealed bids **or proposals**, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code **or the purchase is made via a cooperative purchasing contract whose competitive purchasing process has been recognized as acceptable by the Wisconsin Technical College System.**
2. Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
3. Fail to maintain adequate combined operating fund balance reserves sufficient to provide for an average of two (2) months' operating expenses.
4. Fail to apply for aid from all sources of funding when eligible except when not in the best interests of the College.

Adopted: 1/24/02
Reviewed: 4/24/03, 5/1/07, 10/15/10
Revised: 2/28/08, 10/28/10

Board Monitoring of College Effectiveness

A. Information Technology Report

Lisa Riley, Information Technology Supervisor/Process Improvement Coordinator, will provide a report updating the Board on current and new activities, future directions, and continuous improvement in the Information Technology department. The report will be available at the Board meeting.

B. State of College Report

Duane Ford will present a State of the College report. The Strategic Projects spreadsheet and Other Accomplishments are available below.

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Increase College Access						
Student recruitment and admission process improvement	Review process, improve efficiency and customer service from first inquiry to start of classes for incoming student	Laura Nyberg-Comins, Process Improvement/IT Supervisor	2013 and beyond	On-going	Significant progress. Totally revamped process. Added "document tracking." Revised admissions fees policy. Adding checklists to simplify processes. Improved communications to admitted students.	Admissions letters have been revamped; using CAMS reports to proactively manage the system
Master schedule improvement	Improve schedule development process. Improve schedule to optimize opportunity for students.	Phil Thomas	2013	January 2013	Process mapped; working through first schedule with map; summer and fall 2013 schedule April 1; will consider changes to the process	Completed; moving to continuous improvement phase.
Alternative delivery times	Review and, as appropriate, implement alternative delivery days and times including "late state" courses and nail technology certificate at night.	Phil Thomas, Joyce Czajkowski, Joy Kite	2013	January 2013	Offered courses using alternative times at the Outreach Centers; Started a new section of electro mechanical technician spring semester	Will become a project of the Adult Learner Committee
Outreach site programs/classes	AQIP ACTION PROJECT: Offer classes, programs, and credentials aimed at improved service to time and place bound adult students.	Phil Thomas, Julie Pluerner, Deans	2013 and beyond	January 2013	Offered Computer Applications at Richland Center, Boscobel, and Platteville; Communication class in Dodgeville; and psychology in Richland Center	No credit courses are scheduled at outreach sites for Summer; continuing to look at for Fall 2013. Online course sections are being reviewed for efficiencies.
Program array process	Develop and implement a systematic process for determining what programs we should terminate, expand, or add. Potential programs for review as soon as this process has been developed: general education certificate, child care certificate, customer service certificate, MS Office specialist certificate, general business certificate, sales certificate, dispatch training certificate, supply chain management, digital photography and imaging, and agriculture resource center programming. Seek to identify program clusters that will draw students from in and outside our District.	Phil Thomas	2013	June 2013	Developed process for reviewing new program ideas and for getting to a go-no-go decision; working on process for review of existing programs to make continue, enhance, watch, or suspend decisions.	Process has been completed for review of new and existing programs and is being implemented.

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Low enrollment programs	Complete plans devised by program faculty members with regard to changes directed to increasing enrollment, including changes to the curriculum, co-curriculum, location, mode of delivery, scheduling, marketing, and/or other programmatic features and activities. Take action on these programs.	Duane Ford, Phil Thomas, Caleb White	2013	May 2013	Working to improve process for monitoring student numbers.	Moved away from using Access database to using CAMS data to develop monitoring reports
Bridge programs for adult students	Expand MSSC, computer literacy, Bridges to Health Care, and similar programs focused on helping students into jobs or CTE. Develop new bridges, such as "Bridges2Business Careers."	Phil Thomas, Julie Pluemer, Derek Dachelet, Joyce Czajkowski, Katie Garrity	2013 and beyond	January 2013	Developed bridge programs for manufacturing and business to complement Bridges to Healthcare. Offered in Dodgeville, Richland Center, Prairie du Chien, and on campus. About 45 students served. Gold Collar Certification classes running in Prairie du Chien. Serving 22 students; 100% pass rate on safety module. Working to offer in other cities.	Expanding Gold Collar Certification classes beyond Prairie du Chien; continuing to work on bridge programs for business programs
1+1 with Nicolet for AA/VAS	Implement, market	Phil Thomas, Joyce Czajkowski & Derek Dachelet	2013	August 2013	Continuing to develop. Have hosted and had collaboration meetings with a student services team and an academic affairs team from Nicolet. Have met with admissions officers from UW-Platteville and UW-Madison to clarify how 1+1 graduates will be treated with respect to articulation and transfer to those universities.	Advisors from Nicolet visited Southwest Tech June 10-11; information sessions were offered to the public on June 10 and 11 where Nicolet and Southwest Tech staff were present; articulation and transfer agreements with UW-Platteville (pending signatures) and UW-Madison are being developed.
AAS in Culinary Arts	Obtain approval and implement	Joyce Czajkowski, Jeff Dornbeck	2013	August 2013	Received WTCS State Board approval in March; marketing culinary arts and management	Completed
Health information technology	Develop program to replace Medical Transcription	Katie Garrity, Earla White	2013	August 2013	Program in development	Concept Review approved by State Board May 2013; developing Program Approval phase
Online education strategy and resources	Strategic planning for online education, to include decisions about programming, software, and IT support needed	Phil Thomas	2013	June 2013	Deferred to next year	
Competency-based delivery	Develop supervisory management (pilot) and two manufacturing programs as agreed to for the TAACCCT grant.	Phil Thomas & Joyce Czajkowski	2013 Supervisory Management, 2014-2015 manufacturing programs	2013-2015	Competency based curriculum is under development for Supervisory Management. Have posted an ad for hiring a curriculum development specialist for welding and CNC setup/operator.	Plan to offer Supervisory Management in competency-based model continue to be finalized; a program modification will be submitted to System Office; scheduled to be offered in this model Spring 2014. A Welding & CNC Setup/Operator curriculum development specialist has been hired.
Esthetician delivery	Develop theory classes online with practical applications courses offered at convenient times	Joyce Czajkowski, Geri Rueter	2013 and 2014	June 2014	Beginning classes are being developed in online format	The last two courses are being developed in an online format; roll out to current salons Spring/Summer 2014

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Direct entry midwife licensing	Develop a business plan and feasibility study. Implement if feasible	Katie Garrity, Sherry Devries, Karyl Nicholson, Paul Bell	2013 and 2014	January 2013 for plan; January 2014 for startup	Deferred	Will not pursue at this time
Wait lists	Explore ways to eliminate wait lists	Phil Thomas and Deans	2013 - on-going	TBD	Continue to review.	Continue to review; exploring feasibility of starting a third section of Welding to run from January - August 2014
Assess continuing education opportunities	Explore the costs/benefits and market for skill and personal enrichment classes	TBD	TBD	TBD	In progress; Gold Collar Certificate is non-credit working on articulation with credit programs.	In progress; working on approaches to understanding this market

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Improve Student Completion and Success						
Learner Success Initiative	POTENTIAL NEW AQIP ACTION PROJECT: Define project, seek HLC approval, implement	Phil Thomas, Student and Academic Affairs Council	2013	TBD	Structure of the initiative has been developed; K-12, Adult, and Retention Teams are identified; LSI Committee also identified.	The K-12 and Adult teams have formed and are starting to meet; retention team is still being formed
Retention	Develop a strategic and comprehensive student retention plan	Phil Thomas, Student and Academic Affairs Council	2013	TBD	Folded into Learner Success Initiative	
Career coaching (career development)	Implement plans for using our newly developed career coaching expertise, assist students with better program choices using career pathways model	Laura Nyberg-Comins	2013	June 2013	Folded into Learner Success Initiative. Become backbone of student services. Had all recruitment, advisors, one student support, 2 ABE instructors, Career Connections, and Foundation Manager certified as Career Development Facilitators. Will integrate with recruitment and advisement.	Focusing on integrating into all aspects of work
Career placement services	Develop plans for comprehensive career placement services. Implement.	Laura Nyberg-Comins	2013-2014	TBD	Hired Mindy Johnson, Career Placement Services	Planning phase is complete; Implementation phase is underway; opened Career Center; added professional career closet, developed brochures, and networking is taking place reviewing processes in place
General education tied to programs	Offer general education courses that are specifically designed for technical programs that require that course; without limiting students' ability to transfer credits to four-year universities.	Joyce Czajkowski, Chantel Hampton, Jessica Brogley, Pete Esser, Julie Pluemer	TBD	TBD	Folded into Learner Success Initiative	
Review remedial education	Exam current and best practices including "clustered alternative delivery classes using a self-paced model as well as online, outreach, and independent study classes; recommend changes	Phil Thomas	TBD	TBD	Folded into Learner Success Initiative	
Credit for prior learning	Develop systems that allow students to obtain advanced standing or transcripted credit for prior life experience and other non-credit courses or experiences; Needed for TAACCCT grant and for accelerated CNC Setup/Operator	Phil Thomas, Deans, Barb Tucker	2013	2013-2015	Have reviewed process. As part of TAACCCT Grant the WTCS colleges are developing an RFP to find organization to help us figure out how to award credit for prior learning in manufacturing. Southwest Tech hiring a curriculum writer who will also figure out how to award credit for prior learning in welding, CNC setup/operator, and other manufacturing programs.	Hired a curriculum specialist for Welding and CNC Set-up/Operator as well as the other manufacturing programs; developed a component for credit for prior learning for the Individualized Technical Studies program.

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
CLEP test site Revised project: Improve Testing Center	Explore opportunity to become a CLEP test site, implement if feasible and desirable (Moved from advance infrastructure) Implement COMPASS; Change processes and IT Systems to allow implementation	Joyce Czajkowski, Laura Nyberg-Comins Laura Nyberg-Comins, Lisa Riley	2014	June 2014	Revise project: Have developed a proposed structure and strategy for testing center	Testing Center completion is targeted for October 1; Will incorporate CLEP, Prometrics, Pearson View, computerized GED, Standard Timing Model (STM - a manufacturing aptitude test); COMPASS will roll out for fall, currently establishing cut scores
Entrepreneurship programming	Identify and support a champion. Explore non-credit and credit options. Explore opportunities for partnership with NICC. Explore grant opportunities.	Joyce Czajkowski, Karyl Nicholson, Duane Ford, Mindy Johnson	2013	TBD	Have obtained a lesson plan that can be incorporated into any program or class. Reviewing "Growth Wheel" program and curriculum in use by Gateway for possible adoption here. Early plan for creating a student club. Mindy Johnson will take over some of the leadership activities needed to advance this project. Mindy and Paul Bell are going through Growth Wheel training.	Leadership moved to Mindy Johnson; meetings occurring with instructors to incorporate lesson plan into current programs. Mindy and Paul completed Growth Wheel Training. Mindy is visiting North Iowa Community College for benchmarking purposes. A Dept. of Commerce Rural Business Opportunity Grant has been submitted focused on a regional approach to entrepreneurship support.

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Strengthen Partnerships						
Dual enrollment in general education	Develop and expand articulation agreements including in general education	Julie Pluemer	2013 and beyond	On-going	Plans underway to develop articulations for dual enrollment in communications and social science. Meetings high school teachers scheduled for April.	Articulation meetings were held with Social Science and Communication instructors from Southwest Tech and the high schools. Moving forward with transcribed credits and agreements in both disciplines. Setting up meetings with individual high schools
K-12 Collaborative innovation grants	Implement grant program to promote collaboration between two or more schools and Southwest Tech for the purpose of advancing CTE	Julie Pluemer	RFP in 2013, grants awarded for 2014	Spring 2013	RFP has been sent out to K-12 Districts. Grant proposals due April 15. \$20,000 will be budgeted in FY 2014 to fund these grants.	Awarded \$10,000 grant to North Crawford/Kickapoo/Riverdale Consortium.
Expand BS completion opportunities on the Southwest Tech campus	Find university partners willing to offer BS completion programs here, particularly in nursing, public safety, and human services	Katie Garrity, Julie Pluemer, Kris Wubben	2013 - 2014	TBD	Continue to explore options with Franklin University. Close to signing a 2+2 agreement with Clarke University in IT	Discussions continuing with potential partners.
Health clinic services	Offer on-campus part-time dental services for the public; explore options for offering additional clinic services.	Duane Ford, Caleb White, Laura Bodenbender, and Katie Garrity	2013-2014	August 2013	The search for appropriate partners continues; we plan to develop an RFP and put it out to support providers.	Still moving forward with development of an RFP; discussions continue with potential partners
Guaranteed admission Revised Project: Improve Articulation	Improve articulation agreements and seek guaranteed admission at key UW universities for 1+1 AA/AS graduates	Phil Thomas, Joyce Czajkowski, Julie Pluemer, Duane Ford	2013	Spring 2013	Have completed initial conversations with UW-Platteville and UW-Madison. Will be following up.	Completed articulation agreements with University of Phoenix for a RN to MSN program and with Franklin University for a RN to BSN program where students will take 44 Franklin credits and complete their BSN. Agreement has been signed with Clarke College's Timesaver Adult Degree program focused on IT programs. Guaranteed admission at UW-Platteville for AA/AS students in process of being signed.
CNC Setup/Operator acceleration	Develop an accelerated CNC Setup/Operator program; explore opportunity to partner with NICC	Phil Thomas, Derek Dachelet, Jason Robbins	2013	TBD	Have partnered with NICC for the formation of the Tri-State Advanced Manufacturing Center for Excellence. Randy Schofield has been hired as executive director with initial goals to develop accelerated, non-credit opportunities that serve industry needs and help drive students into NICC and Southwest Tech credit programs. He will be working with our staff and leader.	Have hired Louise Bradley as the Manufacturing Grant Curriculum Coordinator to develop competency-based curriculum for CNC Setup/Operator and Welding.
CJ-Security agency agreements	Work with Dubuque and Madison security agencies to have a relationship to hire our CJ students	Kris Wubben	2013	TBD	Deferred	

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Program accreditation	Health Information Technology, Medical Laboratory Technician, Physical Therapist Assistant, and Direct Entry-Midwife Programs	Katie Garrity	2012-2014	TBD	Completed site visits with teams from the accrediting agencies for Medical Laboratory Technician and for Physical Therapist Assistant	Health Information Technology program is being developed and will seek accreditation. Medical Laboratory Technician received formal accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The Physical Therapist Assistant program received accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE). The initial application for Direct Entry-Midwife has been submitted to the Midwifery Education Accreditation Council (MEAC).

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Create a Cohesive Culture						
Internal communication	Develop and implement effective, efficient internal communications systems to replace newsletters; tied to Sharepoint review discussion	Derek Dachelet, Laura Nyberg-Comins, Laura Bodenbender, Process Improvement/IT Supervisor	2013	ASAP	Moving forward with Constant Contact, a software that facilitates and allows analytics of digital communication. Completed on-campus training and setup up for key offices. Student Services has created a communications plan to define communications with students.	Continuous process; Constant Contact has been implemented by various departments across campus. Interviewing for full-time Marketing and Public Relations Manager.
Employee handbook	Complete and implement the handbook	Laura Bodenbender	2013	Complete by June 30, 2013, implement thereafter	Approved by District Board at February meeting. Handbook being published.	Completed; implementation in process
New committee structure	Determine what standing committees are needed, complete operating charters for all committees	President's Cabinet Members	2013	June 30, 2013	Have identified the standing committees that are needed. Working on completing charters and identifying membership	Committee charters have been completed; committee site on SharePoint is being redesigned and charters will be uploaded.
Job descriptions	Develop and implement job descriptions for all positions	Laura Bodenbender	2013	June 30, 2013	Initial work in H.R. office completed. Supervisors now being asked to help develop final descriptions.	In progress
Performance evaluation systems	Develop and implement performance evaluation systems	Laura Bodenbender and President's Cabinet Members	2013	July 1, 2013—December 31, 2013	Deans are working on an evaluation system for faculty. H.R. will lead development of a system for support staff after job descriptions have been completed.	Work continues on performance evaluation systems.
50th Anniversary Celebration	Put together planning committee, plan, implement	MJ Dachelet, Betsy Tollefson	Planning 2013-2014, Implement 2015-2018	TBD	Committee charter completed. Invitations to serve as members have been sent out.	Committee met in May; next meeting is scheduled for Fall 2013.
Employee satisfaction survey	Assess employee satisfaction annually. Establish benchmarks for evaluation	Laura Bodenbender and Barb Tucker	2014	TBD	Deferred to fall. Are doing the faculty version of Noel-Levitz which gets faculty view on student satisfaction.	Employee Satisfaction Survey will be conducted January 2014.

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Prioritize Customer Service						
Customer service standards	Develop expectations for customer service	Phil Thomas, Laura Nyberg-Comins, Caleb White	2013	July 1, 2013	Handling through supervision, reviewing standard models and approaches.	Data has been collected, analyzed, and will be presented as part of professional development series in FY 2014.
Improve the online schedule	Current schedule not searchable or user friendly.	IT Supervisor, Mike Steffel	TBD	TBD	Preliminary discussions. Part of website redesign.	Class offerings listed on the website will be fed directly from CAMS on the new website and will feature a search filter.
Student life plan	Develop a comprehensive student life strategy	Laura Nyberg-Comins, Heather Ffrick	2013-2014	TBD	Grant pending that would allow us to survey using tool called "Engage." Helps identify social, cultural, and other barriers to success. Preliminary development of Housing/Activities Manager position.	Focusing on new activities center and resident/student life manager position; will start addressing planning for student leadership, communication, service learning, and resident life

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Advance Infrastructure						
Certification	Develop a program to automate the submission process	Laura Bodenbender, IT Supervisor	TBD	TBD	Project deferred. Proposal to substantially change certification was approved at the March WTCS Board meeting. This will modify our plans.	Project has been completed; spreadsheet to submit certification records to the WTCS Office has been developed.
Curriculum integrity	Assure curriculum is updated and in compliance with WIDS and widely communicated.	Joyce Czajkowski, Derek Dachelet, Katie Garrity, Julie Pluemer	On-going	On-going	WIDS training at January In-Service and at Winter Learning Academy. RFP out for curriculum projects. Technical Skills Attainment (TSA) ready for review and then submission in programs that were ready for this cycle of TSA.	Curriculum projects have been approved for 2013-14; 2012-13 projects have been completed and submitted for review.
Retention software	Review software and implement as appropriate software to assist in the prediction of and early intervention with at-risk students	Joyce Czajkowski, Derek Dachelet, Katie Garrity, IT Supervisor	2014	TBD	Grant pending that would allow us to survey using tool called "Engage." Helps identify social, cultural, and other barriers to success. Proceed from there.	Grant is still pending, implementation will occur when grant funds are received
New website	Replace current platform and content management system	Mike Steffel	2013	TBD	In progress	Timeline will be set by end of June; ERP System Admin./Programmer starting in July.
Non-credit registration	Students cannot register for non-credit classes online.	Lisa Riley	2013	May 2013	In progress	Piloting online non-credit registration this summer. Meeting with Public Safety and Student Services for continuous improvement of the process.
Credit registration	Work out the problem with students who have a prior Southwest Tech record, fully automate system	IT Supervisor, Laura Nyberg-Comins	2013	ASAP	Using online registration. Still a few glitches to correct.	Prerequisites have been streamlined to alleviate some of the issues.
Implement COMPASS	Change processes and IT systems to allow implementation	Laura Nyberg-Comins, Lisa Riley	2013	May 2013	Summer completion expected	Moved to Testing Center project under Improve Student Completion and Success
Prospects document management	Support student recruitment	Jackie Budd	2013	December 2012		A MRS export has been developed using CAMS data for admissions and student services personnel.
Student email	Review options	Judy Gosse	2013	December 2012		Moved to Google Apps for student email the end of May.
ImageNow	Continue to move to paperless records and documents	Dave Friesen	2013	March 2013	In progress	Dave attended a conference for more training; he is currently working with Accounts Payable on imaging and moving forward with other departments.
SharePoint redesign	What do we want and need from SharePoint? Is it the best software?	Jackie Budd	2013	March 2013	Survey of how staff use sharepoint has been completed. Options under review.	Deferred until FY2014
Mosaic implementation	New version of CAMS	Lisa Riley	2014	June 2014		Lisa Riley attending the CAMS Conference mid-June and a timeline will be developed after that conference.

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Eliminate "side" and "shadow" systems	Use our ERP	Barb Tucker, Lisa Riley, & Bob Thompson	2014	June 2014		Ongoing. Student Services has transitioned from using an Access database to using CAMS data for admissions.
Data warehouse	Create a warehouse that will allow people to access and run queries.	TBD	2014-2015	TBD	Preliminary considerations underway	Will work on developing the data elements needed at the Cabinet "In-Treat" in July
Simulated work environment	To support teaching and to apply selling, interviewing, conflict management techniques in as a more realistic approach to learning and application of curriculum.	Joyce Czajkowski, Paul Bell, Karyl Nicholson, Chantel Hampton, Doug Pearson	TBD	TBD	Unsure if faculty is still interested.	Faculty are still interested; Joyce would like to see a "business squad" model implemented that would involve students from a variety of programs.
Expanded Esthetician lab space	Review options and plan	Joyce Czajkowski, Gerri Reuter, Doug Pearson	2013	TBD	Project deferred. Have had some initial conversations, but capital facilities renovation budget will be tight for the next few years. Also, early numbers for fall 2013 enrollments are low.	
Outreach sites	Improved space and infrastructure in those spaces.	Doug Pearson	2013	TBD	Leased space in Darlington High School, O.E. Gray Community Education Center, Platteville; and Spring Gate Mall, Dodgeville. Currently working on minor renovations at Dodgeville site.	Dodgeville Site has been completed.
Campus site improvements	Outdoor dining area and build golf green	Doug Pearson	2013-2014	TBD	Deferred, capital facilities renovation budget will be tight for the next few years.	
Building 400 Student Services renovation		Doug Pearson	Plan 2013; construct 2013	TBD	Planning took place Fall 2012 and construction commenced in Fall 2012	Project was completed Spring 2013
Building 400 Student Activities Center	Renovate 415	Doug Pearson	Plan 2013; construct 2013	TBD	Under construction. Named "Charley's"	Construction complete; final shipment of furniture scheduled for beginning of July.
Building 300 administration area	Renovate	Doug Pearson	Plan 2013; construct 2014	TBD	Due to a tight capital facilities renovation budget, we are currently planning for a phased approach to renovating 300. The first phase may be to expand the culinary kitchen and to renovate the old financial aid, bursar, and administrative services area. We are examining if the next phase will be the administrative area or if it makes more sense to prioritize the library, ASC, and CTL areas.	Remodeling for Culinary Arts and Human Resources renovation scheduled for Summer 2013. Planning for design of the Library, ASC, and CTL will occur in FY 2014.

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Building 300 Library/ASC/CTL	Renovate	Doug Pearson	Plan 2013 or 2014; construct 2015	TBD	See above	Planning included in three-year Facilities Plan for FY2014
Building 500 Cosmetology upgrades	HVAC, workstations, and painting	Doug Pearson	Plan 2013; construct 2014	TBD	Will address these improvements in phases as money is available within the capital facilities budget.	In three-year Facilities Plan, Phase I is included for FY 2015 and Phase II for FY 2016.
PSC internal connector road	Working with national guard.	Doug Pearson	Plan 2013; construct 2013 or 2014	TBD	See three year facilities plan	Waiting for National Guard to have a unit available to do the work.
PSC pole barn	Storage and other space for agriculture, public safety vehicles, etc.	Doug Pearson	2015	TBD	See three year facilities plan	In three-year Facilities Plan, scheduled for FY 2015.
PSC paving	PSC pave lot and drive around EVOC track	Doug Pearson	TBD	TBD	See three year facilities plan	Deferred; not in three-year Facilities Plan
Building 700	Discuss and act on options	Doug Pearson	2015	TBD	See three year facilities plan	In three-year Facilities Plan, planning scheduled for FY 2015.
Bldgs. 100/200 entrance replacement		Doug Pearson	2015	TBD	See three year facilities plan	In three-year Facilities Plan, scheduled for FY 2016.
PSC shooting range improvement	Raise north berm height	Doug Pearson	2014	TBD	See three year facilities plan	Project has been dropped

Project Complete
Project Complete for this Year, but Ongoing

Project Rolled into another Project

Project Deferred
Project Dropped

SOUTHWEST WISCONSIN TECHNICAL COLLEGE - STRATEGIC PROJECTS					Q1	Q2
					3/28/13	6/20/13
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Status	Status
Promote Fiscal Efficiency and Sustainability						
Review Farm Business and Production Management	Develop and implement a strategy for even greater success	Joyce Czajkowski, Derek Dachelet, Deb Ihm	2013	June 2013	Review is still underway.	Implementing plan to move away from program and move to Business & Industry Services model; currently establishing core offerings.
Metrics and dashboards	Develop a set of metrics we will observe and dashboards to observe them with.	Barb Tucker	2013	June 2013	Working on grants dashboard. Will expand to other activities from there.	Plan to determine what data is needed at the July Cabinet "in-treat"
Benchmarking	AQIP ACTION PROJECT: Expand benchmarking to aid in continuous improvement	Barb Tucker	2012-2013	June 2013	Identified peer institutions.	Have standardized peer institutions for IPEDS; Student Satisfaction Survey can be compared with state and national data.
Alternative revenues	Seek and capitalize on grant, contract, and entrepreneurial opportunities	President's Cabinet	On-going	On-going	Hired Julia Henley (50% grant writer/50% grant management) to expand our capacity for writing and managing grants.	End-of-year comparison of ROI to previous year will be done for grants. Metrics have been developed to track different types of contracts.
Employee clinic	Explore options and implement if feasible an employee clinic	Duane Ford, Laura Bodenbender, Katie Garrity, Caleb White	2013	TBD	Have obtained data from WPS needed by Boscobel Area Health Center. Proceeding to develop an RFP.	Continuing to work on developing RFP; connected to RFP for Health Clinic
New textbook models	Evaluate if we should move to ebooks, a rental system, or some other model	Caleb White, Nancy Devlin	2014	December 2014	Reviewing rental possibilities and other options.	Piloting rental option for Summer 2013; piloted e-book option with IT-Network Comm. Spec. students Spring 2013; exploring more e-book options
Process mapping training	President's Cabinet	Phil Thomas, Julie Pluemer	2013		Completed	
Write AQIP System Portfolio	HLC Accreditation renewal	Phil Thomas	2013-2014	May 30, 2014	Have established "champions" for each chapter. Developing writing teams.	Monthly AQIP Portfolio meetings scheduled through May 2014
Align funding with strategic projects	Operations budget, curriculum development funds, professional development funds, etc. need to align with strategic directions and projects	Duane Ford, Phil Thomas, Caleb White	On-going	On-going	In progress as we develop the FY 2014 budget.	Ongoing process. Completed for FY 2014 budget.

In addition to the Strategic Projects, the items listed below have also been accomplished by Southwest Tech students and staff members in FY2013. (This list is not all inclusive.)

Increase College Access

- Developed a new reciprocity agreement with Highland Community College, Freeport, IL, and renewed our reciprocity agreement with Northeast Iowa Community College, Peosta, IA.
- Celebrated Dual Credit Day at Iowa-Grant Schools on April 30.
- Received approval for the Public Safety Complex to serve as a state-certified firefighting exam site.
- Hosted an Open House in the fall where over 1,000 potential students attended and received more than 200 applications.
- Hosted Snapshots for Success where 225 students from 14 area high schools and the HSED/GED program participated.
- Hosted College Preview Day for 150 potential students; 45 applications were received.
- Achieved a 9 percent increase in students enrolled in online courses from FY2011 through FY2013; increased online sections by 11 percent in the same time frame.

Improve Student Completion and Success

- Achieved a 100 percent first-time pass rate for the Registered Nurse licensure exam.
- Achieved a 100 percent pass rate for all students taking the Early Childhood Preschool Credential.
- Three Golf Course Management students competed in the National Junior College Athletic Association Division 3 Men's Golf Championship in June. Aaron Rondon from Janesville finished second in the tournament.
- Foundation awarded 189 scholarships totaling \$102,250 in March 2013.
- Awarded the Wisconsin ACT Career Preparedness Award; received second in the National ACT Career Preparedness competition.
- Met all Outcome Thresholds for the Medical Assisting Education Review Board.

Strengthen Partnerships

- Developed the Tri-State Advanced Manufacturing Center for Excellence in collaboration with Northeast Iowa Community College.
- Collaborated with Grant County Emergency Management and Fennimore Fire Department to receive an \$82,000 grant to train 56 fire and emergency medical service teams in Southwest Wisconsin.

Create a Cohesive Culture

- Reintroduced the Southwest Tech Charger mascot.

Promote Fiscal Efficiency and Sustainability

- Affirmed our Standards & Poor AA- bond rating.

C. Staffing Update

Laura Bodenbender, Human Resources Director, will provide an update on College staffing. A summary is below

POSITION TRACKING July 2012 - June 2013

(RET) = Retired, (Res) = Resigned, (Tra) = Transferred, (NonR) = Non Renewal,
(L/O) = Layoff, (B) = Bumped, (Adj) = Adjunct, (LTE) = Limited Term Employee

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	Helena Robinson (L/O)	WIA Account Manager	Bumped K.Kabat ASC Lab Asst.	7/1/2012	
2	Brian Kitelinger (L/O)	WIA Account Manager	Internal transfer to Jody Millin's pos.	7/1/2012	
3	Julie Pluemer (Tra)	Supervisor for Tchg, Learning, and Academic Outreach		7/1/2012	
4	Doug Phillips (Ret)	Business & Ind. Instructor	Internal transfer Jason Kolbe	7/1/2012	
5	New Position	Advisor	Internal transfer Kari Kabat	7/2/2012	
6	Becky Fernette (Res)	Human Services Instructor	New hire - Julie Antonson	8/6/2012	
7	New Position	Electro Mechanical Instr.	New hire - Joshua Klaas	8/6/2012	
8	New Position	Electro Mechanical Instr.	New hire - Mary Hudson	8/6/2012	
9	New Position	Elec.Power Dist. Asst.(LTE)	Robert Hampton	8/6/2012	
10	New Ltd Term Position	Medical Lab Techn Instr	LTE hire – Brian Simmons	8/6/2012	
11	Kim Wolf (Res)	Fin. Aid/Bursar	New hire – Ashley Crubel	7/30/2012	
12	Temporary Position	College Receptionist	Temp hire - Laura Price	8/28/2012	
13	Sherri Kreul (Res)	Evening Custodial – Lead	New hire - Susann Bischoff	9/24/2012	
14	New Position	MSSC Instructor	New hire - Craig Woodhouse	10/1/2012	
15	Marnie Easler (L/O)	College Receptionist	Exercised bumping rights		
16	Mary Lou Olson (Ret)	Student Records/Serv. Spec.	Internal transfer Marnie Easler	12/10/2012	
17	Jane Roesch (Ret)	Accounts Payable	Internal transfer Ashley Crubel	12/10/2012	
18	Ashley Crubel (Tra)	Fin. Aid/Bursar	New hire – Holly Crubel	12/21/2012	
19	New Position	Assessment Advisor	Internal transfer Danielle Seippel	12/17/2012	

POSITION TRACKING July 2012 - June 2013

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(L/O) = Layoff, (B) = Bumped, (Adj) = Adjunct, (LTE) = Limited Term Employee

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
20	Danielle Seippel (Tra)	Advisor	Internal transfer Pauline Wetter	1/14/2013	
21	New Positions (2)	PT Electro-Mech Asst.	Bart Wood & Scott Wallace	1/14/2013	
22	New Position	Career Placement Spec.	New hire – Mindy Johnson	1/28/2013	
23	Rhonda Walz (Ret)	Career Center Assistant / Testing Specialist		2/1/2013	
24	New LTE Position	Grant Writer Specialist	New hire - Julia Henley	2/12/2012	Grant Funded \$20.32 - \$26.20
25	New LTE (Faculty) Position	Mfg Grant Curriculum Coordinator	New hire-Louise Bradley	6/24/2013	Grant Funded BS or MS
26	New Position (Salaried)	Process Improv. Coord.	Internal transfer Lisa Riley	4/1/2013	Grade 6 \$57,532-\$77,838
27	New Position (Salaried)	Resident Housing & Student Activities Manager	Position on Hold		Grade 7 \$50,376-\$68,156
28	Lisa Riley (Tra)	ERP System Administrator	New hire-Matthew Baute	6/24/2013	Level K \$20.32-\$26.20 per hr.
29	New Position	Dean of Industry, Trades and Agriculture	Internal Transfer Derek Dachelet	4/29/2013	Grade 2 \$86,156-\$116,565
30	Garry Welch (Ret)	HVAC/Plumbing & Heating	New hire-Todd Washburn	6/24/2013	Level K \$20.32-\$26.20 per hr.
31	Lily Long (Ret)	Accounting Instructor	Interviewing		BS \$39,549 - \$66,841 MS \$43,263 - \$72,927
32	Kerry Long (Res)	Accounting Instructor	Interviewing		Same as Above

POSITION TRACKING July 2012 - June 2013

(RET) = Retired, (Res) = Resigned, (Tra) = Transferred, (NonR) = Non Renewal,
(L/O) = Layoff, (B) = Bumped, (Adj) = Adjunct, (LTE) = Limited Term Employee

[illegible]

Information and Correspondence

A. Enrollment Report

The 2012-13 and 2013-14 Comparison FTE Reports are available electronically with all other Board material. Caleb White will be available for any questions.



2011-2012 and 2012-2013 FTE Comparison

Program Type	Program Title	06-11-12 Students	06-10-13 Students	Student Change	06-11-12 FTE	06-10-13 FTE	FTE Change
10	Accounting	51	42	(9)	39.40	35.50	(3.90)
10	Administrative Professional	24	20	(4)	19.30	15.47	(3.83)
10	Agri-Business/Science Technology	40	42	2	32.60	37.03	4.43
10	Business Management	92	94	2	66.50	64.53	(1.97)
10	Medical Laboratory Technician	23	23	-	18.10	19.67	1.57
10	Criminal Justice - Law Enforcement	84	68	(16)	67.13	52.23	(14.90)
10	Culinary Management	33	27	(6)	21.83	17.87	(3.97)
10	Direct Entry Midwife	21	33	12	11.37	18.93	7.57
10	Early Childhood Education	54	48	(6)	42.67	38.67	(4.00)
10	Electro-Mechanical Technology	44	49	5	38.70	43.67	4.97
10	Engineering Technologist	18	23	5	16.73	19.30	2.57
10	Golf Course Management	31	31	-	29.33	29.63	0.30
10	Graphic and Web Design	51	43	(8)	40.26	35.60	(4.67)
10	Human Services Associate	72	59	(13)	45.20	39.70	(5.50)
10	IT-Computer Support Specialist	10	7	(3)	6.47	3.23	(3.23)
10	IT-Network Comm Spec	31	36	5	22.33	25.07	2.73
10	IT-Web Analyst/Programmer	22	30	8	18.13	17.83	(0.30)
10	Individualized Technical Studies	6	3	(3)	3.13	1.57	(1.57)
10	Marketing	-	4	4	-	2.10	2.10
10	Mechanical Design Technician	2	1	(1)	2.13	0.57	(1.57)
10	Nursing - Associate Deg	219	220	1	97.28	106.81	9.53
10	Physical Therapist Assistant	21	36	15	12.53	24.13	11.60
10	Supervisory Management	6	1	(5)	2.33	0.03	(2.30)
10	Technical Studies-Journeyworker	1	-	(1)	0.13	-	(0.13)
	Total Associate Degree	956	940	(16)	653.60	649.14	(4.46)

31	Accounting Assistant	15	13	(2)	12.47	8.87	(3.60)
32	Agricultural Power & Equipment Tech	45	47	2	43.24	41.27	(1.97)
31	Auto Collision Repair & Refinish Tech	32	26	(6)	18.77	17.77	(1.00)
32	Automotive Technician	54	38	(16)	49.00	34.84	(14.17)
31	Cosmetologist	41	42	1	32.31	35.97	3.67
31	Bricklaying and Masonry	9	-	(9)	7.60	-	(7.60)
30	Building Maintenance & Construction	4	2	(2)	1.57	0.07	(1.50)
31	Building Trades - Carpentry	13	14	1	12.90	11.90	(1.00)
30	CNC Setup/Operation	9	7	(2)	4.93	3.87	(1.07)
31	Child Care Services	16	14	(2)	12.37	8.80	(3.57)
30	Criminal Justice-Law Enf Acad	15	15	-	7.90	7.97	0.07
31	Culinary Specialist	13	15	2	9.97	12.30	2.33
31	Dairy Herd Management	21	14	(7)	18.70	14.37	(4.33)
30	Dental Assistant	17	31	14	9.07	16.97	7.90
31	Electrical Power Distribution	22	24	2	19.73	22.93	3.20
50	Electricity (Construction)	7	14	7	0.87	1.73	0.87
31	Esthetician	8	14	6	5.80	10.80	5.00
30	Farm Business & Production Manage	86	80	(6)	19.51	19.56	0.05
50	Industrial Electrician Apprentice	8	12	4	2.00	2.13	0.13
31	Medical Assistant	50	44	(6)	35.87	30.74	(5.13)
30	Medical Coding Specialist	69	68	(1)	25.37	29.10	3.73
31	Medical Transcription	30	14	(16)	14.50	8.63	(5.87)
30	Nursing Assistant	235	277	42	27.30	35.58	8.28
30	Office Aide	9	-	(9)	5.03	-	(5.03)
31	Office Support Specialist	9	4	(5)	7.40	2.80	(4.60)
50	Plumbing Apprentice	16	16	-	2.43	2.40	(0.03)
31	Welding	41	47	6	39.60	40.90	1.30
	Total Technical Diploma	894	892	(2)	446.21	422.27	(23.94)
	Undeclared Majors				268.94	286.16	17.22
	Total	1,850	1,832	(18)	1,368.75	1,357.56	(11.19)
	Percent of Change						0.82%
	Vocational Adult (Aid Codes 42-47)				92.42	89.75	(2.67)
	Community Services				0.57	1.16	0.59
	Basic Skills (Aid Codes 7x)				55.76	40.93	(14.83)
	Basic Skills (Aid Code 78) Remedial				91.08	114.41	23.33
	Grand Total				1,608.58	1,603.81	(4.77)
	Total Percent of Change						-0.30%

2012-2013 and 2013-2014 FTE Comparison

Program Type	Program Title	06-11-12 Students	06-10-13 Students	Student Change	06-11-12 FTE	06-10-13 FTE	FTE Change
10	Accounting	18	23	5	9.77	10.63	0.87
10	Administrative Professional	3	9	6	1.23	3.50	2.27
10	Agri-Business/Science Technology	15	15	-	9.83	7.47	(2.37)
10	Business Management	34	32	(2)	12.97	14.30	1.33
10	Medical Laboratory Technician	11	6	(5)	5.03	2.70	(2.33)
10	Criminal Justice - Law Enforcement	20	28	8	10.30	13.70	3.40
10	Culinary Arts	-	1	1	-	0.20	0.20
10	Culinary Management	12	4	(8)	4.37	1.73	(2.63)
10	Direct Entry Midwife	9	13	4	3.60	5.10	1.50
10	Early Childhood Education	24	18	(6)	11.77	8.37	(3.40)
10	Electro-Mechanical Technology	15	28	13	7.33	13.90	6.57
10	Engineering Technologist	5	14	9	1.27	6.00	4.73
10	Golf Course Management	11	16	5	4.73	8.43	3.70
10	Graphic and Web Design	16	14	(2)	7.13	5.80	(1.33)
10	Human Services Associate	22	24	2	8.60	8.37	(0.23)
10	IT-Computer Support Specialist	2	-	(2)	0.80	-	(0.80)
10	IT-Network Comm Spec	9	15	6	4.03	6.30	2.27
10	IT-Web & Software Developer	-	2	2	-	0.77	0.77
10	IT-Web Analyst/Programmer	11	6	(5)	4.17	2.67	(1.50)
10	Individualized Technical Studies	2	7	5	0.70	3.90	3.20
10	Nursing - Associate Deg	104	128	24	21.23	31.83	10.60
10	Physical Therapist Assistant	12	12	-	4.40	4.33	(0.07)
10	Supervisory Management	1	-	(1)	0.03	-	(0.03)
	Total Associate Degree	356	415	59	133.29	159.99	26.70
31	Accounting Assistant	7	4	(3)	2.20	1.33	(0.87)
32	Agricultural Power & Equipment Tech	20	20	-	11.73	11.43	(0.30)
31	Auto Collision Repair & Refinish Tech	9	10	1	1.80	2.13	0.33
32	Automotive Technician	13	19	6	6.90	8.27	1.37
31	Cosmetology	14	19	5	8.33	10.63	2.30
31	Bricklaying and Masonry	-	2	2	-	0.60	0.60
31	Building Trades - Carpentry	1	-	(1)	0.07	-	(0.07)
31	Child Care Services	2	2	-	0.70	0.80	0.10

30	Criminal Justice-Law Enf Acad	15	22	7	8.00	11.00	3.00
31	Culinary Specialist	2	2	-	0.23	0.43	0.20
31	Dairy Herd Management	1	-	(1)	0.33	-	(0.33)
30	Dental Assistant	1	1	-	0.50	0.07	(0.43)
31	Electrical Power Distribution	-	3	3	-	0.20	0.20
50	Electricity (Construction)	6	1	(5)	0.40	0.10	(0.30)
31	Esthetician	1	-	(1)	0.60	-	(0.60)
50	Industrial Electrician Apprentice	8	11	3	0.53	0.73	0.20
31	Medical Assistant	7	4	(3)	1.13	0.60	(0.53)
30	Medical Coding Specialist	6	1	(5)	1.67	0.17	(1.50)
31	Medical Transcription	3	3	-	0.77	0.90	0.13
30	Nursing Assistant	72	42	(30)	7.37	4.13	(3.23)
31	Office Support Specialist	-	1	1	-	0.20	0.20
50	Plumbing Apprentice	1	1	-	0.10	0.10	-
31	Welding	1	4	3	0.10	0.53	0.43
	Total Technical Diploma	190	172	(18)	53.47	54.37	0.90
	Undeclared Majors				10.93	8.47	(2.46)
	Total	546	587	41	197.69	222.83	25.14
	Percent of Change						12.72%
	Vocational Adult (Aid Codes 42-47)				3.89	4.96	1.06
	Community Services				0.06	0.08	0.02
	Basic Skills (Aid Codes 7x)				0.17	0.57	
	Basic Skills Remedial(Aid Codes 78)				3.69	10.09	6.40
	Grand Total				25.51	238.53	33.02
	Total Percent of Change						16.07%

B. Chairperson's Report

C. College President's Report

1. Board Monitoring Report

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Oath of Office
2. Election of Officers
3. Board Monitoring Schedule
4. Approve Borrowing Resolutions
5. Three-year Facilities Plan
6. Facilities Report

B. Time and Place

Monday, July 8, 2013, at 5:30 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

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

- (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}

B. Approval of Closed Session Minutes from May 23, 2013

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment