



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

### **Regular Meeting**

**June 19, 2014**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

### **BOARD MEETING NOTICE/AGENDA**

Thursday, June 19, 2014

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 19, 2014, 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 Board Meeting of May 22, 2014**

Minutes of the May 22, 2014, Board meeting are included with the electronic Board material.

##### **C. Financial Reports**

###### **1. Purchase Orders 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, Controller, will be at the meeting and available for any questions.

##### **D. Contract Revenue**

Sixty contracts totaling \$408,721.25 in May 2014 will be presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

##### **E. Personnel Items**

Three resignations 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. 2014-15 Budget Approval**

Caleb White will present the 2014-15 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 2014-15 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 \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,000,000 for paying the cost of acquiring moveable equipment. A copy of the resolution is available with the electronic Board material.

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

### **C. Request from the Foundation for \$15,000 in Matching Funds for FY2014 and FY2015**

Duane Ford, Foundation Director, will present a request from the Southwest Wisconsin Technical College Foundation Board of Directors for \$15,000 to match staff donations through payroll deduction in FY2014 and for authorization to provide a similar match in FY2015.

**Recommendation:** Approve the Foundation Board's request.

### **D. Lease with Darlington Community Schools**

The 2014-15 rental agreement with Darlington Community Schools for lease of one classroom space is being presented for approval. The proposed rental agreement is included with the electronic Board material.

**Recommendation:** Approve the 2014-15 lease with Darlington Community Schools for one classroom to be used as an outreach site.

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Information Technology Report**

Lisa Riley, Process Improvement Coordinator/IT Supervisor, will present recent and future department activities. The report will be available at the Board meeting.

### **B. Year-End College Performance Review**

Duane Ford, President, will provide an overview of progress toward the College's Strategic Directions with secondary emphasis on performance relative to the drivers for statutory and performance-based General State Aid funding. The report is available with the electronic Board material.

### **C. Staffing Update**

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

## **INFORMATION AND CORRESPONDENCE**

### **A. Enrollment Report**

The 2013-14 and 2014-15 Comparison FTE and 2014-15 Application Reports are available electronically with all other Board material.



**B. Chairperson's Report**

**C. College President's Report**

1. Biennial Budget Development Committee
2. Special Legislative Committee Meeting – July 24, 2014
3. AQIP Systems Portfolio Submission
4. CAPTE Accreditation

**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 14, 2014, at 5:30 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

**ADJOURN TO CLOSED SESSION**

- A. Compensation & Benefits** {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- B. President's Performance Evaluation** {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- C. Approval of Closed Session Minutes of May 22, 2014**

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The June 19, 2014, 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 19, 2014

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**

The following statement will be read: "The June 19, 2014, 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
- B. Minutes of the Regular Meeting of May 22, 2014
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. 2014-15 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- C. Request from the Foundation for \$15,000 in Matching Funds for FY2014 and FY2015
- D. Lease with Darlington Community Schools

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Information Technology Report
- B. Year-End College Performance Review
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report

D. Other Information Items

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

**ADJOURN TO CLOSED SESSION**

- A. Compensation & Benefits {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- B. President's Performance Evaluation {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- C. Approval of Closed Session Minutes of May 22, 2014

**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](mailto:accom@swtc.edu)}

## ***B. Minutes of the Regular Board Meeting of May 22, 2014***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 22, 2014**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:16 p.m. on May 22, 2014, 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, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Tonya Archie, Laura Bodenbender, Karen Campbell, Joyce Czajkowski, Kelly Kelly, Julie Pluemer, and Phil Thomas. Public present included Rob Callahan, Editor of The Fennimore Times.

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

### **BOARD MEETING NOTICE/AGENDA**

Thursday, May 22, 2014

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

### **AMENDED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 22, 2014, 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
- B. Minutes of the Regular Meeting of May 1, 2014

- 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. Concept Review: Supply Chain Management

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Status Update on 2014-15 Budget
- B. Teaching, Learning & Academic Outreach Update
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

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

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - (1) 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 May 1, 2014

### **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](mailto:accom@swtc.edu)}**

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent Agenda including the May 22, 2014, agenda; May 1, 2014, Board minutes; financial reports; 19 contracts totaling \$24,507; hiring of Richard Ammon as the Dean of Business & General Studies; retirement of Patti Obma, Nursing Instructor; and the Wisconsin Technical College District Boards Association Annual Dues Assessment in the amount of \$19,356.30. Mr. Prange seconded the motion; motion carried.

Joyce Czajkowski, Dean of Business & General Studies, and Tonya Archie, Supply Chain Management Instructor, presented the Concept Review for an associate degree program in

Supply Chain Management. The associate degree program will include two internal certificates and embedded certificates in materials management and logistics. The mean starting salary range is \$19.66 - \$23.61. Employers have already committed to scholarships and internships. The program is projected to start January 2015 and implementation expenses are grant funded through September 2016. Mr. Moyer moved to approve the Concept Review, as presented, for an associate degree in Supply Chain Management. Ms. Mickelson seconded the motion; motion carried.

Kelly Kelly, Controller, updated the Board on the FY2015 budget. Current projections reflect an enterprise fund transfer would be needed to cover \$300,000. Ms. Kelly informed the Board that performance-based funding will start with this upcoming fiscal year's budget and that 10 percent of the state aid would be based on performance-based funding. Ms. Kelly provided an overview of each of the budget funds. The final budget will be presented on June 19 for approval after a public hearing on the budget.

Julie Pluemer, Supervisor, provided the Board with an overview of Teaching, Learning & Academic Outreach. Ms. Pluemer highlighted the different functions of the department including staff development, curriculum, articulation, online learning, technology assistance, WTCS Technical Skill Attainment, K-12 initiatives, Youth Options, and Basic Education. New initiatives this year included GED boot camps, implementing the new GED Test, development of two advisory boards for community education at Platteville and Dodgeville, and development of 52 new dual enrollment opportunities for high school students. This past year the Center served over 1,500 (duplicated) high school students in dual enrollment opportunities; 52 high school students in Youth Options; 1,550 (duplicated) students in online learning; 121 individual GED testers; 310 students at the College's outreach sites; and 186 participants in college preview days.

Laura Bodenbender provided an update on College staffing noting that Richard Ammon, Dean of Business & General Studies, will begin employment with the College on June 30, 2014. Ms. Bodenbender informed the Board that the associate dean for alternative delivery position has been put on hold due to budget constraints.

The Board reviewed the 2013-14 and 2014-15 FTE Reports and the Fall 2014 application reports. Dr. Ford provided an update on the WTCS advocacy campaign; administrative restructuring; visit to Jones County, IA, Regional Educational Center, where a collaboration of public K-12 schools offer advanced Career and Technical Education courses; suggested nominating Kevin Raisbeck, Wisconsin Bank & Trust's Southwest Wisconsin Market President, for the Boards Association Distinguished Alumni Award; and provided information on Wisconsin Act 373 which requires the College to provide Board member contact information to the county clerks.

Mr. Moyer encouraged Board members to attend the July 18 District Boards Association conference where Tama Meli, retiring administrative assistant for the District Boards Association, will be honored.

Mr. Tuescher moved to adjourn to Closed Session with Ms. Fitzsimons seconding the motion. Upon roll call vote where all members voted affirmatively, the meeting was adjourned to Closed Session at 8:45 p.m. The meeting reconvened in Open Session at 9:06 p.m.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting; Ms. Mickelson seconded the motion. The motion carried and the meeting adjourned at 9:07 p.m.

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Darlene Mickelson, Secretary



## ***C. Financial Reports***

### ***1. Expenditures Greater Than \$2500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 05/01/2014 TO 05/31/2014**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<b><u>GENERAL FUND</u></b>				
5/5/2014	6141	Trane US Inc.	9,865.00	Building 1600 AHU Repair
5/27/2014	6151	Trane US Inc.	<u>13,074.71</u>	Trane Service Agreement: System Controlled Unit & Air-cooled Chiller
<b>SUBTOTAL</b>			<b>\$ 22,939.71</b>	
<b><u>CAPITAL FUND</u></b>				
5/15/2014	6149	AT&T	72,527.80	HD ITV Classroom & Cart equipment/install
5/29/2014	6154	Creative Solutions	3,415.18	Carpet replacement - Room 340
5/29/2014	6155	Creative Solutions	<u>13,583.24</u>	Carpet replacement - Cafeteria
<b>SUBTOTAL</b>			<b>\$ 89,526.22</b>	
<b><u>ENTERPRISE FUND</u></b>				
5/2/2014	6139	Nebraska Book Company	<u>10,922.50</u>	2 new registers and barcode printer - Bookstore
<b>SUBTOTAL</b>			<b>\$ 10,922.50</b>	
<b>TOTAL</b>			<b>\$ 123,388.43</b>	

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 05/31/2014

Liability End of Month Balances		
FICA		
Federal Withholding		
State Withholding	19,027.02	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity		
Deferred Compensation		
American Family Insurance	-	
Foundation	-	
PSA Dues	-	
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	380,037.94	
Sick Leave Payable	640,035.96	
Other (Due To)	13,025,096.63	
Total Liability Adjustment	14,064,197.55	
Beginning Treasurers Balance		1,045,915.78
Receipt		
Fund		
1 General	320,270.02	
2 Special Revenue	-	
3 Capital Projects	2,283.01	
4 Debt Service	232,154.67	
5 Enterprise	56,060.24	
6 Internal Service	468,811.99	
7 Financial Aid/Activities	42,542.39	
Total Receipts	1,122,122.32	
Cash Available		2,168,038.10
Expenses		
Fund		
1 General	2,257,855.29	
2 Special Revenue	-	
3 Capital Projects	154,903.29	
4 Debt Service	4,335,096.58	
5 Enterprise	75,442.58	
6 Internal Service	351,224.98	
7 Financial Aid/Activities	55,967.67	
Total Expenses	7,230,490.39	
Treasurers Cash Balance		(5,062,452.29)
Liability Adjustment		14,064,197.55
Cash in Bank		\$9,001,745.26

### ***3. Budget Control***

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 11 Months ended May 2014**

	<b><u>2013-14 Budget</u></b>	<b><u>2013-14 YTD Actual</u></b>	<b><u>2013-14 Percent</u></b>	<b><u>2012-13 Percent</u></b>	<b><u>2011-12 Percent</u></b>	<b><u>2010-11 Percent</u></b>	<b><u>2009-10 Percent</u></b>
General Fund Revenue	22,548,000.00	19,869,663.59	88.12	92.89	90.93	86.52	89.04
General Fund Expenditures	22,848,000.00	19,475,817.89	85.24	88.42	86.10	84.20	86.85
Capital Projects Fund Revenue	2,550,000.00	2,584,412.94	101.35	102.58	101.95	94.42	99.67
Capital Projects Fund Expenditures	2,171,000.00	1,300,039.30	59.88	66.06	79.80	137.81	283.96
Debt Service Fund Revenue	5,046,000.00	414,819.35	8.22	-	4.40	-	-
Debt Service Fund Expenditures	5,060,000.00	5,030,588.48	99.42	39.56	42.60	47.71	30.03
Enterprise Fund Revenue	1,850,000.00	1,515,793.70	81.93	93.67	77.43	111.14	84.29
Enterprise Fund Expenditure	1,650,000.00	1,043,412.50	63.24	83.31	60.54	92.37	92.40
Internal Service Fund Revenue	4,100,000.00	3,619,661.64	88.28	91.82	85.15	87.30	86.55
Internal Service Fund Expenditures	4,050,000.00	3,564,020.99	88.00	86.17	88.02	93.17	88.80
Trust & Agency Fund Revenue	8,350,000.00	7,641,837.00	91.52	96.90	90.27	111.45	122.17
Trust & Agency Fund Expenditures	8,350,000.00	7,716,655.51	92.42	96.90	90.60	111.79	120.04
Grand Total Revenue	44,444,000.00	35,646,188.22	80.20	83.08	80.58	82.14	88.88
Grand Total Expenditures	44,129,000.00	38,130,534.67	86.41	82.25	80.73	88.49	119.94

#### ***D. Contract Revenue***

Sixty contracts totaling \$408,721.25 in May 2014 will be presented for Board approval. The Contract Revenue Report follows.

## 2013-2014 CONTRACTS

5/01/14 through 5/31/14

<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>
03-2014-0001-I-11 Barneveld School District	Driver Education - Classroom	Kris Wubben	19	\$ 1,824.00	No		X	
03-2014-0002-I-11 Barneveld School District	Driver Education - Behind The Wheel	Kris Wubben	22	\$ 6,820.00	No		X	
03-2014-0003-I-11 Benton School District	Driver Education - Classroom	Kris Wubben	17	\$ 1,632.00	No		X	
03-2014-0004-I-11 Benton School District	Driver Education - Behind The Wheel	Kris Wubben	19	\$ 5,890.00	No		X	
03-2014-0005-I-11 Boscobel School District	Driver Education - Classroom	Kris Wubben	44	\$ 4,224.00	No		X	
03-2014-0006-I-11 Boscobel School District	Driver Education - Behind The Wheel	Kris Wubben	41	\$ 12,710.00	No		X	
03-2014-0007-I-11 Cashton School District	Driver Education - Classroom	Kris Wubben	42	\$ 4,032.00	No		X	
03-2014-0008-I-11 Cashton School District	Driver Education - Behind The Wheel	Kris Wubben	40	\$ 12,400.00	No		X	
03-2014-0009-I-11 Cassville School District	Driver Education - Behind The Wheel	Kris Wubben	12	\$ 3,720.00	No		X	
03-2014-0010-I-11 Cuba City School District	Driver Education - Classroom	Kris Wubben	45	\$ 4,320.00	No		X	

03-2014-0011-I-11 Cuba City School District	Driver Education - Behind The Wheel	Kris Wubben	52	\$	16,120.00	No	X
03-2014-0012-I-11 Dodgeville School District	Driver Education - Classroom	Kris Wubben	69	\$	6,624.00	No	X
03-2014-0013-I-11 Dodgeville School District	Driver Education - Behind The Wheel	Kris Wubben	84	\$	26,040.00	No	X
03-2014-0014-I-11 Fennimore School District	Driver Education - Classroom	Kris Wubben	29	\$	2,784.00	No	X
03-2014-0015-I-11 Fennimore School District	Driver Education - Behind The Wheel	Kris Wubben	32	\$	9,920.00	No	X
03-2014-0016-I-11 Highland School District	Driver Education - Classroom	Kris Wubben	12	\$	1,152.00	No	X
03-2014-0017-I-11 Highland School District	Driver Education - Behind The Wheel	Kris Wubben	10	\$	3,100.00	No	X
03-2014-0018-I-11 Iowa Grant School District	Driver Education - Classroom	Kris Wubben	46	\$	4,416.00	No	X
03-2014-0019-I-11 Iowa Grant School District	Driver Education - Behind The Wheel	Kris Wubben	34	\$	10,540.00	No	X
03-2014-0020-I-11 Kickapoo School District	Driver Education - Classroom	Kris Wubben	23	\$	2,208.00	No	X
03-2014-0021-I-11 Kickapoo School District	Driver Education - Behind The Wheel	Kris Wubben	25	\$	7,750.00	No	X
03-2014-0022-I-11 Lancaster School District	Driver Education - Classroom	Kris Wubben	89	\$	8,544.00	No	X
03-2014-0023-I-11 Lancaster School District	Driver Education - Behind The Wheel	Kris Wubben	91	\$	28,210.00	No	X

03-2014-0024-I-11 North Crawford School District	Driver Education - Classroom	Kris Wubben	26	\$	2,496.00	No	X
03-2014-0025-I-11 North Crawford School District	Driver Education - Behind The Wheel	Kris Wubben	28	\$	8,680.00	No	X
03-2014-0026-I-11 Mineral Point School District	Driver Education - Classroom	Kris Wubben	45	\$	4,320.00	No	X
03-2014-0027-I-11 Mineral Point School District	Driver Education - Behind The Wheel	Kris Wubben	37	\$	11,470.00	No	X
03-2014-0028-I-11 Platteville School District	Driver Education - Classroom	Kris Wubben	83	\$	7,968.00	No	X
03-2014-0029-I-11 Platteville School District	Driver Education - Behind The Wheel	Kris Wubben	75	\$	23,250.00	No	X
03-2014-0030-I-11 Potosi School District	Driver Education - Behind The Wheel	Kris Wubben	26	\$	2,496.00	No	X
03-2014-0031-I-11 River Ridge School District	Driver Education - Classroom	Kris Wubben	28	\$	2,688.00	No	X
03-2014-0032-I-11 River Ridge School District	Driver Education - Behind The Wheel	Kris Wubben	28	\$	8,680.00	No	X
03-2014-0033-I-11 Seneca School District	Driver Education - Classroom	Kris Wubben	17	\$	1,632.00	No	X
03-2014-0034-I-11 Seneca School District	Driver Education - Behind The Wheel	Kris Wubben	12	\$	3,720.00	No	X
03-2014-0035-I-11 Southwestern School District	Driver Education - Classroom	Kris Wubben	32	\$	3,072.00	No	X
03-2014-0036-I-11 Southwestern School District	Driver Education - Behind The Wheel	Kris Wubben	36	\$	11,160.00	No	X

03-2014-0037-I-11 Wauzeka-Steuben School District	Driver Education - Classroom	Kris Wubben	23	\$	2,208.00	No	X
03-2014-0038-I-11 Wauzeka-Steuben School District	Driver Education - Behind The Wheel	Kris Wubben	20	\$	6,200.00	No	X
03-2014-0047-I-47 3M WAT Grant #03-169-116-114	Machine Shop, Section Z005	Derek Dachelet	4	\$	2,442.00	No	X
	Machine Shop, Section Z006		4	\$	2,442.00	No	X
	Machine Shop, Section Z007		5	\$	2,442.00	No	X
	Certification Welding		15	\$	36,071.41	No	X
	MS 2007 Word Advanced		7	\$	5,792.65	No	X
	MS PowerPoint		17	\$	5,919.70	No	X
03-2014-0069-I-47 Richland Hospital	Heartsaver First Aid/CPR & AED Healthcare Provider Recert	Rita Luna	134	\$	4,690.00	Yes	X
03-2014-0142-I-11 Prairie Du Chien School District	Heartsaver First Aid/CPR & AED	Kris Wubben	13	\$	455.00	Yes	X
03-2014-0146-I-47 Building Automation Products, Inc. WAT Grant #03-175-116-114	Permanence Management	Derek Dachelet	25	\$	6,564.98	No	X
	Lean Principles		28	\$	8,552.52	No	X
03-2014-0161-I-21 Richland County Ambulance	Heartsaver First Aid/CPR & AED	Rita Luna	20	\$	700.00	Yes	X
03-2014-0163-I-47 Cabela's Wholesale, Inc. WAT Grant #03-103-116-114	DISC Communications	Derek Dachelet	60	\$	6,939.30	No	X
	Performance Management		42	\$	4,529.56	No	X
	MS 2010 Beginning Excel		15	\$	4,461.58	No	X
	MS 2010 Intermediate Excel		15	\$	4,461.58	No	X
03-2014-0185-I-41 Lands' End	EPA Refrigerant Certification	Derek Dachelet	4	\$	1,490.00	No	X
03-2014-0194-I-47 Meister Cheese Universal AET WAT Grant #03-197-116-114	Workplace Communications	Derek Dachelet	26	\$	5,780.32	No	X
	Workplace Communications		2	\$	444.64	No	X



03-2014-0211-I-41 Prairie Industries/Nu-Pak, Inc.	Troubleshooting for Maintenance	Derek Dachelet	12	\$	2,415.00	No		X
03-2014-0220-I-42 West Grant Rescue Squad	Narcan Training	Kris Wubben	13	\$	202.36	No		X
03-2014-0221-I-41 Dean Clinic	Healthcare Provider Recert	Kris Wubben	12	\$	435.00	<b>Yes</b>		X
03-2014-0222-I-41 Friendly Frogs Child Care	Heartsaver CPR	Kris Wubben	13	\$	455.00	No		X
03-2014-0223-I-41 Lands' End	EPA Refrigeration Certification Testing	Amy Charles	1	\$	50.00	No	X	
03-2014-0224-I-42 Highland EMS	Healthcare Provider Recert	Kris Wubben	8	\$	280.00	No		X
03-2014-0225-I-41 Wal-Mart	Responsible Beverage Server Training	Kris Wubben	15	\$	400.00	No		X
03-2014-0408-I-11 Fennimore School District	WI Statute 118.15	Julie Pluemer	3	\$	5,612.15	No	X	
03-2014-0410-I-11 Iowa Grant School District	WI Statute 118.15	Julie Pluemer	1	\$	2,395.00	No	X	
03-2014-0412-I-11 Lancaster School District	WI Statute 118.15	Julie Pluemer	1	\$	331.40	No		X
03-2014-0424-I-11 Riverdal School District	WI Statute 118.15	Julie Pluemer	3	\$	5,275.20	No	X	
03-2014-0426-I-11 Southwestern School District	WI Statute 118.15	Julie Pluemer	2	\$	5,064.45	No	X	

03-2014-0430-I-11  
Shullsburg School District

WI Statute 118.15

Julie Pluemer

1

\$ 2,039.15

No

X

03-2014-0432-I-11  
Seneca School District

WI Statute 118.15

Julie Pluemer

1

\$ 847.30

No

X

**TOTAL of all Contracts**      **1,935**    **\$ 415,001.25**

Exchange of Services      179    \$ 6,280.00

For Pay Service      1,756    \$ 408,721.25

### ***E. Personnel Items***

Three resignations are being presented for approval in the Personnel Report. The report is available below.

#### **PERSONNEL REPORT**

**June 19, 2014**

#### **Employment: NEW HIRE**

Name	None to report
------	----------------

#### **PROMOTIONS/TRANSFERS**

None	
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#### **RETIREMENTS / RESIGNATIONS**

Jenny Oyen (Resignation)	Administrative Asst. Public Safety
Donna Marchese (Resignation)	Assessment Specialist
Jessica Brogley (Resignation)	Communications Instructor
Dorie Hopkins-Studnicka (Retirement)	Healthcare Lab Assistant (15.5 years)
Heidi Deininger-Kinney (Resignation)	Association Degree Nursing Instructor

**Recommendation:** Approve the consent agenda.

## **Other Items Requiring Board Action**

### ***A. 2014-15 Budget Approval***

Caleb White will present the 2014-15 budget document at the public hearing prior to the Board meeting. The budget document is available below.

**Recommendation:** Approve the 2014-15 Budget as presented.

# SOUTHWEST TECH BUDGET



## 2014–2015

July 1, 2014 — June 30, 2015



Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809

# INTRODUCTION



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June 2014

Dear Friends:

Southwest Wisconsin Technical College is pleased to present its budget for 2014-2015. If you have questions as you review this document, please contact Southwest Tech's President (608.822.2300) or Fiscal Services Department (608.822.2446).

The section entitled "Current Environment" reports the key assumptions and priorities used in constructing this budget. Therefore, it is a good place to start your review.

New state law changes Southwest Tech's operational property tax levy in two ways. The first change is to the College's operational levy limit. Prior to the 2013 tax year, Southwest Tech's operational levy was limited to \$1.50 per \$1,000 of assessed valuation (1.50 mil). Wisconsin Act 20 (2013) eliminated that limit, replacing it with a new one "equal to the greater of zero percent or the percentage change in the district's equalized value due to the aggregate new construction, less improvements removed."

Based on this new rule and the net new construction within Southwest Tech's District, the College increased its mil rate by an amount sufficient to increase its total operational levy by just under \$90,000 for the 2013 tax year. That amounts to an increase of only about 0.8% relative to the total operational levy.

The second change affects who pays the levy. Per 2013 Wisconsin Act 145, the State of Wisconsin will transfer State funds to the College with a corresponding dollar-for-dollar reduction in the College's operational levy. Taxpayers will see Southwest Tech's 2014 mil rate go down by about 0.88 per thousand. This mechanism by itself will neither increase nor decrease Southwest Tech's total tax revenues.

Tuition for 2014-2015 has been set by the Wisconsin Technical College System Board and is increasing by 3% relative to 2013-2014; the lowest year-over-year percentage tuition increase in the history of the Wisconsin Technical College System. Tuition for the College's career and technical education programs will be \$125.85 per credit hour.

The entire Southwest Tech community looks forward to a fun and productive 2014-2015! Please visit us when you can and bring along a prospective student or financial donor.

Sincerely yours,



Duane M. Ford  
President



Eileen Nickels  
District Board Chairperson



### **College Mission**

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

### **College Vision**

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

### **College Purposes**

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses and other organizations.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education.
4. Provide career pathways and transfer opportunities that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.

### **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.

# College Performance Review

## 2012-2015 Strategic Goals

*Increase College Access*

*Improve Student Completion & Success*

*Strengthen Partnerships*

*Create a Cohesive Culture*

*Prioritize Customer Service*

*Advance Infrastructure (Facilities and Technology)*

*Promote Fiscal Efficiency and Sustainability*

## ***Increase College Access***

*(Bold and Italicized Data is Tied to Performance-Based Funding)*

	2011	2012	2013
<b><i>Student FTE's</i></b>	<b><i>1,767.54</i></b>	<b><i>1,643.8</i></b>	<b><i>1,637.75</i></b>
Student Headcount	10,864	11,482	11,179
Student Headcount in Degree/Diploma/Certificate Programs	1,959	1,840	1,824
<b><i>Number of Degree and Diploma Programs Offered</i></b>	<b><i>53</i></b>	<b><i>53</i></b>	<b><i>50</i></b>
<b><i>Number of ABE Students Enrolled in 12 Hours of Instruction</i></b>	<b><i>409</i></b>	<b><i>308</i></b>	<b><i>352</i></b>
<b><i>Headcount of Special Population Students</i></b>			
<b><i>Students of Color</i></b>	<b><i>612</i></b>	<b><i>631</i></b>	<b><i>631</i></b>
<b><i>Pell Grant Recipients</i></b>	<b><i>883</i></b>	<b><i>830</i></b>	<b><i>802</i></b>
<b><i>Veterans</i></b>	<b><i>50</i></b>	<b><i>43</i></b>	<b><i>32</i></b>
<b><i>Incarcerated</i></b>	<b><i>507</i></b>	<b><i>478</i></b>	<b><i>361</i></b>
<b><i>Dislocated Workers</i></b>	<b><i>318</i></b>	<b><i>154</i></b>	<b><i>110</i></b>
<b><i>Disabled Students</i></b>	<b><i>726</i></b>	<b><i>649</i></b>	<b><i>726</i></b>
<b><i>Displaced Homemaker</i></b>	<b><i>187</i></b>	<b><i>196</i></b>	<b><i>194</i></b>
<b><i>Single Parent</i></b>	<b><i>695</i></b>	<b><i>643</i></b>	<b><i>565</i></b>

## ***Improve Student Completion & Success***

*(Bold and Italicized Data is Tied to Performance-Based Funding)*

	2011	2012	2013
Graduation Rate	36.91%	39.89%	38.38%
<b><i>Number of All Degrees and Certificates Awarded</i></b>	<b><i>723</i></b>	<b><i>734</i></b>	<b><i>700</i></b>
<b><i>Percent of Graduates Placed in Jobs Related to Program of Study</i></b>	<b><i>69.0%</i></b>	<b><i>77.3%</i></b>	<b><i>77.6%</i></b>
<b><i>Number of Degrees and Certificates Awarded in High Demand Fields</i></b>	<b><i>545</i></b>	<b><i>587</i></b>	<b><i>558</i></b>
<b><i>Number of Degree and Diploma Programs with TSA (Technical Skill Attainment)</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>1</i></b>
<b><i>Number of Students Enrolled in ABE, AHS, and ELL who Transition to Post-Secondary Training</i></b>	<b><i>93</i></b>	<b><i>54</i></b>	<b><i>55</i></b>
<b><i>Percent of ABE Students Showing Educational Gains</i></b>	<b><i>44%</i></b>	<b><i>45%</i></b>	<b><i>41%</i></b>

## **Strengthen Partnerships**

*(Bold and Italicized Data is Tied to Performance-Based Funding)*

	2012	2013	2014
Number of Grants per Year	45	55	52
Dollar Amount of Grants per Year	\$1,641,565.00	\$ 2,385,214.31	\$ 2,950,072.21

	2011	2012	2013
<b><i>Contracts Per Year</i></b>	<b><i>Credits</i></b>	<b><i>Credits</i></b>	<b><i>Credits</i></b>
<b><i>Employer Paid</i></b>	<b><i>408.2</i></b>	<b><i>1120.5</i></b>	<b><i>946.55</i></b>
<b><i>Apprenticeship</i></b>	<b><i>117</i></b>	<b><i>150</i></b>	<b><i>178</i></b>
<b><i>Professional Development Seminars</i></b>	<b><i>96.7</i></b>	<b><i>174.3</i></b>	<b><i>373.8</i></b>
<b><i>Customized Instruction</i></b>	<b><i>6,810.30</i></b>	<b><i>8,022.75</i></b>	<b><i>9,698.70</i></b>
<b><i>Summary of all workforce training</i></b>	<b><i>7,432.20</i></b>	<b><i>9,467.55</i></b>	<b><i>10,926.05</i></b>

Dual Enrollment	2011	2012	2013	2014
Advanced Standing Agreements	102	112	115	97
Number of Students Recommended for Advanced Standing	317	397	749	TBD
Transcripted Credit Agreements	48	54	49	74
Number of Students Enrolling in Transcripted Credit Agreements	503	482	614	1,148
<b><i>Total Credits Earned in All Dual Enrollment</i></b>	<b><i>1,357</i></b>	<b><i>1,554</i></b>	<b><i>1,961</i></b>	<b><i>Not Available</i></b>
Four-year Articulation				
Number of Agreements		113	115	122
Number of Universities Under Agreement For At Least One Program		27	27	29
All associate degree programs associated with one or more universities.				

## Create a Cohesive Culture

### 2014 College Employee Satisfaction Results Strengths & Challenges

#### Campus Culture and Policies

Top Strengths	Southwest Tech GAP	Comparison GAP (Two-Year Colleges)
Institution is well-respected in the community	0.96	0.90
Faculty take pride in their work	0.71	0.78
Institution does a good job of meeting the needs of students	1.04	1.03
Staff take pride in their work	0.62	0.81
Institution treats students as its top priority	1.12	1.01
Administrators take pride in their work	0.76	0.85
Institution promotes excellent employee-student relationships	0.76	0.87
<b>Top Challenges</b>		
There is a spirit of teamwork and cooperation at this institution	1.85	1.51
There is good communication between the faculty and the administration at this institution	1.85	1.36
There are effective lines of communication between departments	2.00	1.57
Administrators share information regularly with faculty/staff	1.76	1.33
This institution plans carefully	1.67	1.31
This institution involves its employees in planning for the future	1.66	1.32
There is good communication between staff and the administration at this institution	1.78	1.31
This institution consistently follows clear processes for selecting new employees	1.62	1.19
This institution does a good job of meeting the needs of staff	1.65	1.23

#### Work Environment

<b>Top Strengths</b>		
The employee benefits available to me are valuable	0.85	0.78
I am proud to work at this institution	0.61	0.43
The work I do is valuable to the institution	0.82	0.57
The type of work I do on most days is personally rewarding	0.55	0.45
<b>Top Challenges</b>		
My department has the staff needed to do its job well	1.56	1.41
I have the information I need to do my job well	1.17	0.94
I am paid fairly for the work I do	1.35	1.38

**Strengths:** Identified as items at or above mid-point importance score and at or above top quartile satisfaction score.

**Challenges:** Identified as items above mid-point in importance and in lower quartile of satisfaction scores or in top quartile of gap scores.

**GAP:** Importance score minus Satisfaction score. The smaller the gap, the better the institution is doing at meeting employee expectations. The larger the gap, the greater the discrepancy between what employees expect and their level of satisfaction with the current situation.

## Prioritize Customer Service

### Southwest Tech - Noel Levitz Student Satisfaction Inventory (SSI) Three-Year Comparison

	2012	2013	2014
<b>Organizational Strengths</b>	<b>Gap</b>	<b>Gap</b>	<b>Gap</b>
44. Campus item 4: I feel confident that the skills I have attained prepared me for my career goals.	0.68	0.67	0.73
43. Campus item 3: My overall experience at Southwest Tech has been positive.	0.55	0.59	0.68
42. Campus item 2: Staff on this campus are supportive of students.	0.66	0.6	0.68
20. Students are made to feel welcome here.	0.39	0.28	0.48
38. Most classes deal with practical experiences and applications.	0.55	0.55	0.59
1. The campus staff are caring and helpful.	0.53	0.52	0.51
13. The campus is safe and secure for all students.	0.27	0.31	0.78
34. Faculty are usually available to students outside of class (during office hours, by phone, or by e-mail).	0.4	0.35	0.50
39. On the whole, the campus is well-maintained.	0.12	0.15	0.20
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
24. The equipment in the lab facilities is kept up to date.	0.58	0.53	0.58
28. This campus provides online access to services I need.	0.29	0.31	0.38
36. Tuition paid is a worthwhile investment.	0.7	0.69	0.68
<b>Organizational Challenges</b>	<b>Gap</b>	<b>Gap</b>	<b>Gap</b>
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
9. I am able to register for the classes I need with few conflicts.	0.78	0.77	0.77
41. Campus item 1: Faculty take into consideration student learning styles as they teach a course.	0.85	0.91	1.08
49. Campus item 9: Textbooks and course materials were helpful.	0.74	0.72	0.90
25. Faculty provide timely feedback about my academic progress.	0.84	0.85	1.07
21. The amount of student parking space on campus is adequate.	1.81	1.69	2.18
2. Classes are scheduled at times that are convenient for me.	0.89	0.94	0.91
12. Faculty are fair and unbiased in their treatment of individual students.	0.81	0.74	0.91
37. I seldom get the "run-around" when seeking information on this campus.	0.92	0.97	0.89
35. I receive ongoing feedback about progress toward my academic goals.	0.79	0.91	1.09
3. My academic advisor is available when I need help.	0.79	0.79	0.82



**Employer Survey  
3 Year Trend Summary  
ALL PROGRAMS**

	Number of Responses		
	2011	2012	2013
<b>Total Employers Contacted</b>	148	145	146
<b>Employer Responses</b>	44	59	77
<b>Mastery of knowledge in the field.</b>			
Exceeds / Meets	39	54	67
Nearly Meets / Does Not Meet	4	4	10
<b>Ability to perform technical skills of the profession.</b>			
Exceeds / Meets	39	54	69
Nearly Meets / Does Not Meet	4	5	8
<b>Effectively communicate with co-workers and/or customers.</b>			
Exceeds / Meets	37	55	68
Nearly Meets / Does Not Meet	7	4	9
<b>Relevancy of graduates' skill and/or knowledge base in relationship to real world applications within industry.</b>			
Exceeds / Meets	35	50	63
Nearly Meets / Does Not Meet	7	9	14
<b>Mastery of science, technology, engineering and math skills needed in the field.</b>			
Exceeds / Meets	33	51	57
Nearly Meets / Does Not Meet	4	3	13
<b>Overall preparedness for employment at your company.</b>			
Exceeds / Meets	39	52	67
Nearly Meets / Does Not Meet	5	6	10
<b>How satisfied are you with the graduates' technical</b>			
Very Satisfied / Satisfied	41	58	75
Unsatisfied / Very Unsatisfied	1	1	4
<b>Would you recommend graduates of this program to another employer?</b>			
Yes	41	52	72
No	1	1	1
Maybe	2	6	6
<b>Would you hire a technical college graduate again?</b>			
Yes	41	53	72
No	0	1	0
Maybe	3	5	6
<b>How important is your local technical college(s) to the overall success of your business?</b>			
Very Important / Important	38	49	62
Somewhat Important / Not Important	8	9	14

## ***Advance Infrastructure (Facilities & Information Technology)***

<b>Facilities Projects Completed in Last Three Years</b>	
<b>2011-12</b>	Completed Initial Public Safety Complex
	Constructed Public Safety Building
	Developed a Landscape Master Plan
	Purchased and Installed LED Video Marquee Display Sign
	Replaced Building 100 Roof
	Replaced Building 100 Annex HVAC
	Remodeled Building 600 for Electromechanical Lab
	Installed New Playground at Child Care Center
	Developed Campus Outdoor Walking Trail
<b>2012-13</b>	Renovated Culinary Kitchen / Dining Room and Human Resources Office
	Renovated College Connection to include Student Services, Financial Aid, Career Center, and Bursar's Office
	Renovated Room 415 into Charley's (Student Activity Center)
	Replaced Cracked Sidewalks and Completed Minor Landscaping Projects
<b>2013-14</b>	Replaced Donor Wall
	Replaced Building 200 Roof
	Completed Learning Center Renovation Design
	Moved Electromechanical Lab to Building 1100
	Constructed Shooting Range Storage Building
	Added Second Classroom to Platteville Outreach Site
	Moved to and Renovated Dodgeville Outreach Site
	Landscaped Former Playground Area and Digital Sign
	Closed Building 700 Due to HVAC Failure and Age of Building
	Paved Outdoor Walking Path
	Renovated Room 340 into an ITV Classroom

Information Technology Projects Completed in Last Three Years	
2011-12	Continued implementation of the ERP system: CAMS and Dynamics
	Expanded ImageNow in Student Services, Health, and Non-Degree areas
	Implemented E-billing for students
	Implemented online pay advice via the Dynamics BP Portal
	Implemented online registration via MySWTC (Student Portal)
	Moved to management of Student Housing through CAMS
	Moved to management of Student Health records in CAMS
	Implemented Microsoft Reporting Services to manage all campus reports for access by employees
	Expanded campus wireless access
2012-13	Tested and moved into production the Application Portal
	Implemented UniTrends backup appliances
	Developed and tested Continuing Education Portal
	Upgraded student e-mail to Google Apps
	Upgraded technology at outreach sites in Platteville and Dodgeville
	Worked on development of new website
	Purchased and installed new Palo Alto firewall
2013-14	Increased use of TeamViewer to remotely access computers at outreach sites to limit travel costs; also use it to access staff computers to assist with problems and improve resolution timeframe
	Rolled out new website January 2014
	Rolled out Continuing Education Portal September 2014
	Installed Business Analytics software and in the process of implementation
	Researching and testing of Greenshades, an online timesheet solution, that integrates with Dynamics GP; anticipated completion August 2014
	Expanding offerings available via ITV; mobile carts will be setup at the outreach sites
	Set up Degree Audit and will be testing with Student Services before July 1
	Developed and implemented E-brochure
	Enabled Financial Aid module on MySWTC; forms available for students to complete
	Upgraded ITV classroom to HD

## ***Promote Fiscal Efficiency & Sustainability***

<b>Employee FTE</b>			
<b>Employment Type</b>	<b>CY2012</b>	<b>CY2013</b>	<b>CY2014</b>
All Regular FTE	172	179	185
Faculty FTE	85	93	83
Support Staff FTE	69	64	81
Administration FTE	18	22	21
Adjunct FTE	41	24	30
CY – Calendar Year			

<b>Average Cost Per Student FTE</b>			
	<b>2011</b>	<b>2012</b>	<b>2013</b>
Average Cost Per FTE	\$6,196.21	\$6,864.46	\$7,373.48

<b>Operational Results</b>			
	<b>2011</b>	<b>2012</b>	<b>2013</b>
Total Revenue	\$22,432,116	\$20,863,648	\$22,416,183
Total Expenditures	\$21,717,547	\$20,937,106	\$22,800,612

## 2014-2015 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 2013-14 at 1660 full-time equivalent students (FTEs), an increase of approximately 22 FTEs relative to 2012-13. Over the ten-year period from 2004-05 through 2013-14 the college has grown total FTEs served by 11.0 percent. In the face of declining enrollment in the District's high schools, the College's enrollment growth is a significant accomplishment in service to regional students and employers. Due to increases in demand, expanded programming, and a revamped admissions process, the budget for 2014-15 has incorporated expected growth of 2.4 percent to a total of 1700 FTEs.

Budget Priorities / Strategic Projects for 2014-15 include the following:

- Continued implementation of new programming to include
  - Expand 1+1 AA/AS partnership with Nicolet
  - 2+2 BS partnership with Franklin University
  - Cancer Information Management (Applied Associates Degree)
  - Health Information Technology (Applied Associates Degree)
  - Competency based delivery for Supervisory Management (Applied Associates Degree) as well as Welding and CNC Setup/Operator (Technical Diplomas)
  - Electromechanical Instrumentation (Applied Associates Degree) including embedded Maintenance Technician (Technical Diploma)
- Maximize access to training through flexible delivery option of courses and programs at both the Fennimore campus and extended campus sites outside of normal business hours/days
- Expand access to credits for prior learning
- Learner Success Initiative
- Enhance and expand partnerships with secondary and postsecondary school systems
- Foster a customer service culture by establishing customer service as a campus-wide expectation
- Implement business analytics tool
- Create a Learning Center or "one-stop shop" for student academic support services
- Remodel Cosmetology (Technical Diploma) instructional areas
- Implement on-site health and dental clinic through partnership with Crossing Rivers Health
- Use continuous improvement process to improve efficiency and reduce expenditures

The operational budget (general and special revenue funds) for 2014-15 is projected to increase revenue by \$1,558,000 over 2013-14. This is based on generating 1,700 FTEs and includes the associated student fees and state aids. Unadjusted, the local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of 1.5000 or \$1.50 per \$1,000 of property valuation. However, given state investment in property tax reduction per 2013 Wisconsin Act 145, the actual adjusted operation levy is estimated to be .6201 or \$.62 per \$1,000 of property valuation. The \$1,558,000 General Fund budget increase represents a 6.8 percent increase from 2013-14. Wage adjustments for 200 full-time staff and approximately 288 part-time staff, a 2.0 percent rise in health insurance, plus a 5.3% increase in mandatory WRS contributions, require approximately \$400,000 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 additional grant funding, reorganization savings and other adjustments to create a balanced budget.

The 11.0 percent growth in student FTEs over the past ten years has been a credit to the College's ability to balance priorities with limited resources and outside enrollment pressures. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on attracting additional students age 25 years and older.

Our challenge moving forward is how we garner the resources needed to meet the increased demand for technical college trained workers that are so vital to the health of our regional economy.

# FINANCIAL DATA





Southwest Wisconsin Technical College  
Schedule of Full-Time Staff Positions  
2014-2015 Budget Year

<b>Function</b>	<b>2013-2014</b>	<b>2014-2015*</b>
Instructional	135	137
Instructional Resources	3	3
Student Services	19	20
General Institutional	27	25
Physical Plant	14	15
Auxiliary Services	<u>2</u>	<u>2</u>
Total	200	202

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

Position Summary - FTE Basis

<b>Category</b>	<b>2012-13 Actual</b>	<b>2013-14 Budget</b>	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Total 2014-15 Budget</b>
Administrators/Supervisors	15	15	17			17
Teachers	121	133	141			141
Other Staff	<u>98</u>	<u>101</u>	<u>109</u>	<u>5</u>	<u>1</u>	<u>115</u>
<b>TOTAL</b>	233	249	267	5	1	273

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

\*Approximatley 31.9 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.

#### **Local Government**

Local Property Tax Levy Revenue. The debt service mill rate is added to the operational mill rate to get a total mill rate amount. The debt service tax levy is used to pay the principal and interest payments that are due that year. The operational tax levy is used to fund expenditures in the general fund.

#### **State Aids**

State Aids and any other revenue derived from State Government.

#### **Student Fees**

Fees are collected from students for tuition, materials, and miscellaneous items. Tuition and material fee rates are set annually by the Wisconsin Technical College System based upon estimated total operating expenditures of the districts.

**Program Fees:** A charge to recover a portion of the cost of operating the instructional areas other than books and consumable supplies.

**Material Fees:** Charges for instructional materials consumed by the student and/or instructor.

**Other Student Fees:** Other charges to students such as out-of-state tuition, application fees, and community services fees.

#### **Institutional Revenue**

Sales and services, investment income, rentals and other revenues derived from other than governmental sources, except for those more properly coded as other resources.

#### **Federal/State**

Grants, contracts, and any other reimbursements received from federal/state government sources.

### **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.

<b>Instruction</b> 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.
<b>Instructional Resources</b> 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.
<b>Student Services</b> 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.
<b>General Institution</b> This function 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.
<b>Physical Plant</b> 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.
<b>Auxiliary Services</b> This function includes commercial-type activities such as the bookstore, child care center, and vending services.

SWTC PRO FORMA BALANCE SHEET - June 30, 2014

	<u>Governmental Fund Category</u>				<u>Proprietary Fund Cat.</u>			<u>Account Groups</u>		<u>Total Memorandum Only</u>
	<u>General</u>	<u>Spec. Rev Operational</u>	<u>Spec. Rev Non-Aidable</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Fixed Assets</u>	<u>Long-term Debt</u>	
<b>Assets</b>										
Cash/Investments	5,014,833		239,976	1,259,250	1,386,929	2,218,253	885,767			11,005,008
Receivables:										
Property Taxes	2,000,000									2,000,000
Accounts	350,000					100,000				450,000
Due From Other Funds										
Inventory						717,000				717,000
Prepaid Expenses	100,000									100,000
Fixed Assets						50,000		65,550,000		65,600,000
Amount Available in Debt Service Fund(s)									1,259,250	1,259,250
Amount to be Provided for Long-term Debt									35,800,750	35,800,750
<b>Total Assets</b>	<b>7,464,833</b>	<b>-</b>	<b>239,976</b>	<b>1,259,250</b>	<b>1,386,929</b>	<b>3,085,253</b>	<b>885,767</b>	<b>65,550,000</b>	<b>37,060,000</b>	<b>116,932,008</b>
<b>Liabilities</b>										
Accounts Payable	250,000		1,000		600,000	60,000				911,000
Employee Related Payables	800,000		9,000			10,000				819,000
Due to Other Funds										
Deferred Revenues	800,000									800,000
Accrued Self-insurance							400,000			400,000
General Long-term Debt									31,060,000	31,060,000
Compensated Absences/ Unfunded Pension									6,000,000	6,000,000
<b>Total Liabilities</b>	<b>1,850,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>600,000</b>	<b>70,000</b>	<b>400,000</b>	<b>-</b>	<b>37,060,000</b>	<b>39,990,000</b>
<b>Fund Equity</b>										
Investment in Fixed Assets								65,550,000		65,550,000
Retained Earnings						3,015,253	485,767			3,501,020
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,259,250						1,259,250
Reserve for Self-insurance										
Reserve for Student Organizations			229,976							229,976
Unreserved:										
Designated for Operations	5,614,833									5,614,833
Designated for Fund Balance for Subsequent Year					786,929					786,929
<b>Total Fund Equity</b>	<b>5,614,833</b>	<b>-</b>	<b>229,976</b>	<b>1,259,250</b>	<b>786,929</b>	<b>3,015,253</b>	<b>485,767</b>	<b>65,550,000</b>	<b>-</b>	<b>76,942,008</b>
<b>Total Liability &amp; Fund Equity</b>	<b>7,464,833</b>	<b>-</b>	<b>239,976</b>	<b>1,259,250</b>	<b>1,386,929</b>	<b>3,085,253</b>	<b>885,767</b>	<b>65,550,000</b>	<b>37,060,000</b>	<b>116,932,008</b>

Southwest Wisconsin Technical College  
General Fund  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
<b>REVENUES</b>				
Local Government	10,960,920	10,962,000	11,183,000	4,580,000
State Aids	3,487,472	3,171,000	3,410,000	10,850,000
Program Fees	4,138,452	4,440,000	4,200,000	4,623,000
Material Fees	325,104	350,000	330,000	350,000
Other Student Fees	351,829	350,000	375,000	375,000
Institutional	2,250,443	1,600,000	1,900,000	2,300,000
Federal	<u>901,963</u>	<u>1,675,000</u>	<u>1,500,000</u>	<u>1,378,000</u>
Total Revenues	22,416,183	22,548,000	22,898,000	24,456,000
<b>EXPENDITURES</b>				
Instruction	15,810,131	15,170,000	15,170,000	16,872,700
Instructional Resources	340,491	362,000	362,000	371,100
Student Services	1,673,756	1,605,000	1,605,000	1,632,000
General Institutional	3,109,513	3,304,000	3,304,000	3,483,900
Physical Plant	<u>1,866,721</u>	<u>2,407,000</u>	<u>2,407,000</u>	<u>2,396,300</u>
Total Expenditures	22,800,612	22,848,000	22,848,000	24,756,000
Net Revenue (Expenditures)	(384,429)	(300,000)	50,000	(300,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>300,000</u>	<u>300,000</u>	-	<u>300,000</u>
Total Resources (Uses)	(84,429)	-	50,000	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	(84,429)	-	50,000	-
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	(84,429)	-	50,000	-
Beginning Fund Balance	<u>5,649,262</u>	<u>5,649,262</u>	<u>5,564,833</u>	<u>5,614,833</u>
Ending Fund Balance	<u>5,564,833</u>	<u>5,649,262</u>	<u>5,614,833</u>	<u>5,614,833</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  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
<b>REVENUES</b>				
State Aids	442,404	400,000	500,000	500,000
Other Student Fees	227,363	250,000	225,000	250,000
Institutional	230,096	200,000	225,000	250,000
Federal	<u>6,674,358</u>	<u>7,500,000</u>	<u>6,800,000</u>	<u>7,500,000</u>
Total Revenues	7,574,221	8,350,000	7,750,000	8,500,000
<b>EXPENDITURES</b>				
Student Services	<u>7,494,376</u>	<u>8,350,000</u>	<u>7,700,000</u>	<u>8,450,000</u>
Total Expenditures	7,494,376	8,350,000	7,700,000	8,450,000
Net Revenue (Expenditures)	79,845	-	50,000	50,000
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>(250,000)</u>	-	<u>(50,000)</u>	<u>(50,000)</u>
Total Resources (Uses)	(170,155)	-	-	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Student Organizations	<u>(170,155)</u>	-	-	-
Total Transfers To (From) Fund Balance	(170,155)	-	-	-
Beginning Fund Balance	<u>400,131</u>	<u>200,131</u>	<u>229,976</u>	<u>229,976</u>
Ending Fund Balance	<u>229,976</u>	<u>200,131</u>	<u>229,976</u>	<u>229,976</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  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
REVENUES				
Institutional	<u>122,206</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total Revenues	122,206	50,000	50,000	50,000
EXPENDITURES				
Instruction	312,115	565,000	612,000	669,000
Instructional Resources	62,616	84,000	148,000	75,000
Student Services	4,335	-	-	-
General Institutional	600,430	707,000	244,000	600,000
Physical Plant	<u>1,635,935</u>	<u>815,000</u>	<u>1,363,000</u>	<u>1,980,000</u>
Total Expenditures	2,615,431	2,171,000	2,367,000	3,324,000
Net Revenue (Expenditures)	(2,493,225)	(2,121,000)	(2,317,000)	(3,274,000)
OTHER SOURCES (USES)				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Operating Transfer In (Out)	<u>250,000</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>
Total Resources (Uses)	256,775	379,000	233,000	(724,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>256,775</u>	<u>379,000</u>	<u>233,000</u>	<u>(724,000)</u>
Total Transfers To (From) Fund Balance	256,775	379,000	233,000	(724,000)
Beginning Fund Balance	<u>297,154</u>	<u>(347,846)</u>	<u>553,929</u>	<u>786,929</u>
Ending Fund Balance	<u>553,929</u>	<u>31,154</u>	<u>786,929</u>	<u>62,929</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 2014-15 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	25,000	
Agriculture and Industry	469,000	
Health and Service	<u>175,000</u>	
Subtotal Instruction		669,000
Library/Media/Distance Education	<u>75,000</u>	
Subtotal Instructional Resources		75,000
College-wide Computing/Network/Telecommunications and Office Operations	<u>600,000</u>	
Subtotal General Institutional		600,000
Custodial/Physical Plant/Fleet Vehicles and Grounds	78,000	
Signage	-	
New Construction Projects	-	
Remodeling Projects	1,650,000	
Engineering/Architect Fees	125,000	
Classroom/Office Furniture	<u>127,000</u>	
Subtotal for Physical Plant		<u>1,980,000</u>

**TOTAL CAPITAL PROJECTS** **\$ 3,324,000**



Southwest Wisconsin Technical College  
Debt Service Fund  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
<b>REVENUES</b>				
Local Government	4,640,000	4,640,000	4,640,000	4,740,000
State Aids	8,848	405,000	8,000	8,000
Federal Aids	385,086	-	1,000	1,000
Institutional	1,224	1,000	365,000	383,000
Total Revenues	5,035,158	5,046,000	5,014,000	5,132,000
<b>EXPENDITURES</b>				
Physical Plant	5,017,226	5,060,000	5,051,000	5,180,000
Total Expenditures	5,017,226	5,060,000	5,051,000	5,180,000
Net Revenue (Expenditures)	17,932	(14,000)	(37,000)	(48,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	17,932	(14,000)	(37,000)	(48,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Debt Service	17,932	(14,000)	(37,000)	(48,000)
Total Transfers To (From) Fund Balance	17,932	(14,000)	(37,000)	(48,000)
Beginning Fund Balance	1,278,318	1,286,092	1,296,250	1,259,250
Ending Fund Balance	1,296,250	1,272,092	1,259,250	1,211,250

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  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
REVENUES				
Institutional	<u>1,996,511</u>	<u>1,850,000</u>	<u>1,600,000</u>	<u>1,850,000</u>
Total Revenues	1,996,511	1,850,000	1,600,000	1,850,000
EXPENDITURES				
Auxiliary Services	<u>1,961,324</u>	<u>1,650,000</u>	<u>1,400,000</u>	<u>1,600,000</u>
Total Expenditures	1,961,324	1,650,000	1,400,000	1,600,000
Net Revenue (Expenditures)	35,187	200,000	200,000	250,000
OTHER SOURCES (USES)				
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>(300,000)</u>	<u>(300,000)</u>	<u>-</u>	<u>(300,000)</u>
Total Resources (Uses)	(264,813)	(100,000)	200,000	(50,000)
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(264,813)</u>	<u>(100,000)</u>	<u>200,000</u>	<u>(50,000)</u>
Total Transfers To (From) Fund Balance	(264,813)	(100,000)	200,000	(50,000)
Beginning Fund Balance	<u>3,080,066</u>	<u>3,230,066</u>	<u>2,815,253</u>	<u>3,015,253</u>
Ending Fund Balance	<u>2,815,253</u>	<u>3,130,066</u>	<u>3,015,253</u>	<u>2,965,253</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\*\*\*  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
REVENUES				
Institutional	<u>3,992,674</u>	<u>4,100,000</u>	<u>3,800,000</u>	<u>4,100,000</u>
Total Revenues	3,992,674	4,100,000	3,800,000	4,100,000
EXPENDITURES				
Auxiliary Services	<u>3,343,808</u>	<u>4,050,000</u>	<u>3,900,000</u>	<u>4,050,000</u>
Total Expenditures	3,343,808	4,050,000	3,900,000	4,050,000
Net Revenue (Expenditures)	648,866	50,000	(100,000)	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)	648,866	50,000	(100,000)	50,000
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>648,866</u>	<u>50,000</u>	<u>(100,000)</u>	<u>50,000</u>
Total Transfers To (From) Fund Balance	648,866	50,000	(100,000)	50,000
Beginning Fund Balance	<u>(63,099)</u>	<u>86,901</u>	<u>585,767</u>	<u>485,767</u>
Ending Fund Balance	<u>585,767</u>	<u>136,901</u>	<u>485,767</u>	<u>535,767</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.

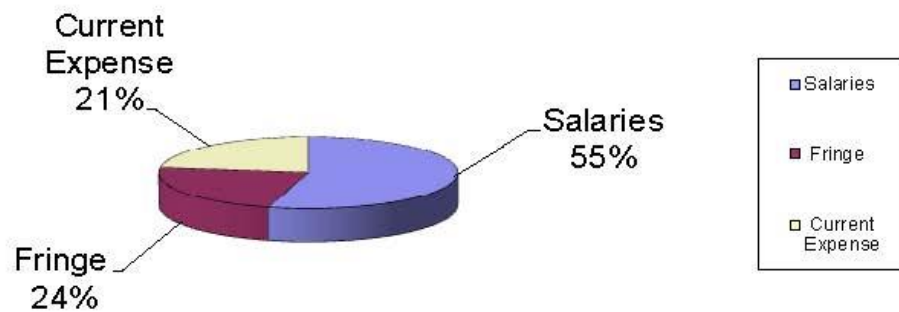
\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

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

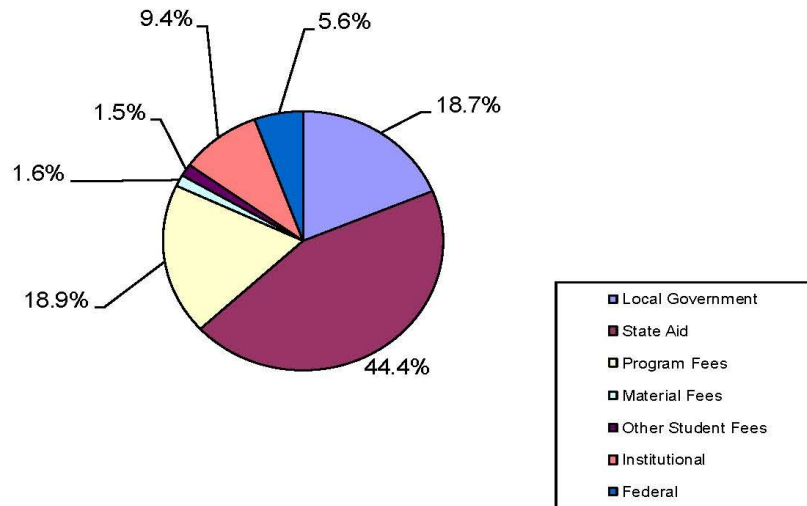
Southwest Wisconsin Technical College  
Classification Breakdown by Fund

		Spec. Rev.	Spec. Rev.	Capital	Debt		Internal	
	General	Operational	Non-Aidable	Projects	Service	Enterprise	Service	Total
Personal Services	19,109,841		50,800			441,200		19,601,841
Salaries	13,450,950		44,000			290,000		13,784,950
Fringe	5,658,891		6,800			151,200		5,816,891
Current Expense	5,646,159		8,399,200			26,300	3,900,000	17,971,659
Resale Merchandise						1,132,500	150,000	1,282,500
Capital				3,324,000				3,324,000
Debt Service					5,180,000			5,180,000
Total Expenditures	24,756,000	-	8,450,000	3,324,000	5,180,000	1,600,000	4,050,000	47,360,000

**2014-2015 Expenditures  
General - Operational**



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



	2014-2015	
Revenues	Budget	Percent
Local Government	4,580,000	18.7
State Aid	10,850,000	44.4
Program Fees	4,623,000	18.9
Material Fees	350,000	1.4
Other Student Fees	375,000	1.5
Institutional	2,300,000	9.4
Federal	1,378,000	5.6
<b>Total Revenues</b>	<b>24,456,000</b>	<b>100.0</b>

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2014-15 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.				
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	6,190,000	2,290,013		8,480,013

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.

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	19,970,000	10,136,251	(3,547,688)	26,558,563

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.

2014-2015	<u>400,000</u>	<u>8,000</u>		<u>408,000</u>
Total Payments Due	400,000	8,000		408,000

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations, Continued  
2014-15 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Federal Subsidy</u>	<u>Total</u>
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.				
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	1,000,000	30,000		1,030,000
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.				
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	1,500,000	28,750		1,528,750
Promissory note (5 years) to be issued 8/1/13 to BOSCO, Inc. in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2014-2015	500,000	40,000		540,000
2015-2016	500,000	30,000		530,000
2016-2017	500,000	20,000		520,000
2017-2018	<u>500,000</u>	<u>10,000</u>		<u>510,000</u>
Total Payments Due	2,000,000	100,000		2,100,000
Promissory note (5 years) to be issued 8/1/14 to the successful bidder in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.				
2014-2015	500,000	76,389		576,389
2015-2016	500,000	43,750		543,750
2016-2017	500,000	31,250		531,250
2017-2018	500,000	18,750		518,750
2018-2019	<u>500,000</u>	<u>6,250</u>		<u>506,250</u>
Total Payments Due	2,500,000	176,389		2,676,389

Southwest Wisconsin Technical College  
Combined Schedule of Long-term Obligations  
Summary of Fiscal Year  
2014-2015 Budget

<b>Fiscal Year(s)</b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Federal Subsidy</u></b>	<b><u>Total</u></b>
2014-2015	3,660,000	1,529,728	(382,771)	4,806,957
2015-2016	3,325,000	1,413,437	(370,009)	4,368,428
2016-2017	2,895,000	1,315,462	(354,495)	3,855,967
2017-2018	2,470,000	1,221,699	(337,205)	3,354,494
2018-2019	2,045,000	1,127,724	(318,340)	2,854,384
2019-2024	8,890,000	4,383,005	(1,253,186)	12,019,819
2024-2029	<u>10,275,000</u>	<u>1,778,347</u>	<u>(531,682)</u>	<u>11,521,665</u>
Total Payments Due	\$ 33,560,000	\$ 12,769,403	\$ (3,547,688)	\$ 42,781,715



Southwest Wisconsin Technical College  
Debt Limit  
2014-2015 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, 2014 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 2014-15 budget is \$33,560,000. The five (5) percent limit is \$369,319,256.

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 2014-15 budget is \$26,160,000. The two (2) percent limit is \$147,727,702.

Southwest Wisconsin Technical College  
Combined Budget Summary  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
<b>REVENUES</b>				
Local Government	15,600,920	15,602,000	15,823,000	9,320,000
State Aids	3,938,724	3,976,000	3,918,000	11,351,000
Program Fees	4,138,452	4,440,000	4,200,000	4,623,000
Material Fees	325,104	350,000	330,000	350,000
Other Student Fees	579,192	600,000	600,000	625,000
Institutional	8,593,154	7,801,000	7,940,000	8,933,000
Federal	<u>7,961,407</u>	<u>9,175,000</u>	<u>8,301,000</u>	<u>8,878,000</u>
Total Revenues	41,136,953	41,944,000	41,112,000	44,080,000
<b>EXPENDITURES</b>				
Instruction	16,122,246	15,735,000	15,782,000	17,541,700
Instructional Resources	403,107	446,000	510,000	446,100
Student Services	9,172,467	9,955,000	9,305,000	10,082,000
General Institutional	3,709,943	4,011,000	3,548,000	4,083,900
Physical Plant	8,519,882	8,282,000	8,821,000	9,556,300
Auxiliary Services	<u>5,305,132</u>	<u>5,700,000</u>	<u>5,300,000</u>	<u>5,650,000</u>
Total Expenditures	43,232,777	44,129,000	43,266,000	47,360,000
Net Revenue (Expenditures)	(2,095,824)	(2,185,000)	(2,154,000)	(3,272,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	2,500,000	2,500,000	2,500,000
Residual Equity Transfer In (Out)	-	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	404,176	315,000	346,000	(772,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	256,775	379,000	233,000	(724,000)
Reserve for Debt Service	17,932	(14,000)	(37,000)	(48,000)
Retained Earnings	384,053	(50,000)	100,000	-
Reserve for Student Organizations	(170,155)	-	-	-
Reserve for Operations	(84,429)	-	50,000	-
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	404,176	315,000	346,000	(772,000)
Beginning Fund Balance	<u>10,641,832</u>	<u>10,104,606</u>	<u>11,046,008</u>	<u>11,392,008</u>
Ending Fund Balance	<u>11,046,008</u>	<u>10,419,606</u>	<u>11,392,008</u>	<u>10,620,008</u>

\*Actual is presented on a budgetary basis.

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

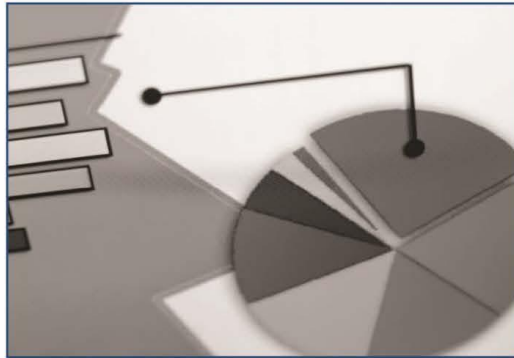
Southwest Wisconsin Technical College  
Combined Budget Summary  
2014-2015 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2012-13 <u>Actual*</u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate**</u>	2014-15 <u>Budget</u>
<b>REVENUES BY FUND</b>				
General Fund	22,416,183	22,548,000	22,898,000	24,456,000
Special Revenue-Non-Aidable Fund	7,574,221	8,350,000	7,750,000	8,500,000
Capital Projects Fund	122,206	50,000	50,000	50,000
Debt Service Fund	5,035,158	5,046,000	5,014,000	5,132,000
Enterprise Fund	1,996,511	1,850,000	1,600,000	1,850,000
Internal Service Fund	3,992,674	4,100,000	3,800,000	4,100,000
Total Revenue by Fund	<u>41,136,953</u>	<u>41,944,000</u>	<u>41,112,000</u>	<u>44,088,000</u>
<b>EXPENDITURES BY FUND</b>				
General Fund	22,800,612	22,848,000	22,848,000	24,756,000
Special Revenue-Non-Aidable Fund	7,494,376	8,350,000	7,700,000	8,450,000
Capital Projects Fund	2,615,431	2,171,000	2,367,000	3,324,000
Debt Service Fund	5,017,226	5,060,000	5,051,000	5,180,000
Enterprise Fund	1,961,324	1,650,000	1,400,000	1,600,000
Internal Service Fund	3,343,808	4,050,000	3,900,000	4,050,000
Total Expenditures by Fund	<u>43,232,777</u>	<u>44,129,000</u>	<u>43,266,000</u>	<u>47,360,000</u>

\*Actual is presented on a budgetary basis.

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

# SUPPLEMENTAL DATA



## 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

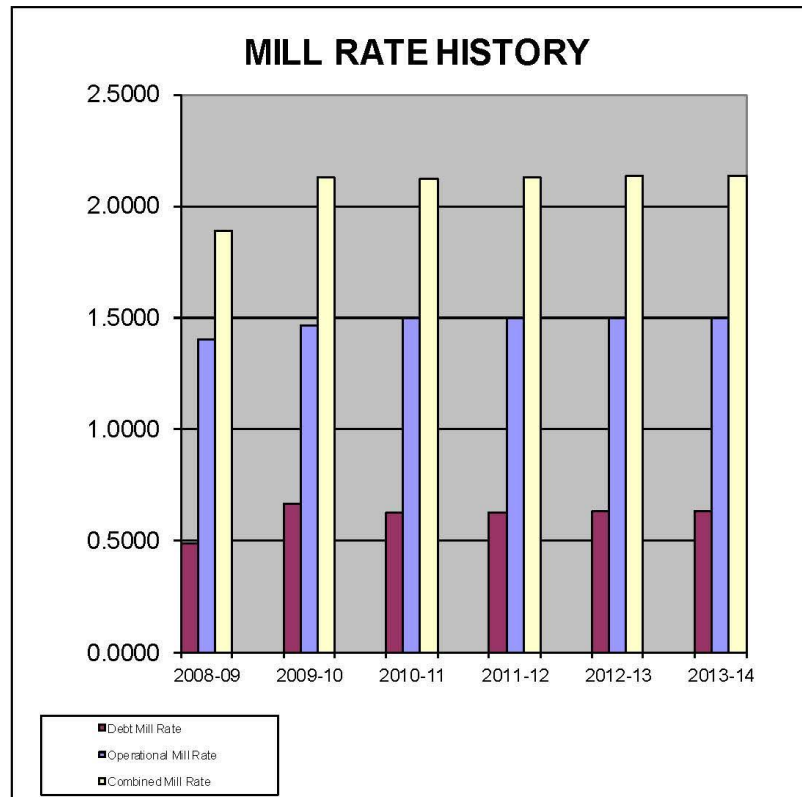
Accounting	Associate Degree
Accounting Assistant	One-year Technical Diploma
Administrative Professional	Associate Degree
Agri-business/Science Technology	Associate Degree
Agricultural Power & Equipment Technician	Two-year Technical Diploma
Auto Collision Repair & Refinish Technician	One-year Technical Diploma
Automotive Technician	Two-year Technical Diploma
Building Trades-Carpentry	One-year Technical Diploma
Business Management	Associate Degree
Cancer Information Management (Online)	Associate Degree
Child Care Services	One-year Technical Diploma
CNC Setup/Operator	One-year Technical Diploma
Construction Electrician Apprenticeship	Technical Certificate of Apprenticeship
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
Electromechanical Technology-Accelerated	Associate Degree
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
Health Information Technology (HIT) (Online)	Associate Degree
Human Services Associate	Associate Degree
Individual Technical Studies	Associate Degree
Industrial Electrician Apprenticeship	Technical Certificate of Apprenticeship
IT – Computer Support Technician	One-year Technical Diploma
IT - Network Communication Specialist	Associate Degree
Laboratory Science Technician	One-year Technical Diploma
Medical Assistant	One-year Technical Diploma
Medical Coding Specialist (Online)	Short-term Technical Diploma
Medical Laboratory Technician	Associate Degree
Midwife (Direct Entry)	Associate Degree
Nursing Assistant	Short-term Technical Diploma
Nursing – Associate Degree	Associate Degree
Office Support Specialist	One-year Technical Diploma
Pharmacy Technician (collaborative w/Lakeshore Tech College)	One-year Technical Diploma
Physical Therapist Assistant	Associate Degree
Plumbing Apprenticeship	Technical Certificate of Apprenticeship
Respiratory Therapist (collaborative w/WTC-La Crosse)	Associate Degree
Supervisory Management (Online)	Associate Degree
Technical Studies-Journeyworker Apprenticeship	Technical Certificate of Apprenticeship
Welding	One-year Technical Diploma

#### **SPECIAL OFFERINGS**

- 3-Wheel Basic Rider Course
- Adverse Weather Driver Training
- Auctioneer Continuing Education
- Cosmetologist Instructor Certificate
- Cosmetologist Manager's License
- Basic Hunting Shotgun, Rifle, or Semi-Auto Rifle Training
- Basic Revolver Training
- Basic Rider Course 2
- Basic Scooter Riding Course
- Beginning Microsoft Excel
- Beginner, Basic, Intermediate, or Advanced Handgun Training
- Birth Doula Labor Support
- Body Structure and Function
- Computer Applications
- Concealed Carry Training
- Driver Education (Theory, Behind-the-Wheel, and For Adults Over 18)
- Emergency Medical Services/First Responder Courses
- Farm Training Workshops/Seminars/Conferences
- Finance Certificate
- Firearms Safety and Awareness
- Fire Safety Courses
- In-Home Care
- Insurance Continuing Education
- IV Therapy
- Jail Academy (160-hours)
- Juvenile AODA
- Law Enforcement Training
- Medical Terminology
- Miners Safety
- Motorcycle Safety
- Nail Technician/Manicurist Certificate
- OSHA Training
- Phlebotomy
- Preschool Credential
- QuickBooks
- Real Estate Appraisal/Appraisal Continuing Education
- Real Estate Law Prelicensing
- Real Estate Broker Prelicensing
- Real Estate Salesperson Pre-Licensing
- Real Estate Continuing Education
- Responsible Beverage Server
- Traffic Safety – Group Dynamics
- Traffic Safety – Multiple Offender
- Traffic Safety – Point Reduction
- Traffic Safety – Wisconsin Traffic Right of Way
- Tractor Safety

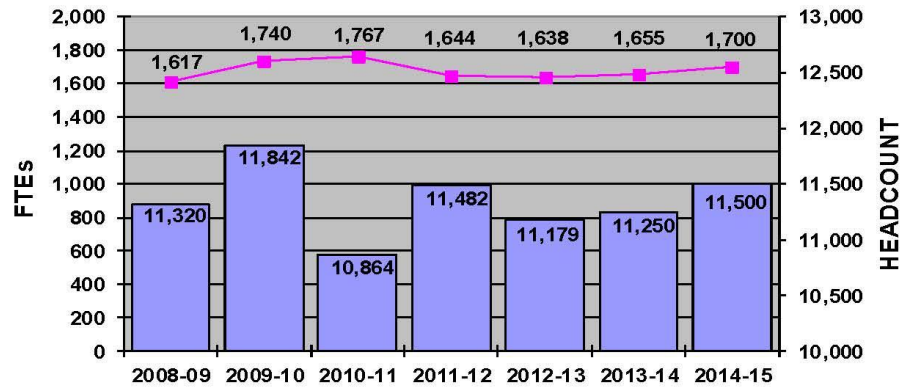
## ONLINE LEARNING COURSES

- Accounting 1
- Accounting 2
- Basic Business Law
- Beginning Microsoft Excel
- Body Structure and Function
- Budget Analysis
- Business Management Strategies
- Change Management
- College Algebra with Applications
- College Technical Math 1A
- Computer Applications
- Concepts of Problem Solving
- CPT Coding
- Creating Work Teams
- Debtor/Creditor Relations
- Developmental Psychology
- Driver Education Theory
- ECE: Admin an ECE Program
- ECE: Child Development
- ECE: Guiding Child Behavior
- ECE: Health, Safety & Nutrition
- Economics
- Elementary Algebra with Applications
- Employment/Administrative Law
- Employment Law
- Financial Management
- Financial Statements
- Fundamentals of Chemistry
- Global Business
- Health Care Reimbursement
- Health Data Management
- Human Diseases/Health Professions
- Human Resources
- ICD Diagnosis Coding
- ICD Procedure Coding
- ICD-10 Workforce Training
- Intermediate Algebra with Applications
- Intermediate Microsoft Excel
- Intro to American Government
- Intro to Ethics: Theory & Application
- Intro to Healthcare Computing
- 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
- Law of Sales
- Lean Principles
- Management Principles
- Managing Bias
- Managing Communication
- Marketing Principles
- Marriage & Family
- Math w/Business Applications
- Medical Terminology
- Microsoft Office 2010
- Microsoft Office 2013
- Negotiable Instruments
- Nursing Assistant
- Nursing Pharmacology
- OB/Medication Management
- Oral/Interpersonal Communication
- Organizational Development
- Organizational Ethics
- Organizational Structure
- Orientation and Training
- Planning and Control
- Portfolio
- Process Management
- Production Management
- Professional Development Seminar
- Project Management 1
- Project Management 2
- Quality Customer Service
- Quality Management
- Recruitment and Hiring
- Risk Management
- Safety Application
- Safety Management
- Selling Principles
- Small Business Management
- Stress Management
- Supervisory Roles
- Technical Reporting
- Time Management
- Workplace Social Responsibility
- Written Communication



Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
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 Actual	7,313,252,611	1.5292	0.6345	2.1637
2014-15 Projected	7,386,385,137	0.6201	0.6417	1.2618





	2008-09	2009-10	2010-11	2011-12	2012-13	Est 2013-14	Budget 2014-15
Post-Secondary	1,325	1,436	1,482	1,377	1,359	1,366	1,400
Vocational Adult	94	96	94	103	103	115	120
Non-Postsecondary	198	207	191	163	175	173	179
Community Services	0	1	0	1	1	1	1
<b>Total FTE</b>	<b>1,617</b>	<b>1,740</b>	<b>1,767</b>	<b>1,644</b>	<b>1,638</b>	<b>1,655</b>	<b>1,700</b>
<b>Headcount</b>	<b>11,320</b>	<b>11,842</b>	<b>10,864</b>	<b>11,482</b>	<b>11,179</b>	<b>11,250</b>	<b>11,500</b>

# Southwest Wisconsin Technical College

## Notice of Public Hearing

July 1, 2014 – June 30, 2015

A public hearing on the proposed 2014-2015 budget for Southwest Wisconsin Technical College will be held on June 19th 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.

### 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>
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	7,313,252,611	1.5292	0.6345	2.1637	1.35
2014-15 <sup>(1)</sup>	7,386,385,137	0.6201	0.6417	1.2618	(41.68)
<u>Fiscal Year (2)</u>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Lev.</u>	<u>Percent Inc./(Dec.)</u>	<u>Tax on a \$100,000 House</u>
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	43,232,777	4.99	15,601,700	(0.81)	213.49
2013-14	43,266,000	0.08	15,823,080	1.42	216.37
2014-15	47,360,000	9.46	9,320,000	(41.10)	126.18

(1) Fiscal year 2015 equalized valuation is projected to increase 1% from fiscal year 2014.

Fiscal year 2015 mill rate reflects a change in Wisconsin Law as a result of ACT 145 providing for dollar-for-dollar reduction in the operational property tax funding with an increase in state aid funding.

(2) Fiscal years 2011 through 2013 represent actual amounts; 2014 is estimated; 2015 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	4,580,000	-	-	-	4,740,000	-	-	9,320,000
Other Budgeted Revenues	19,876,000	-	8,500,000	50,000	392,000	1,850,000	4,100,000	34,768,000
Total Budgeted Revenues	24,456,000	-	8,500,000	50,000	5,132,000	1,850,000	4,100,000	44,088,000
Budgeted Expenditures	24,756,000	-	8,450,000	3,324,000	5,180,000	1,600,000	4,050,000	47,360,000
Excess of Revenues								
Over Expenditures	(300,000)	-	50,000	(3,274,000)	(48,000)	250,000	50,000	(3,272,000)
Operations Transfers	300,000	-	(50,000)	50,000	-	(300,000)	-	-
Proceeds from Debt	-	-	-	2,500,000	-	-	-	2,500,000
Est. Fund Balance 07/01/14	5,614,833	-	229,976	786,929	1,259,250	3,015,253	485,767	11,392,008
Est. Fund Balance 06/30/15	5,614,833	-	229,976	62,929	1,211,250	2,965,253	535,767	10,620,008

Southwest Wisconsin Technical College  
Notice of Public Hearing  
Budget Summary - General Fund  
Fiscal Year 2014-2015

	2012-13 <u>Actual<sup>(4)</sup></u>	2013-14 <u>Budget</u>	2013-14 <u>Estimate<sup>(5)</sup></u>	2014-15 <u>Budget</u>	
<b>REVENUES</b>					
Local Government	10,960,920	10,962,000	11,183,000	4,580,000	
State Aids	3,487,472	3,171,000	3,410,000	10,850,000	
Program Fees	4,138,452	4,440,000	4,200,000	4,623,000	
Material Fees	325,104	350,000	330,000	350,000	
Other Student Fees	351,829	350,000	375,000	375,000	
Institutional	2,250,443	1,600,000	1,900,000	2,300,000	
Federal	901,963	1,675,000	1,500,000	1,378,000	
Total Revenues	22,416,183	22,548,000	22,898,000	24,456,000	
<b>EXPENDITURES</b>					
Instruction	15,810,131	15,170,000	15,170,000	16,872,700	
Instructional Resources	340,491	362,000	362,000	371,100	
Student Services	1,673,756	1,605,000	1,605,000	1,632,000	
General Institutional	3,109,513	3,304,000	3,304,000	3,483,900	
Physical Plant	1,866,721	2,407,000	2,407,000	2,396,300	
Total Expenditures	22,800,612	22,848,000	22,848,000	24,756,000	
Net Revenue (Expenditures)	(384,429)	(300,000)	50,000	(300,000)	
<b>OTHER SOURCES (USES)</b>					
Operating Transfer In (Out)	300,000	300,000	-	300,000	
Total Resources (Uses)	(84,429)	-	50,000	-	
<b>TRANSFERS TO (FROM) FUND BALANCES</b>					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	(84,429)	-	50,000	-	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	(84,429)	-	50,000	-	
Beginning Fund Balance	5,649,262	5,649,262	5,564,833	5,614,833	
Ending Fund Balance	5,564,833	5,649,262	5,614,833	5,614,833	
<b>EXPENDITURES BY FUND</b>					
General Fund	22,800,612	22,848,000	22,848,000	24,756,000	%Change <sup>(6)</sup> 8.35
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,494,376	8,350,000	7,700,000	8,450,000	1.20
Capital Projects Fund	2,615,431	2,171,000	2,367,000	3,324,000	53.11
Debt Service Fund	5,017,226	5,060,000	5,051,000	5,180,000	2.37
Enterprise Fund	1,961,324	1,650,000	1,400,000	1,600,000	(3.03)
Internal Service Fund	3,343,808	4,050,000	3,900,000	4,050,000	-
Total Expenditures by Fund	43,232,777	44,129,000	43,266,000	47,360,000	7.32
<b>REVENUES BY FUND</b>					
General Fund	22,416,183	22,548,000	22,898,000	24,456,000	8.46
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	7,574,221	8,350,000	7,750,000	8,500,000	1.80
Capital Projects Fund	122,206	50,000	50,000	50,000	-
Debt Service Fund	5,035,158	5,046,000	5,014,000	5,132,000	1.70
Enterprise Fund	1,996,511	1,850,000	1,600,000	1,850,000	-
Internal Service Fund	3,992,674	4,100,000	3,800,000	4,100,000	-
Total Revenue by Fund	41,136,953	41,944,000	41,112,000	44,088,000	5.11

Actual is presented on a budgetary basis.

Estimate is based upon 10 months of actual and 2 months of estimate  
(2014-15 Budget - 2013-14 Budget)/2013-14 Budget.

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

Up to \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,000,000 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 \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and \$1,000,000 for the public purpose of paying the cost of acquiring moveable equipment, and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

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

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

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed 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 and B 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 19, 2014.

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Eileen Nickels  
Chairperson

Attest:

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Darlene Mickelson  
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 19, 2014, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin 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 19th day of June, 2014.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
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 19, 2014, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,000,000 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 19th day of June, 2014.

BY THE ORDER OF THE  
DISTRICT BOARD

Darlene Mickelson  
Secretary



***C. Request from the Foundation for \$15,000 in matching Funds for FY2014 and FY2015***

Duane Ford, Foundation Director, will present a request from the Southwest Wisconsin Technical College Foundation Board of Directors for \$15,000 to match staff donations through payroll deduction in FY2014 and for authorization to provide a similar match in FY2015. The request is below.

**Recommendation:** Approve the Foundation Board's request.





June 17, 2014

Per a resolution passed by its Executive Officers on June 16, 2014, the Southwest Wisconsin Technical College Foundation Board of Directors requests:

- That the Southwest Wisconsin Technical College District Board of Directors authorize payment of \$15,000 to the Foundation per its practice of matching the first \$15,000 of money donated by College staff members through payroll deduction. Such contributions to-date for 2013-14 have totaled \$22,120.
- That the Southwest Wisconsin Technical College District Board of Directors renew its commitment to match the first \$15,000 of money donated by College staff members through payroll deduction for the 2014-15 fiscal year.

Respectfully submitted,

  
Becky Fernetto  
President, Southwest Wisconsin  
Technical College Foundation

  
\_\_\_\_\_  
Betsy Tollefson  
Director of Development, Southwest  
Wisconsin Technical College Foundation

#### ***D. Lease with Darlington Community Schools***

The 2014-15 rental agreement with Darlington Community Schools for lease of one classroom space is being presented for approval. The proposed rental agreement is below.

**Recommendation:** Approve the 2014-15 lease with Darlington Community Schools for one classroom to be used as an outreach site.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2014 by and between Darlington Community Schools, Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: 780 square feet of floor space located in Room 18 of the Darlington High School Building.
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2014, and ending June 30, 2015.
- 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

- 2.1 Payments. The Lessee shall yield and pay the sum of \$3,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

### 3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.
- 3.2 Signs. Lessee shall have the privilege of placing on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and

- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds.

#### 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

##### 4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, gas, and WiFi/broadband service.
- (b) Lessee shall be responsible for telephone expenses as well as costs for upgrading the existing computer cabling system to better serve demised premises.

##### 4.2 Maintenance.

- (a) Lessee is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

- 4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by the lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

## 5. ALTERATIONS.

- 5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

## 6. ASSIGNMENT AND SUBLETTING.

- 6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

## 7. OTHER FACILITIES.

- 7.1 Lessee shall have nonexclusive access to all off street parking available on the premises.

## 8. INDEMNITY - LIABILITY INSURANCE

- 8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

## 9. NOTICES.

- 9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:
- (a) if to Lessor, to District Office, Darlington Community Schools, 11630 Center Hill Road, Darlington, WI 53530
  - (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

#### 10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

- 11.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.
- 11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_ day of June 2014.

DARLINGTON COMMUNITY SCHOOLS

BY: \_\_\_\_\_  
Denise Wellnitz, Administrator

Date of Board authorization: June 16, 2014

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of June 2014.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: \_\_\_\_\_  
Caleb White, Vice President for Administrative Services

Date of Board authorization: June 19, 2014



## **Board Monitoring of College Effectiveness**

### ***A. Information Technology Report***

Lisa Riley, Process Improvement Coordinator/IT Supervisor, will present recent and future department activities. The report will be available at the Board meeting.

### ***B. Year-End College Performance Review***

Duane Ford, President, will provide an overview of progress toward the College's Strategic Directions with secondary emphasis on performance relative to the drivers for statutory and performance-based General State Aid funding. The report follows.

# College Performance Review

**Duane M. Ford**

**President**

**June 19, 2014**



## 2012-2015 Strategic Goals

*Increase College Access*

*Improve Student Completion & Success*

*Strengthen Partnerships*

*Create a Cohesive Culture*

*Prioritize Customer Service*

*Advance Infrastructure (Facilities and Technology)*

*Promote Fiscal Efficiency and Sustainability*

## ***Increase College Access***

***(Bold and Italicized Data is Tied to Performance-Based Funding)***

	2011	2012	2013
<b><i>Student FTE's</i></b>	<b><i>1767.54</i></b>	<b><i>1643.8</i></b>	<b><i>1637.75</i></b>
Student Headcount	10,864	11,482	11,179
Student Headcount in Degree/Diploma/Certificate Programs	1959	1840	1824
<b><i>Number of Degree and Diploma Programs Offered</i></b>	<b><i>53</i></b>	<b><i>53</i></b>	<b><i>50</i></b>
<b><i>Number of ABE Students Enrolled in 12 Hours of Instruction</i></b>	<b><i>409</i></b>	<b><i>308</i></b>	<b><i>352</i></b>
<b><i>Headcount of Special Population Students</i></b>			
<b><i>Students of Color</i></b>	<b><i>612</i></b>	<b><i>631</i></b>	<b><i>631</i></b>
<b><i>Pell Grant Recipients</i></b>	<b><i>883</i></b>	<b><i>830</i></b>	<b><i>802</i></b>
<b><i>Veterans</i></b>	<b><i>50</i></b>	<b><i>43</i></b>	<b><i>32</i></b>
<b><i>Incarcerated</i></b>	<b><i>507</i></b>	<b><i>478</i></b>	<b><i>361</i></b>
<b><i>Dislocated Workers</i></b>	<b><i>318</i></b>	<b><i>154</i></b>	<b><i>110</i></b>
<b><i>Disabled Students</i></b>	<b><i>726</i></b>	<b><i>649</i></b>	<b><i>726</i></b>
<b><i>Displaced Homemaker</i></b>	<b><i>187</i></b>	<b><i>196</i></b>	<b><i>194</i></b>
<b><i>Single Parent</i></b>	<b><i>695</i></b>	<b><i>643</i></b>	<b><i>565</i></b>

## ***Improve Student Completion & Success***

*(Bold and Italicized Data is Tied to Performance-Based Funding)*

	2011	2012	2013
Graduation Rate	36.91%	39.89%	38.38%
<b><i>Number of All Degrees and Certificates Awarded</i></b>	<b><i>723</i></b>	<b><i>734</i></b>	<b><i>700</i></b>
<b><i>Percent of Graduates Placed in Jobs Related to Program of Study</i></b>	<b><i>69%</i></b>	<b><i>77.3%</i></b>	<b><i>77.6%</i></b>
<b><i>Number of Degrees and Certificates Awarded in High Demand Fields</i></b>	<b><i>545</i></b>	<b><i>587</i></b>	<b><i>558</i></b>
<b><i>Number of Degree and Diploma Programs with TSA (Technical Skill Attainment)</i></b>	<b><i>0</i></b>	<b><i>0</i></b>	<b><i>1</i></b>
<b><i>Number of Students Enrolled in ABE, AHS, and ELL who Transition to Post-Secondary Training</i></b>	<b><i>93</i></b>	<b><i>54</i></b>	<b><i>55</i></b>
<b><i>Percent of ABE Students Showing Educational Gains</i></b>	<b><i>44%</i></b>	<b><i>45%</i></b>	<b><i>41%</i></b>

## ***Strengthen Partnerships***

***(Bold and Italicized Data is Tied to Performance-Based Funding)***

	2012	2013	2014
Number of Grants per Year	45	55	52
Dollar Amount of Grants per Year *	\$1,641,565.00	\$ 2,385,214.31	\$ 2,950,072.21

	2011	2012	2013
<b><i>Contracts Per Year</i></b>	<b><i>Credits</i></b>	<b><i>Credits</i></b>	<b><i>Credits</i></b>
<b><i>Employer Paid</i></b>	<b><i>408.2</i></b>	<b><i>1120.5</i></b>	<b><i>946.55</i></b>
<b><i>Apprenticeship</i></b>	<b><i>117</i></b>	<b><i>150</i></b>	<b><i>178</i></b>
<b><i>Professional Development Seminars</i></b>	<b><i>96.7</i></b>	<b><i>174.3</i></b>	<b><i>373.8</i></b>
<b><i>Customized Instruction</i></b>	<b><i>6,810.30</i></b>	<b><i>8,022.75</i></b>	<b><i>9,698.70</i></b>
<b><i>Summary of all workforce training</i></b>	<b><i>7,432.20</i></b>	<b><i>9,467.55</i></b>	<b><i>10,926.05</i></b>

Dual Enrollment	2011	2012	2013	2014
Advanced Standing Agreements	102	112	115	97
Number of Students Recommended for Advanced Standing	317	397	749	TBD
Transcripted Credit Agreements	48	54	49	74
Number of Students Enrolling in Transcripted Credit Agreements	503	482	614	1148
<b><i>Total Credits Earned in All Dual Enrollment</i></b>	<b><i>1,357.00</i></b>	<b><i>1,554.00</i></b>	<b><i>1,961.00</i></b>	<b><i>Not Available</i></b>
Four-year Articulation				
Number of Agreements		113	115	122
Number of Universities Under Agreement For At Least One Program		27	27	29
All associate degree programs associated with one or more universities.				

## Create a Cohesive Culture

### 2014 College Employee Satisfaction Results Strengths & Challenges

#### Campus Culture and Policies

Top Strengths	Southwest Tech GAP	Comparison GAP (Two-Year Colleges)
Institution is well-respected in the community	0.96	0.90
Faculty take pride in their work	0.71	0.78
Institution does a good job of meeting the needs of students	1.04	1.03
Staff take pride in their work	0.62	0.81
Institution treats students as its top priority	1.12	1.01
Administrators take pride in their work	0.76	0.85
Institution promotes excellent employee-student relationships	0.76	0.87
<b>Top Challenges</b>		
There is a spirit of teamwork and cooperation at this institution	1.85	1.51
There is good communication between the faculty and the administration at this institution	1.85	1.36
There are effective lines of communication between departments	2.00	1.57
Administrators share information regularly with faculty/staff	1.76	1.33
This institution plans carefully	1.67	1.31
This institution involves its employees in planning for the future	1.66	1.32
There is good communication between staff and the administration at this institution	1.78	1.31
This institution consistently follows clear processes for selecting new employees	1.62	1.19
This institution does a good job of meeting the needs of staff	1.65	1.23

#### Work Environment

<b>Top Strengths</b>		
The employee benefits available to me are valuable	0.85	0.78
I am proud to work at this institution	0.61	0.43
The work I do is valuable to the institution	0.82	0.57
The type of work I do on most days is personally rewarding	0.55	0.45
<b>Top Challenges</b>		
My department has the staff needed to do its job well	1.56	1.41
I have the information I need to do my job well	1.17	0.94
I am paid fairly for the work I do	1.35	1.38

**Strengths:** Identified as items at or above mid-point importance score and at or above top quartile satisfaction score.

**Challenges:** Identified as items above mid-point in importance and in lower quartile of satisfaction scores or in top quartile of gap scores.

**GAP:** Importance score minus Satisfaction score. The smaller the gap, the better the institution is doing at meeting employee expectations. The larger the gap, the greater the discrepancy between what employees expect and their level of satisfaction with the current situation.



## Prioritize Customer Service

Southwest Tech - Noel Levitz Student Satisfaction Inventory (SSI)			
Three-Year Comparison			
	2012	2013	2014
Organizational Strengths	Gap	Gap	Gap
44. Campus item 4: I feel confident that the skills I have attained prepared me for my career goals.	0.68	0.67	0.73
43. Campus item 3: My overall experience at Southwest Tech has been positive.	0.55	0.59	0.68
42. Campus item 2: Staff on this campus are supportive of students.	0.66	0.6	0.68
20. Students are made to feel welcome here.	0.39	0.28	0.48
38. Most classes deal with practical experiences and applications.	0.55	0.55	0.59
1. The campus staff are caring and helpful.	0.53	0.52	0.51
13. The campus is safe and secure for all students.	0.27	0.31	0.78
34. Faculty are usually available to students outside of class (during office hours, by phone, or by e-mail).	0.4	0.35	0.50
39. On the whole, the campus is well-maintained.	0.12	0.15	0.20
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
24. The equipment in the lab facilities is kept up to date.	0.58	0.53	0.58
28. This campus provides online access to services I need.	0.29	0.31	0.38
36. Tuition paid is a worthwhile investment.	0.7	0.69	0.68
Organizational Challenges	Gap	Gap	Gap
8. The quality of instruction I receive in most of my classes is excellent.	0.77	0.83	0.87
9. I am able to register for the classes I need with few conflicts.	0.78	0.77	0.77
41. Campus item 1: Faculty take into consideration student learning styles as they teach a course.	0.85	0.91	1.08
49. Campus item 9: Textbooks and course materials were helpful.	0.74	0.72	0.90
25. Faculty provide timely feedback about my academic progress.	0.84	0.85	1.07
21. The amount of student parking space on campus is adequate.	1.81	1.69	2.18
2. Classes are scheduled at times that are convenient for me.	0.89	0.94	0.91
12. Faculty are fair and unbiased in their treatment of individual students.	0.81	0.74	0.91
37. I seldom get the "run-around" when seeking information on this campus.	0.92	0.97	0.89
35. I receive ongoing feedback about progress toward my academic goals.	0.79	0.91	1.09
3. My academic advisor is available when I need help.	0.79	0.79	0.82



**Employer Survey  
3 Year Trend Summary  
ALL PROGRAMS**

	Number of Responses		
	2011	2012	2013
<b>Total Employers Contacted</b>	148	145	146
<b>Employer Responses</b>	44	59	77
<b>Mastery of knowledge in the field.</b>			
Exceeds / Meets	39	54	67
Nearly Meets / Does Not Meet	4	4	10
<b>Ability to perform technical skills of the profession.</b>			
Exceeds / Meets	39	54	69
Nearly Meets / Does Not Meet	4	5	8
<b>Effectively communicate with co-workers and/or customers.</b>			
Exceeds / Meets	37	55	68
Nearly Meets / Does Not Meet	7	4	9
<b>Relevancy of graduates' skill and/or knowledge base in relationship to real world applications within industry.</b>			
Exceeds / Meets	35	50	63
Nearly Meets / Does Not Meet	7	9	14
<b>Mastery of science, technology, engineering and math skills needed in the field.</b>			
Exceeds / Meets	33	51	57
Nearly Meets / Does Not Meet	4	3	13
<b>Overall preparedness for employment at your company.</b>			
Exceeds / Meets	39	52	67
Nearly Meets / Does Not Meet	5	6	10
<b>How satisfied are you with the graduates' technical</b>			
Very Satisfied / Satisfied	41	58	75
Unsatisfied / Very Unsatisfied	1	1	4
<b>Would you recommend graduates of this program to another employer?</b>			
Yes	41	52	72
No	1	1	1
Maybe	2	6	6
<b>Would you hire a technical college graduate again?</b>			
Yes	41	53	72
No	0	1	0
Maybe	3	5	6
<b>How important is your local technical college(s) to the overall success of your business?</b>			
Very Important / Important	38	49	62
Somewhat Important / Not Important	8	9	14

## ***Advance Infrastructure (Facilities & Information Technology)***

<b>Facilities Projects Completed in Last Three Years</b>	
2011-12	Completed Initial Public Safety Complex
	Constructed Public Safety Building
	Developed a Landscape Master Plan
	Purchased and Installed LED Video Marquee Display Sign
	Replaced Building 100 Roof
	Replaced Building 100 Annex HVAC
	Remodeled Building 600 for Electromechanical Lab
	Installed New Playground at Child Care Center
	Developed Campus Outdoor Walking Trail
2012-13	Renovated Culinary Kitchen / Dining Room and Human Resources Office
	Renovated College Connection to include Student Services, Financial Aid, Career Center, and Bursar's Office
	Renovated Room 415 into Charley's (Student Activity Center)
	Replaced Cracked Sidewalks and Completed Minor Landscaping Projects
2013-14	Replaced Donor Wall
	Replaced Building 200 Roof
	Completed Learning Center Renovation Design
	Moved Electromechanical Lab to Building 1100
	Constructed Shooting Range Storage Building
	Added Second Classroom to Platteville Outreach Site
	Moved to and Renovated Dodgeville Outreach Site
	Landscaped Former Playground Area and Digital Sign
	Closed Building 700 Due to HVAC Failure and Age of Building
	Paved Outdoor Walking Path
	Renovated Room 340 into an ITV Classroom

Information Technology Projects Completed in Last Three Years	
2011-12	Continued implementation of the ERP system: CAMS and Dynamics
	Expanded ImageNow in Student Services, Health, and Non-Degree areas
	Implemented E-billing for students
	Implemented online pay advice via the Dynamics BP Portal
	Implemented online registration via MySWTC (Student Portal)
	Moved to management of Student Housing through CAMS
	Moved to management of Student Health records in CAMS
	Implemented Microsoft Reporting Services to manage all campus reports for access by employees
	Expanded campus wireless access
2012-13	Tested and moved into production the Application Portal
	Implemented UniTrends backup appliances
	Developed and tested Continuing Education Portal
	Upgraded student e-mail to Google Apps
	Upgraded technology at outreach sites in Platteville and Dodgeville
	Worked on development of new website
	Purchased and installed new Palo Alto firewall
2013-14	Increased use of TeamViewer to remotely access computers at outreach sites to limit travel costs; also use it to access staff computers to assist with problems and improve resolution timeframe
	Rolled out new website January 2014
	Rolled out Continuing Education Portal September 2014
	Installed Business Analytics software and in the process of implementation
	Researching and testing of Greenshades, an online timesheet solution, that integrates with Dynamics GP; anticipated completion August 2014
	Expanding offerings available via ITV; mobile carts will be setup at the outreach sites
	Set up Degree Audit and will be testing with Student Services before July 1
	Developed and implemented E-brochure
	Enabled Financial Aid module on MySWTC; forms available for students to complete
	Upgraded ITV classroom to HD

## ***Promote Fiscal Efficiency & Sustainability***

<b>Employee FTE</b>			
<b>Employment Type</b>	<b>CY2012</b>	<b>CY2013</b>	<b>CY2014</b>
All Regular FTE	172	179	185
Faculty FTE	85	93	83
Support Staff FTE	69	64	81
Administration FTE	18	22	21
Adjunct FTE	41	24	30
CY – Calendar Year			

<b>Average Cost Per Student FTE</b>			
	<b>2011</b>	<b>2012</b>	<b>2013</b>
Average Cost Per FTE	\$6,196.21	\$6,864.46	\$7,373.48

<b>Operational Budget</b>			
	<b>2011</b>	<b>2012</b>	<b>2013</b>
Total Revenue	\$22,432,116	\$20,863,648	\$22,416,183
Total Expenditures	\$21,717,547	\$20,937,106	\$22,800,612
Transfer In From Reserves	\$82,276	\$198,486	\$300,000



6/12/2014

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Increase College Access						
Marketing Our Future	Utilizing the services of Plaid Swan Marketing in Dubuque, the Marketing team is revising its approach to promote Southwest Tech and its 40 programs. Research will be conducted to determine potential target markets for the "focus" programs for Spring 2014. It will allow us to know who our target market is and to develop marketing strategies to reach them efficiently.	Sue Reukauf, Jessica Helms	January 2014	Ongoing		Market research has been completed for 11 programs. Research for 14 additional programs will be completed in Spring 2014 and 12 programs for Fall 2014.
College Prep Courses in Southwest Tech Outreach Sites	Offer college prep courses at our outreach sites to provide opportunities for students to complete their prep work at times and locations that better fit their schedule. Not only will this help improve college readiness and success, but will also allow us to use already existing resources!					Intro to Diversity Studies was offered at the Richland Center Outreach Site in Spring 2014. Four courses are currently scheduled to be offered at various outreach sites and through ITV for Fall 2014.
Program Array - ongoing program development	Programs currently under development: Welding Curriculum Redesign (Grant funded); CNC Curriculum Redesign (grant funded); Logistics and Supply Chain Management(grant funded). Program Under Consideration: Seed Technology (seeking grant funding) and Instrumentation	Phil Thomas & Academic Deans	Ongoing	Ongoing		Supply Chain Management and Logistics are in the Concept Review stage of the program development process. Supply Chain Management, if approved, will become operational January 2015.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Adult Evening/ Weekend Offerings - "Learn Your Way"	Southwest Tech will initiate evening and weekend program offerings that allow adults access to program level offerings in a format that will allow them to complete degrees. These offerings will be provided in multiple delivery methods, with appropriate support services for adults to be successful in completing degrees. Addresses Increase College Access, Improve Student Completion & Success, & Promote Fiscal Efficiency & Sustainability	SAAC, Faculty, Adjuncts	Fall 2014	Ongoing		Online Supervisory Management program went "live" in March 2014. Courses are scheduled for Fall 2014 and will continue to add courses to the mix. Supply Chain Management is scheduled to be online in January 2015.
Expand opportunities for High School Students to earn credit in high school	Develop and expand articulation agreements including in general education. Respond to the challenges and opportunities presented by Course Options.	Julie Pluemer, Mary Johannesen	Continued from 2013	Ongoing		The number of students enrolled in dual enrollment opportunities has doubled in the past year; will continue to increase the offerings and students.
Expand continuing education	Offer more open enrollment continuing education and workforce training classes/opportunities	TBD	TBD	TBD	TBD	
Improve Student Completion and Success						

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Curriculum Integrity and Assessment	With performance-based funding, SWTC should educate all employees on assessment and how it can be used to improve teaching and learning. SWTC needs to answer a lot of questions to ensure our services and curriculum have value: Back to the basics of Plan, Do, Check, Act. What are we assessing; What are the different techniques that I can use; Did it measure what I wanted; How do I improve my teaching to improve learning; What service do we need to improve/how do we measure it; Am I confident with the assessment; Did it measure workforce readiness; Is the curriculum aligned for learning; Is the curriculum aligned for some other reason; What am I teaching; Why am I teaching this; How do I document my curriculum; How do I document my program; How does this work with AQIP; How does this work with QRP; Am I really assessing core abilities; How should I document core abilities	Julie Pluemer, Deans, Phil Thomas, Assessment Team, Curriculum Team	2014	Ongoing		This is a focus for Fall 2014.
Student Alert System	Use the Student Alert System to provide consistent and timely notices of students who are struggling or not showing up for classes	Faculty, Student Services Staff Members				The system continues to be used, but not in a consistent manner.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Learner Success Initiative	K-12 Committee - Specific action plans are in development.	Phil Thomas, Student and Academic Affairs Council	2013	Ongoing	Impact on access, completion, and success	
Learner Success Initiative	Adult Population Committee - Specific action plans are in development.	Student & Academic Affairs Council and Committee Members	2013	Ongoing	Impact on access, completion, and success	
Learner Success Initiative	Retention Committee				Impact on access, completion, and success	This committee will become operational Fall 2014 and will develop action plans at that time.
Credit for Prior Learning	Develop systems that allow students to obtain advanced standing or transcribed 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	Impact on completion and success	Have mapped the Credit for Prior Learning process; the College has become a CLEP testing site; vetting the process with the Student & Academic Affairs Council; working with faculty doing portfolio assessments; and a brochure is being developed to explain the process.
Identifying and supporting entrepreneurs	Continue planning and implementation of appropriate planning.	Joyce Czajkowski, Duane Ford, Mindy Johnson	2013	TBD	Impact on placement, business and job creation	Planning is largely complete. Mindy Johnson is implementing. We need metrics.



<b>SOUTHWEST WISCONSIN TECHNICAL COLLEGE</b>						Q1
<b>2014 STRATEGIC PROJECTS</b>						
<b>Strategic Projects</b>	<b>Description</b>	<b>Champion</b>	<b>Targeted Fiscal Year for Work</b>	<b>Completion or Implementation Deadline</b>	<b>Assessment</b>	<b>Q1 Status</b>
<b>Strengthen Partnerships</b>						
International study	Review this summer's trip to Haiti. Continue to develop policy and programs as appropriate.	Student & Academic Affairs Council, faculty and staff, administration	2014	Ongoing		Exploring the Framework for Comprehensive Internationalization from CCID (Community Colleges for International Development, Inc.)
Improve Articulation	Improve articulation agreements with four-year universities	Julie Pluemer, Mary Johannesen	Continued from 2013	Ongoing		For FY2014, 122 agreements were in place with 29 universities.
50th Anniversary Celebration	Put together planning committee, plan, implement	MJ Dachelet, Betsy Tollefson	Planning 2013-2014, Implement 2015-2018	TBD		The committee is in place. Events are being planned around College events such as open house, parades, etc.
Student life plan	Develop a comprehensive student life strategy	Laura Nyberg-Comins, Heather Fifrick	2013-2014	TBD	Project completion	2013-14 focused on implementing activities in Charley's; Development of the comprehensive student life strategy will be the focus for 2014-15
<b>Create a Cohesive Culture</b>						
Complete and implement internal and external communication plans	To improve communications	Sue Reukauf and committee	2012-14	2013-2014		Communication Plan will be completed by end of summer.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Program accreditation	Health Information Technology and Direct Entry-Midwife Programs	Katie Garrity	2012-2014	TBD	Accreditation received	Physical Therapist Assistant program received notice of Continuing Accreditation in May. Direct Entry-Midwife program is seeking accreditation through the Midwifery Education Accreditation Council and had a site visit in April.
Employee Satisfaction Survey	Assess employee satisfaction annually. Establish benchmarks for evaluation	Executive Team, Employee Advisory Council	2014	TBD	Project completion, data used to create a more cohesive campus culture	The survey will be completed every two years. Projects to address challenges will be taken on by the Employee Advisory Council and Executive Team. Executive Team will review the survey results and address challenges.
Prioritize Customer Service						
Improve Academic/Financial Aid Probation/Denial Process	Currently academic probation/denial and financial aid probation/denial are separate processes. This project would look to improve these processes to achieve more efficiency and reduce student confusion. One combined process and a single communication to the student may be a result.	Student & Academic Affairs Council, VP Administrative Services, Financial Aid Manager	2014	Dec-14		This will be addressed at an upcoming Student & Academic Affairs Council meeting.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
One Source for Grading	To increase positive feedback on student academic performance, implement one source for students to check their grades	Student & Academic Affairs Council, Faculty, IT				This will be addressed in the online learning effort.
Establish customer Service standards	To set out expectations and to form a basis for evaluation of performance.	All Faculty and Staff Members				
Advance Infrastructure						
See separate facilities and information technology project lists.						
Promote Fiscal Efficiency and Sustainability						
Electronic Grant Management	Work with Wipfli on the implementation/use of the Grant Module within Dynamics. Goal is to have the entire grant process from the original budget, staff, timeline, expenditures, revenue, time and effort, and number served within Dynamics. Would also like the ability to extract this information in a quantitative means to evaluate the effectiveness of the grant. Are the grant activities sustainable after the grant ends or is it financially feasible (worthwhile) for the district to fund the activities in the future.	Tammie Engelke, Kelly Kelly, Ashley Crubel, Caleb White	As soon as the resources are available.	Would need input from Wipfli to determine the length of the project.		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Dynamics Payroll Project	Work with consultants Wipfli for payroll enhancements: -Account splitting -Paperless time sheets -Training on the HR Module	Laura Bodenbender, Connie Haberkorn, WIPFLI	February 2014	February 2014		Account splitting will be implemented with the first payroll in July to alleviate journal entries. The software for paperless timesheets has been installed; currently in the testing stage.
Paperless Initiative for Payables Process	Implement a process to eliminate or reduce the numerous amount of copies and time it takes for each individual invoice. By scanning the invoices into a system and routing them for approval electronically it makes the process real time. This also makes follow up on outstanding payables much easier. This is the next step in our document retention project.	Dave Friesen, Caleb White, Ashley Crubel	February 2014			In process of looking at new document management system.
Metrics and dashboards	Develop a set of metrics we will observe and dashboards to observe them with.	Barb Tucker	2013	June 2013		An initial set of metrics have been developed and is being vetted by the President's Cabinet, Institutional Advancement, and Information Technology department.
Benchmarking	AQIP ACTION PROJECT: Expand benchmarking to aid in continuous improvement	Barb Tucker	2012-2013	June 2013	Project completion	Phil may be closing this project and opening a new one. If so, we need to capture the new one.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE						Q1
2014 STRATEGIC PROJECTS						
Strategic Projects	Description	Champion	Targeted Fiscal Year for Work	Completion or Implementation Deadline	Assessment	Q1 Status
Alternative revenues	Seek and capitalize on grant, contract, and entrepreneurial opportunities	President's Cabinet	On-going	On-going	Opportunity identification, feasibility and business plan development, implementation, return on investment	I am in the process of developing a new intellectual property management policy. Could be added to this line as a sub project or added as a separate line.
Employee clinic	Implement employee clinic	Duane Ford, Laura Bodenbender, Katie Garrity, Caleb White	Mar-14	TBD	Reduce health care costs for employees and college	Will be discussing a wellness program with Crossing Rivers in the near future.
Write AQIP System Portfolio	HLC Accreditation renewal	Phil Thomas	2013-2014	May 30, 2014	Project completion; continued HLC accreditation	Completed. Can morph into next steps in the AQIP review and cycle. Check with Phil.

## Facilities Project Summary

### 2014 Facilities List

5/14/2014			
<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
Renovate Cosmetology	3-year Plan	Contract Awarded to Midwest Builders construction to begin May 19.	11-Aug-14
Library Project	3-year Plan	Project has been approved by state board. Project is in the draft and develop stage. Plans available May 29, bids due June 26, construction begins July 21.	Dec-14
Public Safety Complex Road	Connect EPD loop to shooting range drive	Application was submitted to the National Guard on August 13, 2012. Sent e-mails January 22, 2014. Have not gotten a response.	Not Determined
Shooting Range Storage	Build Storage Building	Building to be delivered May 15.	May-14
100 Carpet Warranty	Manufacturer making site visit	Craig Curry 630-768-5514, visited site. Negotiating repairs.	Not Determined
2200 Fire Alarm	Add Fire Alarm System to 2000	Working with contractor for in-house install. Have to wait for existing maintenance contract to expire so software will be turned over to Southwest Tech.	Not Determined
200 Roof Replacement	Re-Roof Building 200	Complete. Contractor used light bronze metal, should have been dark bronze. Contractor to replace in the spring of 2014. Contact Velcheck and Finger roofing consultants for the project	14-Aug-13



### Facilities Project Summary

<b><u>Project</u></b>	<b><u>Description</u></b>	<b><u>Status</u></b>	<b><u>Completion Date</u></b>
TEGG Inspection	Electrical inspection coordinated with DMI	We have report for building 600 repairs on going.	28-Jul-14
415 Roof	Replace roof in spring of 2015	Patched roof. Will wait until summer 2015.	Not Determined
Landscape Old Playground	Repair turf in old playground, west of Building 200	Seeding will be completed in spring.	1-Aug-14
Landscape Digital Sign	Worked with UWP on plans	Spring 2014 project. McKay Nursery has PO for materials. In-House install. Materials to be delivered May 19.	14-Jun
Burn Building Pavilion	Pavilion for State Testing	30'x60' with roof and two sides, gravel floor, material only	Not Determined
Lawn Care	Treat campus lawns for weeds	Greeting 3 prices on annual contract. TruGreen, Countryside Sprayers out of Wauzeka, and Spring Green out of Platteville. TruGreen was issued a PO.	Ongoing
ERP	Edit Emergency Response Plan	In the process of updating.	Jul-14
Richland Center	Meeting with landlord and Economic Dev about rental space in downtown RC	Board approved renewing existing lease. Need to negotiate renovations with landlord. Need to get new doors on classroom for Pearson vue.	Not Determined

### Facilities Project Summary

<u>Project</u>	<u>Description</u>	<u>Status</u>	<u>Completion Date</u>
Safety Inspection	DMI biannual inspection	Have report, working on correcting items	complete
Clery Act Info	Collect and report information for Clery compliance	Sent letters to municipalities, changing concerns database to track incidents. 2012 information was submitted.	Oct-13
Building 700 HVAC	Both units have failed	Building has been closed, no heat. Storing extra furniture in 700. Need to move 200 tunnel storage in 700.	Not Determined
Housing Sanitary Lines	Repair/Replace sanitary lines	1955 had to be replaced. H&N took pictures of the single story units, recommendation is to replace all the lines	Not Determined
Outdoor walking path	Install outdoor walking path	Project has been approved with student senate covering half of the cost. 3 Sons Concrete was awarded the project.	August-1-2014
Cafeteria Carpet	Getting snags	Have quote from Creative Solutions	May 23rd
340 renovation	Converting 340 into an ITV class room	In house reconstruction.	June 1st
600 Fire Alarm	Fire alarm communications cable cut	Communication with 600, 1100, and 700 was cut during the Activity Center construction. Simplex is coming out to look at individual dial out cards for the panels in these buildings. The fire alarm works locally, but does not report out. Waiting until current FA contract expires.	Not Determined



### Facilities Project Summary

<b><u>Project</u></b>	<b><u>Description</u></b>	<b><u>Status</u></b>	<b><u>Completion Date</u></b>
Waste Oil Burner	Flue is shot	Ordered new flue parts and new waste oil collector. Waste oil collector installed. Waiting for chimney specialist to install flue.	Jun-14
Water Treatment	Quarterly hot water boiler tests	Two year Contract signed with Garret Calahan. Coupon station to be installed.	Jun-14
Housing Site Plan	Master plan for housing expansion	Rezoning land by duplex for the construction of future housing projects.	On going
Rm 341	Convert to an ITV class room	Remove West door. Upgrade electrical, data and remove sink	July-1-2014
Rm 1716	Remove paint booth	Remove paint booth and install duct work to remove welding fumes.	August -1-2014
CDL Drug testing	Drug and Alcohol testing program.	Creating testing program and determining drivers that a affected.	August -1-2014

## Information Technology Accomplishments - Qtr 3 2014 (Report date May 5, 2014)

Project	Staff	
e-Brochure	Matthew	Demo on Monday. Not mailing packets. Reduce the number of guidebook
Switched long-distance provider	Dave H.	College will see a savings of approx. \$400 a month
Course Listing on website	Matthew	Search for available course offerings on the website
Online Timesheet Analysis	Jake	Decision made. Need to purchase and setup
New hardware for Auto Tech & ElectroI Technicians		New laptops for Auto Tech labs. Upgraded hardware in rooms 131, 122, & ATL
Website Updates & Event pages	Mike	Works with Marketing to keep the website updated with current events & content
Assistance with AQIP flowcharts	Mike S.	Cindy Albrecht worked with Mike S. to create, modify, improve flowcharts for AQIP documents

Project Name	Assigned to	Requesting Department	Priority	Status
ALL IT STAFF				
Learning Resource Center (Library area) remodel	All IT Staff		HIGH	Attend meetings regarding remodel of space and accomodations for ASC, Support Services, Library, Student Help
New ITV Classroom	MJ & Dave F. setup. Dave H. network		HIGH	
DEVELOPMENT TEAM (Bob, Mike, & Matthew)				
Degree Audit			Very High	Directive from Duane and Phil
Degree Audit (DA) Setup and Testing	Matthew & Bob		50%	Bob & Matthew have worked with Three Rivers on the setup and questions.
Training needed for Student Services	Chyme & Deb		50%	Configuring DA to provide the state submission file for Program Curriculum
Evaluating students' courses to Degree Audit	Chyme & Deb		15%	Bob & Matthew met with Student Services staff to review the Degree Audit setup in April. Identified some issues that are being worked on.
TAACCCT Grant Reporting	Bob	IA	High	Working with a few students and programs to test with. Programs: Nursing , Dairy Herd, Medical Coding
Financial Aid				First test submission is in April/May. First actual submission due in June

Project Name	Assigned to	Requesting Department	Priority	Status
MySWTC portal enhancements	Matthew		80 % complete	Implementing use of MySWTC for student communication
Setup for 1415 school year	Lisa, Matthew		70% complete	Forms are on the website, using postcards for communication rather than letters, using MySWTC for communication with students
<b>Website</b>				
Southwest Tech Blogs	Mike S, Judy G.	Marketing	80 % complete	Judy has set up blogs and LDAP, Mike is working on Theming them and adding functionality.
- Blog for Nursing students in Haiti	Mike S.		Done	
Start pages (student & Staff) for targeted content	Mike S		Medium	Part of Phase 3 roll-out for website. Start in Qtr 3, won't be completed until Qtr 4
EMS Forms	Mike S	EMS	Medium	Working With Ken on EMS forms similar to those on Northcentral's site.
Develop Google Analytics Funnels	Mike S	Marketing	Medium	Add Google Analytics Funnels to track movement of users through steps of processes.
IE Metro on Windows 8.1 - website and webmail do not work	Mike S & Matthew		Low	
MySWTC/Email/BlackBoard Login page improvement	Mike S		Low	Have templates for Email and BlackBoard login pages
Add Cafeteria menu to site/start pages	Mike S	Rex	Low	Add the weekly/daily menus to a place where users can see them.
Increase utilization of CE Portal to reduce number of paper registration forms	Lisa, Matthew, Mike, Bob	Student Services, Caleb	High	Transcripted credit students, B & IS forms, CPR
Start analysis and scope of work for new Faculty Workload system	Bob	Caleb	Medium	Work on analysis for new workload system

Project Name	Assigned to	Requesting Department	Priority	Status
Start analysis and scope of work for the Program Financial Statements	Bob	Caleb	Medium	Work on analysis for new workload system
Decomission CMS 400 (Ektron)	Bob, Dave H.		Low	Bob has to determine new framework before the server can be decommissioned
Ruby on Rails Scholarship Application	Bob		Low	Bob - Evaluate new framework
Ruby on Rails Faculty Certification Application	Bob		Low	Bob - Evaluate new framework
Bookstore - Review Book request in Sharepoint/CAMS	Matthew & Bob	Bookstore	Move up in priority	Book request process needs to be improved. Make it easier for faculty and Bookstore staff to manage.
Housing packets - electronic	Matthew	Heather	New request to evaluate	Heather has requested electronic packets for students interested in housing. This will save postage and staff time.
<b>NETWORK TEAM (Judy &amp; Dave)</b>				
uNotify implementation	Lisa/Dave H	Student Services, Financial Aid, Business Office	Medium	uNotify allows text messaging to individual or groups of students. There are no guidelines on how the staff will use it so the software has not been implemented.
Plan AD/Exchange upgrade	Dave H & Judy	IT	High	Got a price from Heartland Consultants for Exchange upgrade. Need to negotiate
New Print Server	Judy		May/June	Install 64 bit drivers on all printers. Next build print server and new SQL Server to house PM database

Project Name	Assigned to	Requesting Department	Priority	Status
New Program Apps Server	Judy		June	Involves: Eaglesoft (dental software), Ag tractor CDs and software, CAD file share, SolidWorks licensing
Upgrade NetIQ	Judy		June	Will involve setting up new appliances
VDI Analysis	Dave H. & Judy		Medium	We need to research, analyze, and budget for software, hardware, anti-viral appliances, licenses, etc.
Plan and Analyze the upgrade process for CAMS SQL Server to 2008 R2 or 2012	Judy		Medium	Judy received some answers from TRS. The upgrade will be done on the TEST environment this summer.
Changing long distance provider (Century Tel)	Dave H.		DONE	Completed in April.
<b>TECHS &amp; MEDIA (MJ, Charles, Jake, Dave F.)</b>				
Online time entry	Jake	HR	In Progress	In the process of purchasing GreenShades for online timesheets and employee profiles.
Promote Adobe Connect to rest of college	Techs/CTL		In Progress	Lunch-n-learn in April. Session is offered at May Learning Academy. Use is increasing.
Determine timeline/plan for Office 2013 implementation Sondra	All	IT	High	Training at May inservice.
Media Center Move/Remodel	MJ	IT	In Progress	Moving end of May/early June during remodel of LRC
Implementation of Financial Edge Testing Center	Techs & Network	Foundation	In Progress	Server created. July 1 go-live date.
Implement CLEP testing	Charles	Student Services	95%	Per Danielle: Few minor tweaks left.
Computer Lab Upgrades	All	Electro Mech		Working with Steve McCauley to upgrade hardware in his lab (building 600)

Project Name	Assigned to	Requesting Department	Priority	Status
MJ - ITV carts for Outreach	MJ	Duane		Researched and got pricing for ITV carts.

## ***Foundation Metrics***

<b>Metric</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Scholarships Given	188	189	200
Scholarship Dollars	\$ 96,000	\$ 102,250	\$ 130,000
Students Housed	92	100	108
All Other Contributions	\$ 48,826	\$ 79,636	\$ 100,950

### ***C. Staffing Update***

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



### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
1	New Position	CNC Setup Instructor	New hire - Jason Robbins	Fall 2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
2	Derek Dachelet (Promotion)	Marketing Manager	New hire - Susan Reukauf	7/22/2013	Grade 6 Salaried Professional \$57,532-\$65,490
3	New Position	Career Prep Specialist	New hire - Mary Johannesen	7/1/2013	Partially Grant Funded
4	Stephanie Foster (Promotion)	Guidance Counselor	From Advisor to Guidance Counselor	7/1/2013	Grade 7 Salaried Professional \$50,376 Annual
5	Heather Fifrick (Transfer)	Student Housing & Activities Manager		7/1/2013	Funded through the Foundation
6	Noreen Edge (Retired)	Info. Tech. Lab Asst.		7/9/2013	
7	New Position	Health Care Success Coach, LTE	New hire - Danette Tessman	8/1/2013	Grant Funded Hourly Grade 6 \$20.74 - \$26.74
8	New Position	Culinary Arts Instructor	Student Enrollment Low - Defer to Spring 2014		BS \$40,368-\$68,225 MS \$44,159-\$74,437
9	Lily Long (Retired)	Accounting Instructor	New hire - Garry Kirk	8/16/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437
10	Kerry Long (Resigned)	Accounting Instructor	New hire - Gary Christiansen	8/16/2013	Same as Above
11	Replacement (Ashley Crubel transfer to Accounts Payable)	Financial Aid Asst/Accounting Bursar	New hire - Cora Halverson	Aug-13	Grade 3 Hourly \$15.02 - \$19.39
12	Replacements (Sharon Beer and Jennifer Strand Retirement)	Administrative Assts. (2)	New hire - Denise Bausch & New hire - Lori Needham	Aug-13	Grade 4 Hourly \$16.09 - \$20.78
13	New Position	Assessment Specialist (Examiner)	New hire - Donna Marchese	Aug-13	Grade 5 Hourly \$17.14 - \$22.09

### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
14	New Position	Student Services Specialist	New hire - Breanna Callahan	Aug-13	Grade 2 Hourly \$13.98 - \$18.07
15	New Position	Enrollment Services Specialist	New hire - Deb Thomas	Aug-13	Grade 5 Hourly \$17.14 - \$22.09
16	New Position	Foundation Assistant	New hire - Sara Bahl	Aug-13	Funded through the Foundation Grade 3 Hourly \$15.02 - 19.39
17	New Position	Welding Instructor (Spring 2014)	Have decided not to hire at this time. Combined some sections instead.		BS \$40,368-\$68,225 MS \$44,159-\$74,437
18	New Position - Limited Term	Electro Mech Instructor	New hire - Bart Wood	9/30/2013	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
19	Replacement - Kari Kabat Resignation	Advisor	New hire - Stephanie Brown	1/6/2014	Grade 6 Hourly \$20.74 - \$26.74
20	New Position - Limited Term	Healthcare Skills Specialist	New hire - Janet Giese	9/23/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
21	New Position	Electro Mech Assistant	New hire - Glenn Crary	8/1/2013	Grade 6 Hourly \$20.74 - \$26.74 1 Year Limited Term / Grant Funded
22	Replacement / Mary Uren Retirement	Benefits & Payroll Administrator	Transfer in- Connie Haberkorn	11/1/2013	Grade 7 Salaried Professional \$51,419 Annual
23	Replacement - Sara Davis (Resignation)	College Admissions Representative	New hire - Matthew Schneider	11/4/2013	Grade 2 Hourly \$13.98 - \$18.07
24	Replacement - Connie Haberkorn (Transfer)	Human Resources Assistant	New hire - Annetta Smith	11/4/2013	Grade 5 Hourly \$17.14 - \$22.09

### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
25	Replacement	Grant Support Specialist (LTE) 50% Position	New hire - Nancy Flanagan	10/3/2013	Grade 5 \$17.14 - \$22.09 Grant Funded
26	New Position	Controller	Transfer in - Kelly Kelly	11/1/2013	Grade 6 Salaried Professional \$58,723
27	Replacement - Kelly Kelly (Transfer)	Financial Analyst	Transfer in - Ashley Crubel	Upon backfill	Grade 6 Hourly \$20.74 - \$26.74
28	New Position - Limited Term	Network Online Support Specialist	New Hire - Eddie Johnson	2/10/2014	Grade 6 Hourly \$20.74- \$26.74 Grant Funded
29	New Position - Limited Term	Southwest Health Network Director	New hire - Darnell Hendricks	1/6/2014	Grade 7 Salaried \$51,419- 69,567 Grant Funded
30	Replacement - Ashley Crubel (Transfer)	Accounts Payable	Transfer in - Holly Crubel		Grade 2 Hourly \$13.98 - \$18.07
31	New Position - Limited Term	Logistics Instructor/Program Coordinator	New hire - Tonya Archie	1/13/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Grant Funded
32	New Position	Evening Custodian	New hire - Brian Reuter	1/2/2014	Grade 1 Hourly \$11.89 - \$15.36
33	Replacement - Holly Crubel	Financial Aid Spec/Acct. Bursar	Transfer in - Sara Bahl	TBD	Grade 4 Hourly \$16.09 - \$20.78
34	Replacement - Shari Johnson	Early Childhood Education Program Instructor	Transfer in - Emily McBee	1/6/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437
35	Replacement - Jessica Esser	Financial Aid Spec/Acct. Bursar	New hire - Samantha Redman	2/24/2014	Grade 4 Hourly \$16.09 - \$20.78
36	Replacement - Doug Pearson	Director of Facilities	Transfer in - Dan Imhoff	3/10/2014	Grade 4 Salaried Professional \$73,331- \$99,212
37	Replacement - Pam Myhre	Nursing Instructor	Limited Term New hire - Christal Foreyt	1/6/2014	BS \$40,368-\$68,225 MS \$44,159-\$74,437

### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
38	Replacement - Sara Bahl (Transfer)	Foundation Assistant	New hire - Samantha Goss	3/31/2014	Funded through the Foundation Grade 3 Hourly \$15.02 - 19.39
39	New Position	Associate Dean / Alternative Delivery	Due to budget constraints, not filling the position at this time		Grade 3 Salaried Professional \$80,635-\$109,095
40	New Position	Business & Industry Services Manager	New hire - Amy Charles	4/28/2014	Grade 5 Salaried Professional \$66,027-\$89,331
41	Replacement - Joyce Czajkowski (Retirement)	Dean of Business & Gen Ed	New hire - Richard Ammon	6/30/2014	Grade 2 Salaried Professional \$87,939 - \$118,978
42	Replacement - Dan Imhoff (Transfer)	Master Electrician	New hire - Joshua Bedward	4/21/2014	Grade 6 Hourly \$20.74 - \$26.74
43	Replacement - Jenny Oyen	Administrative Asst. Public Safety	Advertising		Grade 4 Hourly \$16.09 - \$20.78
44	New Position	Part Time Admin. Asst. Public Safety (Even & Weekends)	Advertising		Grade 4 Hourly \$16.09 - \$20.78
45	Replacement - Donna Marchese	Assessment Specialist	Advertising		Grade 5 Hourly \$17.14 - \$22.09
46	Replacement - Pam Myhre	Associate Degree Nursing Instructor	Advertising		BS \$40,368-\$68,225 MS \$44,159-\$74,437
47	New Position	Cancer Infor Mgmnt / H.I.T. Instructor	Advertising		Grant & District Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437

### Position Tracking 2013/2014 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range
48	Replacement - Jessica Brogley	Communications Instructor	Advertising		BS \$40,368-\$68,225 MS \$44,159-\$74,437
49	New Position	Culinary Arts/Management Instructor	Advertising		BS \$40,368-\$68,225 MS \$44,159-\$74,437
50	New Position - Limited Term Employment (LTE)	Healthcare Lab Asst.	Advertising		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
51	New Position - Limited Term Employment (LTE)	Healthcare Tutors/Study Skill Tutors/Tutor Specialist (8 Positions)	Advertising		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
52	Replacement - Robert Hampton (LTE)	Electrical Power Distribution Lab Assistant	Advertising		Grade 5 Hourly \$17.14 - \$22.09
53	New Position	Lab Science/Medical Lab Tech Instructor	Advertising		Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
54	New Position - Limited Term Employment (LTE)	Media Support Specialist	Advertising		Grant Funded Grade 6 Hourly \$20.74 - \$26.74
55	Replacement - Patti Obma	Nursing Assistant Instructor (1 FT or 2 PT)	Advertising		Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437
56	New Position - Limited Term Employment (LTE)	General Anatomy & Physiology Instructor (PT)			Grant Funded BS \$40,368-\$68,225 MS \$44,159-\$74,437

Information and Correspondence

**A. Enrollment Report**

The 2013-14 and 2014-15 Comparison FTE and 2014-15 Application Reports are available below.



**2012-2013 and 2013-2014 FTE Comparison**

Program Type	Program Title	06-10-13 Students	06-09-14 Students	Student Change	06-10-13 FTE	06-09-14 FTE	FTE Change
10	Accounting	42	40	(2)	35.50	29.60	(5.90)
10	Administrative Professional	20	13	(7)	15.47	12.50	(2.97)
10	Agri-Business/Science Technology	42	44	2	37.03	41.77	4.73
10	Business Management	94	104	10	64.53	73.79	9.27
10	Medical Laboratory Technician	23	16	(7)	19.67	11.57	(8.10)
10	Criminal Justice - Law Enforcement	68	60	(8)	52.23	54.33	2.10
10	Culinary Arts	-	11	11	-	7.84	7.84
10	Culinary Management	27	7	(20)	17.87	5.97	(11.90)
10	Direct Entry Midwife	33	26	(7)	18.93	14.20	(4.73)
10	Early Childhood Education	48	54	6	38.67	38.83	0.17
10	Electro-Mechanical Technology	49	58	9	43.67	56.16	12.50
10	Engineering Technologist	23	23	-	19.30	21.93	2.63
10	Golf Course Management	31	35	4	29.63	31.97	2.33
10	Graphic and Web Design	43	35	(8)	35.60	30.40	(5.20)
10	Human Services Associate	59	65	6	39.70	38.90	(0.80)
10	IT-Computer Support Specialist	7	2	(5)	3.23	0.63	(2.60)
10	IT-Network Comm Spec	36	31	(5)	25.07	22.80	(2.27)
10	IT-Web & Software Developer	30	22	(8)	17.83	16.40	(1.43)
10	Individualized Technical Studies	3	6	3	1.57	5.53	3.97
10	Marketing	4	10	6	2.10	6.00	3.90
10	Nursing - Associate Deg	221	261	40	106.81	127.48	20.67
10	Physical Therapist Assistant	36	38	2	24.13	22.33	(1.80)
10	Supervisory Management	1	6	5	0.03	1.37	1.34
	<b>Total Associate Degree</b>	<b>940</b>	<b>967</b>	<b>27</b>	<b>648.57</b>	<b>672.30</b>	<b>23.73</b>
31	Accounting Assistant	13	8	(5)	8.87	4.03	(4.83)
32	Agricultural Power & Equipment Tech	47	44	(3)	41.27	42.20	0.93

Program Type	Program Title	06-10-13 Students	06-09-14 Students	Student Change	06-10-13 FTE	06-09-14 FTE	FTE Change
31	Auto Collision Repair & Refinish Tech	26	24	(2)	17.77	15.83	(1.93)
32	Automotive Technician	38	29	(9)	34.84	23.30	(11.53)
31	Cosmetology	42	43	1	35.97	33.74	(2.23)
31	Bricklaying and Masonry	-	9	9	-	7.57	7.57
30	Building Maintenance & Construction	2	1	(1)	0.67	0.10	(0.57)
31	Building Trades - Carpentry	14	14	-	11.90	13.80	1.90
30	CNC Setup/Operation	7	13	6	3.87	9.07	5.20
31	Child Care Services	14	8	(6)	8.80	6.13	(2.67)
30	Criminal Justice-Law Enf Acad	15	22	7	7.97	11.80	3.83
31	Culinary Specialist	15	7	(8)	12.30	3.73	(8.57)
31	Dairy Herd Management	14	18	4	14.37	18.27	3.90
30	Dental Assistant	31	29	(2)	16.97	15.77	(1.20)
31	Electrical Power Distribution	24	29	5	22.93	24.63	1.70
50	Electricity (Construction)	14	18	4	1.73	2.85	1.12
31	Esthetician	14	14	-	10.80	9.77	(1.03)
30	Farm Business & Production Manage	80	-	(80)	19.56	-	(19.56)
50	Industrial Electrician Apprentice	12	16	4	2.13	2.47	0.33
31	IT-Computer Support Technician	-	5	5	-	2.80	2.80
31	Medical Assistant	44	47	3	30.74	34.37	3.63
30	Medical Coding Specialist	68	65	(3)	29.10	22.17	(6.93)
31	Medical Transcription	14	3	(11)	8.63	1.27	(7.37)
30	Nursing Assistant	277	218	(59)	35.58	28.37	(7.21)
31	Office Support Specialist	4	14	10	2.80	9.97	7.17
50	Plumbing Apprentice	16	13	(3)	2.40	2.23	(0.17)
31	Welding	47	47	-	40.90	42.07	1.17
	<b>Total Technical Diploma</b>	<b>892</b>	<b>758</b>	<b>(134)</b>	<b>422.86</b>	<b>388.30</b>	<b>(34.56)</b>
	Liberal Studies	-	10	10	-	5.87	5.87
	Undeclared Majors	2,293	2,330	37	285.56	299.34	13.78
	<b>Total</b>	<b>4,125</b>	<b>4,065</b>	<b>(60)</b>	<b>1,357.00</b>	<b>1,365.81</b>	<b>8.82</b>
	<b>Percent of Change</b>						0.65%
	Vocational Adult (Aid Codes 42-47)	6,075	6,452	377	89.87	114.51	24.64
	Community Services	226	251	25	1.16	0.93	(0.22)
	Basic Skills (Aid Codes 7x)	358	371	13	40.93	42.36	1.43
	Basic Skills Remedial(Aid Codes 78)	1,941	1,872	(69)	114.86	111.57	(3.29)
	<b>Grand Total</b>	<b>12,725</b>	<b>13,011</b>	<b>286</b>	<b>1,603.81</b>	<b>1,635.19</b>	<b>31.38</b>
	<b>Total Percent of Change</b>						1.96%



## 2013-2014 and 2014-2015 FTE Comparison

Program Type	Program Title	06-10-13 Students	06-09-14 Students	Student Change	06-10-13 FTE	06-09-14 FTE	FTE Change
10	Accounting	23	15	(8)	10.63	7.53	(3.10)
10	Administrative Professional	9	8	(1)	3.50	3.17	(0.33)
10	Agri-Business/Science Technology	15	34	19	7.47	20.23	12.77
10	Business Management	32	38	6	14.30	16.36	2.07
10	Medical Laboratory Technician	6	9	3	2.70	3.17	0.47
10	Criminal Justice - Law Enforcement	28	24	(4)	13.70	11.10	(2.60)
10	Culinary Arts	1	9	8	0.20	4.93	4.73
10	Culinary Management	4	1	(3)	1.73	0.60	(1.13)
10	Direct Entry Midwife	13	14	1	5.10	3.97	(1.13)
10	Early Childhood Education	18	22	4	8.37	10.30	1.93
10	Electro-Mechanical Technology	28	38	10	13.90	17.97	4.07
10	Engineering Technologist	14	9	(5)	6.00	3.80	(2.20)
10	Golf Course Management	16	7	(9)	8.43	3.03	(5.40)
10	Graphic and Web Design	14	16	2	5.80	6.23	0.43
10	Health Information Technology	-	4	4	-	0.70	0.70
10	Human Services Associate	24	19	(5)	8.37	9.93	1.57
10	IT-Network Comm Spec	15	11	(4)	6.30	4.73	(1.57)
10	IT-Web & Software Developer	8	10	2	3.43	3.33	(0.10)
10	Individualized Technical Studies	7	1	(6)	3.90	0.20	(3.70)
10	Nursing - Associate Deg	128	141	13	31.83	34.40	2.57
10	Physical Therapist Assistant	12	13	1	4.33	5.60	1.27
10	Supervisory Management	-	4	4	-	1.23	1.23
	<b>Total Associate Degree</b>	<b>415</b>	<b>447</b>	<b>32</b>	<b>159.99</b>	<b>172.53</b>	<b>12.54</b>
31	Accounting Assistant	4	3	(1)	1.33	1.37	0.03
32	Agricultural Power & Equipment Tech	20	19	(1)	11.43	11.97	0.53
31	Auto Collision Repair & Refinish Tech	10	8	(2)	2.13	1.97	(0.17)
32	Automotive Technician	19	12	(7)	8.27	5.77	(2.50)
31	Cosmetology	19	13	(6)	10.63	7.53	(3.10)



Program Type	Program Title	06-10-13 Students	06-09-14 Students	Student Change	06-10-13 FTE	06-09-14 FTE	FTE Change
31	Bricklaying and Masonry	2	-	(2)	0.60	-	(0.60)
31	Child Care Services	2	1	(1)	0.80	0.10	(0.70)
30	Criminal Justice-Law Enf Acad	22	15	(7)	11.00	8.00	(3.00)
31	Culinary Specialist	2	1	(1)	0.43	0.13	(0.30)
31	Dairy Herd Management	-	3	3	-	0.60	0.60
30	Dental Assistant	1	1	-	0.07	0.07	-
31	Electrical Power Distribution	3	1	(2)	0.20	0.43	0.23
50	Electricity (Construction)	1	16	15	0.10	1.07	0.97
31	Esthetician	-	1	1	-	0.53	0.53
50	Industrial Electrician Apprentice	11	10	(1)	0.73	0.67	(0.07)
31	IT-Computer Support Technician	-	1	1	-	0.20	0.20
31	Medical Assistant	4	3	(1)	0.60	0.70	0.10
30	Medical Coding Specialist	1	7	6	0.17	1.93	1.77
31	Medical Transcription	3	-	(3)	0.90	-	(0.90)
30	Nursing Assistant	42	45	3	4.13	4.63	0.50
31	Office Support Specialist	1	1	-	0.20	0.37	0.17
50	Plumbing Apprentice	1	1	-	0.10	0.09	(0.01)
31	Welding	4	1	(3)	0.53	0.23	(0.30)
	<b>Total Technical Diploma</b>	<b>172</b>	<b>163</b>	<b>(9)</b>	<b>54.37</b>	<b>48.36</b>	<b>(6.01)</b>
	Liberal Studies	-	11	2	-	2.40	2.40
	Undeclared Majors	71	60	6	8.47	8.07	(0.40)
	<b>Total</b>	<b>658</b>	<b>681</b>	<b>31</b>	<b>222.83</b>	<b>231.36</b>	<b>8.53</b>
	<b>Percent of Change</b>						<b>3.83%</b>
	Vocational Adult (Aid Codes 42-47)	239	819	580	4.96	16.56	11.60
	Community Services	24	-	(24)	0.08	-	(0.08)
	Basic Skills (Aid Codes 7x)	17	24	7	0.57	0.80	0.23
	Basic Skills Remedial(Aid Codes 78)	253	104	(149)	10.09	3.86	(6.23)
	<b>Grand Total</b>	<b>1,191</b>	<b>1,628</b>	<b>437</b>	<b>238.53</b>	<b>252.58</b>	<b>14.05</b>
	<b>Total Percent of Change</b>						<b>5.89%</b>

## APPLICATION COMPARISON

Max	Program	2014-15 (6/11/14)			2013-14 (6/15/13)			YOY Change
		Accepted	Waiting List	Total	Accepted	Waiting List	Total	
	Accounting	15		15	17		17	(2)
	Accounting Assistant	8		8	6		6	2
	Administrative Professional	6		6	11		11	(5)
36	Agri-Business/Science Tech	40	2	42	24	8	32	10
22	Ag Power & Equipment	22	9	31	22	20	42	(11)
22	Auto Collision Repair & Refinish	19		19	14		14	5
22	Automotive Technician	22	2	24	17		17	7
20	Bricklaying & Masonry			0	9		9	(9)
20	Building Trades- Carpentry	17		17	14		14	3
	Business Management	44		44	43		43	1
13	Child Care Services	13		13	12		12	1
15	CNC Setup/Operation	8		8	9		9	(1)
24	Cosmetology	24		24	22	5	27	(3)
	Criminal Justice-Law Enforce	27		27	38		38	(11)
	Culinary Arts	19		19	5		5	14
	Culinary Management	2		2	11		11	(9)
	Culinary Specialist	4		4	6		6	(2)
24	Dairy Herd Management	21		21	24	1	25	(4)
18	Dental Assistant	18	6	24	18	21	39	(15)
28	Early Childhood Education	16		16	28		28	(12)
24	Electrical Power Distribution	24	9	33	27	5	32	1
24	Electro-Mechanical Tech	15		15	22		22	(7)
18	Engineering Technologist			0	13		13	(13)
16	Esthetician			0	10		10	(10)
	Golf Course Management	15		15	15		15	-
25	Graphic and Web Design	17		17	22		22	(5)
	Health Information Technology	16		16			0	16
32	Human Services Associate	32		32	31	5	36	(4)
	IT-Computer Support Tech	10		10	5		5	5
	IT-Network Communication Spec	12		12	18		18	(6)
	IT-Web & Software Developer			0	14		14	(14)
	Liberal Arts- Associate of Arts	10		10	5		5	5
	Liberal Arts-Associate of Science	8		8	1		1	7
	Marketing			0	7		7	(7)
32	Medical Assistant	32	17	49	32	31	63	(14)
34	Medical Coding Specialist	30	2	32	34	24	58	(26)
16	Medical Laboratory Technician	10		10	9		9	1



## APPLICATION COMPARISON

		<u>2014-15 (6/11/14)</u>			<u>2013-14 (6/15/13)</u>			<u>YOY Change</u>
		<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	<u>Accepted</u>	<u>Waiting List</u>	<u>Total</u>	
4	Nail Technician	3		3	4	1	5	(2)
54	Nursing-Associate Degree	53	94	147	53	46	99	48
28	Nursing-Assoc Degree- Part-time	28	10	38	27	2	29	9
	Office Support Specialist	10		10	6		6	4
	Pharmacy Tech (shared)	2		2	3		3	(1)
15	Physical Therapist Assistant	15	24	39	15	18	33	6
	Supervisory Management	2		2			0	2
40	Welding	40	13	53	40	12	52	1
20	Welding - (Jan Start)			0			0	-
17	Direct-Entry Midwife (Jan Start)	12		12	12		12	-
	Office Aide (January Start)			0			0	-
571	<b>Totals</b>	741	188	929	775	199	974	(45)
	<b>YOY Change</b>	<b>(34)</b>	<b>(11)</b>	<b>(45)</b>				

## ***B. Chairperson's Report***

## ***C. College President's Report***

5. Biennial Budget Development Committee
6. Special Legislative Committee First Meeting – July 24, 2014
7. AQIP Systems Portfolio Submission
8. CAPTE Accreditation

## ***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda***

1. Biennial Budget Development Committee
2. Special Legislative Committee Meeting – July 24, 2014
3. AQIP Systems Portfolio Submission
4. CAPTE Accreditation

### ***B. Time and Place***

Monday, July 14, 2014, at 5:30 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

## **Adjourn to Closed Session**

- A. ***Compensation & Benefits*** {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- B. ***President's Performance Evaluation*** {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- C. ***Approval of Closed Session Minutes of May 22, 2014***

## **Reconvene to Open Session**

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

## **Adjournment**